



**TULLAMORE FURTHER EDUCATION AND
TRAINING (FET) CENTRE**

COVID-19 Policy Statement

Reviewed: June 2021

Introduction:

The following outlines the Policy Statement for COVID-19 in Tullamore Further Education and Training (FET) Centre which has been put in place to mitigate the risk of infection and transmission of COVID-19. It is important that staff, students and the wider community adopt these control measures to help mitigate the risk of infection from COVID-19.

The control measures herein form part of a 'live' working document. Updates to this document will be advised to students via the Class Tutor and all staff will receive updates via Email.

Note:

This is a dynamic, live working document – It will be updated accordingly as per Department guidelines.

Responsibility:

Tullamore FET Centre have a legal obligation under The Safety Health and Welfare at Work Act 2005 to assess the risks associated with COVID-19, implement control measures to eliminate/reduce the associated risks, design, provide and maintain a safe working environment, plan a safe systems of work and provide suitable training and PPE measures.

Staff should note that they have a legal obligation under Section 13 of the Safety Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

Management, staff, students and the wider Centre community have a

collective responsibility to ensure the safety of themselves and others in the implementation of these measures. The assistance and co-operation of all is critical to the success of keeping COVID-19 out of our Centre.

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same. – Email:

mshanahan@loetb.ie

Covid-19 Measures:

The following measures have been implemented to protect our staff and learners against the spread of COVID-19:

- Promote good hygiene practices, such as washing hands regularly and maintaining good respiratory etiquette;
- All our classrooms have been reconfigured to facilitate 2m physical distance;
- Our Centre will undergo regular deep cleaning each day. In addition to this, particular attention will be given to shared touched surfaces, such as handles, hand rails, chair arm rests, table tops, keyboards etc.;
- We will appropriately manage the general movement of staff and learners throughout the Centre. Practical measures, such as, staggering class break times and start times have been implemented. There is a one-way which has been clearly signposted;
- The Centre has been equipped with hand sanitisers in all classrooms and corridors. Students must sanitise their hands on entry to the Centre

each morning, on entry to the classroom and again before they leave the room.

- **Face Coverings must** be worn at all times.
- Students should not share any personal belongings, such as, pens, books, water bottles etc.

What happens if you develop symptoms?

It is important that you are aware and recognise the following COVID-19 symptoms:

- A fever or high temperature – 38 degrees Celsius or above;
- A new cough – this can be any kind of new cough, not just dry;
- A shortness of breath or breathing difficulties;
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

If you develop any of the above symptoms whilst you are within the Centre, **please inform your Teacher/Tutor immediately**. You will then be brought to a dedicated COVID-19 isolation space, where contact will be made with your next of kin to organise your immediate collection. Whilst in the isolation space, you may also call your GP to discuss your symptoms – there is no fee for this phone consultation. Your GP will instruct you on self-care and decide if you require a COVID test.

If you are at home and suddenly experience one of these symptoms, **you must not attend class** and phone your GP. Please also **inform** your Teacher/Tutor **immediately** by email or phone the Centre. If you have been contacted by the HSE as a close contact with a confirmed case of COVID-19, you must follow

the HSE guideline and notify the Centre by phone or email. You must not attend the Centre until you are cleared to do so.

In the event of a confirmed case within the Centre, all students will be informed by text message and by email to your student email account.

Our COVID-19 guideline are subject to change, as advised by the HSE Public Health Advice. Daily updates can be obtained from www.hse.ie.

Covid-19 Policy Statement:

Tullamore (FET) Centre is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our Learners. To ensure that, we have developed the following COVID-19 policy statement.

Management and all staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- Continue to monitor our COVID-19 response and amend actions in line with HSE guidelines;
- Provide up to date information to our staff and Learners on the Public Health advice issued by the HSE and Gov.ie;
- Display information on the signs and symptoms of COVID-19 and correct hand-washing techniques;
- Agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan;
- Inform all staff and Learners of the essential hygiene and respiratory etiquette and physical distancing requirements;

- Adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills;
- Keep a contact log to help with contact tracing;
- Ensure staff and Learners engage with the induction/familiarisation briefing provided by the Department of Education and Skills;
- Implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at Centre;
- Provided instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during their time in the Centre.