



**SCOIL MHUIRE
COMMUNITY SCHOOL
CLANE**

ADULT EDUCATION

**COVID-19
RESPONSE PLAN**

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KEVIN KELLY SAFETY & TRAINING



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1. Clane Community School Adult Education Covid-19 Policy Statement

Clane Community School Adult Education recognises their responsibility to ensure the health and welfare of its employees, tutors, learners and visitors particularly in respect to the global pandemic of Covid-19.

We will implement all necessary control measures to ensure that all governmental policies and protocols are enacted in full.

Furthermore, we will initiate contact tracing for all persons coming on site whilst maintaining data protection measures. Should any person become symptomatic while on site, isolation provision will be implemented, and the necessary medical advice or attention will be provided.

We will update this plan as necessary in light of any changes to policy or protocol provided by the National Public Health Emergency Team [NPHE].

2. Induction Training for Tutors and Employees

Clane Community School Adult Education will implement induction training for employees and visiting lecturers in relation to their responsibilities for managing classes in respect of Covid-19. These inductions may take the format of an online tutorial or an instructional document.

This Covid-19 response plan will also be circulated to all personnel to ensure that they are fully aware of areas of concern and the mitigation measures required to manage the risks presented by Covid-19 and the gathering of groups.

Whilst overall responsibility for the implementation of these mitigation measures lies with Clane Community School Adult Education, each individual tutor will maintain responsibility for their class and will be accountable to Clane Community School Adult Education Department for ensuring compliance with this response plan.

3. Infection Control Procedures

To ensure that infection control procedures are successful the following requirements will be initiated.

- A. All class rooms will be cleaned following the normal school day and all surfaces will be disinfected.
- B. The classrooms will be set out to ensure physical distancing. Tables and chairs should not be moved from their positions. Should a tutor require the movement of furniture to facilitate class exercises they should inform in advance, Clane Community School Adult Education.

- C. All learners and tutors must remain in their allotted zone and not travel outside of this zone for any reason. All zones will be set out in advance of class.
- D. Tutors will supervise the cleaning of all surfaces used by learners during the class at the end of class.
- E. PPE Packs – Each learner will be requested to have a safe pack comprising of Hand Sanitiser, Disposable Gloves, Face Masks and Antibacterial Surface Wipes.
- F. Classrooms and common areas used will be cleaned and and all surfaces will be disinfected following classes each night.

While these are not the normal duties of tutors, it is essential during this pandemic that these procedures are implemented fully by everyone.

4. Adult Education Office

The Adult education office is the administrative centre for the Adult Education Department. It is normally occupied by one to two persons. It is used for registrations, interviews and meetings. The office area can be used by the Director of Adult Education or the Assistant Directors and special duties post holders along with the Administration staff. The office is small and physical distancing difficult.

Risk Group

Director and Assistant Directors of Adult Education, Special duties post holders, IT administrator and Administration staff, and Adult Education Learners.

Control Measures to Mitigate Risk

- A. The office should be limited to one person working at a time. At all times a physical distance of 2 metres will be observed.
- B. All entrants to the school will be advised to avail of hand sanitiser provided. Signage regarding personal hygiene measures will be positioned at entrances.
All visitors will be advised to wear face coverings.
- C. Where visitors are called to the office, they will have access to a chair only outside the office door. No entry to the office.
- D. The area will be sanitised after each use including the area and equipment used by the administrative staff.

5.Registration of Learners

Many learners register and make payment for courses on the evening their course begins. This can create a queue at the Administration office and prolonged contact with learners.

Risk Group

Adult Education staff, General School Population, Prospective Adult Education learners and Visitors

Control Measures to Mitigate Risk

- A. Prospective learners will be encouraged to register for courses online, by post or by phone where arranged in advance with the Adult Education Department.
- B. All payments should be made electronically by card or Electronic Funds Transfer. Cash will only be accepted in exceptional circumstances and will be isolated in an envelope for 72 hours before being processed further.
- C. Learners to be advised that they will not be allowed to register on the first night of class and must register beforehand. This will be advertised on the website and through the information evenings.
- D. Learners must have registered at least three working days before start of class. Only registered learners will be allowed into classes. Tutors will monitor this situation and request any unregistered learner to leave. This will then be reported to the Adult Education Department.
- E. A list of registered learners will be provided to Tutors before each class by the Adult Education Department.

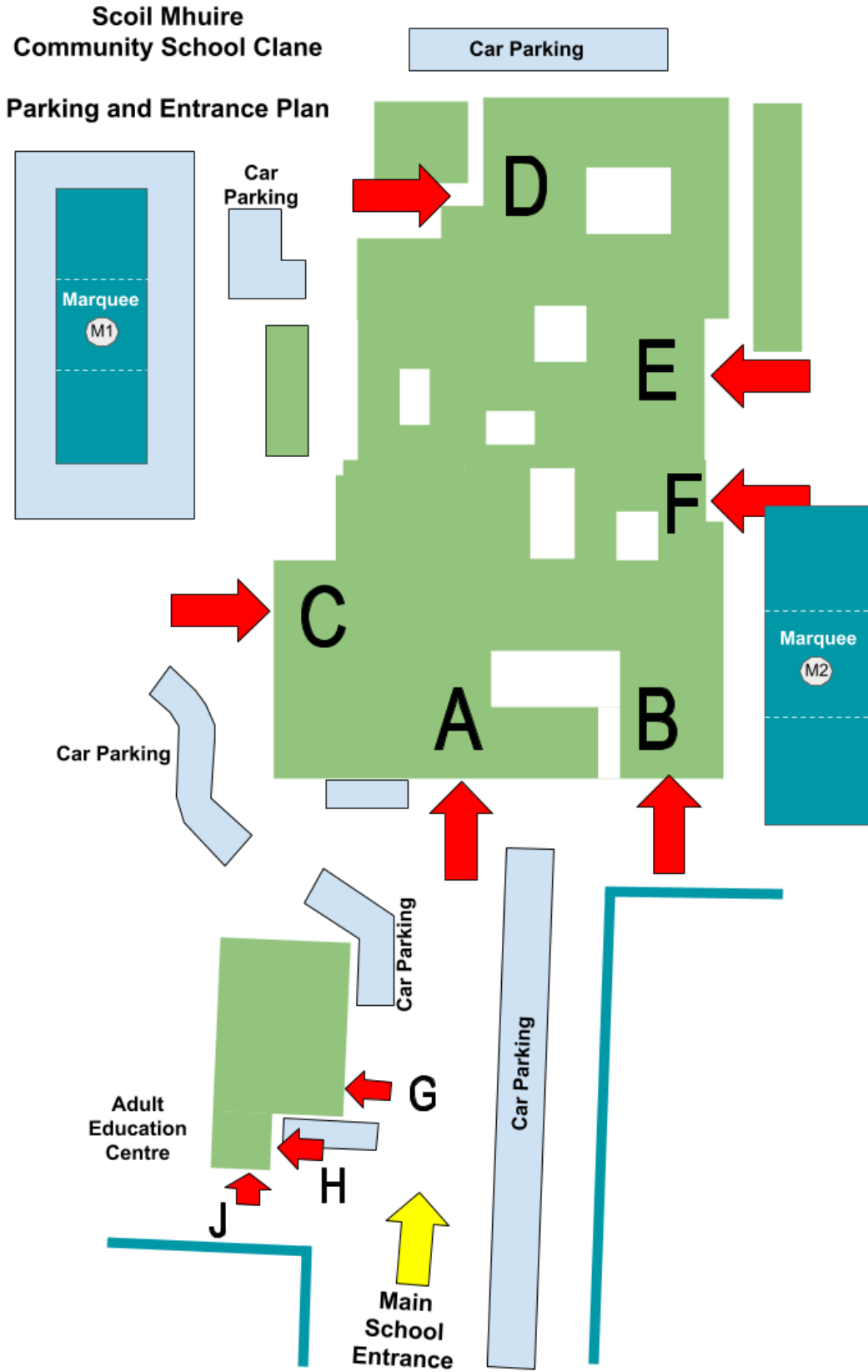
6. Timetables / Entry and Exit

Risk Group

Adult Education Staff, Tutors and Learners

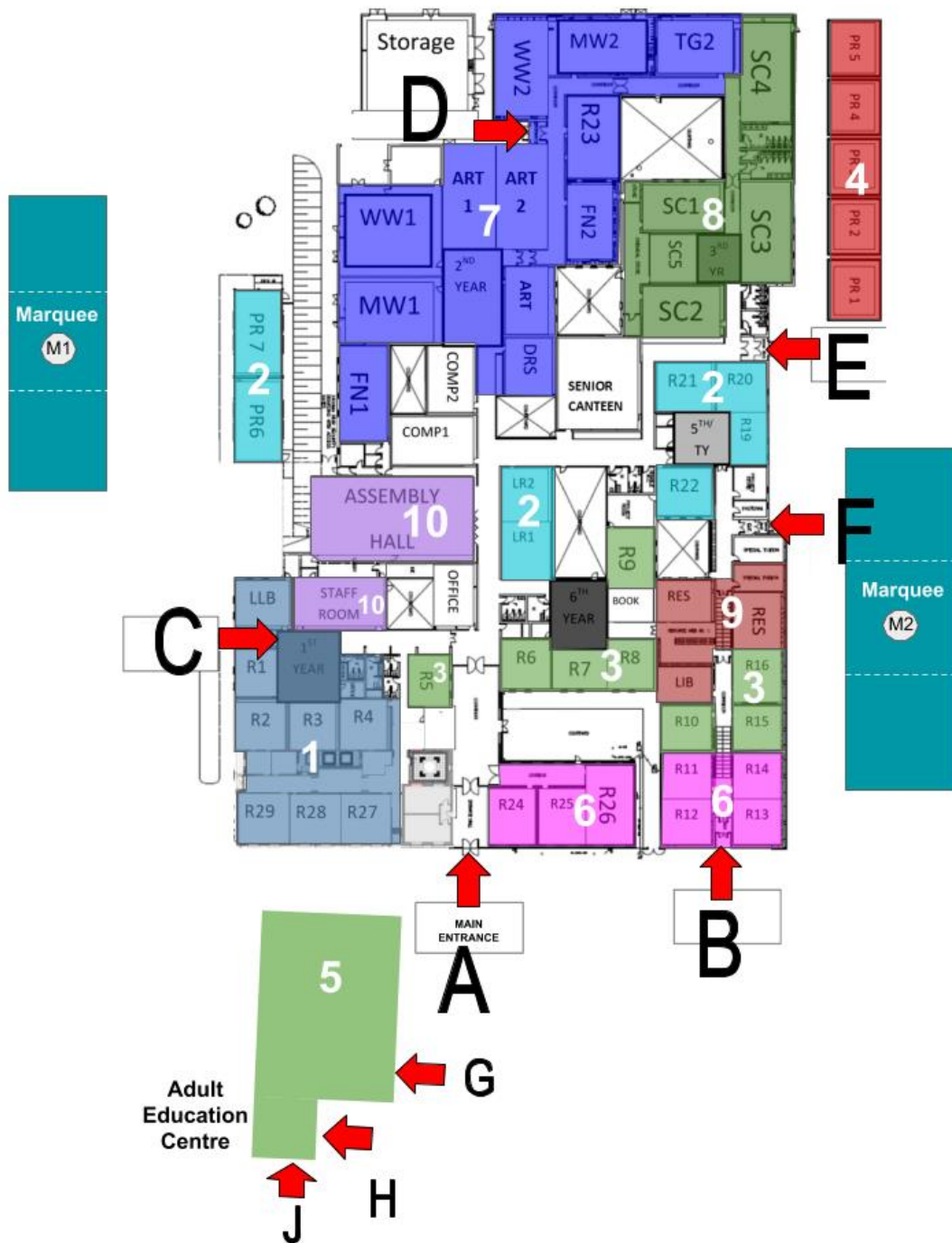
Control Measures to Mitigate Risk

- A. A maximum of learners will be permitted per class. Rooms utilised for larger class groups will facilitate physical distancing. Where Physical Distancing of 2 metres is not possible Face Masks or Shields will be worn by tutors and participants. Participants will be required to have a Face Mask or Shield with them at all times and wear it when asked or required.
- B. In practical classes, a maximum of 12 learners will be permitted.
- C. Classrooms are selected to ensure distances from other classes.
- D. Each class will have its own designated entrance and exit.
- E. Learners will be advised to remain in their car until 5 minutes before the start of their class.



Scoil Mhuire Community School Clane

Plan Showing Zones & Room Layout



7. Class Delivery

Class delivery in Adult Education Department is usually undertaken in the evenings from 18:30 until 22:00. Day students undertaking extracurricular activities or additional study periods are often in the school at the times of evening classes.

Risk Group

Adult Education Staff, Tutors, Day students, Adult Education learners.

Control Measures to Mitigate Risk

- A. A list of classrooms used by Adult Education Department to be made available to the School Principal and to Cleaning Operatives.
- B. A deep clean of classrooms to be undertaken by Cleaning Operatives following day school activity. These rooms should then be isolated and not entered in until opened for Adult Education classes begin.
- C. Tutors will supervise the cleaning of all surfaces used at the end of each class.
- D. Day students will be prohibited from entering the school building during and after the cleaning process.
- E. Tutors and learners will be advised to wear face coverings and to sanitise hands regularly.
- F. Learners who have not completed the self-declaration form will not be permitted in the classroom.
- G. Learners will be advised to take breaks within their own classroom.
- H. Toilet facilities are provided in zoned areas.
- I. Learners must bring in all equipment required for class and not share stationary or materials with other class members.
- J. Tutors will provide handouts in electronic format. Physical copies can only be facilitated if requested 5 working days in advance and just cause must be given for the learner to require this service.

8. Practical Class Delivery

These include woodworking, metal work, computer, crafts, art and cookery classes. Due to the equipment and instruments being used, it may create difficulty in ensuring that cleaning is comprehensive enough.

Risk Group

Learners and Tutors. Day students at a lower level of risk from contacting Covid-19 from equipment.

Control Measures to Mitigate Risk

- A. All practical classes will have a maximum of 12 participants
- B. Where possible to improve physical distancing groups should be spread out over two adjoining rooms.
- C. Equipment and instruments will be provided to learners for sole use. Learners will maintain responsibility for these and will sanitise each piece following use.
- D. Where Tutors provide specialised equipment this equipment should be sanitised by the tutor before and after each class.
- E. For art and craft classes learners will be encouraged to bring in their own materials and basic equipment.
- F. Students taking computer classes will be encouraged to bring in their own keyboard and mouse and the use of clingfilm may be an option.. They may even bring in their own laptop if appropriate.
- G. Where equipment needs to be shared the tutor will ensure that it is sanitised between uses.
- H. Hand sanitisation will be highly encouraged at regular intervals during the class.
- I. Face coverings for learners and tutors will be encouraged.
- J. Care must be taken when sanitising equipment to ensure that cleaning products do not make contact with electrical sources or into the joints of moving parts (e.g. drive shaft of saws).
- K. The tutor will direct the cleaning of moving equipment to ensure that it is completed safely.

Please complete web version of this form available using the following link:
Self Declaration Form: www.bitly.com/smsselfdeclaration

This form is also available from our website: www.clanesm.com

Self Declaration Form

Clane Community School Adult Education recognises their responsibility to ensure the health and welfare of its employees, tutors, learners and visitors particularly in respect to the global pandemic of Covid-19.

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Furthermore, we will initiate contract tracing for all persons coming on site whilst maintaining data protection measures. Should any person become symptomatic while on site, isolation provision will be implemented, and the necessary medical advice or attention will be provided.

*** Required**

Scoil Mhuire Community School Clane - Adult Education

Learners who have not completed the self-declaration form will not be permitted in the classroom. This data sheet will be stored confidentially and is not shared with any third party, unless there will be an official request by the local authorities for reasons of public interest in the area of public health.

1. Name *

2. Telephone No. *

3. Course or Module *

Mark only one oval.

- Bookkeeping Manual & Computerised QQI
- Palliative Care QQI
- Make-Up (ITEC)
- Special Needs Assisting (Tuesday Morning) QQI
- Accounting Manual & Computerised QQI
- Payroll Manual & Computerised QQI
- Digital Marketing
- Special Needs Assisting (Thursday Evening) QQI
- Care of the Older Person QQI
- Barbering
- Other

4. Have you any symptoms of Covid-19? e.g. cough, shortness of breath, cold/flu symptoms, sore throat, etc. *

Mark only one oval.

- Yes
- No

5. Have you been in contact with a known Covid-19 positive case in the past 14 days? *

Mark only one oval.

- Yes
- No



6. Have you travelled outside of Ireland in the past 14 days? *

Mark only one oval.

Yes

No

7. Do you work in a high-risk setting?? e.g. hospital, nursing home, home care. *

Mark only one oval.

Yes

No

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