

St. Anne's Procedure to dealing with a suspected case of Covid-19

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how St. Anne's School will deal with a suspected case that may arise in our school setting.

- **Our Shared Area** (outside the Principal's Office) will be designated as an isolation area.
- If an individual presents with the suspected case of Covid-19, the parents/guardians/family member will be contacted immediately.
- The individual will be accompanied to the isolation area - **Shared Area** - via the isolation route, PPE Supply Basket & signage will be stationed in the Shared Area. School nurse and LWR will be advised.
- The staff member caring for the individual will wear a face covering/visor or mask. and invite the individual presenting with symptoms, if possible to wear visor/mask.
- The Principal/Deputy Principal will call the individual's parents/family member and arrange for them to be transported home by a family member, as soon as possible. It will be advised to inform their general practitioner of their symptoms. Public transport of any kind should not be used. Parents will be advised to buzz the main reception door and wait. Their child will be brought out to meet them at this point.
- The individual will remain in the isolation area, if they cannot immediately go home, the Principal/Deputy Principal will phone their G.P. and inform of a suspected Covid-19 case. 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 they are too unwell to go home advice will be followed, the Principal/Deputy will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- LWR will carry out an assessment of the incident which will form part of determining follow-up actions and recovery. All persons involved will be updated and advised if further action is required.
- Arrangements for appropriate cleaning of the isolation area and work areas involved will be carried out followed by additional antiviral fogging.

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 confidentiality is essential at all times.