

## Dealing with a Suspected Case of Covid-19 in Scoil Angela

Staff or pupils should not attend Scoil Angela if displaying any symptoms of Covid-19. The following outlines how Scoil Angela will deal with a suspected case that may arise during the school day, in the school setting. Each teacher/staff member will be required to manage a suspected case in line with the protocol and training.

The Ark Library has been designated as the isolation room. It is behind a closed door and away from other staff and pupils. It is accessible for someone with disabilities. The isolation room is set-up to deal with 2 suspected cases, should the need arise.

The following is required in the Isolation room:

- Tissues
- Hand Sanitiser
- Disinfectant/wipes
- Gloves/masks
- Waste bags
- Contaminated Waste Bin

If a staff member/pupil displays symptoms of Covid-19 while at school the following are the procedures to be implemented.

- If the person is a pupil, the teacher takes a mask from the PPE box, each class has been provided with. Teacher ensures they are wearing their own mask. The teacher provides the student with a mask, which the student puts on. Advise the affected person to continue wearing the mask until they reach home. This teacher will get their neighbouring teacher to supervise their class. The teacher will accompany the student, taking the shortest route to the open-air/yard and then move to the isolation room, keeping at least 2 metres away from the symptomatic person. The teacher will alert the Principal and/or the Lead Worker Representative or Deputy Lead Worker Representative. Prefab teacher will remove the student from the classroom to the garden, if weather permits, or in the event of inclement

weather, to the hallway. Prefab teacher rings the Principal/Office for assistance. Their assigned SET teacher (Ms.Kirby) will be called on to supervise the class, as soon as is practicable. As soon as the supervisor arrives, the student is brought to the isolation room.

- Secretary will contact the Parents/Guardians of the pupil, to collect their child, as soon as possible.
- Caretaker will close-off the route taken to exit school, to allow for deep cleaning. Put up "Out of Use" signs.
- In the Isolation room, all personnel should keep at least 2metres distance, if possible while caring for the pupil. The pupil should avoid touching people, surfaces and objects. Disposable tissues should be provided when they cough and sneeze and put in the waste bag provided.
- Arrange for parents/guardians to collect the student from the Isolation room. Advise parents/guardians to inform their GP by phone of their symptoms. Public transport of any kind should not be used.
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Arrange for appropriate cleaning of the isolation room and classroom/work areas involved. Put up "Out of Use" signs, until deep cleaning takes place. Ensure cleaning staff wear PPE while cleaning and disinfecting the contaminated isolation room & classroom.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
- If the suspected case is a staff member, establish if they are well enough to travel home.
- The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of Covid-19 is made. The instructions of the HSE should be followed and the staff and pupil confidentiality is essential at all times.