

*Cork City Music College*



*Coláiste Ceoil Chathair Chorcaí*

**CORK CITY MUSIC COLLEGE**

**COVID-19 RESPONSE PLAN**

**September 2021**

# CORK CITY MUSIC COLLEGE

## COVID-19 Response Plan

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## Introduction

This COVID-19 Response Plan is designed to support the staff and Board of Management in putting measures in place that will prevent the spread of COVID-19 in Cork City Music College ('the College'/'CCMC'). The plan incorporates current advice about measures to reduce the spread of COVID-19 in the community issued by the National Public Health Emergency Team (NPHE). The Board of Management of CCMC wants to ensure that any proposals and recommendations in relation to the resumption of teaching and the reopening of facilities comply with best guidance as provided by the Governments and the national health agency.

The national protocol and guidance for the sector are issued by the National Public Health Emergency Team (NPHE), and incorporates current advice about measures to reduce the spread of COVID-19 in the community. Since this advice evolves, these measures and guidance may change so it is very important for CCMC to keep up to date with any new advice.

The COVID-19 Response Plan details the policies and practices necessary for Cork City Music College (CCMC/the College) to meet the Government's 'Return to Work Safely Protocol' and to prevent the spread of COVID-19 in the College.

**Note: The plan is a live working document and is reviewed on an ongoing basis and amended to take into account new guidance from**

**[www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie).**

This COVID-19 policy outlines our commitment as employer and as a music education institution to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal, Shena Shortall and brought to the attention of the Vice Principal, Virginia Metcalfe and the Designated COVID-19 Representative/Lead Worker Representative (LWR), Nicola O' Driscoll, staff, teachers, students, parents/guardians, families and other.

### **This policy and response plan**

- Is informed by the Government's Return to Work Safely Protocol, COVID-19 Specific National Protocol for Employers and Workers.
- Is underpinned by the government's key recommendations to reduce the risk of transmission of the coronavirus: good hand hygiene, good respiratory hygiene, social distancing and regular cleaning and disinfecting.
- Is in addition to CCMC's COVID-19 Risk Assessment Policy, available on [www.ccmc.ie](http://www.ccmc.ie).

## COVID-19 Policy Statement

Cork City Music College is committed to providing a safe and healthy workplace for all our staff, students, families and community in general. To ensure that, we have developed the following COVID-19 Response Plan. This policy sets out procedures to implement public health measures to reduce the risk of the transmission of COVID-19 while ensuring that CCMC's policies and practices remain student/child-centered and that the student's/children's health and well-being are a primary concern.

All CCMC staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. Effective communication with staff, students, parents and children is a priority for CCMC.

At CCMC we will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- provide an adequate number of trained Staff Representative(s) who are easily identifiable and put in place a reporting system
- inform all staff of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the College to facilitate physical distancing
- keep a contact log to help with contact tracing
- have all staff undergo an induction / familiarisation briefing
- develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at the College or in a college outreach centre
- provide instructions for staff to follow if they develop signs and symptoms of COVID-19 during their work with CCMC
- intensify cleaning in line with government advice
- Encourage staff to have the COVID-19 vaccine

All staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Staff Representatives:

Principal, Shena Shortall, Vice Principal, Virginia Metcalfe and by our Designated COVID-19 Representative (LWR), Nicola O' Driscoll

**Signed:**

**Shena Shortall**

**Date: 13<sup>th</sup> September 2021**

## Responsible Persons for Performing Tasks

CCMC has identified suitably trained persons to help with ensuring that the plan is implemented and checklists are completed.

Persons have been identified who have agreed to take responsibility for carrying out tasks such as:

- role of Designated COVID-19 Representative/Lead Worker Representative (LWR)
- use of checklists to identify any areas for improvement
- regular checks to ensure the plan is being implemented
- review of risk assessments and the safety statement
- renewal of statutory certification where needed
- training

We have consulted with the persons responsible for these tasks and have:

- briefed them on the tasks and their responsibilities
- entered their name against the relevant task(s) in the Responsible Persons table (see below) and asked each responsible person to sign to indicate their agreement with carrying out the task.

<b>Responsible Persons' Task Register</b>			
<b>No.</b>	<b>Tasks</b>	<b>Responsible Person(s)</b>	<b>Signature</b>
1	Person responsible for overall implementation of the plan	Shena Shortall	Shena Shortall
2	Identification and training of Designated COVID-19 Representative (LWR)	Nicola O' Driscoll	Nicola O' Driscoll
3	Planning and Preparing to Return to teaching (Appendix No.1)	Shena Shortall	Shena Shortall
4	Control Measures (p. 10 & Appendix No.5)	Virginia Metcalfe	Virginia Metcalfe
5	COVID-19 Induction (p. 6 & Appendix No.6)	Shena Shortall	Shena Shortall
6	Dealing with a Suspected Case of COVID-19 (Appendix No.6)	Shena Shortall	Shena Shortall
7	Cleaning and Disinfection (Appendix No.8)	Nicola O' Driscoll	Nicola O' Driscoll
8	Employee Information (Appendix No.5, 9 and 10)	Shena Shortall	Shena Shortall
9	Designated COVID-19 Representative (LWR) (Appendix No.7)	Nicola O' Driscoll	Nicola O' Driscoll
10	Return-to-work forms (Appendix No. 3)	Shena Shortall	Shena Shortall
11	Contact Tracing Log (Appendix No. 4)	Nicola O' Driscoll	Nicola O' Driscoll
12	Other		

## Employer Information

Employer Name/Name of College:	Cork City Music College
Workplace Address:	At Coláiste Éamann Rís St Patrick's Road Cork
Principal / Vice Principal of CCMC:	Shena Shortall / Virginia Metcalfe
Designated COVID-19 Representative (LWR):	Nicola O' Driscoll
Type of Business:	Music School
Number of staff:	13
Number of staff who Deal Directly with the Public:	13
Phone:	(021) 4966885
Email:	info@ccmc.ie
Date this Document is Effective from:	1/9/2021

## Checklists

### Return to Cork City Music College – Planning and Preparing

The planning and preparing phase are critical to ensure a safe return to CCMC and covers such items as information and guidance, return-to-work forms, identifying CCMC staff representatives, revising our induction briefing, identifying and putting in place control measures and updating our safety statements, risk assessments and emergency plans.

Staff have been told to self-monitor for signs and symptoms of COVID-19, which have been explained to them, and the return-to-work form will be used to assess staff health before they enter the workplace.

### Staff

#### Staff Return-to-Work Protocol

- Before returning to work all staff must complete a return-to-work form at least three days in advance of returning to work. This form seeks confirmation that the staff member to the best of their knowledge has no symptoms of COVID-19, that they are not self-isolating, that they are not a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days or awaiting results of a COVID-19 coronavirus test. This form will be made available electronically or by post from the Principal prior to opening.

On receipt of the completed form the Principal will provide:

1. details of the online Induction Training for completion by staff prior to the return to the workplace
  2. details of any additional health and safety measures applicable to facilitate the staff member's return to the school campus.
- If a staff member is identified as being in the 'at risk or vulnerable category', CCMC will carry out a risk assessment with the staff member and identify what controls can be put in place to

support the staff member's safe return to work. It is recommended in the Return to Work Safely Protocol that vulnerable or at-risk staff should be preferentially supported to maintain a physical distance of 2 metres. Any CCMC staff member that is in the clinically vulnerable or high-risk category has the option to self-isolate by working from home and conducting classes online where possible.

- In accordance with public health advice, certain responses to the RTW form will preclude an employee from returning to the workplace for health and safety reasons. e.g., the employee's return to the workplace would result in an unacceptable risk to the health and safety of the employee and/or other persons.

## **Students**

### **Students Return to the College**

- Before returning to the College, students/parents will be asked to complete a pre-return to class form for them/their child. This form will seek confirmation that they/the child, to the best of the parent's knowledge, is well, has no symptoms of COVID-19, that they are not a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days or awaiting results of a COVID-19 coronavirus test, and that they are not in a risk category. Students that are in the high-risk category have the option of taking classes online where possible and practicable.
- Only parents/guardians or carers who are well and have no symptoms of COVID-19 or who have served the required quarantine time of 14 days where advised should be allowed to drop off and collect children.

### **Parents/Guardians: Revised Drop off and Collection Procedures**

The purpose of these dropping off and collection procedures of students is, in as far as possible, to support social distancing and minimise the number of contacts that parents and children have with other parents and children, especially at the entrance to the College in Coláiste Éamann Rís and at other CCMC Outreach Centres.

The College will where practicable:

- Require parents/guardians to drop and collect their child/children at the exact time of their class.
- Organise staggered dropping off and collection times.
- Require parents/guardians along with their children to socially distance at least 2 metres from others at drop off and collection times.
- Require only one parent/guardian per family drops off and collects their child/children.
- Require parents/guardians and students to follow protocols in place at the College in Coláiste Éamann Rís and at other CCMC Outreach Centres regarding entrances and exits.
- Require parents/guardians/students to wash their hands and use the bathroom at home prior to attending class.
- Request parents/guardians to take their child's/children's temperature each day before they attend class. In the event that the child's temperature is high (measured temperature of 100.4o F / 38oC or higher), the child should not attend class.

## General advice to prevent the spread of the virus

Staff and visitors should at all times adhere to the up-to-date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

All staff should keep informed of the most up to date advice of the public health authorities by consulting websites and other sources of information directly.

The most common respiratory symptoms of COVID-19 infection include: a high temperature, fever, cough, shortness of breath and breathing difficulties.

Any employee of Cork City Music College displaying these symptoms should immediately inform the Principal/ Vice Principal. They will not be permitted to attend work if they have any of the symptoms listed below:

- High temperature (measured temperature of 100.4o F / 38oC or higher)
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste, or distortion of taste

Any staff displaying any these symptoms must self-isolate and must not attend work for 14 days. Also, any person living with someone who is self-isolating or waiting for a COVID-19 test must restrict their movement for 14 days.

Staff must inform the Principal and Vice Principal of this situation as soon as possible.

COVID-19 can be most commonly contracted through direct and indirect transmission, droplet or through hand to eye, hand to nose, or hand to mouth transmission. The most common way that COVID-19 transfers is person to person, usually when standing closer than 2 metres, via respiratory droplets from someone who has the illness, for example sneezing, or coughing. This can occur when in close contact to someone who has symptoms. To infect you, it has to get from an infected person's nose or mouth into your eyes, nose or mouth. This can be direct or indirect transmission (on hands, objects, surfaces).

## How to reduce the chance of getting infected by the coronavirus:

### ***Wash your hands frequently***

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water especially after touching another person or their personal items, after using the toilet and before eating or preparing food.

Why? Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

### ***Maintain social distancing***

Maintain at least 2 metre (6 feet) distance between yourself and anyone who is coughing or sneezing. When someone coughs or sneezes, they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets or they may

get into your eyes nose or mouth, including the COVID-19 virus if the person coughing has the disease. The droplets may also come in contact with you indirectly and get into your system from items or surfaces through the eyes, nose and mouth.

***Avoid touching eyes, nose and mouth***

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

***Practice respiratory hygiene***

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19. Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

**Do**

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces.

**Do Not**

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

**You should wash your hands:**

- After coughing or sneezing
- Before and after eating
- Before and after preparing food
- If you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
- Before and after being on public transport
- Before and after being in a crowd (especially an indoor crowd)
- When you arrive and leave buildings
- If your hands are dirty
- After toilet use

For advice from HSE on how to wash your hands the following link will be helpful:  
<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Video advice is available at: <https://www.facebook.com/HSElive/videos/how-to-properly-wash-your-hands/157857121880007/>

## People at higher risk or vulnerable groups

Current public health guidelines have identified groups who are defined as being at very high risk and high risk. The HSE has set out these groups as follows (see: <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>):

### Very high-risk groups (extremely vulnerable)

The list of people in very high-risk groups include people who:

- are over 70 years of age - even if you're fit and well
- have Down Syndrome
- have [cancer](#) and are being treated with chemotherapy or similar drugs other than hormone therapy
- have lung or head and neck cancer and are having radical surgery or radiotherapy
- are having radical radiotherapy for lung cancer or head and neck cancer
- are having certain complex cancer surgery, for example, surgery for lung cancer, head and neck cancer or oesophageal cancer
- have advanced cancer or cancer that has spread to another part of the body
- are on dialysis or have end-stage [kidney disease](#) and an eGFR less than 15
- have a condition affecting the brains or nerves that has significantly affected your ability to breathe, meaning you require non-invasive ventilation (such as motor neurone disease or spinal muscular atrophy)
- have [unstable or severe cystic fibrosis](#), including people waiting for a transplant
- have severe respiratory conditions including [Alpha-1 antitrypsin deficiency](#), [severe asthma](#), pulmonary fibrosis, lung fibrosis, interstitial lung disease and [severe COPD](#)
- have uncontrolled diabetes
- have had an organ transplant or are waiting for a transplant
- have had a bone marrow or stem cell transplant in the last 12 months, or are waiting for a transplant
- have a rare condition that means you have a very high risk of getting infections (such as APECED or errors in the interferon pathway)
- sickle cell disease
- have been treated with drugs such as Rituximab, Cyclophosphamide, Alemtuzumab, Cladribine or Ocrelizumab in the last 6 months
- have certain inherited metabolic disorders (such as Maple Syrup Urine Disease)
- have [obesity](#) with a body mass index (BMI) greater than 40

### High risk groups

The list of people in high-risk groups includes people who:

- are over 60 years of age
- have a learning disability other than Down Syndrome
- are being treated for cancer but are not very high risk
- have been treated in the past 5 years for a cancer of the blood or bone marrow (such as leukaemia, lymphoma or myeloma)
- have been treated in the past 1 year for a cancer that did not start in the blood or bone marrow
- have [chronic heart disease \(such as heart failure\)](#)
- have [chronic kidney disease](#) with an eGFR below 30ml a minute
- have chronic liver disease (such as cirrhosis or fibrosis)
- have a condition affecting the brain or nerves (such as Parkinson's disease or cerebral palsy) that affects their breathing or ability to protect or clear their airway
- have [clinically stable cystic fibrosis](#)
- have a serious lung condition but are not at very high risk, for example, moderate [COPD](#), severe [asthma](#), emphysema or bronchitis
- have [diabetes](#)
- are [taking medicine that makes you much more likely to get infections](#) (such as high doses of steroids)
- have a condition that means you have a high risk of getting infections (such as HIV, lupus or scleroderma)
- have an inherited metabolic disorder but are not very high risk
- have [obesity](#) with a body mass index (BMI) between 35 and 40
- have a severe mental illness (such as schizophrenia, bipolar disorder, severe depression)

- are over 70 years of age - even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you are pregnant

Any staff member who has a concern regarding personal higher risk, or a family member/household contact with higher risk, should discuss the situation with their GP/specialist (or an appropriate medical professional) before making a decision on whether to return to work or not.

## Control Measures

- A range of essential control measures have been implemented to reduce the risk of the spread of COVID-19 virus and to protect the safety, health and welfare of staff, students, parents/guardians and visitors as far as possible within Cork City Music College by removing hazards where possible or minimising exposure to hazards where removal is not possible (e.g. physical distancing).
- These control measures are outlined in the revised Safety Statement for Cork City Music College; which will be available on the CCMC website.
- In accordance with the guidance of the public health authorities, such control measures seek to reduce both the number and duration of contacts that staff, students, parents/guardians and visitors have with other persons.
- The control measures shall continue to be reviewed and updated as required on an ongoing basis.
- It is critical that staff, students, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.
- Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.
- Staff will be required to complete an online RTW form at least 3 days prior to any return to the CCMC centres. The purpose of the RTW form is to get confirmation from an employee that, to the best of his/her knowledge, he/she has no symptoms of COVID-19 and is not self-isolating or cocooning or awaiting the results of a COVID-19 test.
- It is essential that all staff, students, parents/guardians and visitors are fully aware of the health and safety risks posed by the COVID-19 virus both generally and to them as individuals (e.g. very high risk or high risk category individuals) and have full knowledge and understanding of the control measures in place that aim to prevent the spread of COVID-19 and protect safety, health and welfare within the workplace as far as is practicable.
- All staff will undertake and complete online COVID-19 Induction Training prior to returning to CCMC. The aim of such training is to ensure that employees have full knowledge and understanding of the following:
  - Latest up to-date advice and guidance on public health
  - COVID-19 symptoms
  - Very high risk and high-risk groups
  - What to do if a staff member develops symptoms of COVID-19 while at work
  - Outline of the COVID-19 response plan and details of control measures and health and safety requirements
  - Identification of points of contact
- Staff will be required to complete an online RTW form at least 3 days prior to any return to

CCMC. The purpose of the RTW form is to get confirmation from an employee that, to the best of his/her knowledge, he/she has no symptoms of COVID-19 and is not self-isolating or cocooning or awaiting the results of a COVID-19 test.

- Staff should be fully informed of the control measures and their duties and responsibilities in preventing the spread of COVID-19 and kept up to date with any changes to the control measures and any changes in the guidance available from the public health authorities.
- If a staff member is unsure about any aspect of the COVID-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal/Vice Principal.
- Students who are symptomatic and/or are isolating must not attend class. Where enough notice has been given, teachers will endeavour to teach the class as scheduled online where possible should the student feels well enough.

### **Hand hygiene and Respiratory Hygiene**

- The best way to prevent the spread of COVID-19 is to use proper hand hygiene and respiratory etiquette and practice physical distancing.
- It is crucial that all staff, students, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices.
- CCMC will raise awareness about the importance of hygiene and will provide instructions on how to wash hands through the provision of guidance documentation and the display of posters at various locations within the CCMC centres. Information posters have been prominently displayed at appropriate locations within the CCMC centres including offices, corridors, classrooms and toilet areas. Such are intended to inform but also remind all parties about the importance of hygiene in preventing the spread of COVID-19 virus and protecting health and safety.

### **Physical Distancing**

- Physical distancing is a key control measure in reducing the spread of infection. It is currently recommended that a minimum **distance of 2 metres** be maintained between people to minimise risk of transmission of the virus, where possible and practicable.
- **Physical distancing at a minimum distance of 2 metres is to be maintained in all CCMC classes. In the event that this distance is not achievable, then the use of face coverings must be implemented. (Face coverings are recommended for all students attending CCMC classes where possible.)**
- There is currently a strict no handshaking policy in place within Cork City Music College.
- All staff, students, parents/guardians, contractors and visitors should avoid direct physical contact with any other persons as far as possible.
- Office capacity is to be limited to facilitate the maintenance of minimum 2 metres physical distancing between designated workstations and staff. If a 2-metre distance cannot be implemented, staff must wear a mask/face covering.

### **Face Coverings**

- Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link:  
<https://www2.hse.ie/conditions/coronavirus/face-masks-disposablegloves.html>

- All CCMC staff will provide their own face masks/visors and will wear them where possible and will clean/change them regularly in line with HSE guidelines while carrying out their duty on behalf of CCMC.
- Any staff, students or visitors using face masks/coverings should note that such are an additional safety measure and not a replacement for established control measures such as physical distancing, respiratory etiquette, meticulous hand hygiene and avoiding touching the face, nose, eyes and mouth, which continue to be essential.
- Note: wearing of masks is not a substitute for the measures outlined above. However, if masks are worn, they should be clean and they should not be shared or handled by other colleagues. Staff and students should keep up to date with the latest Public Health advice issued in regard to masks by Gov.ie/NPHET.
- Additionally, users of face masks/coverings should be aware of the risks associated with using masks/coverings such as the potential for contamination caused by improper removal or storage of face masks/coverings or increased risk of transmission due to the increased tendency to touch face whilst wearing a face mask/covering. Users of face masks/coverings must be vigilant and guard against any potential false sense of security caused by the usage of face masks/coverings.
- The number of employees, contractors and/or visitors entering or accessing the office, kitchen or other area within the workplace at any particular time shall be limited as a necessary control measure to protect health and safety.
- When passing another party within the CCMC centres (e.g. in corridor), staff, students and visitors should seek to maintain as much distance as possible from the other party (e.g. move to the opposite side of a corridor, walk in single file, maintain a 2-metre distance from others).
- Everybody is required to be vigilant of the need for physical distancing and to protect their own health and safety and that of others by practicing physical distancing as far as possible at all times within CCMC centres.
- In specific settings where, due to the nature of a work activity, a 2-metre physical distance cannot be ensured, alternative protective measures will be put in place. These will be decided following a detailed risk assessment process and may include:
  - Maintain at least a distance of 1 metre or as much distance as is reasonably practicable and all students should face the same direction and not face each other
  - The wearing of masks/face coverings in line with Public Health advice
  - Handwashing facilities and hand sanitisers are available at multiple locations within the CCMC centres.
- Arrangements have been made for more regular and thorough cleaning of areas and surfaces within the CCMC centres in accordance with the guidance of ECDC (the European Centre for Disease Prevention and Control) for cleaning in non-healthcare settings.
- Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens, hand rails. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty. If disinfection of an area is required, it must be performed in addition to cleaning, never as a substitute for cleaning.

- Disinfectant wipes, cleaning products, paper towels and waste bins are available at noted locations within CCMC centres.
- All staff will be provided with disinfectant and hand sanitiser upon their return to CCMC. Under no circumstances should these cleaning materials be used for non CCMC activity.
- Students must bring their own hand sanitiser with them to each class and must use it if requested to do so by the teacher.
- Staff should thoroughly clean and disinfect their workstation/teaching area before and after use each day.
- There will be regular collection of used waste disposal bags from offices and other areas within the workplace.
- Access to the CCMC centres will be in line with agreed college procedures and is strictly limited to staff and students. A protocol has been established for contractors, visitors and parents/guardians with access being restricted and limited to those who have obtained prior approval from the principal.
- Staff and students are encouraged to use stairways within the workplace as much as possible. Lifts should only be used where strictly necessary. The lift in CÉR has a capacity of 1 person to ensure social distancing.
- 2 metre and 1 metre, where applicable, physical distancing indicative stickers (current guidance) and signs have been located at different locations within CCMC centres, which shall serve as a guide and a reminder for staff, students, parents/guardians, contractors and visitors to adhere to this essential control measure.
- Staff must bring their own cup, cutlery, plate etc. and clean this equipment and utensils after use before storing them safely. There will be no communal set of kitchenware and utensils.
- Students and parents/guardians should not approach the CCMC teachers during class times and breaks for meetings with staff unless for an urgent reason. If students and/or parents/guardians need to discuss any issue with CCMC teachers, they must contact the office by email or phone to arrange a suitable time for all parties.
- Students must bring their own equipment to class and not share anything with another student or CCMC teacher. This includes but is not limited to instruments, music stands, music books, copies, pens/pencils etc.
- Where applicable, teachers will send notes from classes to parents/guardians via email/WhatsApp/My Music Staff software to avoid cross contamination using copies.
- The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other employees, contractors and visitors at the workplace. A detailed log of those entering CCMC centres will be maintained.
- Under current guidance, meetings will be conducted via phone or online virtual platforms where possible. This includes meetings between staff unless such meetings can be conducted in accordance with social distancing requirements. It is possible that meetings and events will be permitted within CÉR in accordance with applicable Government restrictions and guidelines.
- The correct use of Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc. may be required in some circumstances to

address identified risks of spreading the virus.

- PPE is used to address a risk where other preventative measures alone are not sufficient to control against the risk to a reasonably practicable level. For a limited number of employees, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. Where PPE is required by staff, they will be provided with the necessary PPE and provided with training in the proper use, cleaning, storage and disposal of PPE.
- Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Due to the risks associated with the usage of gloves, CCMC will not be providing gloves to staff for general use. However, there may be limited situations where the use of gloves is required, including the handling of cash by the office, and handing out of photocopies by teachers.
- Photocopies will be kept to a minimum. Where possible, instead of using photocopies, materials will be emailed to parents/guardians/students in advance of classes. If this is not possible, photocopies will be made by CCMC staff using disposable gloves especially for the task, which will then be discarded immediately after.
- Where photocopies are necessary for class, the teacher will don disposable gloves to hand out the copies and then discard the gloves immediately after.
- Disposable gloves are worn in medical settings and are not as effective in daily life. Wearing disposable gloves can give a false sense of security and the COVID-19 virus can get on gloves in the same way as it gets on hands. A person's hands and other surface areas can become contaminated when gloves are removed and disposed. The wearing of disposable gloves is not a substitute for good hygiene and handwashing practices.

### **Vaccination**

- In line with governmental directives, CCMC encourages children over 12, staff and parents to have the COVID-19 vaccine and the seasonal influenza vaccination this coming winter in order to minimise the risks associated with a possible resurgence of COVID-19 during the annual influenza season. The College will support any such recommendation where appropriate. See vaccination policy below.

## **Dealing with a suspected case of COVID-19**

Staff should not attend work if displaying any symptoms of COVID-19. The following outlines how Cork City Music College will deal with a suspected case that may arise during the course of work.

See **Appendix 6 - Checklist for dealing with a suspected case of COVID-19.**

CCMC has:

- Appointed an appropriate person for dealing with suspected cases
- A designated isolation area available within the CCMC centres.

If a staff member displays symptoms of COVID-19 while at work in the College the following are the procedures to be implemented:

- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area, keeping at least 2 metres away from the symptomatic person and

also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times

- The person presenting with symptoms must wear their mask, or be provided with one if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
- Assess whether the individual who is displaying symptoms can immediately be directed to go home and advise them to call their doctor and continue self-isolation at home
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided. At all times the individual should follow the directions of their GP and public health service
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner 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.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- Arrange for appropriate cleaning of the isolation area and work areas involved.

## Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- i. Adhere to the COVID-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the workplace. All staff have a key role to play
- ii. Coordinate and work with their colleagues to ensure that physical distancing is maintained, and office capacity limitations are complied with
- iii. Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing
- iv. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19
- v. Not return or attend CCMC if they have symptoms of COVID-19 under any circumstances
- vi. If they develop any symptoms of COVID-19 whilst within CCMC, they should adhere to the procedure outlined above in the Staff Return-to-Work Protocol
- vii. Complete the RTW form before they return to work and fully comply with the Return to the Workplace Safely Procedure
- viii. Must inform the Principal/Vice Principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace
- ix. Must complete online COVID-19 Induction Training and any other training required by the College prior to their return to work

- x. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices
- xi. Keep informed of the updated advice of the public health authorities and comply with same.

## Sick Leave and absence management

### ***Covid Leave***

The management of a Covid-19 related absence will be managed by CCMC in line with HSE advice with regards to high risk or vulnerable groups. Sick leave policies may have to be amended.

A staff member who has a concern regarding personal higher risk, or a family member/household contact with higher risk, should discuss the situation with their GP/specialist (or an appropriate medical professional) and follow their advice in relation to whether or not they should return to work.

Reasonable accommodation of staff will also be a factor such as the consideration being given to the employee to work remotely, including if a staff member is worried that he/she is symptomatic.

The RTW form opens the conversation between the employer and the employee to discuss their individual circumstances in a sensitive manner. Please speak with the Principal/Vice Principal.

## Employee Assistance and Wellbeing Programme

The College aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the CCMC centres or at home and outside of work. CCMC is mindful that the support and promotion of employee health and wellbeing is particularly important in the current context where the COVID-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

The College aims to foster a culture and work environment that support healthy behaviours and employee wellbeing and shall continue to make health and wellbeing tools and guidance available to staff.

These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the Principal/Vice Principal.

## CCMC COVID-19 Vaccination Policy

### ***Background information used for the policy:***

The COVID-19 Vaccination roll out brings a lot of positives to people's daily lives, but employers need to be aware of the rights of workers and the College is developing this policy to protect the rights of staff and act in the best interest of the health and safety of the staff and the entire student body.

COVID-19 vaccines should protect you from getting seriously ill from COVID-19 if you have [certain health conditions](#). It will also protect healthy people from:

- mild to severe COVID-19 illness

- [multisystem inflammatory syndrome](#) due to COVID-19
- the risk of developing 'long COVID' symptoms, such as tiredness and fatigue
- spreading COVID-19 to others

People who are vaccinated will be less likely to miss work and other activities because of being ill with COVID-19.

Under the Safety, Health and Welfare at Work Act, it is the responsibility of the employer to provide a safe working environment for employees, so it is not unreasonable that an employer would want their workforce vaccinated. However, while it is highly recommended that everyone receives the COVID-19 vaccine, it is not mandatory in Ireland and a person's fundamental right to bodily integrity is covered under the Irish Constitution. Employers cannot request, at present, that their employees be fully vaccinated before they come back into the workplace.

### **Maintaining a Healthy and Safe Workplace**

Employers have to deal with scenarios where there may be a mix of employees who have not received the vaccine and those who have. It is important for employers to remember that their statutory obligation towards the employees as regards to health and safety matters.

### **Risk Assessments**

It is advisable for employers to approach vaccinations policies with caution. Vaccination policies should include an overview of the benefits associated with receiving the vaccine but not penalizing any employee who doesn't want to get the vaccine. Employers can facilitate authorized time off in this policy for employees to attend their vaccine appointment, so any employee isn't afraid to ask for the time off. The Work Safety Protocol indicates that employers must ensure that their risk assessments and safety statements under health and safety legislation are updated as part of the employer's Covid-19 response plan.

### **Data Protection Considerations**

It is not permissible for employers to ask staff what their vaccination status is, but if staff volunteer the information, employers are obliged to keep employees' personal data confidential and that data concerning health is only processed when there is an appropriate legal basis. The Data Protection Commission has guidelines that clarified that GDPR provides a legal basis for processing health data when that data is necessary and proportionate.

### **CCMC Staff Vaccination policy**

CCMC Staff Vaccination Policy is as follows:

- Staff will be encouraged to become vaccinated before they return to the College.

- Staff will be given time off if their vaccination appointment is during college hours.
- Since staff have a right to privacy under the data protection regulations and, considering that it is not mandatory for staff to receive the vaccine, they will not be asked to disclose their vaccination status. This point will be under review constantly and may change in line with government recommendations.
- If a staff member chooses to disclose their vaccination status to the College or to parents/guardians/students, this information will be treated in the strictest confidence by the College and not passed onto third parties in line with the staff member's right to privacy.
- If a staff member does not disclose their vaccination status, they will not be questioned. They have a right to privacy on this issue.
- All staff, regardless of vaccination status, will maintain the strictest compliance with the CCMC COVID-19 Response Plan. Failure to do so will be a cause for dismissal.
- All staff, regardless of vaccination status, will remain masked and socially distanced.

### **Student Vaccination Policy**

- At present, we have no requirements for students to be vaccinated to participate in any aspect of the College's activities. However, social distancing, correct sanitising, masking for over 13s and all other aspects of the CCMC COVID-19 Response Plan must be adhered to while on college property.

Our vaccination policy is new and may require updating in line with government directives. The College reserves the right to change this policy in line with government recommendations.

## Appendix 1 – COVID-19 Response Plan - Return to Work Roadmap

<b>Timeline</b>	<b>Proposed Return – Late August &amp; September 2021</b>
<b>Government Roadmap</b>	<p>Cork City Music College to have developed a COVID-19 Response Plan.</p> <p>Cork City Music College to have issued a Pre-Return-to-Work form to all staff to be returned and completed from 3 days before returning to CCMC.</p> <p>Cork City Music College to have provided necessary online induction training to staff in relation to COVID-19.</p> <p>Cork City Music College will have reviewed and updated relevant college policies to take account of any changes that might be required as a result of COVID-19 protocols.</p> <p>Cork City Music College to have updated Safety Statement to address the risks and control measures in relation to COVID-19.</p>
<b>Staff level and Activity</b>	<ul style="list-style-type: none"> <li>• All staff return to work in line with risk assessment</li> <li>• RTW forms completed and returned</li> <li>• Induction training completed</li> </ul>
<b>Control Measures</b>	<ul style="list-style-type: none"> <li>• Safety information and protocols communicated to all staff, pupils and parent/guardians</li> <li>• Appropriate signage in line with public health guidelines to be displayed throughout CCMC (CÉR and centres)</li> <li>• Physical distancing requirements arranged in line with social distancing risk assessment (one-way systems, staggered class times, use of stairs, lifts and re-organising CCMC to maintain 2 metre distancing)</li> <li>• Staff are encouraged to become vaccinated against COVID-19</li> <li>• Classroom layouts in line with government social distancing requirements</li> <li>• Virtual meetings (it is possible, however, that meetings and events will be permitted within a CCMC building as we move from one phase to the next under the Government Roadmap for reopening society and business in accordance with applicable Government restrictions and guidelines)</li> <li>• COVID compliant staff room and work areas</li> <li>• PPE available where required</li> <li>• Hand sanitisers in all areas</li> <li>• Standard cleaning and maintenance regimes in place and detailed records retained</li> <li>• Staggered starting/finish/breaks arranged</li> <li>• Students’ attendance records kept and sign in/sign out arrangements in place for others for tracing purposes</li> </ul>

	<ul style="list-style-type: none"><li>• Appropriate First Aid procedures in place and necessary training to be provided to first aiders</li><li>• Designated isolation room(s) available</li><li>• Visitor access protocol in place</li><li>• Delivery protocol in place</li><li>• Structure for regular communication and information sharing opportunities in place to reinforce and advise staff of any new safety requirements</li><li>• All safety procedures and protocols are adhered to by staff</li><li>• College policies (such as Code of Behaviour, Health and Safety) to be updated as necessary</li></ul>
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## Appendix 2 — Checklist for Reopening of CCMC

Area	Actions	Action Date	Responsibility	Complete
<b>Policies &amp; Procedures</b>	<p>COVID-19 Response Plan to be prepared</p> <p>Risk assessment and Safety Statement to be updated</p> <p>Pre- Return to Work (RTW) self-assessment questionnaire to be prepared</p> <p>On-going consultation with all staff</p> <p>Training module to be prepared for a Return to Work</p> <p>Planning to start on social distancing arrangements for CCMC – one-way systems, use of lifts, classroom layouts, social areas, etc.</p> <p>Class schedule arrangements to be reviewed</p> <p>Arrangements for visitors and deliveries to be prepared</p> <p>Sign in-sign out procedures to be reviewed (contact tracing)</p> <p>Protocol to be prepared to deal with person who develops signs and symptoms of COVID-19 at CCMC</p> <p>Need to identify isolation area(s) within centres</p> <p>Guidance to be prepared for staff if working from home</p> <p>Transport arrangements to be reviewed particularly drop and collection areas</p> <p>Checklist to be developed for safe use of equipment in specialist rooms</p> <p>Need to establish where PPE will be required by staff</p> <p>Need to develop a schedule for increased, routine cleaning and disinfection of all frequently touched surfaces within CCMC</p> <p>Need to have a procedure for staff when handling equipment</p>			
<b>Requirements for all areas</b>	<p>Physical distancing</p> <p>Hand hygiene and respiratory etiquette protocols in place</p> <p>Hand-washing facilities and sanitisers in multiple locations</p> <p>Necessary signage and information displayed for the management of COVID-19</p> <p>Additional waste collection points</p> <p>Monitoring of access to and egress from CCMC</p>			

<b>Staff</b>	<p>High-risk staff to liaise with the College to ensure their safety while at work</p> <p>Receive necessary training prior to returning to work</p> <p>Consult about COVID-19 Response Plan and Safety Statement update</p> <p>Appoint Designated COVID-19 Representative (LWR)</p> <p>COVID-19 supervisors appointed</p> <p>Provide with information and guidance around a safe return to work, medical information, personal responsibility and duties</p> <p>Provide with information about vaccination and encourage to become vaccinated</p> <p>Continue to use virtual meetings until public health policy guidelines change</p>			
<b>Parents/ Guardians and Students</b>	<p>On-going consultation prior to reopening</p> <p>To be provided with necessary information and guidance to prepare for CCMC reopening</p> <p>Updated procedures to be outlined and explained</p> <p>System for regular communication to be established</p>			
<b>Classrooms</b>	<p>Arrangements for classrooms to be reviewed in light of public health policy and the necessary control measures required to protect the health and safety of staff and pupils</p>			
<b>Administrators</b>	<p>Arrangements for administration areas/office to be reviewed in light of public health policy and the necessary control measures required to protect health and safety of staff and students</p>			
<b>Visitors and Contractors</b>	<p>Policy to be put in place</p>			
<b>Student Drop-off and Collection</b>	<p>New procedures to be put in place for parents and guardians. Class times to be strictly adhered to.</p> <p>Students must leave CCMC upon conclusion of class</p>			
<b>Special Equipment Required</b>	<p>Signage and indicative floor stickers</p> <p>Sanitisers</p> <p>PPE – face coverings, screens, gloves, etc.</p> <p>Planning for additional cleaning staff by our centres</p> <p>Additional cleaning and disinfectant materials</p> <p>Essential cleaning materials for staff to keep their own work areas clean i.e. wipes/disinfection products, paper towels, etc.</p> <p>Additional bins for waste disposal</p>			

	Training – First Aid; use of PPE Covid-19 LWR appointed			
<b>Additional Considerations</b>	Staff meetings Open evenings Board of Management meetings No sharing of equipment No hand shaking, no hugging, no high five protocol within CCMC No photos or selfies protocol within CCMC  Lifts to be only used where strictly necessary			

### Appendix 3 – Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff from 3 days in advance of returning to work.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name of Music School: Cork City Music College

Name of Principal: Shena Shortall

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Questions		Yes	No
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you or any of your family members travelled in the past 14 days to any regions affected by COVID-19?		
6.	Have you been advised by your doctor that you are in the very high-risk group? If yes, please liaise with Principal re return to work		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.

Please note: CCMC is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

Signed: \_\_\_\_\_

## Appendix 4 – Contact Tracing Log

<b>Name of College</b>	Cork City Music College	<b>CCMC Contact person</b>	Nicola O’ Driscoll
<b>Address of College</b>	at Coláiste Éamann Rís St Patrick’s Road Cork	<b>For Queries only: Phone No</b>	021 4966885
		<b>Email:</b>	info@ccmc.ie

<b>Name of Visitor</b>				Was the visit pre-arranged with the CCMC office/Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Date of Visit</b>	__ / __ / ____	<b>Time</b>	Entry ____ am/pm   Exit ____ am/pm	
<b>Visitor Status</b>	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> _____ <i>Please complete</i>	
<b>Contact Details of Visitor</b>	<b>Company Name</b> (if applicable)			
	<b>Address</b>			
	<b>Contact No.</b>		<b>Email</b> _____	
	<b>Reason for Visit</b>			

Who the visitor met (separate line required for each person the visitor met)	
Name of person visited	Length of time spent with each person in the school

## Appendix 5 - Checklist for CCMC Management

This checklist supports planning and preparation, control measures and induction needed to support a safe return to CCMC for students, staff, parents and others.

**For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan: the principal.**

### Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and the Department of Education and Skills (DES), 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. As the COVID-19 pandemic evolves, any updates issued on [www.gov.ie](http://www.gov.ie) that relate to the safe return to school for pupil, staff, parents and others are reviewed.
2. Have you appointed a staff member to the Designated COVID-19 Representative/Lead Worker Representative (LWR) position (detailed at page 3 above) in accordance with the agreed protocol?  
Yes. Nicola O' Driscoll was appointed to the LWR positions in accordance with the agreed protocol with support from the Principal and Vice Principal.
3. Have you advised staff as to who has been appointed to the position of LWR?  
Yes. An email was circulated to staff confirming the appointments on Monday 13<sup>th</sup> September.
4. Have you prepared a CCMC COVID-19 response plan and made it available to staff and students?  
Yes. A COVID-19 response plan has been formulated and the content of the plan shall be communicated to staff and students. The format of the plan was based upon guidance documents and templates issued by the HSA and by the Department of Education and Skills.
5. Have you a system in place to provide staff and students with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?  
Yes. Upon returning to work on 13<sup>th</sup> September, COVID-19 staff induction training was delivered during which information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them was communicated by management to staff. This was completed prior to the return of students. Information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them shall be communicated to parents via

email and students upon their return to CCMC. This information shall be reinforced by the CCMC teachers periodically throughout the year and whenever procedures are updated to account for the evolving nature of the pandemic.

6. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?

Yes. Signage is located in appropriate locations throughout CCMC.

7. Have you told staff and students of the purpose of the COVID-19 contact log?

Yes. This was communicated to staff during the COVID-19 staff awareness induction training.

8. Have you a COVID-19 contact log in place to support HSE tracing efforts if required?

Yes. See appendix 4 – **Contact Tracing Log**.

9. Have you informed staff on the measures that have been put in place to help prevent the spread of the virus and what is expected of them, and provided a system for them to raise issues or concerns and to have them responded to?

Yes. This was communicated to staff during the COVID-19 staff induction training on 13/09/20. The role of the Lead Worker Representative was also described during this briefing.

10. Have you reviewed and updated risk assessments to take account of any controls to help prevent the spread of COVID-19?

Yes. Risk Assessment attached, see **Appendix 9**.

11. Have you updated emergency plans, in particular to take account of the COVID response plan?

Yes.

## **Staff**

12. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace?

Yes. (See appendix 3)

13. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk)?

Yes. Using information provided by the HSE, details of people most at-risk of COVID-19 have been communicated to staff. All members of staff have been encouraged to report to management, shall they feel any of the vulnerable categories are applicable to them.

14. Have you advised staff and students they must stay at home if sick or if they have any symptoms of COVID-19?  
Yes. The symptoms of COVID-19 were communicated to staff and they have been instructed to remain at home if they feel sick, to phone their doctor and report symptoms and to relay the outcome to CCMC management so that a risk assessment of other staff members can be conducted if necessary if COVID-19 is suspected.
15. Have you informed staff about the vaccination programme and have you encouraged them to become vaccinated against COVID-19?  
Yes. Staff were informed about the benefits of being vaccinated and were encouraged to become vaccinated if not done already at the staff induction day, 13<sup>th</sup> September 2021.
16. Have you told staff and parents/guardians/students what to do and what to expect if they start to develop symptoms of COVID-19 while in school, including where the isolation area is?  
Yes. The symptoms of COVID-19 have been communicated to staff and parents/guardians/students, the location of the isolation area identified and the process to be pursued should symptoms of COVID-19 manifest.

### **Training and Induction**

17. Have you taken the necessary steps to update your college induction / familiarisation training to include all information relating to COVID-19?  
Yes. A COVID-19 staff induction training document has been produced and circulated to all staff. This document contains both general information relating to COVID-19 and also information that is specific to CCMC and the measures we are taking to respond to the pandemic.

### **Buildings / Equipment**

18. Have you visually checked, or had an appropriate person check, all equipment in the school for signs of deterioration or damage before being used again?  
Yes. The Coláiste Éamann Rís COVID-19 school aides checked equipment for evidence of deterioration. Inadequate hinges had prevented some windows from opening properly. Maintenance was conducted to rectify this and ensure natural sources of ventilation. Also, CCMC Principal Shena Shortall and LWR Nicola O' Driscoll regularly check CCMC materials to ensure all music equipment is suitable for use for CCMC.
19. Have you arranged for CCMC including all equipment, desks, benches, doors and frequently touched surfaces points, been thoroughly cleaned before reopening?  
Yes. CCMC's main centre in Coláiste Éamann Rís was thoroughly cleaned prior to reopening. Additional cleaning materials were procured to facilitate the implementation of a "Clean as you go" policy. In addition, CHOC Services are contracted to deliver cleaning solutions throughout the school during the 2021/2022 academic year and will play a key role in the

sanitation and sterilisation of surfaces and frequently touched surface points and in the decontamination and disinfection of COVID-19.

## Control Measures in place

### Hand / Respiratory hygiene

20. Have you accessed supplies of hand sanitisers and any necessary PPE equipment?  
Yes. CÉR has located hand and table sanitisers throughout the main CCMC centre. In addition, CCMC has provided sanitising wipes to CCMC staff before teaching commences for use in other CCMC centres where required. Two reusable masks are available for each CCMC staff member upon returning to CCMC. In addition, disposable masks have been purchased for CCMC students if they are required. Students who do not wear a face covering due to medical reasons shall be seated more than 2 metres from their teacher and other people in the room.
21. Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures?  
Yes. Hand wash sinks are available throughout CCMC and these are equipped with liquid soap. Hand sanitising stations are located at entry and exit points as well as at appropriate locations throughout the school to accommodate staff, students and visitors.
22. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?  
Yes. A bottle of hand sanitiser will be distributed to every CCMC staff member upon the resumption of school. CCMC students have been asked to bring their own hand sanitiser to class each week.
23. Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings?  
Yes. A dispenser containing hand sanitiser is located inside every classroom at CCMC. In CÉR, five hand sanitising stations are located in the PE foyer and four hand sanitising stations have been positioned near the toilets on the bottom corridor.
24. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?  
Yes. In CÉR, the wall mounted hand sanitising dispenser that are located in every classroom shall be replenished regularly by the CÉR Lead Worker Representatives.
25. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?  
Yes.
26. Have you informed staff about the importance of hand washing?

The importance of hand washing was communicated to CCMC staff during the Covid-19 staff induction training.

27. Have you arranged for staff and students to view how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?

The 20-second rule shall be promoted in accordance with HSE recommendations and information on how to access the video illustrating this from the HSE website was communicated to staff during the Covid-19 staff induction training. CCMC has contacted parents to inform them about the importance of hand washing correctly and to share with them the HSE video resource.

28. Have you shown staff how to use hand sanitiser correctly and where hand-sanitising stations are located?

This information shall be communicated to staff during the Covid-19 staff induction training.

29. Have you displayed posters on how to wash hands correctly in appropriate locations?

Yes.

30. Have you told staff and students when they need to wash their hands or use hand sanitiser?

This includes:

- before and after eating and preparing food
- after coughing or sneezing
- after using the toilet
- where hands are dirty
- before and after wearing gloves
- before and after being on public transport
- before leaving home
- when arriving/leaving CCMC /other sites
- after each class
- after touching potentially contaminated surfaces
- if in contact with someone displaying any COVID-19 symptoms

This information was communicated to CCMC staff during the COVID-19 staff induction training. It shall be the responsibility of all staff to advise students of the importance of hand hygiene. It shall be standard practice for teachers and students to sanitise their hands after disinfecting music equipment at the beginning of every lesson. When equipment has been shared, the equipment shall be disinfected prior to use and hands shall then be sanitised. Disinfecting of surfaces shall be followed by hand sanitising.

31. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus, including?

- avoid touching the face, eyes, nose and mouth
- cover coughs and sneezes with an elbow or a tissue

➤ dispose of tissues in a covered bin

This information was communicated to staff during the Covid-19 staff induction training. It shall be the responsibility of all staff to advise students of the importance of good respiratory measures. In particular CCMC teachers shall reinforce this during initial contact with students following the resumption of CCMC and during weekly classes thereafter.

### **Physical Distancing:**

32. Have you identified all available space for CCMC to be used to maximise physical distancing?  
Yes. Most CCMC classes are one-to-one where a 2-metre physical distance can be easily maintained between a student and teacher. In classes that contain more than one student, CCMC uses rooms where at least a 2-metre social distance can be applied. With few exceptions, class sizes are limited to a maximum of six students for 2021/2022. (Exceptions include Leaving Cert music classes and again, a 2-metre physical distance can be maintained in these classes.)
33. Have you arranged each room so that the teacher's desk should be 2 metres away from student desks?  
Yes.
34. Have you arranged in each room that students would be, at least 1m and (where possible 2m) away from each other?  
Yes. Students are  $\geq 2$  metres apart. Students who not wear a face covering due to medical reasons shall be seated  $\geq 2$  metres from other people in the room.
35. Have you arranged the timetable to facilitate staggered classes where possible and practicable?  
Yes. Each day in the main CCMC centre at CÉR, staggered starting and finishing times for classes have been implemented as much as possible to facilitate avoidance of students in corridors. In CCMC outreach centres, only one CCMC teacher is scheduled per day to facilitate this same system.
36. Have you arranged for the dropping off and collection of CCMC students to be conducted in a safe manner and communicated this with parents/guardians?  
Yes. This process is detailed on page 7. Parents/guardians were emailed about this and it is also part of our enrolment policy to which a parent/guardian must agree to before registering their child for CCMC classes.
37. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?  
Yes. Zoom meetings are now used to facilitate physical distancing.
38. Have you taken steps to minimise rotation of staff between classrooms where possible?

Yes. Where possible staff shall remain in the same classroom for their full daily schedule.

39. Have you a system to regularly remind staff and students to maintain physical distancing?

Yes. The presence of signage reinforces the importance of physical distancing. Teachers shall be encouraged to continually reinforce the importance of physical distancing to their students. Also, rooms have been decluttered to create as much space as possible so that physical contact can be avoided.

40. Have you advised staff and students not to shake hands and to avoid any physical contact?

Yes. A no hand shaking and high fiving policy has been adopted.

### **Visitors to Schools**

41. Have you identified the activities that involve interacting with essential visitors to CCMC, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?

Yes. Where possible, interaction with suppliers and contractors shall be conducted via email or telephone. Visitors to CCMC shall sign in and be reminded that physical distancing shall be compulsory. Parents shall enter CCMC strictly upon appointment only. When dropping off/collecting their child/ren to and from CCMC, parents have been informed not to enter the college. Should they wish to speak with their child's teacher, they must phone or email the office and the office will make the required arrangements.

42. Are there arrangements in place to inform essential visitors to CCMC of the measures to help prevent the spread of infection?

Yes. Signage is prominently displayed at reception informing essential visitors to CCMC of the measures to help prevent the spread of infection.

43. Have you a system in place for all visitors who do need to come to CCMC to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?

Yes. Access to CCMC shall not be permitted without appointment. Essential visitors who have an appointment shall report to reception where they shall sign in using the contact tracing log.

## Appendix 6 – Checklist for Dealing with a Suspected Case of COVID-19

Each main class cohort should be considered a separate group for the purpose of managing suspected cases. Each teacher/staff member will be required to manage a suspected case in line with the protocol and training.

**The Principal will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.**

### Isolation Area

1. In the main CCMC centre in CÉR, have you identified a place that can be used as an isolation area, preferably with a door that can close?  
Yes. The room previously used as a P.E. changing room has been designated as the isolation room. This room was chosen because of its proximity to the back door which communicates directly to the school pitch. Therefore, a person exhibiting symptoms of Covid-19 can be escorted from the isolation area to the pitch and then around the back of the building to the car park or exit gate without disruption.
2. The isolation area does not have to be a separate room but if it is not a room it should be 2 metres away from others in the room.  
The isolation area is a separate room.
3. Is the isolation area accessible, including to staff and students with disabilities?  
Yes.
4. Is the route to the isolation area accessible?  
Yes.
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?  
Yes. The location of the isolation area is large enough to cater for a maximum of four suspected cases of Covid-19.
6. Are the following available in the isolation area(s)?
  - Tissues
  - Hand sanitiser
  - Disinfectant/wipes
  - Gloves/Masks
  - Waste Bags
  - BinsYes. Also, there are windows in the isolation area that provide a natural source of ventilation.

### Isolating a Person

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?  
Yes. In the event of a member of staff or student exhibiting symptoms of COVID-19, the LWR Nicola O' Driscoll shall be alerted to the situation and she shall accompany the patient along the route to the isolation area while being cognisant of maintaining a distance of at least 2 metres to prevent the spread of infection.
8. Are staff familiar with this procedure?  
The procedure for isolating a person exhibiting symptoms of COVID-19 was communicated to all staff during the COVID-19 staff induction training on 7/09/20.
9. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?  
CCMC students have been informed about always bringing a mask/face covering with them to class each week. In the event that the student does not have a face covering, a disposable mask shall be made available for the affected person who is exhibiting symptoms while in the common area and when exiting the building.

#### **Arranging for the affected person to leave the college**

10. Staff – have you established by asking them if the staff members feel well enough to travel home?  
This procedure shall be implemented should a member of staff exhibit symptoms of COVID-19.
11. Student – have you immediately contacted their parents/guardians and arranged for them to collect their student? Under no circumstances can a student use public or school transport to travel home if they are a suspected case of COVID-19.  
This procedure shall be implemented should a student exhibit symptoms of COVID-19.
12. The affected person should be advised to avoid touching other people, surfaces and objects.  
This procedure shall be communicated to the person exhibiting symptoms of COVID-19.
13. The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.  
This procedure shall be communicated to the person exhibiting symptoms of COVID-19.
14. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?  
This procedure shall be communicated to the person exhibiting symptoms of COVID-19.
15. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?  
This procedure shall be communicated to the person exhibiting symptoms of COVID-19.

16. Has the affected person been advised they must not use public transport?  
This procedure shall be communicated to the person exhibiting symptoms of COVID-19.

17. Has the affected person been advised to continue wearing the face mask until they reach home?  
This procedure shall be communicated to the person exhibiting symptoms of COVID-19.

### **Follow up**

18. Have you carried out an assessment of the incident to identify any follow-up actions needed?  
A risk assessment shall be conducted to identify if any other staff members and/or students were in close contact with the person exhibiting symptoms of COVID-19. Surfaces and equipment used by the person exhibiting symptoms shall also be subjected to thorough cleaning and disinfecting. CÉR will consult CHOC services should an incident arise.

19. Have you advised the LWR of the incident in accordance with the agreed protocol?  
The LWR shall be notified when the isolation area is used to facilitate a person exhibiting symptoms of COVID-19.

20. Are you available to provide advice and assistance if contacted by the HSE?  
Yes.

### **Cleaning**

21. Have you taken the isolation area out-of-use until cleaned and disinfected?  
The isolation area used by the person exhibiting symptoms of COVID-19 shall not be used again until it has been thoroughly cleaned and disinfected.

22. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?  
Surfaces and equipment used by the person exhibiting symptoms shall be thoroughly cleaned and disinfected. CHOC Services shall be consulted should an incident arise.

23. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?  
Yes. Cleaning and disinfecting of the isolation area shall be conducted as soon as practical after the affected person has left the building. CHOC Services shall be consulted should an incident arise.

## **Appendix 7 - Checklist for the CCMC Lead Worker Representative (LWR)**

**Checklist of questions in line with the protocol at Appendix 3 as agreed between the Department and management bodies**

1. Have you agreed with CCMC to act as a Lead Worker Representative for the College?  
Yes.
2. Have you been provided with information and training in relation to the role of Lead Worker Representative?  
Yes.
3. Are you keeping up to date with the latest COVID-19 advice from Government?  
Yes.
4. Are you aware of the signs and symptoms of COVID-19?  
Yes.
5. Do you know how the virus is spread?  
Yes.
6. Do you know how to help prevent the spread of COVID-19?  
Yes.
7. Have you watched and do you understand the online training provided by the HSA and have you been given induction training before returning to CCMC?  
Yes.
8. Have you been made aware of the control measures CCMC has put in place to minimise the risk of you and others being exposed to COVID-19?  
Yes.
9. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?  
Yes.
10. Have you completed the COVID-19 return-to-work form and given it to CCMC? (*template Return-to-Work form available*)  
Yes.
11. Are you aware of the control measures CCMC has put in place to minimise the risk of you and others being exposed to COVID-19? (*Checklist for Management available*)  
Yes.
12. On behalf of the employer did the CCMC principal consult with you when putting control measures in place?  
Yes.
13. Have you a means of regular communication with the principal and where applicable any other person with overall responsibility for the CCMC COVID-19 plan?  
Yes.
14. Are you co-operating with CCMC to make sure these control measures are maintained?  
Yes.
15. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination?

- Yes.
16. Have you been asked to walk around and check that the control measures are in place and are being maintained?  
Yes.
17. Are you reporting immediately to the person with overall responsibility for the CCMC COVID-19 plan any problems, areas of non-compliance or defects that you see?  
This shall be done when appropriate.
18. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?  
This shall be done when appropriate.
19. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at CCMC?  
Yes.
20. Are you co-operating with CCMC in identifying an isolation area and a safe route to that area? (*Checklist for dealing with suspected case of COVID-19 available*)  
Yes.
21. Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at CCMC?  
Yes.
22. Once the affected person has left CCMC, are you helping in assessing what follow-up action is needed?  
This shall be done when appropriate.
23. Are you helping in maintaining the staff and student contact log?  
Yes.
24. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?  
Yes.
25. Are you raising those control concerns or suggestions with your college Principal and feeding back the response to the staff member/s who raised the issue?  
Yes.
26. Have you been provided by CCMC with supports in your role as Lead Worker Representative?  
Yes.
27. If you are the college secretary have your duties been re-prioritised by CCMC management to afford you sufficient time to carry out your duties as LWR within the scope of your normal contracted hours, as provide for in the protocol?  
Yes.

Signed: \_\_\_\_\_  
Nicola O' Driscoll

## Appendix 8 - Checklist for Cleaning

Since Coláiste Éamann Rís is the main teaching centre for CCMC, this checklist is a combination of CÉR's COVID-19 Response Plan with CCMC's checklist.

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner to staff and students and to adjust your cleaning procedures in line with that advice?

Yes. As the COVID-19 pandemic evolves, any updates issued on [www.gov.ie](http://www.gov.ie) that relate to the safe return to CCMC for pupil, staff, parents and others are reviewed.

2. Have you reviewed the HPSC health advice for the safe reopening of schools, in particular *Section 5.6 Environmental Hygiene*?

Yes.

3. Have you explained the need for the enhanced cleaning regime to staff and students?

This information was communicated to staff during the COVID-19 staff induction training on 13/09/20. It shall be the responsibility of all CCMC staff to advise students of the importance of the enhanced cleaning regime. In particular, CCMC teachers shall reinforce this during initial contact with students following the resumption of CCMC and during weekly class time thereafter.

4. Are you aware that cleaning is best achieved using a general-purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?

Yes. Additional cleaning materials were purchased from the approved supplier of CÉR.

5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?

Yes. Additional cleaning materials have been purchased and the services of an external cleaning company have been retained to improve the efficiency and effectiveness of cleaning and disinfecting.

6. Have you provided training for cleaning staff on the enhanced cleaning regime? (*DES intends to provide online training for cleaning staff.*)

Yes, CÉR have provided this.

7. Have you made arrangements for the regular and safe emptying of bins?

Yes. A waste bin shall be provided in every room. When full, the bin shall be emptied in the wheelie bin located in the corridor by a CÉR student who will sanitise his / her hands upon returning to the classroom.

8. Are you familiar with the cleaning options for school settings set out in the HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?

Yes.

9. Are you aware that each school setting should be cleaned once per day?

Yes.

10. Have you in place a system for regular cleaning of the following frequently touched surfaces?

- Door handles,
- Hand rails
- Chairs/arm rests
- Sinks
- Toilet facilities

CHOC Services shall provide specialist cleaning services during the 2021/2022 academic year. In addition, Transition Year CÉR students shall augment the intensity of the cleaning regime.

11. Have you provided cleaning materials to staff and students so that they can clean their own desk or immediate workspace?

Yes. Every classroom in CÉR shall be equipped with a bottle of Zoflora disinfectant. In addition, five boxes of disposable latex gloves, three hundred rolls of blue disposable paper and seven tubs of disinfectant wipe have been purchased to support staff and students so that they can clean their own desk or immediate workspace.

12. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work? E.g. mobile phone, laptop, music equipment and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed.

This information was communicated to staff during the COVID-19 staff induction training. It shall be the responsibility of all staff to advise students of the importance of the cleaning of personal items. In particular, CCMC teachers shall reinforce this during initial contact with students following the resumption of CCMC and during weekly class time thereafter.

13. Have you advised staff and students to avoid sharing items such as copies, pencils, pens, music books etc.

Yes.

14. Have you put in place a written cleaning schedule to be made available to cleaning staff including:

- Items and areas to be cleaned
- Frequency of cleaning
- Cleaning materials to be used
- Equipment to be used and method of operation

This shall be conducted by CHOC Cleaning, the specialist company retained for the 2021/2022 academic year and put in place by CÉR.

15. Details of how to clean following a suspected case of COVID-19 are at **Appendix 6 of the Plan above.**

This guideline shall be implemented following a suspected case of COVID-19.

16. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?

Yes. The difference between cleaning and disinfecting shall be communicated to staff (i.e. cleaning is the removal of visible dirt, disinfecting is the removal of harmful bacteria and viruses). CHOC Services shall disinfect surfaces daily.

17. If staff have been instructed to wear gloves when cleaning, are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?

Yes. Advice on the importance of hand washing and the safe use of gloves shall be administered in accordance with HSE guidelines. This was done during the COVID-19 staff induction training.

18. Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? *Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.*

Yes.

19. Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?

Yes.

20. Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?

Yes.

## Appendix 9 – CCMC COVID-19 Risk Assessment

The following is the COVID-19 risk assessment of Cork City Music College at Coláiste Éamann Rís (CÉR). A COVID-19 Back-to-Work course has been taken by the Principal, Shena Shortall, Vice-Principal, Virginia Metcalfe and by our Designated COVID-19 Representative/Lead Worker Representative (LWR), Nicola O, Driscoll. CCMC has been prepared with respect to the current recommendations from the HSA in terms of social distancing, sanitary stations, posters, one-way systems, isolation areas and PPE. The best way to prevent person-to-person spread of COVID-19 is to use proper hand hygiene and respiratory etiquette and practice physical distancing.

The following hazards have been identified at the main administrative CCMC centre, Coláiste Éamann Rís, and the response that will be taken to deal with each. Please note that these hazards also exist in our Outreach Network centres and the same procedures outlined here will apply to all centres, unless the procedures of a centre differ on any point. In this situation, CCMC teachers that work in Outreach Centres will liaise with those centres to ensure that they follow the COVID-19 protocols of that centre.

### Hazard 1:

**Contracting or spreading the COVID-19 by not washing hands or by not washing them adequately.**

#### Who might be harmed?

Staff, students, parents/guardians, parents/adults dropping off children, visitors to CCMC, outside service workers.

#### How will this be controlled?

1. Provide a hand sanitation station at the entrance of CCMC and ensure that posters are concise and informative.
2. Provide information posters on how to wash hands properly.
3. Provide adequate water, soap and drying facilities in CCMC.
4. Share the following with parents/guardians/students: 'how to perform hand hygiene effectively': <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

#### What further action will be considered to control the risks?

1. Monitor and supervise at intervals to make sure people are following controls.
2. Post signs to remind people to use sanitiser on entering and exiting the building.
3. Provide information to the staff about the facilities and remind them to ensure their students are compliant.
4. Put in place a mechanism where staff and students can report any issues or problems.

#### Who needs to carry out the action?

The Principal, Vice-Principal, Designated COVID-19 Representative (LWR) and all staff, where possible, should monitor and encourage correct procedure.

#### When is the action required/how often is the action required?

1. It will be mandatory for all students to bring their own hand sanitiser to each class.
2. Teachers and staff will require all students to wash their hands and/or use hand sanitiser before and after each class.

## **Hazard 2:**

**Contracting or spreading COVID-19 in areas of common use and high traffic such as the CCMC classrooms, corridors and office.**

### **Who might be harmed?**

Staff, students, parents/guardians, parents/adults dropping off children, visitors to CCMC, outside service workers.

### **How will this be controlled?**

1. Identify areas where people congregate, such as corridors, classrooms, stairs.
2. Identify equipment that will be used by multiple people such as staff room items, pianos, printers etc.
3. Identify areas which will be touched by multiple people such as door handles and doors, stair rails.
4. Identify the number of people in rooms.

### **Control Measures:**

1. CÉR lobby is set up for social distancing. Ask all visitors/parents/guardians/students to abide by the rules.
2. Encourage parents to drop and go: students should arrive to class exactly at the time prescribed by the College and leave the building immediately at the end of class. Parents/guardians of CCMC students are asked not to enter the building in which classes are conducted. This point is part of the CCMC Enrolment Policy that parents/students (over 18) must agree to upon registration. Parents/students will be reminded about this at the start of the term.
3. Ensure that staff read and sign the COVID-19 rules and regulations.
4. One-way system where possible with signs on the corridors and stairs to ensure social distancing.
5. Ask parents/students to use the bathroom at home before attending class to limit the number of people using the bathrooms at the centre.
6. All teachers must be responsible for their own classroom. A cleaning chart will be filled in after every student and class times will be staggered to allow for this.
7. Each teacher will wipe the printer controls with disinfectant after they use it. Cleaning product will be in place for this purpose.
8. All teachers will control and clean their classrooms in between students from different families. Windows will be opened to facilitate good air flow where possible. Teachers will give students clear instructions where to stand or sit for the duration of class and students must adhere to this.
9. Where teachers are working in rooms nearby each other, group class times will be staggered with a break in between each class to allow for cleaning and to ensure that one group has adequate time to leave before the next group enters.
10. Group classes will be limited to six students (with the exception of the Leaving Cert and theory classes) to ensure social distancing. Leaving Cert and theory classes will take place in large rooms in CÉR where the two-metre social distancing rule can be observed in so far as possible.
11. Surfaces such as classroom door handles and desks will be disinfected in between classes.
12. All students must bring their own materials. It will no longer be possible for the teacher to share their materials. The parents/students will be made aware of this at the start of the term.
13. Where applicable, teachers will send notes from classes to parents/guardians via

email/WhatsApp/My Music Staff software to avoid cross contamination using copies.

#### **What further action will be considered to control the risks?**

1. Staff will be reminded regularly about COVID-19 procedures by the Principal, Vice-Principal and LWR.
2. Observation of the lobby area, corridors, classrooms and stairs by teacher(s) on duty to monitor compliance.
3. Insist that students do not loiter on the premises before or after class.
4. Regular cleaning of high traffic areas.

#### **Who needs to carry out the action?**

The Principal, Vice-Principal, Designated COVID-19 Representative (LWR) and all teachers on duty on the day.

#### **When is the action required/how often is the action required?**

Cleaning should be done in between each class.

All cleaning is to be logged and signed.

### **Hazard 3:**

**A student may present sick or with COVID-19 symptoms and may infect others.**

#### **Who might be harmed?**

Staff, students, parents/guardians, parents/adults dropping off children, visitors to the school, outside service workers.

#### **How will this be controlled?**

1. Before classes start in September, all parents/guardians will be required to sign a form stating that their child is well and does not exhibit any symptoms of COVID-19, and that they have not been in any situation that they are aware of that could have increased their risk of contracting COVID-19. Adult students will be required to sign a similar form on their own behalf.
2. **All parents/guardians must agree that they will not send their children to lessons if they are unwell or are displaying symptoms of COVID-19, and adult students will not attend class for the same reason. Where enough notice has been given to CCMC that a student is symptomatic and is isolating, teachers will endeavour to provide this student with online classes at the student's regular class time where possible.**
3. All students must provide their own facemasks and students aged 13 and over will be asked to wear a facemask while at CCMC and for the duration of their class, unless there is a medical reason not to do so (please inform the office in writing if this is the case). Students that attend CCMC without a facemask may be asked to leave by the teacher. We encourage younger students to wear facemasks where possible.
4. In addition to using the hand sanitiser at CCMC, students must bring their own hand sanitiser with them to each class and must use it if requested to do so by the teacher.
5. If a student arrives to CCMC unwell or begins to feel unwell during class, the student cannot remain in class and will have to leave. Parents will be contacted and asked to collect their child immediately. In this situation the student will be asked to wear their facemask if they are not already wearing one and to wait in a suitable isolated area designated by CÉR or by the teacher. The student will be encouraged to not touch anything while he/she is in the school.

#### **What further action will be considered to control the risks?**

1. All students will be asked if they feeling well before class proceeds each week.
2. Teachers will use their best judgement if they are worried about the health of a student.
3. Teachers are encouraged to become vaccinated against COVID-19.

**Who needs to carry out the action?**

All CCMC staff and teachers.

**When is the action required/how often is the action required?**

Every student that attends CCMC must be assessed by their teachers. Where possible, another CCMC staff member may be called upon for a second opinion.

**Hazard 4:**

**A teacher may present sick or with COVID-19 symptoms and may infect others.**

**Who might be harmed?**

Staff, students, parents/guardians, parents/adults dropping off children, visitors to the school, outside service workers.

**How will this be controlled?**

1. Before classes start in September, all CCMC staff and teachers will be required to sign a form stating that they are well and do not exhibit any symptoms of COVID-19, and that they have not been in any situation that they are aware of that could have increased their risk of contracting COVID-19.
2. All CCMC teachers will provide their own facemasks and will wear them where possible while carrying out their duty on behalf of CCMC.
3. If a staff member arrives to CCMC unwell or begins to feel unwell during class they will suspend class and parents/guardians of students will be contacted immediately to collect their child. Suspended classes will be rescheduled for the next available date as arranged by the individual teacher.

**What further action will be considered to control the risks?**

Teachers will be given the option and encouraged to teach online from home if they are worried that they are symptomatic.

Teachers will be reminded on a regular basis of their responsibility to the school, staff and students and of the consequences to all should COVID-19 be introduced into the school.

Teachers are encouraged to become vaccinated against COVID-19.

**Who needs to carry out the action?**

The Principal, Vice-Principal, LWR and CCMC staff.

**When is the action required/how often is the action required?**

Whenever necessary.

**Hazard 5:**

**A visitor/contractor/maintenance worker/supplier may present sick or with COVID-19 symptoms and may infect others.**

**Who might be harmed and how?**

Staff, students, parents/guardians, parents/adults dropping off children, independent contractors, visitors to the school, outside service workers.

**How will this be controlled?**

1. All visitors to CCMC will be discouraged. No visitors will be allowed in CÉR during school hours. If it is absolutely necessary, masks must be worn and the relevant form must be filled out. Contact details must be taken on the Contact Tracing List (Appendix 4).

2. All maintenance and other workers will only be allowed access on appointment and after they have completed the relevant paperwork. However, wherever possible, unless it is an emergency, maintenance work will be suspended for the time being.
3. All suppliers will be asked to contact us in advance and they will be met outside the building and not permitted to enter.

**What further action will be considered to control the risks?**

1. The above personnel will be contacted before the term starts and made aware of CCMC's COVID-19 policies.
2. Signs will be erected at the door and entry will be allowed on appointment only.
3. Should maintenance and other workers be required on site, CCMC will endeavour to schedule appointments during quieter periods when fewer classes are being held.
4. Teachers are encouraged to become vaccinated against COVID-19.

**Who needs to carry out the action?**

Principal, Vice-Principal, LWR, and other CCMC staff.

**When is the action required/how often is the action required?**

Whenever necessary.

**Hazard 6:**

**Increased risk of infection and complications for vulnerable staff.**

**Who might be harmed and how?**

CCMC staff, teachers and ancillary staff who have a pre-existing condition.

**How will this be controlled?**

1. CCMC will identify which staff fall into the clinically vulnerable sector.
2. Any CCMC staff member that is in the clinically vulnerable or very high-risk category has the option to self-isolate by working from home and conducting classes online where possible.

**What further action will be considered to control the risks?**

1. CCMC staff must notify the Principal, Vice-Principal and/or LWR if they fall into the clinically vulnerable or very high-risk category.
2. Allow CCMC staff who fall into these categories to discuss the matter and their concerns thoroughly and if necessary, put systems in place so that they can work online from home.
3. Teachers are encouraged to become vaccinated against COVID-19.

**Who needs to carry out the action?**

Principal, Vice-Principal and LWR.

**When is the action required/how often is the action required?**

When required.

**Hazard 7:**

**Transmission of the virus via cash or payment.**

**Who might be harmed and how?**

Principal, Vice-Principal and LWR via contact with payment.

**How will this be controlled?**

1. Payment is enabled through the online invoices that are emailed to each family using the College system, 'My Music Staff and payment is encouraged in this format.

2. Alternatively, parents/guardians/students can request CCMC's bank details and pay online by bank transfer.
3. Where 1 and 2 are not possible, parents/guardians/students will be instructed to put the correct fee in an envelope along with details of the student(s), place it in the CCMC post box on the ground floor of CÉR, and notify the CCMC office. These envelopes will be opened 3 days after they are received.

**What further action is required?**

Ensure that parents/guardians/students are fully aware of the CCMC payment system.

**Who needs to carry out the action?**

Principal, Vice-Principal and LWR.

**Hazard 8:**

**COVID-19 contagion in group classes.**

**Who might be harmed and how?**

The teacher and the students in the class.

**How will this be controlled?**

1. All group classes will be held in halls or large rooms.
2. The students will be socially distanced, at least 2 metres apart but more if possible.
3. Numbers will be limited to six to facilitate social distancing (with the exception of the Leaving Cert classes and Theory classes which are held in large rooms in CÉR).
4. Doors and windows will be opened as much as possible to facilitate air flow.
5. There will be breaks in between all classes to facilitate cleaning.
6. Photocopies will be kept to a minimum, and will be emailed to parents/guardians/students in advance of classes where possible. If this is not possible, photocopies will be made by CCMC staff having sanitised the photocopier and their hands before and after use (or by using disposable gloves especially for the task, which will then be discarded immediately after).
7. Where photocopies are necessary for class, the teacher will sanitise their hands before and after handing out the copies (or don disposable gloves to hand out the copies and then discard the gloves immediately after). The teacher will make every effort to have photocopies in the student's place before the student arrives to class to avoid cross contamination.

**What further action is required?**

CCMC Staff will be reminded regularly about these procedures by the Principal, Vice-Principal and LWR.

**Who needs to carry out this action?**

Principal, Vice-Principal, LWR and other CCMC staff.

**Hazard 9:**

**COVID-19 Contagion in wind instruments and singing classes and classes that involve singing and recorder, and tuning instruments.**

**Who might be harmed and how?**

The teacher and the students in the class.

**How will this be controlled?**

Identify issues:

1. Tuning of instruments (guitar, ukulele, violin and other string instruments)

2. Aerosol from wind instruments and singing
3. Sharing of music stands

**Control measures:**

1. String instruments will require tuning. Ideally, parents/guardians/students will tune instruments before class commences (using instructional videos on YouTube and tuning Apps if necessary). If this is not possible, the teacher will encourage and instruct the student(s) to tune their instrument from a safe social distance at the start of class. As a last resort, the teacher will tune the instrument and will disinfect his/her hands directly before and after this.
2. Singing and flute classes will be one-to-one only. In these classes, the teacher and students will be spaced further apart than the two-metre rule.
3. Other than one-to-one singing classes, for classes that involve singing such as guitar, ukulele and Music Bug Club, singing will be kept to a minimum and students will be instructed by the teacher to engage a quiet singing voice. The same policy applies to recorder playing in Music Bug Club classes. Students will be seated facing the same direction and no students will face each other.
4. In group classes, students that require music stands must bring their own to each class to avoid cross contamination. In one-to-one classes, teachers may provide a stand and will sanitise it between each class.

**What further action is required?**

1. CCMC staff will remind parents/guardians/students about the above measures regularly to ensure compliance.
2. CCMC staff will endeavour to keep up-to-date with emerging information regarding COVID-19 and music classes from recognised sources in order to apply best practice and thus, CCMC will make any necessary adjustments as required.

**Who needs to carry out this action?**

Principal, Vice-Principal, LWR and other CCMC staff.

This COVID-19 Risk assessment document will be adjusted and updated when necessary. It is based on the information and details that we have at present and is subject to change.

Signed:

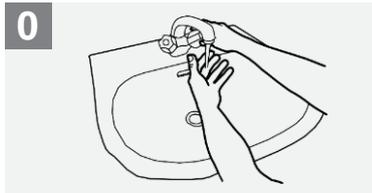
Shena Shortall.

13<sup>th</sup> September 2021.

# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

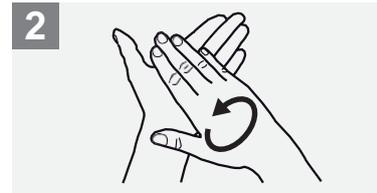
 **Duration of the entire procedure: 40-60 seconds**



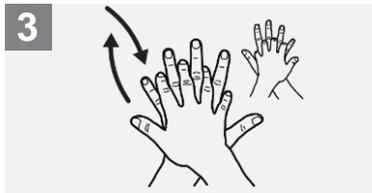
Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



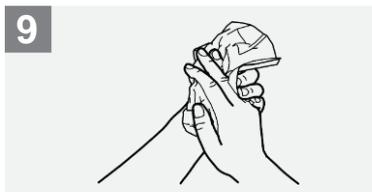
Rotational rubbing of left thumb clasped in right palm and vice versa;



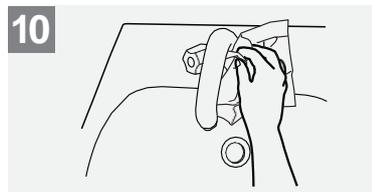
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



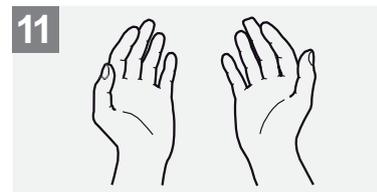
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



HE

# How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

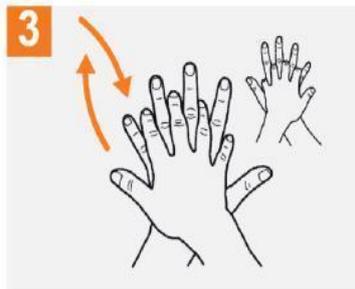
 Duration of the entire procedure: 40-60 seconds



Apply a palmful of the product in a cupped hand, covering all surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.

