



# Mount Anville

Montessori Junior School

2½ -12 years

## MAMJS Covid-19 (August 2020). Ratified by BOM 1<sup>st</sup> Sept 2020. PPE, Resources and Isolation Room Procedures

### Supplies include:

- Hand sanitiser dispensers;
- Hand sanitiser liquid and holders
- Thermometers
- Liquid soap;
- Disposable Paper Towels
- Wipes
- Gloves
- Face coverings for MAMJS staff members
- Face visors
- Aprons
- Detergents

### Hand Sanitizers

MAMJS has installed wall mounted hand sanitisers for each classroom, specialist rooms and other key locations (entry/exit points, staff room etc.) in their school. In the Montessori and Preparatory classes, hand sanitizer dispensers will be placed in holder near the door for the staff member to assist the student to use it.

### Face Coverings/Face Visors

The *Interim Guidance for the use of face-coverings in childcare and educational settings* provided by the HPSC on 6<sup>th</sup> August 2020 makes the following recommendations for use of face-coverings in childcare and educational settings

*“It is not recommended that children attending primary school or pre-school/childcare settings wear face-coverings”.*

*“It is recommended that teachers and staff in primary schools wear a face-covering when a physical distance of 2 meters from other staff or children cannot be maintained”.*

*“In certain situations the use of clear visors should be considered, for example staff interacting with students with hearing difficulties or learning difficulties”*

*“Cloth face coverings should not be worn by any of the following groups:*

- *Primary school or pre-school children*
- *Any person with difficulty breathing*
- *Any person who is unconscious or incapacitated*
- *Any person who is unable to remove the face-covering without assistance*
- *Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity”*
- *“Schools should consider having additional disposable face coverings available for students, teachers, and staff in case a back-up face covering is needed during the day”*

MAMJS may wish to use their own face covering on a day-to-day basis, MAMJS will have additional disposable face coverings, or if appropriate face visors, available for staff in case a back-up face covering is needed throughout the day or where required on an ongoing basis.

### **Liquid Soap, Paper Towels and Lidded Bins**

The sink area will have liquid soap and paper towels available for students and staff members. The bins are foot-pedal operated in the bathrooms.

### **Signage and Posters**

The Department of Education, with advice from the Department of Health have provided posters for display around the school outlining signs and symptoms of COVID-19 and to support good hand and respiratory hygiene, in both English and Irish, which include:

- General advice to schools
- Cough etiquette
- Child hand washing
- Hand hygiene adults
- Use of Face coverings
- Stay safe at Work
- How to use hand sanitiser
- Visitors at reception

## Suspected COVID-19 Case/ Isolation Room

(key of isolation room and PPE unit outside door of isolation room at Development Office and on high shelf in glass porch)

The following outlines how a school should deal with a suspected case that may arise in a school setting.

**The Development Office** (located beside the PE Office) and **Montessori Glass Porch** are the designated isolation areas. If there is more than one person displaying signs of COVID-19 at the same time, the music room above the Development Office will be the additional isolation area. The designated isolation area is away from classrooms and main school corridors.

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

- if the person with the suspected case is a pupil, the parents/guardians should be contacted immediately
- isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route (through the open Courtyard, pass Welcome Office), 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
- In the isolation area, the persons should be 2 metres away from others in the room and the windows open for ventilation.
- if it is not possible to maintain a distance of 2 metres a staff member caring for a pupil should wear a face covering or mask.
- provide a mask for the person presenting with symptoms if one is available. He or 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, who will call their doctor and continue self-isolation at home. The parent/guardian and child will exit the school at the exit door beside the Development Office.
- 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. If a young child, provide with pack of colouring items that should be brought home with the child.
- 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. Record checked of all persons who had close contact.

- 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. (see next section for cleaning procedure)

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 of the HSE should be followed and staff and pupil confidentiality is essential at all times.



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## Checklist for Using the Isolation Room

### Isolation Personnel

- Julie Clifton (Welcome Officer)
- Elizabeth Kavanagh (Principal)

### Isolation Area

- The Old Development Office
- Montessori Glass Porch
- The two Music Rooms, located above the Development Office

### PPE for the Isolation Room

Located in the unit outside the Isolation Room (old development office) and for the Glass Porch (in yellow case on high shelf)

- Tissues
- Hand sanitiser
- Disinfectant/wipes
- Gloves/Masks
- Thermometer
- Waste Bags
- Bins
- Specific Covid PPE pack

### Isolating a Person

- Maintain social distancing (2m)
- An adult should wear a mask (spare masks in covid-19 pack)

### Cleaning of Room (post-use)

- Put **'out-of-use'** (sign with PPE equipment) on door
- Tell Julie/Elizabeth to arrange to have the isolation room and classroom cleaned and disinfected



- Please fill out the Incident Record which is located in the unit in front of Development Office or on high shelf in Montessori Glass Porch

 <h2 style="margin: 0;">COVID-19 Incident Record (Child)</h2>	
<b>Mount Anville Montessori Junior School</b>	
<b>Incident Date:</b>	<b>Incident Time:</b>
<b>Location of Incident:</b>	<b>Date of Report:</b>
<b>Name of Child:</b>	<b>Date of Birth:</b>
<b>Names of Persons in POD:</b> Please attach signed witness statements, where applicable	
<b>Tick box for Child's Symptoms:</b>	
<u>Most common symptoms:</u> <ul style="list-style-type: none"> <li>• Fever</li> <li>• Cough</li> <li>• Tiredness</li> <li>• Breathing issues</li> </ul>	<u>Less common symptoms:</u> <ul style="list-style-type: none"> <li>• Aches and pains</li> <li>• Sore throat</li> <li>• Diarrhoea</li> <li>• Conjunctivitis</li> <li>• Loss of taste or smell</li> <li>• Rash or discolouration of fingers or toes</li> </ul>
<u>Serious symptoms:</u> <ul style="list-style-type: none"> <li>• Difficulty breathing or shortness of breath</li> <li>• Chest pain or pressure</li> <li>• Loss of speech or movement</li> <li>• Other: _____</li> </ul>	
<b>Management:</b>	
Was child brought to isolation area and by whom?	_____
Location of isolation area?	_____
Time in isolation area:	from _____ to _____
What time was child collected by parent/guardian?	_____
Name of collecting parent/guardian:	_____
Where was child collected from (location)?	_____
Was child's temperature taken?	_____
What was temperature?	_____
Was anti-febrile medicine given?	_____
(If so attach medicine form)	_____
Was the child hospitalized? (If so give details)	_____
<b>OTHER Relevant Information:</b>	



<b>Employee's Comments:</b>		
<b>Employee's Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Manager's Comments:</b>		
<b>Manager's Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Parent's/Guardian's Comments:</b>		
<b>Parent's/Guardian's Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Has Parent/Guardian received copy of Incident Record?</b>	_____	
<b>Has copy of Incident Record been placed on Child's File?</b>	_____	
<b>Manager's Name:</b>	<b>Signature:</b>	<b>Date:</b>
Was COVID 19 confirmed? _____		
Was Tusla notified using the <b>Early Years Inspectorate COVID-19 Notification Form?</b> _____		
Date of Notification: _____		



# Out of Use

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

**Time:** \_\_\_\_\_

