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Chill Chainnigh agus Cheatharlach
Kilkenny and Carlow
Education and Training Board

COVID-19 BRIEFING
11TH MARCH 2021

Briefing Objectives

- ▶ Review of the KCETB Covid-19 Response Plan Phase 2 for Coordinators, Managers and LWR's with respect to minimising the risk of spread of COVID-19 during the phased return to FET locations over the coming weeks
- ▶ Questions & Answers



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**Return to KCETB
FET Locations**

Return to FET locations - March / April 2021

- ▶ Over the coming weeks we will be returning to our FET locations in a phased manner in line with guidance that will be issued to FET by the DES and ETBI. Some of you have already returned to your buildings with a limited number of learners back on site eg: leaving certificate students in Youthreach buildings.
- ▶ The purpose of this briefing is to remind you of the KCETB Covid-19 measures that must continue to be implemented over the coming weeks with our employees and learners and update you with some minor Covid-19 changes that are now in place.

Return to FET locations - March / April 2021

Apprenticeships

- ▶ Second group of time critical apprentices recommencing on site practical training and assessment from 15th March. No date as yet for the third group of time-critical phase 2 apprentices.

Time-Critical Assessments Level 4-6

- ▶ Learners at level 4, 5 & 6 engaged in time critical practical elements across the awards will commence returning on 15th March. This is to facilitate instruction on specialist equipment required for completion of time-critical practical elements. Learners will revert to emergency remote learning after those practical elements are completed. Onsite presence to be restricted to those engaged in time-critical practical elements only.

Return to FET locations - March / April 2021

Vulnerable Learners

- ▶ Vulnerable learners requiring onsite presence to support wellbeing or access to workspace and Wi-Fi to complete course work can also be accommodated, bearing in mind the overall footfall of the FET centre.
- ▶ Onsite access for vulnerable learners at Level 1 and 3 including STP and NLN is proposed from March 22nd 2021, onsite activity should only include the minimum number of learners required onsite supplemented with emergency remote tuition.

Return to FET locations - March / April 2021

Returning to Onsite Learning

- ▶ All requests from staff to engage in on-site provision are to remain the subject of risk assessment, consultation and agreement with management.
- ▶ Given that FET is continuing online under Level 5 restrictions with only very limited onsite attendance, it is expected that staff in the vulnerable category including the over 60's and pregnant staff continue to be prioritized for online activities.



SECTION 3

Responsibilities for Persons Performing Covid-19 Tasks

Assigned Roles for Covid-19

There are two main roles assigned to personnel in each FET location in order to fully implement our Covid-19 Response Plan in line with Government Protocol. These roles are:

1. Covid Coordinator
2. Lead Worker Representative (LWR)

Section 3.1 - Covid Coordinator

The Covid Coordinator is the Coordinator / Manager responsible at each centre. They are responsible for ensuring:

- ▶ Covid-19 precautions and procedures are fully implemented
- ▶ That all Tutors/employees have completed their Return to Work Form as they return to their FET location following this lockdown
- ▶ That all learners complete their Return to Education Form / Confirmation as they return to the FET building following this lockdown
- ▶ Systems and procedures are in place to ensure consultation with Tutors/employees and that the Covid-19 Response Plan is being adhered to on an ongoing basis

Section 3.2 - Lead Worker Representative


The role of the LWR is one of collaboration with the management team at each centre to:

- ▶ help with putting workplace Covid-19 measures in place
- ▶ communicate regularly with the Covid Coordinator re: government and DES Covid-19 updates, conveying any Covid concerns from Tutors and other staff members.
- ▶ assist in providing Covid-19 advice to co-workers
- ▶ carry out regular checks to ensure Covid-19 control measures are in place

Specific Lead Worker Representative training has been provided by KCETB to all employees who are appointed as LWRs for their centre.

Section 3.2 - Lead Worker Representative

On your return to the building, please refer to Section 3.2 of your specific Covid-19 Response Plan to confirm that the names of the appointed LWR's is still correct



SECTION 4

Training & Information for Tutors / Employees

Training & Information for Tutors/ Employees

- ▶ All employees were trained in the content of the KCETB Covid-19 Response Plan Phase 2 as part of their return to education induction last September 2020.
- ▶ Coordinators / Managers please carry out a briefing with your team to remind them of your site specific Covid-19 Response Plan and Risk Assessment to your team as they return to work over the coming weeks.
- ▶ The Response Plan continues to be a live document subject to regular review and update in line with Government, public health and the DES advice and guidance. Any changes or updates to the Response Plan or risk assessment will immediately be notified to Coordinators, Managers and LWR's by the Director of FET.

Key Refresher Topics for Staff and Learners

Staff Refresher:

- ▶ Reminder on definition of 'close contacts' and maintaining the personal contact log.
- ▶ Remind all staff that face masks must be worn at all times other than when eating/drinking. When eating /drinking, staff must maintain a 2m physical distance from other staff members.
- ▶ Seating in staffrooms, tea / stations etc must be set out at 2m distancing.

Staff Refresher cont'd

- ▶ As soon as staff are finished eating / drinking, they must immediately put back on their face mask.
- ▶ Each staff member using the kettle / microwave in the staff break areas are responsible for sanitising the touch points before and after their use with a sanitising wipe.
- ▶ Each staff member is responsible for sanitising the table / touch points on their chair where they have had their rest break.
- ▶ Do not travel in the same vehicle as other staff members either to / from work or, to get coffee /sandwich at lunchtime. If employees have no option but to travel together, then no more than 2 persons to a car, both wear masks, passenger sits in the back behind the empty front passenger seat.

Staff Refresher cont'd

- ▶ Staff meetings to be held via MS teams.
- ▶ Where a staff team need to work together for planning purposes, ensure 2m physical distance and wear masks or where possible, carry out the planning over MS teams call.
- ▶ Tutors to supervise learners in the last couple of minutes of practical class to ensure they sanitise their work stations and equipment used, put their used wipes / paper towels into the designated bin. Leave furniture in the room spaced at the set physical distancing mark ready for the next class to come in.

Learner Refresher

- ▶ Masks to be worn at all time inside the building.
- ▶ Reminder to learners of how to wear their masks correctly.
- ▶ Masks only permitted to be removed when eating / drinking, and put back on immediately after.
- ▶ Learners to remember physical distancing requirements during their rest breaks.
- ▶ Students travelling to / from FET Centre on a bus must wear their face mask on the bus at all times.

Learner Refresher cont'd

- ▶ Learners to sanitise their desk and chair touch points at the end of each practical class, as well as any equipment used during class. All used wipes and paper towels must be put into the bin.
- ▶ Reminder of the hand hygiene requirements and cover your cough / sneeze requirements.
- ▶ Review of Covid-19 symptoms and that learners must not come into the FET location if they are feeling unwell.

Section 4.1 Wellbeing and Mental Health

The Covid-19 pandemic and resulting restrictions that we have had placed on us, is a highly unusual and sometimes challenging time for us all. It is more important now more so than ever before, that we all look after our wellbeing and mental health. KCETB have access to a range of supports for Teachers/Tutors/SNAs, therefore:

Section 4.1 Wellbeing and Mental Health

Coordinator / Manager / LWR's to make sure they remind employees that:

- ▶ should they have any personal concerns or queries with regards to Covid-19 such as stress, anxiety or how returning to work may affect any underlying condition they have, to please contact you or the KCETB Human Resource Department, whichever you feel most comfortable with, for information and assistance.
- ▶ if they have any concerns with regards to their own health and safety and Covid-19 prevention measures at your centre, to please let your know immediately so that the appropriate actions can be taken

Section 4.1 Wellbeing and Mental Health


- ▶ KCETB provide a 24/7 Employee Assistance and Wellbeing Programme which is available to all KCETB employees, information on which is available on the KCETB website.

Section 4.2 - Workplace Declarations

- ▶ Employees must complete their Workplace Declaration prior to returning to the Centre location, the 3 days advance notice does not have to be given.
- ▶ Employees to confirm details of their declaration remain unchanged again following any period of leave they may take or periods of school closure.
- ▶ Learners to complete their declaration on return to the FET building or via email in advance of their return.
- ▶ The original Workplace Declaration form has been updated to take into account two new questions as required by the DES, the new form is available on the KCETB website.

Section 4.2 - Workplace Declarations

- ▶ Contractors/visitors to our centres will continue to be on appointment only as far as is practical. They will be asked to complete our Workplace Declaration Form prior to entering our centres.



Section 5

Symptoms of Covid-19 and Action to be Taken

Symptoms of Covid-19 and Action to be Taken

Common symptoms include:

- ▶ high temperature (38 degrees Celsius or above)
- ▶ cough - this can be any kind of cough, not just dry
- ▶ loss or change to your sense of smell or taste
- ▶ shortness of breath or breathing difficulties

We ask that all employees make themselves aware of the above symptoms and monitor their own wellbeing.

Section 5.1 - Symptoms of Covid-19 and Action to be Taken by Employees

- ▶ If you are displaying any symptoms or, if you live with someone who has symptoms of the virus, please do not come to work. Self-isolate at home and contact your GP immediately for further advice.
- ▶ If you feel symptoms develop while at work, immediately put on a disposable face mask, avoid contact with other members of staff and learners, avoid touching people, surfaces and objects as far as practical. Contact your Coordinator / Manager (by phone if necessary) to let them know of the situation.
- ▶ If you are feeling well enough to drive yourself home you will do so without delay, once home you will need to self-isolate and contact your GP for further advice. Public transport of any kind must not be used.

Section 5.1 - Symptoms of Covid-19 and Action to be Taken by Employees

- ▶ If you do not feel well enough to drive home, immediately proceed to the designated isolation area / first aid area in your FET location.
- ▶ Your Coordinator / Manager or LWR will assist you in making arrangements to get a lift home from a family member or alternatively in an emergency situation, they will contact 999/112 to inform emergency services of a person feeling unwell with suspected Covid-19 symptoms. Emergency services will then issue further advice.
- ▶ If you become aware that you have come into contact with a person outside of the workplace who has a confirmed case of Covid-19, please take all necessary HSE advice which is to restrict your movements immediately and contact your GP for further advice. Do not come into work.

Section 5.2 - Symptoms of Covid-19 and Action to be Taken for Learners

- ▶ If a learner develops or displays symptoms while at the FET location, your Covid-19 Response Plan (Section 5.2) for the management of learners with Covid-19 symptoms must immediately be put into effect.

Section 5.3 - Notification of Suspected or Confirmed Covid-19 Case

- ▶ You are required to notify your Coordinator / Manager, in the event that you have been advised by your GP/HSE to self isolate due to a suspected case or, if you have a confirmed case of Covid-19.
- ▶ The HSE will manage any such occurrence, contact all relevant persons and inform any staff/learners who have come into close contact with a diagnosed Covid-19 case via the contact tracing process.
- ▶ For confidentiality purposes, Coordinator / Manager at each FET location will not be involved in the contact tracing process or notifications to staff/learners in the event of a confirmed case of Covid-19 at the FET location.



SECTION 6

How to Deal with a Suspected Case of Covid-19 in the Workplace

Maintaining Personal Contact Logs

For contact tracing purposes in the event of a suspected case of Covid-19, each FET location is required to maintain a log of people whom their employees come into close contact with while at work. To make this a practical system and also to take into account GDPR regulations, each employee is asked to please keep their own personal contact log as follows:

1. Face to face contact of less than 1m for more than 15 minutes (cumulative) in a school day; or
2. Contact between 1-2 metres from a confirmed case for more than 15 minutes (cumulative) in a school day, with consideration also given to other measures that may be in place eg: face masks, screens etc

Your personal contact log will remain private to you and will only be requested by the HSE in the event that you are confirmed with a case of Covid-19.

Public Health Approach to Determining Close Contact

- ▶ Public Health (PH) has a systematic approach to determining close contacts however, that doesn't mean that outcomes are the same or comparable across different FET locations.
- ▶ In determining close contacts, Public Health will gather information from three different sources:
 - FET Centre
 - Case
 - Community

Public Health Approach to Determining Close Contact Cont'd

- ▶ A Public Health Risk Assessor questions relevant personnel in each of the three different source locations in order to gather information with a view to determining who the close contacts are.
- ▶ Personnel deemed as close contacts, will then be notified by a member of the Public Health Team, not by the FET Management Team.


Suspected Case of Covid-19 in the Workplace

In the event that the Coordinator is informed of a suspected or confirmed case of Covid-19 in their FET location, they will take the following action:

- ▶ arrange for appropriate thorough cleaning of the work areas, including equipment and facilities that the person may have used.
- ▶ inform the KCETB Directorate.
- ▶ provide advice and assistance to the HSE when requested.

Covid-19 Tracker App

You are encouraged to download the HSE Covid-19 tracker app to assist Public Health for contract tracing purposes both in and out of the school setting however, it is not a mandatory requirement.



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SECTION 7


Spread of Covid-19 and Best Ways to Prevent Spread

How Covid-19 Spreads

- ▶ Covid-19 virus can be found in droplets and aerosols, current published evidence tells us that it is predominantly spread between people in fluid or droplets scattered from the nose or mouth of an infected person when the person with Covid-19 coughs, sneezes or speaks. The fluid or droplets land on objects and surfaces around the infected person. Other people then unknowingly contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands.
- ▶ Covid-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them.

Best Ways to Prevent Spread of Covid-19

- ▶ practice excellent hand hygiene
- ▶ practice good respiratory etiquette
- ▶ practice physical / social distancing



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SECTION 8

Hand Hygiene

Hand Hygiene

- ▶ Hand sanitising stations are in place at all entry points into buildings, in every classroom, outside of each toilet facility as well as in other strategic locations throughout each building.
- ▶ Signage is displayed in clearly visible locations to remind Teachers/Tutors, learners of hand hygiene rules.
- ▶ Avoid touching your eyes, mouth or nose.
- ▶ Do not share objects/utensils with others e.g.: cups, bottles, forks etc. Use your own pen for signing documents, bring in your own delph /cutlery required for your lunch break.
- ▶ Do not shake hands with others, use a verbal greeting only.

Hand Hygiene

Remember to wash your hands with soap and water or, use the alcohol based hand sanitiser regularly and in particular:

- ▶ Every time you enter or exit the building and a classroom
- ▶ After coughing, sneezing and blowing your nose
- ▶ Before and after preparing food
- ▶ Before and after eating or drinking
- ▶ Before and after having a cigarette or vaping
- ▶ When hands are dirty
- ▶ After toilet use
- ▶ Before and after handling stock e.g.: office supplies
- ▶ If in contact with someone who is displaying any Covid-19 symptoms

Hand Hygiene

There is an updated DES requirement for access to hand washing facilities after activities that are likely to soil hands eg: playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.



SECTION 9

Respiratory Hygiene

COVER YOUR COUGH AND SNEEZE THE RIGHT WAY



Respiratory Hygiene

Tissues to be provided for use in offices, staff canteens etc. Pedal bins are provided in all classrooms, toilets and staffrooms for disposal of tissues and disposable face masks. Remember:

- ▶ cough or sneeze into the crook of your elbow if a tissue is not quickly available
- ▶ cough / sneeze / blow your nose into a tissue and dispose of the tissue into the bin straight after use - immediately wash your hands with soap and water or use the hand sanitizer

Signage is displayed in clearly visible locations to remind employees, learners and visitors of respiratory etiquette.



SECTION 10


Physical Distancing

Physical Distancing

Physical distancing is recommended to reduce the spread of infection. At present, we are advised by the Government and DES, to keep a distance of 2m from others where possible, if not then at least a minimum of 1m to be maintained.

In our FET learning environment please remember:

- ▶ Minimum of 2m physical distance in all general classrooms;
- ▶ Minimum of 1m physical distance in all practical rooms and laboratories if it is not possible to achieve 2m.



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SECTION 11

Use of Personal Protective Equipment (PPE)

Wearing of Face Masks

Face masks must be worn by employees and learners at all times while in the FET location, other than when eating / drinking at rest breaks during which time 2m physical distance must be maintained.

As per ETBI Code of Conduct for Learners:

- ▶ All staff and learners are required to wear a face covering, subject only to a limited number of specified exceptions, to be evidenced by the learner (via medical certification) and agreed with the management of the FET Institution.
- ▶ Face coverings must not contain any slogans/logos/images that may cause upset or be deemed offensive to any member of the FET Institution community.

Types of Face Masks

Type I Single use disposable masks	Fabric reusable masks - come in various styles	P2 Mask
		
Dispose to bin after each use	Wash on high temperature after each use and leave to air dry	Dispose to bin after each use

Type of Face Masks

There are specific requirements around the wearing of face masks by employees and learners that include but are not limited to:

- ▶ provision of first aid treatment (P2 type mask to be worn).
- ▶ where a suspected case of Covid-19 is identified in the centre, personnel assisting the symptomatic person must wear a face mask (medical grade / P2) as well as a face visor, the symptomatic person themselves must wear a face mask.
- ▶ provision of assistance to learners that requires the tutor to be closer than 1m (P2 / medical grade mask).
- ▶ Tutor with high risk health condition (P2 / medical grade mask).



How to use Face Coverings

Correct Covering
 - Cover your nose and mouth.
 - Avoid touching the mask.
 - Avoid touching the front of the mask.
 - Avoid touching the sides of the mask.

Check Your Fit
 - Check that it covers both your nose and mouth.
 - Check that it fits snugly against your face.
 - Check that it is comfortable to wear.

Safe Removal
 - Avoid touching the mask.
 - Avoid touching the front of the mask.
 - Avoid touching the sides of the mask.

Disposing Of Single-Use Mask
 - Place the mask in a bin.
 - Wash your hands.

Stay safe. Protect each other.



How to wear a medical mask

World Health Organization

Wearing of Face Visors

When wearing a face visor over your face mask eg: when providing first aid, when providing assistance to a learner at a distance of closer than 1m or, if a tutor or learner prefers to wear one over their face mask:

- ▶ you will need to sterilize it with an antibacterial wipe each time you take it off.
- ▶ store it in a sealed bag when not in use.
- ▶ ensure the visor comes down straight over your face as shown in the image below, if the face shield is diagonal to your face then it is not effective.



Wearing of Disposable Gloves

- ▶ Routine use of disposable gloves is not a substitute for hand hygiene practices and may expose the wearer and others to risk from contaminated gloves. Washing or use of hand sanitiser on gloved hands is not appropriate.
- ▶ Tutors/employees must not wear disposable gloves while at work unless required for specific work tasks / teaching practices. Specific work tasks / teaching practices include but are not limited to: provision of certain beauty treatments, use of cleaning products; handling hazardous substances; and emptying of waste bins.

REMEMBER

Personal Protective Equipment must not be used in place of other preventative measures such as hand hygiene, respiratory hygiene and physical distancing.



SECTION 12

Cleaning & Sanitisation

Covid-19 Cleaning Requirements

Effective cleaning and disinfection of regularly used work equipment and work locations is paramount in reducing the spread of the virus.

Additional cleaning supports are in place at each centre to increase cleaning and sanitization regimes in line with Covid-19 requirements.

In addition, every employee has a responsibility to maintain their own individual work desk/area to the highest possible cleanliness standard.

Covid-19 Cleaning Requirements

The Manager at each centre to maintain arrangements with cleaning personnel / cleaning contractors to ensure that:

- ▶ all hand sanitising units are checked daily to keep them stocked up
- ▶ all door handles, light switches and other regularly used/ touched items are sanitised throughout the day.
- ▶ Cleaning checklists are completed daily to ensure that our toilets, canteen, general work areas, entry / exit doors are kept visually clean and hygienic.
- ▶ Sanitising wipes / sanitising spray are provided in each work location.

Cleaning arrangements in each centre to be monitored by the management team and LWR, to ensure they continue to meet the required standard.

Covid-19 Sanitising Supplies

Sanitising supplies for use by tutors and learners include:

- ▶ Sanitising wipes (required in all practical rooms to sanitise equipment before and after use)
- ▶ Sanitising spray
- ▶ Hand sanitising stations
- ▶ Tissues

Use of Sanitising Supplies

- ▶ Tutors, employees and learners to sanitise their hands every time they enter or exit a classroom.
- ▶ Tutors to sanitise their classroom desk at the end of each class.
- ▶ Learners to sanitise their desks when they leave their room to move between classes.
- ▶ Equipment in practical rooms to be sanitised before/after each use. Sanitising wipes must be readily available in the practical room.

Use of Sanitising Supplies cont'd

- ▶ Shared equipment such as photocopiers, printers, shredders etc., should be sanitised by each person prior to and after their use.
- ▶ Each employee is responsible for sanitising the area of the canteen table and counter tops they have used when they are finished their rest breaks, as well as the surface of any equipment they may have used eg: kettle, handle /door of microwave, fridge door handle, toaster, nozzle at water cooler etc.



SECTION 13

First Aid Treatment

First Aid Treatment Precautions

Prior to a first aid officer or tutors providing first aid treatment, they must take the following precautions to ensure Covid-19 prevention measures are adhered to:

- ▶ Wash hands or use an alcohol gel to clean hands before treatment
- ▶ Remember do not touch your face with your hands during first aid treatment
- ▶ Wear disposable P2 face mask
- ▶ Wear full face shield or safety goggles
- ▶ Wear disposable apron
- ▶ Wear disposable gloves, do not touch a wound with your bare hand

First Aid Treatment Precautions

- ▶ Do not touch any part of a dressing that will come in contact with a wound.
- ▶ Dispose of waste egg: wound dressing, disposable gloves, disposable mask etc. into a designated waste bag, seal the bag then place it into a second bag and seal the second bag.
- ▶ Immediately after treatment, wash your hands or use an alcohol gel to clean hands.

The personal protective equipment that you are required to wear when giving first aid treatment is readily available at your first aid kit.

Note: As covid-19 infects through contact with mucous membranes, all first aid personnel must wear a P2 mask as well as a face visor or safety goggles during first aid treatment. In the event of CPR being required, compression based CPR only to be applied as per Pre-Hospital Emergency Care Council Advisory Note V1.

First Aid Kits

Check your first aid kit to ensure the following contents are readily available, the contents should also be available in your designated isolation room:

- ▶ P2 face masks
- ▶ Face visors
- ▶ Disposable Nitrile gloves
- ▶ Disposable Aprons



SECTION 14

Covid-19 Safe Work Practices

Travelling To / From Work

Private Vehicles

- ▶ If you are using your own car to come to or from work, then it is recommended that you travel alone and do not give a lift to any work colleagues at present.
- ▶ If it is absolutely necessary for two employees to be in the same vehicle, then a face covering must be worn by both people. In addition, the passenger must sit in the back seat of the vehicle behind the empty front passenger seat. No more than two employees to travel in a work vehicle and this is only if there is no other option but to do so.
- ▶ Sanitise the inside of your vehicle before you get in the car to come to work and again at the end of the day when you get home.

Protecting Each Other

In order to protect each other and our learners, our centres continue to have the necessary preparations for the safe return of employees and learners. On return over the next few weeks, employees must ensure to:

- ▶ *Maintain physical distancing in the staff room*
- ▶ *Bring in own delph and cutlery for personal use and bring it home again each evening*
- ▶ *Plan ahead to access the photocopier / printer* - rota system may be in place to ensure everyone gets a turn and physical distancing is maintained
- ▶ *Plan ahead* to have the necessary textbooks and teaching supports for each class until the next rest break and do not need to return to the staffroom/ staff locker between each class

Impact of Covid-19 on Certain Activities

In order to comply with Government and Departmental guidelines regarding Covid-19 requirements, FET locations must continue to maintain their arrangements with regards to restriction of certain activities eg: access to library, choir etc.

Covid-19 Health and Safety Risk Assessment

- ▶ *Covid-19 Risk Assessment* - issued to all FET locations last September by KCETB. The risk assessment remains a live document under regular review by the centre management team and LWR. Please review your Covid-19 risk assessment prior to return of tutors and learners.
- ▶ Please ensure that subject specific risk assessments are drawn up to cover practical subject learning and exams over the coming weeks, particularly for subjects where a minimum of 1m cannot be maintained at all times eg: beauty, hairdressing, massage therapy etc.

Reminder of Public Health High Risk Categories

Public health findings show that in the education environment, the areas listed below are higher risk categories for spread of Covid-19 and / or, identification of close contact cases as a result of a confirmed Covid-19 case.

- ▶ Staffroom
- ▶ Break times
- ▶ Friendship groups
- ▶ Buses / travel

The reason being is that Covid-19 control measures are not being adhered to as strictly as they should be.



SECTION 15

Implementing Covid-19 Work Safely Procedures

Implementing the Covid-19 Response Plan

- ▶ Managers in their role as Covid Coordinators have the responsibility of ensuring that the Covid-19 Response Plan is fully implemented in their centre. To aid in monitoring compliance with the Response Plan, as well as ensuring ongoing consultation with our tutors and learners, our Covid Coordinators will be supported by their trained Lead Worker Representative (LWR).
- ▶ As the information and advice issued by the Government and Department of Education and Skills continues to evolve over the coming weeks and months, we may need to make updates to our Response Plan to reflect any such advice. Tutors and learners will be briefed in all such updates by their Manager or LWR, information updates will also be posted on the KCETB website.

Individual Responsibility

All employees have a duty of care towards themselves as well as a legal responsibility, to comply with all safety precautions and procedures implemented at their centre, in order to ensure their own health and safety and that of their co-workers and learners, to reduce the risk of the spread of Covid-19.

The cooperation and assistance of all employees is essential to reduce the risk of spread of Covid-19 and to protect the health and safety of all everyone within the centre.



Ventilation

Ventilation in Classrooms

- ▶ The overall approach for FET locations should be to have windows open as fully as possible when rooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each day) and partially open when classrooms are in use.
- ▶ Windows do not need to be open as wide in windy/colder weather in order to achieve the same level of airflow into the classroom. This will assist in managing comfort levels in classrooms during periods of colder weather.
- ▶ For classrooms with only one window, open the window and the classroom door to allow airflow.

Ventilation in Classrooms Cont'd

- ▶ Rooms should be well ventilated before occupancy each day. This can be achieved by ensuring that at the end of the day - each evening, the windows in each room should be opened (as wide as practical and safe while also considering security issues) for at least 15 minutes to ventilate the room fully.
- ▶ Windows should also be open at break times and at lunchtimes for at least 15 minutes where possible.
- ▶ FET locations should ensure there is appropriate ventilation of staffrooms, offices and other areas used primarily by staff, and in the context that some of these areas are used by different groups of staff at different times. This is in addition to the use of face coverings and adequate cleaning.

Ventilation in Classrooms Cont'd

- ▶ DES have stated in their guidance that air conditioning units / dual air systems are permitted to be used.



Outreach Locations

FET Tutoring in Outreach Centres / Community Buildings

- ▶ Responsibility of each outreach centre / community centre committee to ensure their rooms/building and toilet facilities are Covid-19 compliant in relation to cleaning, sanitising and provision of sanitising equipment eg: pedal bins, hand sanitising stations, sanitising wipes/spray etc.
- ▶ Outreach centres / community centre committees are required to acknowledge their agreement to these requirements in writing.
- ▶ Tutors will not be expected to provide tuition to learners in any location that does not have adequate Covid-19 cleaning and hygiene arrangements in place.



Communication Between All Parties

Continued Effective Communication Between Management and Staff

- ▶ LWR documented inspections twice weekly.
- ▶ LWR to continue to liaise with fellow colleagues in order to address and Covid-19 concerns they have.
- ▶ Meeting between LWR and Centre Coordinator at a designated time weekly. A brief note of meeting to be held on file.
- ▶ Communication of any Covid-19 updates to staff members.

Communicating Between LWR and Covid Coordinator

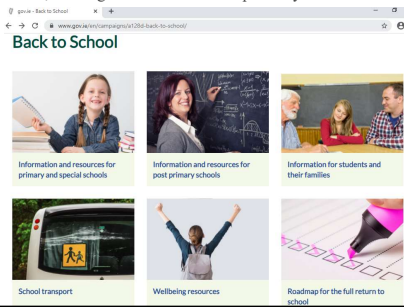
- ▶ Covid-19 matters will continue to be resolved at centre level to the maximum extent possible.
- ▶ Where a suitable solution cannot be achieved at school level, the Covid Coordinator and LWR will report the matter to the Director of FET for further assistance and resolution.

Support for Lead Worker Representatives

- ▶ You will be fully supported in your role by your Manager who also takes on the role of Covid Coordinator for the centre.
- ▶ Updates in relation to Covid-19 advice and information from the Government and H.S.E., will be provided to all Covid Coordinators by the KCETB Directorate.
- ▶ Covid Coordinators are then in turn required to provide such updates immediately to their Lead Worker Representatives.

Supports for Coordinators / Managers / LWR

- ▶ Information, training and resources in respect of your role



Questions