

IPPN Checklist for School Leaders for Mon 12 April 2021

Actions for School Leaders and BoM:

1. Ensure that the following are in order / in stock / set up
 - Signage
 - Hand Sanitiser
 - PPE
2. Ensure that the following procedures are clear and working
 - Ventilation Procedures for all Classrooms
 - Isolation Areas and Procedures
 - Cleaning Routines
 - Entry and exiting routines for pupils and staff
 - Visitor access routines and recording
 - Communication and Reporting procedures in relation to COVID-19 information
 - Staff Concerns
 - Parental Concerns
 - Communication with HSE / Public Health
 - Relevant contact details readily available
3. Review the communication strategy with:
 - DP and ISM
 - Lead Worker Representative
 - Teachers, SNAs and Ancillary Staff
 - BoM
 - Parent Body
4. Consider if there are any additions to the Risk Assessment in light of experiences in the last term

Actions Regarding Parents and Children:

1. Remind parents to complete [Return to Education Form](#) in respect of children returning to school after the holidays. This form is now available through TextaParent as well as through certain school management software packages. In relation to the Return to Education (RTE) Form: -
 - It is not a mandatory form – parents cannot be forced to return the form and pupils should not be held accountable for the actions, or lack of action of their parents
 - It is advised that school leaders make contact with parents who do not return the form to ascertain orally what the situation is in relation to the pupils' COVID status
 - It is advised that all such contacts be recorded in the school leaders' diary and that the numbers of parents, not the names, who do not return the form be reported at the next BoM meeting and recorded in the minutes
2. Remind parents of the importance of not congregating at or near school and that communication with the school must take place by phone or online
3. Remind parents of school policy in relation to children with symptoms of COVID-19
4. Remind parents not to send children to school if they are close contacts of a person with COVID-19, are awaiting a test or are experiencing symptoms of COVID-19
5. Advise parents not to send pupils to school if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus
6. Advise parents not to send pupils to school if they have travelled outside of Ireland; in such instances parents are advised to consult and follow latest Government advice in relation to foreign travel
7. Advise parents to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school

Actions Regarding Staff:

1. Identify the following categories of staff who will continue to work from home: -
 - An employee who is medically fit for work and has been advised to restrict his/her movements (*Circular 21/2021 Section 4.4*)
 - An employee at very high risk of serious illness from contracting COVID-19 is available to work remotely (*Circular 21/2021 Section 4.4*)
 - Pregnant Employees are to temporarily continue to work from home pending further guidance from the DE when they have fully considered the clarification of the HSE guidelines for pregnant workers (*Circular 21/2021 Section 4.3*)
2. Assign suitable alternative work to the above categories of employees: -
 - a. For teachers (*Circular 21/2021 Section 4.4.3 and 4.4.4*)
 - b. For SNAs (*Circular 21/2021 Section 4.4.5*)
3. Assign staff who are working from home to support pupils who have been certified as being at very high risk and are to continue learning from home, if any
4. RTW Forms. All employees are required to complete a RTW Form, but only once. After that, the employer may ask the employee to confirm that the details on the form have not changed following a period of absence such as the Easter Holidays. School leaders are advised record this confirmation for each staff member. (*Circular 21/2021 Section 1.5*)
5. Be aware of changes that Parents Leave has been increased from 2 to 5 weeks from 1st April 2021. Until the OLCS has been updated to record 5 weeks, the DE must still be notified of each individual case
6. Consult with the Lead Worker/Deputy Lead Worker Representative in relation to being available for staff regarding concerns about returning to school
7. Ensure that staff are reminded of where they can access the following documents: -
 - [HSPC guidance](#) issued in January 2021
 - [Training](#) undertaken prior to September 2020 return
 - Section 5 (Control Measures) of the [Revised COVID-19 Response Plan](#)
 - DE [Wellbeing Resources](#)
 - [EAS](#) contact details
8. Advise staff not to return to or attend school if they
 - are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has COVID symptoms
 - have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel
9. Advise staff to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school

Useful contact numbers:

- Dedicated Schools HSE COVID-19 line for Principals - **(01) 2408785**
- Public Health contact numbers for your region
- HSE LIVE **1850 24 1850**
- Dedicated NCSE line for Principals – **(01)-6033233**
- IPPN – **1890 21 22 23 / 021 4824070** or info@ippn.ie

Note: [Synopsis of DE Circular 21/21](#)