



Brannoxtown Community National School  
Brannockstown, Co. Kildare, W91 NY67.

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## Brannoxtown Community National School (BCNS)

### COVID 19: Management Checklist

#### Guidance and Checklist – Management

This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for children, staff, parents and others. It was completed by Dr. Sarah FitzPatrick, Principal, who has overall responsibility for managing the implementation of the Brannoxtown CNS Covid-Response Plan.

Planning and Systems	BCNS
A system is in place to keep <b>up to date with the latest advice from Government and DES</b> , to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice.	Yes
Staff members have been <b>appointed to the LWR position and Deputy LWR position</b> (detailed at Section 4.3) in accordance with the agreed protocol.	Yes
All <b>staff have been advised</b> of the above appointments.	Yes
A school <b>COVID-19 Response Plan has been prepared and made available</b> to staff and families of the school.	Yes
A system is in place to provide staff and students with <b>information and guidance</b> on the measures to help prevent the spread of the virus and what is expected of them.	Yes
COVID-19 posters are displayed in suitable locations highlighting the signs and symptoms of COVID-19.	Yes
A COVID-19 <b>contact log</b> in place to support HSE tracing efforts if required.	Yes
Staff and families of the school are <b>aware of the purpose of the COVID-19 contact log</b> .	Yes
Staff are informed on the <b>measures that have been put in place to help prevent the spread of the virus and what is expected of them</b> , and encouraged to raise issues or concerns and to have them responded to.	Yes
<b>Risk assessments</b> for Brannoxtown CNS have been reviewed and updated in line with Department advice to take account of any controls to help prevent the spread of COVID-19.	Yes
<b>Emergency plans have been updated</b> to take account of the COVID response plan.	Yes
<b>Staff</b>	
A COVID-19 <b>Return-to-work Form</b> was provided to each member of staff and completed and returned 3 days before their return to the workplace.	Yes

I have checked if any staff member is at very high risk under the HSE guidance on people most at risk ( <a href="#">HSE guidance on people most at-risk</a> ) to be advised of the Department of Education's agreed arrangements for management of those staff.	Yes
Staff have been <b>advised they must stay at home if sick</b> or if they have any <a href="#">symptoms of COVID-19</a> .	Yes
I have explained to staff and families of the school what to do and <b>what to expect if they start to develop symptoms of COVID-19 while in school</b> , including where the isolation area is.	Yes
Staff have been advised of the <b>availability of the supports of the occupational health and wellbeing programme through Spectrum Life</b> .	Yes
<b>Training and Induction</b>	
Staff have been advised <b>to view the Department of Education's training materials</b> which are available online.	Yes
Staff <b>induction has included all information relating to COVID-19</b> .	Yes
First aiders, and all staff have been/will continue to participate in <b>training on infection prevention and control re hand hygiene and use of PPE</b> as appropriate in line with DES training provided.	Yes
<b>Buildings / Equipment</b>	
The <b>water system</b> will have regular flushing at outlets following low usage to prevent Legionnaire's Disease.	Yes
Staff have <b>checked equipment</b> in their classrooms for signs of deterioration or damage before being used again.	Yes
A <b>Cleaning Framework for Brannoxtown CNS</b> has ensured that all equipment, desks, benches, doors and frequently touched surfaces points are thoroughly cleaned before reopening.	Yes

### Control Measures in place

<b>Hand / respiratory hygiene</b>	
<b>Supplies of hand sanitizers</b> have been procured and PPE equipment in line with the HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department.	Yes
<b>Hand washing/hand sanitising stations</b> are in place (four per classroom) to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance.	Yes
Arrangements have been made for staff and students to have <b>regular access to hand-washing/hand sanitising facilities</b> as appropriate.	Yes

<b>Hand sanitisers easily available and accessible</b> for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings.	<b>Yes</b>
Arrangements have been made to ensure <b>hand hygiene facilities are regularly checked and well-stocked.</b>	<b>Yes</b>
The <b>alcohol-based hand sanitiser</b> procured has at least 60% ethanol or 70% isopropanol as the active ingredient.	<b>Yes</b>
Staff and students have been informed about the importance of hand washing and a <b>schedule for regular hand-cleaning</b> has been agreed throughout the school.	<b>Yes</b>
Staff and students have been asked <b>to view <a href="#">how to wash their hands</a></b> (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource.	<b>Yes</b>
Staff have explained to children how to use hand sanitiser correctly and where hand-sanitising stations are located.	<b>Yes</b>
Posters have been displayed in appropriate locations on how to wash hands correctly. Staff and students know when they need to wash their hands or use hand sanitiser. This includes: <ul style="list-style-type: none"> <li>○ On arrival at school</li> <li>○ Before eating or drinking</li> <li>○ After using the toilet</li> <li>○ After playing outdoors</li> <li>○ When hands are dirty</li> <li>○ When we cough or sneeze.</li> </ul>	<b>Yes</b>
Staff have explained to children the importance of good respiratory measures to limit the spread of the virus, including: <ul style="list-style-type: none"> <li>○ avoid touching the face, eyes, nose and mouth</li> <li>○ cover coughs and sneezes with an elbow or a tissue</li> <li>○ dispose of tissues in a covered bin</li> </ul>	<b>Yes</b>
<b>Physical Distancing</b>	
<b>All available school space is being utilised</b> to maximise physical distancing.	<b>Yes</b>
The Department’s templates to show options for <b>revised layout of school rooms to meet physical distancing requirements have been reviewed.</b>	<b>Yes</b>
Staff met on August 13 <sup>th</sup> to <b>review the layout of the rooms and furniture</b> as per the Department guidelines.	<b>Yes</b>
In each room, the <b>teacher’s desk is at least 1m (and where possible 2m) away from student desks.</b>	<b>Yes</b>
At stages 3 and 4 (3 <sup>rd</sup> to 6 <sup>th</sup> class) students will be at least 1m and (where possible 2m) away from each other.	<b>Yes</b>

Where possible and practicable, students have been <b>assigned to groups (Pods)</b> to minimise the risk of infection from COVID-19.	<b>Yes</b>
The timetable has been arranged to limit <b>unnecessary interaction between Pods.</b>	<b>Yes</b>
Arrangements have been made to minimise interaction on arrival and departure from school and in the school set-down area, by assigning a <b>staff member to help children to/from cars.</b>	<b>Yes</b>
<b>Both access points to the school</b> are encouraged to reduce congestion, i.e., via the old school, with parking in the Baptist Church (for the initial weeks of school) and via the new school set-down area.	<b>Yes</b>
<b>Both entrances to the school</b> will be used, i.e., the side door and main door, to facilitate children to maintain distance when returning to class.	<b>Yes</b>
The tables used for staff meetings have been rearranged to <b>maximise space between participating staff</b> to facilitate physical distancing.	<b>Yes</b>
<b>Road markings, posters and verbal reminders</b> will help staff maintain physical distancing.	<b>Yes</b>
Staff and students have been advised <b>not to shake hands and to avoid any physical contact.</b>	<b>Yes</b>
<b>Visitors to Schools</b>	
Visitors to the school have been informed that their <b>visit is by appointment only</b> and can be requested by contacting Liz Kavanagh, School Secretary at: <a href="mailto:brannoxtowncns@kwetb.ie">brannoxtowncns@kwetb.ie</a> .	<b>Yes</b>
Arrangements are in place to <b>inform essential visitors to schools of the measures to help prevent the spread of infection</b> , i.e., using the buzzer, hand sanitising, signing the log book, recording arrival and departure times, etc.	<b>Yes</b>

I, Sarah FitzPatrick, declare that the steps outlined above have been implemented at Brannoxtown CNS.

Signed:   
Dr. Rory O' Toole  
Director of Schools, KWETB

Date: 25<sup>th</sup> August, 2020

Signed:   
Dr. Sarah FitzPatrick  
Principal

Date: 25<sup>th</sup> August, 2020