Checklist for dealing with a suspected case of COVID-19 in conjunction with DGS Protocol Document and Covid-19 Response Plan

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.

A nominated member of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

Isolation Area

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close?
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.
3. Is the isolation area accessible, including to staff and students with disabilities?
4. Is the route to the isolation area accessible?
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
6. Are the following available in the isolation area(s)?
   - Tissues
   - Hand sanitiser
   - Disinfectant/wipes
   - Gloves/Masks
   - Waste Bags
   - Bins

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?
8. Are staff familiar with this procedure?
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? (it is intended that this will be dealt with as part of DES online training)
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?

Arranging for the affected person to leave the School

11. Staff – have you established by asking them if the staff members feel well enough to travel home?
12. 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.
13. The affected person should be advised to avoid touching other people, surfaces and objects.
14. 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.
15. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?

16. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?

17. Has the affected person been advised they must not use public transport?

18. Has the affected person been advised to continue wearing the face mask until they reach home?

Follow up

19. Have you carried out an assessment of the incident to identify any follow-up actions needed?

20. Have you advised the LWR of the incident in accordance with the agreed protocol?

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

Cleaning

22. Have you taken the isolation area out-of-use until cleaned and disinfected?

23. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?

24. 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?

25. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? (*It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access in line with the guidance which will be provided shortly)*

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