



Music Generation Sligo/Shligigh

Music Generation Sligo

Covid-19 Response Plan

(1st September 2020)

All organisations will need to have a Covid-19 Response Plan in place in order to operate safely during the school year.

This document has been prepared on the basis of current public health advice and will continue to be updated throughout the year, as further public health advice is received.

Introduction

This *Covid-19 Response Plan* is designed to support the staff and Board of Management (BOM)/Education Training Board (ETB) in putting measures in place that will prevent the spread of Covid-19 in Music Generation Sligo locations.

The Covid-19 Response Plan details the policies and practices necessary for Music Generation Sligo (MGS) to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the education environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

It is important that the resumption of school/centre based teaching and learning and the reopening of school/centre facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHE continues to evolve, this protocol and the measures management and staff need to address may also change.

The response plan will support the sustainable reopening of Music Generation Sligo Programmes where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school.

In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools/centres requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

This document aims to provide details of:

1. **COVID-19 School Policy**
2. **Planning and Preparing for Return to Music Generation Sligo Programmes**
3. **Return to work safely and Lead Worker Representative(s)**
4. **Safety Statement and Risk Assessment**
5. **General advice to prevent the spread of the virus**
6. **Procedure for Returning to Work (RTW)**
7. **Control Measures**
8. **Dealing with a suspected case of Covid-19**
9. **Staff Duties**
10. **Covid related absence management**
11. **Employee Assistance and Wellbeing Programme**

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan.

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.

Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie;

1. Music Generation Sligo COVID-19 Policy

This COVID-19 policy outlines our commitment as a performance music education provider to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Music Development Officer and Chairperson of the Local Music Education Partnership and brought to the attention of staff, pupils, parents and others.

COVID 19 Policy Statement

Music Generation Sligo is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our children and young people. To ensure that, we have developed the following COVID-19 Response Plan. This policy is adapted from the Department of Education & Skills "Roadmap for the Full Return to School" (<https://www.gov.ie/en/campaigns/a128d-back-to-school/?referrer=http://www.gov.ie/backtoschool/>)

Music Generation Sligo (MGS) staff will adhere to the Covid policy and procedures of the school or centre in which we are teaching and will assist the implementation of this plan. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and students 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 students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the music teaching area to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at an MGS centre
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during MGS music provision
- implement cleaning in line with Department of Education advice

All MGS staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: _____



Eoin Egan

Music Generation Sligo

Music Development Officer

Date: 1st September 2020

2. Planning and Preparing for Return to Performance Music Education Provision

Music Generation Sligo aims to facilitate the resumption of performance music education teaching and learning and the return to the workplaces of MGS staff. The return to the work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

Details for the reopening of any school/centre facility in which Music Generation Sligo operates and the applicable controls are outlined in this document.

School Buildings & Centres

Before re-opening schools/centres in the new school year, schools/centres are reminded to check the following:

- Does the water system need flushing at outlets following low usage to prevent Legionella disease;
- Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
- Have bin collections and other essential services resumed.

Signage

Schools/centres will be required to display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. The following is a link to the dedicated area of the Health Protection and Surveillance Centre (HPSC) website where there are a number of posters located. Irish versions are also available here.

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/>

Schools/centres can download the posters and display in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

Procedure for Returning to Work (RTW)

In order to return to the workplace, MGS staff must complete a **Return to Work (RTW)** form, which is available electronically or from the Music Generation Sligo office. A hard copy is attached also at **Appendix 1**.

A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace.

On receipt of the completed form the Music Generation Office will provide: details of the **Induction Training** for completion by MGS staff prior to the return to the workplace and details of any additional health and safety measures in place in the schools/centres to facilitate the staff member's return to the facility.

Note: Induction Training for staff will be developed by the Department in consultation with stakeholders and made available for all schools and staff.

3. Return to work safely and Lead Worker Representative

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the MSLETB and Music Generation Sligo Leadership.

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role.

Note: The process for appointment of the Lead Worker representative in schools will be agreed centrally between the Department of Education and Skills and the education partners. That process, once agreed, will be circulated to all schools in advance of the re-opening of schools. Music Generation Sligo will follow this DES process.

The role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of MGS employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Music Development Officer (MDO)/MSLETB.

Name(s) of Lead Worker representative:	Contact details
Giulia Tesoriero Colette Brooks	giuliatesoriero@msletb.ie colettebrooks@msletb.ie

All staff, parents/guardians, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the Covid-19 Response Plan and associated control measures.

4. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A Music Generation Sligo risk assessment to identify the control measures required to mitigate the risk of COVID-19 in MGS school/centre settings is attached at **Appendix 2**.

It is important that schools/centres review their emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the schools'/centres' existing emergency procedures should be documented.

Schools/centres should also review their existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the schools'/centres' current risk assessments should also be documented.

5. General advice to prevent the spread of the virus

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- ✓ High temperature
- ✓ Cough
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place.

This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, students, parents and visitors.
- Advise staff and parents of children and young people who have symptoms of COVID-19 or other acute infectious diseases not to attend Music Generation Sligo programmes, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID-19 not to attend Music Generation Sligo Programmes and to follow the HSE advice on restriction of movement.
- Ensure that staff and students know what to do if they develop symptoms at a Music Generation Sligo centre.
- Everyone entering a Music Generation Sligo location should be required to perform hand hygiene with handsanitiser.
- Visitors to Music Generation Sligo programmes should be by prior arrangement and should be received at a specific contact point.

Staff, children and young people and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. Music Generation Sligo will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

The Department has been working closely with the HSE and the Health Protection Surveillance Centre (HPSC) to develop health advice which has been tailored to the needs of schools in order to support schools in planning for reopening in autumn. The link to the Interim Public Health recommendations for the reopening of schools can be found here--<https://www.education.ie/en/COVID-19/interim-recommendations-for-the-reopening-of-schools-and-educational-facilities.pdf>

The advice will continue to be updated in line with public health advice generally and will inform the development of more detailed guidance for schools by the Department of Education.

Managing the risk of spread of COVID-19

Wash your hands frequently

Regular hand washing with soap and water is effective for the removal of COVID-19.

Follow the HSE guidelines on handwashing:

<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Hand Hygiene and Hand Sanitisers

Hand hygiene can also be achieved by the use of a hand sanitisers (when hands are clean).

Hand sanitisers will be more readily deployed in school/teaching settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities.

They will be available at entry and exit points and in each Music Generation Sligo room.

Avoid touching eyes, nose and mouth

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

Physical distancing

Physical distancing is recommended to reduce the spread of infection in the workplace.

Guidance on the physical distancing requirements will be informed by public health advice for schools. Interim public health advice has been received from the (Health Protection Surveillance Centre) HPSC and is available at this link as outlined above. This advice will be updated and the Department will work with the education partners to implement this advice for the safe re-opening of schools.

Practice respiratory hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

Do

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces.

Do Not

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth – for example, musical instruments, bottles, cups, cutlery, etc.

People at very high risk (extremely vulnerable):

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who:

The list of people in very high risk groups include people who:

- are over 70 years of age - even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs

- severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you are pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills.

If the MSLETB/MDO is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

6. Control Measures

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, students, parents/guardians and visitors as far as possible within the school/centre .

These control measures are outlined in this document.

The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, students, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Staff, in particular, 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.

The following control measures have been put in place:

i. Return to Work Form

MGS Staff will be required to complete a RTW form at least 3 days prior to any return to the school/centre facility (see section 2 above). The purpose of the RTW form is to get confirmation from MGS staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

ii. Induction Training

All MGS staff will undertake and complete Covid-19 Induction Training prior to returning to work with Music Generation Sligo Programmes. The aim of such training is to ensure that MGS staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 while at an MGS programme
- Outline of the Covid-19 response plan

Staff will be kept fully informed of the control measures in place in MGS schools/centres and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

If an MGS staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the MDO.

Note: Induction Training for reopening schools in the new school year will be developed by the Department in consultation with stakeholders and made available for all schools and staff. The Department has prepared short induction training for schools operating the summer provision this year. It is intended that this training will be updated and become more comprehensive to cover all aspects of the return to school safely protocols. The Induction training for the Summer Provision may be of interest in the context of the kind of training which staff will need to undertake is available at the following link.

<https://www.education.ie/en/Parents/Services/summerprovision/summer-education-programme-2020.html#SchoolBased>

iii. Hygiene and Respiratory Etiquette

It is crucial that all MGS staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices.

Guidance documentation and Information posters will be available at various locations within the school/centre facilities. Information posters will be prominently displayed at appropriate locations within the school/centre facilities, including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform, but also remind, everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Handwashing facilities and/or hand sanitisers will be available at multiple locations within the school/centre facilities and will be available in each classroom.

The Department has arranged for a drawdown framework to be established to enable schools purchase hand-sanitisers and any other necessary PPE supplies for use in the school. The procurement process for this framework has already commenced and it is intended these materials will be available in early August.

iv. Use of Personal Protective Equipment (PPE)

PPE will not be required to be worn within the school/centre facility according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas.

Such include roles where:

- Performing intimate care
- Assisting a student with any instrumental/vocal instruction that requires a breach of social distancing
- Where a suspected case of Covid-19 is identified while the MGS programme is in operation

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs, close contact musical instruction and for first aid. This will be updated as appropriate in line with advice from the HPSC.

Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical in a school/centre setting. However the wearing of a visor as an alternative to a facial covering may be considered where there is a concern that physical distancing cannot be maintained, there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely, such as happens with musical instrument playing or singing.

Wearing of Gloves:

The use of disposable gloves in the school setting by pupils or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

v. Cleaning

Arrangements for more regular and thorough cleaning of areas and surfaces within the Music Generation Sligo programmes will be made.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens. Cleaning will be performed regularly by MGS host venue staff and whenever facilities or surfaces are visibly dirty.

All MGS staff will have access to cleaning products and will be required to maintain cleanliness of their own teaching area. MGS cleaning materials will be provided by MGS and will be the responsibility of MGS to carry with them to any MGS teaching venue.

MGS Staff should thoroughly clean and disinfect their teaching area before and after each class period. This will include the disinfecting of chairs, door handles, instruments used by successive students and any moisture droplets on the floor. Hand sanitizer is to be provided to every student upon entry and exit of the MGS teaching space and used by the Musician Educator between classes/students.

There will be regular collection of used waste disposal bags from offices and other areas within the school/centre facility.

Shower facilities shall not be available for use by staff or pupils due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

vi. Access to the school building /contact log

Access to the school/centre facility will be in line with agreed school/centre procedures.

Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal/Centre Head.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed daily sign in/sign out log of MGS students must be maintained by MGS teaching staff. The MGS office will maintain a log of staff and students contacts. In addition, see visitor contact log at **Appendix 3**.

vii. First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in any Music Generation Sligo venues. In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999. Contact the centre supervisor, principal or nearest first aider giving details of location and type of medical incident.

7. 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 Music Generation Sligo will deal with a suspected case that may arise during the course of work.

A designated isolation area should be identified within the school/centre building. The possibility of having more than one person displaying signs of Covid-19 should be considered and a contingency plan for dealing with additional cases put in place. The designated isolation area should be behind a closed door and away from other staff and pupils.

If a staff member/student displays symptoms of Covid-19 while at work in a Music Generation Sligo programme, the following procedures are to be implemented:

- If the person with the suspected case is a student, 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, 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
- Provide a mask for the person presenting with symptoms if one is available. He/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/be brought home by parents and call their doctor and continue self-isolation at home
- 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 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
- 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.

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.

8. Music Generation Sligo Staff Duties

MGS Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- i. Adhere to the Music Generation Sligo Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within MGS settings. All MGS staff have a key role to play.
- ii. Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- iii. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing.
- iv. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19.
- v. Not return or attend MGS programmes if they have symptoms of Covid-19 under any circumstances.
- vi. If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above.
- vii. Complete the RTW form before they return to work.
- viii. Must inform the MDO if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- ix. Must complete Covid-19 Induction Training and any other training required prior to their return to MGS.
- x. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- xi. Keep informed of the updated advice of the public health authorities and comply with same.

9. Covid related absence management

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES/MSLETB.

10. Employee Assistance and Wellbeing Programme

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

These are challenging times for everyone. Should an MGS staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the MDO.

Appendix 1

Music Generation Sligo Pre-Return to Work Questionnaire COVID-19

Online form available here:

<https://forms.office.com/Pages/ResponsePage.aspx?id=rT-HGnHNOKqxWQc5P3fSFIG3XkNgFEtMuru1OhNmjGFURDJIVVJTN1VWVFZZUzQyM1RNUEIKT1dXRS4u>

Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by MGS staff at least 3 days in advance of returning to work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: _____

Name of Places of MGS Work: _____

Name of Principal/Centre Head: _____

Date: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with your doctor and Principal re return to work.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test. Please note: The organisation is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the Covid-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed: _____

Appendix 2

Music Generation Sligo Risk Assessment

Hazards	Is hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls	Is this control in place? ?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Presence of Legionnaire's disease in unused buildings	N	Illness for Music Generation Musicians Educators, Students, Students' families, other building staff or visitors	L	MGS Covid19 Response Plan in place in line with Department of Education and Skills guidance and the Return to Work Safely Protocol and public health advice	Y	Risk Assessment carried out by building owner	School Principal or Centre Head	
Music Generation staff using non-MSLETB risk assessed buildings	Y	Proper Return to Work Protocols may not be in place	L	Copy of School/Centre's Covid Plan and Risk assessment provided to MGS prior to work commencing	N			

<p>Spread of Covid 19 Coronavirus</p>	<p>Y</p>	<p>Illness for Music Generation Musician Educators, Students, Students' families, other building staff or visitors</p>	<p>H</p> <p>Proper hygiene, cleaning, social distancing, ventilation and music instrument usage protocols in place.</p> <p>Covid Worker Representative to be in place in all MGS settings to monitor adherence.</p>	<p>Y</p> <p>Hand Washing</p> <ul style="list-style-type: none"> • If possible, hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance: https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html • Hand sanitising with at least 70% alcohol-based sanitiser at start and end of every class/session by all participants and facilitators & teachers. See: https://www.hse.ie/eng/health/hl/hcaiamr/hcai/hh/ <p>Hand sanitizer and wipes to be made available for staff & students.</p> <p>Respiratory Hygiene:</p> <ul style="list-style-type: none"> • Practise good respiratory hygiene: when coughing and sneezing, cover mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean hands with alcohol-based hand rub or soap and water. • Staff/students reminded to avoid touching eyes, nose and mouth via poster displayed <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods (disinfectant sprays, wipes).</p> <ul style="list-style-type: none"> • Sanitizing wipes & spray and other cleaning items to be made available for staff for use before, during and after class • Copy of cleaning expectations/regimes provided to MGS for each building used • Adherence to local building cleaning policies <p>Social Distancing</p> <p>Social Distancing -Reducing the number of persons in any class area to comply with the minimum of at least 2 metres recommended for music groups. See: https://www.gov.ie/pdf/?file=https://assets.gov.ie/77452/39d51b02-5633-4e2f-a070-4551a3521081.pdf#page=7</p>	<p>Covid-19 Lead Worker Representative and ME's</p>
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					<ul style="list-style-type: none"> Classrooms to be assessed for social distancing capacity ME's responsible for set up of own rooms according to guidelines with spot checks by Covid Worker Representative <p>Proper ventilation & breaks Any indoor space must have ventilation (HVAC system or windows and doors open). If this is not possible, breaks must happen every 15 minutes, with re-sanitising upon leaving and re-entering the space.</p> <p>Instrument Sharing Whenever possible, a musical instrument should not be shared. In cases where this is not an option, instruments must be cleaned and sanitised after each use. In MGS settings, instruments currently used by more than one student are piano/keyboards, percussion instruments, drum kits/stools. These must be cleaned and sanitized between students</p>		
Covid-19 Detected in an MGS setting	N	Infection of others	M	Contact Tracing List Maintained	Y	Daily Class Attendance taken and submitted to MGS Office prior to leaving the building used	ME's and MG Office
				Isolation Room Provided		<p>If a person becomes unwell during an MGS session, the person will be removed from the class setting and placed in an isolation room</p> <ul style="list-style-type: none"> ME's and Covid Worker Representatives will need access to the building's isolation room(s). Building owner, MDO (who, in turn notifies MSLETB AEO), parents/guardians must be notified immediately 	ME's & Covid-19 Worker Representative, MDO

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: _____

Date: 01/09/2020

Appendix 4 - COVID-19 Music Generation Sligo Incident Report Form.

Important note: this form should be completed by the Lead Worker Representative and returned to the Principal / Centre Manager / Head of Department. The Director of OSD should also be put on notice of a suspected or confirmed case of Covid-19.

Please refer to Appendix H of the Covid-19 Response Plan (Cleaning after the presence of a suspected or confirmed case of Covid-19). Please make sure that the information you give is as clear and complete as possible. Please complete in BLOCK CAPITALS, or complete and save online in a secure folder with restricted access. Please treat this form in the strictest confidence. You must not release the name of any persons who present as a suspected case of Covid-19 to anyone other than the Principal / Centre Manager / Head of Department.

CENTRE DETAILS

School/Centre:

Telephone Number:

INCIDENT DETAILS

School/Centre/Office
Address:

Date:

Description of Incident

This should include the nature in which the person was identified as suspected case of Covid-19, when the incident occurred and whether the Supervisor was present.

Give a full description of:

- How the person was identified as a suspected case (i.e. whether they were referred by another member of staff or self-presented)
- Symptoms that the person presented with
- Nature of work or course that person is involved in (e.g. Teacher/Administrator/Student/Learner/Course etc.)
- Whether the person has attended other MSLETB premises in the course of their duties/studies
- How you dealt with the situation (e.g. PPE provided, isolated, etc.)
- How the person left the premises (e.g. collected by spouse, parent, ambulance etc.)

PERSON DETAILS

Name:

Work Address:

Telephone No.:

Job Title/Course:

Please tick as appropriate:

Staff

Student/Learner

Apprentice

Contractor*

Visitor*

Other*

*If Contractor/Visitor/Other please provide Name and Contact details:

DETAILS OF LEAD WORKER REPRESENTATIVE

Name:

Work Address:

Job Title:

DECLARATION

I/We hereby declare that the statements on this form and the information provided in addition are true and complete, to the best of my/our knowledge and belief:

Signature of Person Completing the Form:

Date:

Signature of Principal/Centre Manager:

Date:

Please return completed form securely to: **Roisin Egan, Music Development Officer**