



## Procedures for dealing with a suspected case of COVID-19

Staff members will be required to manage a suspected case in line with this protocol and training. Mr Luke Kilcoyne will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

Room 33 is our designated isolation area. This designated isolation area is behind a closed door and away from other staff and pupils. It is accessible to persons with disabilities. It is a small prefab located on the front yard of the school. The following are available in the isolation area(s):

- Tissues
- Hand sanitiser
- Disinfectant/wipes
- Gloves/Masks
- Waste Bags
- Bins

This room may only be used once per day (as cleaning and disinfection will take place after school has finished for the day). In the event that the isolation room has been used already on a particular day, it will be locked and a sign placed on it to indicate the alternative room to use for a possible further case.

If there is more than more one person displaying signs of COVID-19 during one school day, then a special education classroom will be used for a second or subsequent suspected case.

If a staff member/pupil displays symptoms of COVID-19 while at school, the following are the procedures that will be implemented:

- if the person with the suspected case is a pupil, the parents/guardians will be contacted immediately. **Parents must ensure that we have their up to date contact details and must keep their phone to hand throughout every school day.**
- the person will be accompanied to the designated isolation area by a staff member from their "bubble" via the "one way" route. The staff member must keep at least 2

metres away from the symptomatic person and also make sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. Mr Kilcoyne must be informed immediately.

- the staff member caring for a pupil must wear a face mask. Gloves need not be used as we are advised that the virus does not pass through skin
- a mask will be provided for the person presenting with symptoms. S/he must be advised to continue wearing the face mask until s/he reaches home
- the affected person or their parent must be advised not to go to their GP's surgery or any pharmacy or hospital
- the affected person or parent must be advised they must not use public transport
- the pupil who is displaying symptoms must be brought home by parents who must call their doctor/G.P. and continue self-isolation at home
- the individual with suspected symptoms must avoid touching people, surfaces and objects. Advice must be given to the person presenting with symptoms to cover their mouth and nose with any disposable tissue provided when they cough or sneeze and they put the tissue in the waste bag provided
- if the person is a staff member and is not well enough to go home alone, we will arrange for them to be transported home by a family member, as soon as possible and advise them to inform their doctor by phone of their symptoms. Public transport of any kind should not be used
- if the suspected case is too unwell to go home or advice is required we will contact 999 and inform them that the sick person is a COVID-19 suspect
- Mr Kilcoyne will carry out an assessment of the incident which will form part of determining any necessary follow-up actions
- we will arrange for appropriate cleaning of the isolation area and work areas involved.

**The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions and directives of the HSE must be followed by the school and all school staff. Staff and pupil confidentiality is essential at all times.**

School staff will be available to provide advice and assistance if contacted by the HSE.

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