

COVID-19 Response Plan for the safe and sustainable reopening of Canal Way Educate Together



This is a living 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 or agreements with education partners as appropriate for primary and special schools.

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1. COVID-19 Policy Statement

Canal Way Educate Together is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM and all school 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 this plan in consultation with our staff
- provide up to date information to our staff and pupils 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 technique
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of 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
- 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 school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school 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: _____

Date: _____

2. Introduction

Our Covid-19 Response Plan is designed to support the staff and Board of Management (BOM) in putting measures in place that aim to prevent the spread of Covid-19 in the school environment.

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's 'Return to Work Safely Protocol', the Department of Education plan for school reopening and to prevent the introduction and spread of Covid-19 in the school environment.

In line with the Return to Work Safely Protocol, the key to a safe and sustainable return to work, and reopening of schools requires strong communication and a shared collaborative approach between the BOM, staff, pupils and parents. The assistance and cooperation of all staff, pupils, parents, 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 the same.

3. Plans and Preparation

The school will proceed to safely facilitate school based teaching and learning and provide a workplace for staff.

Management will keep up to date with public health advice, changes to any Government plans and Department of Education updates and will pass on this information in a timely manner to staff, pupils, parents and others as required;

3.1 Induction Training

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the latest up to-date advice and guidance on public health. They will become aware of Covid-19 symptoms and what to do if a staff member or pupil develops symptoms of Covid-19 while at school. They will also familiarise themselves with the Covid-19 response plan.

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

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or their duties, they should immediately seek guidance from the Principal, who is supported in this role by the BOM.

3.2 Procedure for Returning to Work

A RTW form should be completed and returned **3 days** before returning to work.

There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at **very high risk**. This will be updated in line with public health advice.

LINK: [People at very high risk](#)

The advice for this group is available from the HSE. Details of the arrangements that will apply for these staff, which will be in accordance with those applying for the public service generally, will be updated by the Department of Education following consultation with management bodies and unions and a circular will be issued to all schools.

3.3 Lead Worker Representative

Role of the Lead Worker Representative

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, 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 school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;

- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

<i>Name(s) of lead worker representative:</i>
Eavan O Connor
Clíona Robotham

3.4 Signage

The school will have signage for

- Safe entering and exiting.
- Social Distancing where required
- Hand Washing and cough etiquette.
- COVID-19 and to support good hand and respiratory hygiene.

3.5 Changes to School Layout:

- Reconfigure and declutter school classrooms to facilitate pods.

3.6 Risk Assessment

CWETNS have conducted a risk assessment which will be kept under review as a living document.

CWETNS have reviewed our First Aid Policy - 08.2020

3.7 Access To School & Contact Log

- Access to the school will be restricted for visitors and visitors will need prior approval from the principal. Visitors will be greeted at the door by intercom, and requested to wait in the porch area - eg: early collections.
- Deliveries will be received in the porch area. Screen at secretary's desk to enable engagement with visitors safely.
- Visitor sign in/sign out log will be filled out for and maintained in the school,
- CWETNS will maintain a log of pupil and personnel details and contact information - responsibility of secretary.

4. Control Measures and Operational Changes

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, pupils, parents and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student-student, teacher-teacher and teacher-student and must be managed in all settings.

4.1 Knowing the Symptoms:

- High Temperature
- Cough
- Shortness of Breath
- High Temperature
- Loss of taste / distortion of taste

When to keep your child at home and phone your GP

Do not send your child to school or childcare if any of the following is true.

Your child has:

- a temperature of 38 degrees Celsius or more
- any other common symptoms of coronavirus such as a new cough, loss or changed sense of taste

- or smell, or shortness of breath
- been in close contact with someone who has tested positive for coronavirus
- been living with someone who is unwell and may have coronavirus

You will need to:

1. Isolate your child. This means keeping them at home and completely avoiding contact with other
2. people, as much as possible. Your child should only leave your home to have a test or to see your GP.
3. Phone your GP. They will advise you if your child needs a coronavirus test.
4. Everyone that your child lives with should also restrict their movements, at least until your child
5. gets a diagnosis from their GP or a coronavirus test result. This means not going to school,
6. childcare or work.
7. Treat your child at home for their symptoms.
8. When it's okay to send your child to school or childcare

It's usually okay to send your child to school if they:

- only have nasal symptoms, such as a runny nose or a sneeze
- do not have a temperature of 38 degrees Celsius or more (as long as their temperature
- has not been lowered by taking any form of paracetamol or ibuprofen)
- do not have a cough
- have not been in close contact with anyone who has coronavirus
- do not live with anyone who is unwell and may have coronavirus
- have been told by a GP that their illness is caused by something else, that is not coronavirus.
- Your GP will tell you when they can return to school or childcare
- have got a negative ('not detected') coronavirus test result and have not had symptoms for 48 hours

Most of the time, you do not need to phone your GP if a runny nose or sneezing are your child's only symptoms. Talk to your pharmacist instead.

4.2 Advice Scenarios on where a child should not be sent to school.

They are when a child has:

- A temperature of 38 degrees Celsius or more
- Any other common symptoms of coronavirus such as a new cough, loss or changed sense of taste or smell, or shortness of breath
- Been in close contact with someone who has tested positive for coronavirus

- Been living with someone who is unwell and may have coronavirus

4.3 CWETNS have made the following safety changes to our building:

- Installation of hot water immersion system to supply warm water to all toilets.
- Installation of sinks to all rooms.
- Ventilation system in temporary staff room.
- Perspex Screen at reception
- Hand Sanitizing units around the building
- Signage
- Zoned Yard

4.4 Hand Hygiene:

Pupils and staff perform hand hygiene:

- On arrival at school
- Before eating or drinking
- Entering room.
- After using the toilet; After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze.

Measures CWETNS have taken to improve hand hygiene:

- Hand washing facilities are in every class-room, staffroom, and toilets with emulsifying liquid soap, and hand drying facilities.
- Warm water provided to every toilet.
- Hand Sanitizing units are at the entrance of every classroom and all entry points around the building.
- Teachers promote hand hygiene lessons regularly in the classroom. Set of lessons to be composed around hygiene and shared with the teachers
- Staff and pupils understand why hand hygiene is important as well as when and how to wash their hands.
- Use of hand hygiene facilities including wash hand basins to be managed, to avoid congregation of people waiting to use wash hand basins and hand sanitisers.
- Posters displaying hand washing techniques and promoting hand washing should be placed on walls adjacent to washing facilities and can be laminated or placed in a plastic sleeve.
- Children should not have independent use of containers of alcohol gel.
- All products have been purchased from the DES framework

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID-19

4.5 Respiratory Hygiene

CWETNS to promote through signage and teaching and learning - covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin.

4.6 Cleaning Regimes:

- Cleaning schedule and checklists provided to all cleaning staff.
- Cleaner onsite during school day for 4 hours of enhanced cleaning regime - contact points, surfaces, toilets.
- 2 x Contract Cleaners onsite after-school for general cleaning duties, toilets, floors, & office spaces.
- Cleaners complete DES training.
- Cleaning equipment provided to all staff to clean their own immediate working area.
- Staff to clean items brought to work, and not leave items in communal areas.
- Community avoid sharing items - cups, plates.
- Cleaning staff to wear gloves, and wash hands after.
- Cleaning after a suspected case of Covid in all areas affected and in COVID quarantine room.

4.7 Prevent COVID infection entering the school building:

- Promote awareness of COVID-19 symptoms (details at Section 4);
- Staff and pupils that have symptoms do not to attend school, and to phone their doctor and to follow HSE guidance on self-isolation;
- Staff and pupils advised not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement;
- Staff and pupils that develop symptoms at school must bring this to the attention of the Principal promptly;
- Staff and pupils know the protocol for managing a suspected case of COVID-19 in school
- Hand Sanitizer at every entrance to the building and every classroom.
- Staff, and visitors to wear masks / visors.
- Enhanced cleaning regimes.
- System changes in drop off and collection to prevent congregation and improve social distancing.
- Classroom layout.

- Use of PPE for staff.
- Staff trained and Covid-aware.
- Systems in place for dealing with suspected case of COVID19
- Staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;

4.8 Physical Distancing

Physical distancing will be implemented, however management note that allowing for some flexibility when needed will be essential for the running of the school as per guidelines. It will be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue.

It is also recognised that it is not always possible for staff to maintain physical distance from pupils and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the pupil i.e. if a child sustains an injury and requires first aid.

However, where possible staff should maintain a minimum of 1m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

Physical distancing falls into two categories:

Increasing Separation:

- Room layout
- Declutter rooms.

Decreasing Interaction:

- Classes are bubbles, and at CWETNS, the aim is that bubbles will not interact with each other from arrival until departure.
- Bubbles will be structured into pods, with 1 meter between pods and
- Pods to be kept as small as possible.
- Avoiding all contact between pods will not always be possible, but it will be limited and will therefore limit the risk of passing infection.
- Staff will aim to be in the same bubble during the day and SET's and ANA's will aim to work with the minimum amount of classrooms each
- Resource sharing to be kept to a minimum.
- Yard time will be zoned and phased.

4.9 Admitting and Dismissing Students

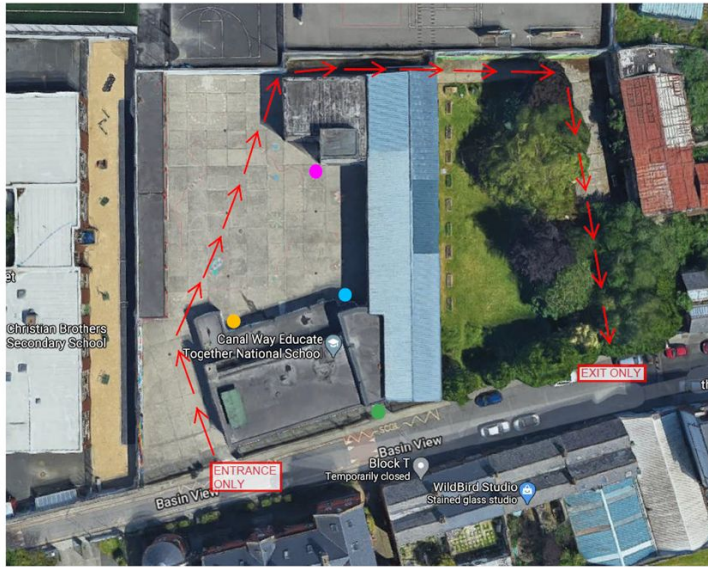
PLAN FOR DROPPING CHILDREN TO SCHOOL: (08.30am to 08.50am)

Enter school grounds via main gate.

(Because we cannot guarantee social distancing in the yard, we would ask you to please have a face mask with you, and wear it when needed.)

Blue	Junior and Senior Infants
Pink	1st, 2nd, 3rd
Orange	5th and 6th - enter grounds independently
Front Door entrance- green	4th class only

- It is important to note that drop off time is a twenty minute period / 8.30 - 08.50.
- Pupils and parents are to follow the one way system and enter at the designated door for their class.
- Parents leave pupils at the door and continue along the designated one way system.
- While using the entry/exit one way system please maintain social distancing at all times.
- Pupils will have enough time to walk along the lines and proceed into their classrooms where they will be seated into their pods/bubbles.
- Please do not congregate outside the school before 8.30, this is a soft start (20 minutes) so that we can all assemble safely.
- If a queue forms, social distancing has to be adhered to. This plan will be under review, if necessary we may need to introduce staggered starts.
- We also request that you only use the bike shed if absolutely necessary. We need to ensure that we maintain social distancing, only two adults are permitted in the bike shed at any given time. There will be a member of staff or a designated parent present to supervise safe use of the bike shed.



PLAN FOR COLLECTING CHILDREN

- Parent/caregiver to enter the school grounds via the main gate.
- All pupils will be ready in the yard/garden for collection - see diagram of where each class will be waiting.
- Adults to follow the designated route to collect pupils using a one way system.
- Pupils will be dismissed and follow the one way system out through the school garden.
- Do not congregate at the school gate at 13.10 & 14.10 - arrange your journey so you will be arriving at the gate at these times.
- Children will be stadingin the yard irregardless of the weather, so your child should have essential rain gear every day.



4.10 The School Day:

- Classes are referred to as **bubbles** and groups within the class are referred to as **Pods**.
- We have set up all of our systems to keep bubbles separated from one another, from the time they enter the building to the time they leave.
- While in the classroom, the children will stay within their pod, and will be kept at a minimum distance of 1m from other pods where possible. There is an acknowledgement that maintaining pods may not be possible with the younger classes (infants - second)
- Children should have all of their stationery supplies in a pencil case and are not to share with other children. Please reinforce this with your child.
- Yard will be staggered and zoned. As you are aware we are renting the second level yard for lunch periods, which will provide more space.
- Movement of adults in the school between bubbles will be kept to an absolute minimum.
- P.E classes will take place outside in the yard and on the Astro in the secondary school and offsite in St Catherine's Sports Hall.
- Each class will be timetabled for daily outdoor teaching and learning in the garden. There will be 2 Garden Zones in operation with a single Bubble or class in each . The Whole School Garden Document is available on our shared drive.
- The focus of teaching and learning will initially place greater emphasis on the well being of the children, re-establishing routines and establishing any new routines required due to covid19.
- Classes have been cleared of clutter and any unnecessary furniture to improve our ability to social distance.

EARLY COLLECTIONS / LATE DROP OFF: Please try not to collect your child early or arrive late. If you have to, please come to the front door and Eavan will deal with you through the intercom. You will have to sign for your child in the front porch, and your child will be dismissed or admitted from this point. You will not be allowed past the front porch without an approved appointment by the principal.

4.11 Staff Room

The staff-room will be run as follows - to reduce social interaction and increase social distancing.

- Max 12 staff members allowed into the staff room
- Microwaves not to be used, dishwasher to be used by caretaker.
- Staff use own cups, coffee and cutlery and are not to be stored in the kitchen.
- Staff are encouraged to have lunch in the garden and in classrooms if they feel more comfortable.

4.12 Use of PPE

- Staff to be provided with Masks and Visors following DES guidelines.
- Assisting with intimate care need
- Where a suspected case of COVID-19 is identified while the school is in operation
- Primary school children will not be required to wear face coverings under any circumstances. - Minister Foley August 7th.
- The use of disposable gloves in the school by pupils or staff is not generally appropriate but may be necessary for intimate care settings. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.

5.0 Impact of COVID-19 on school activities

- Sibling Hour onsite is cancelled for the coming term.
- All extracurricular activities are cancelled from 09.2020 until further notice.

5.1 Shared Equipment:

- Children from Junior to Senior Infants will keep books in bags.
- Children from 1st to 6th class will keep books and copies in individual containers at their desks.
- Stationery to be stored in pencil cases.
- School stationery to be kept in individual containers.
- Toys washed weekly.
- Soft toys to be kept to a minimum, and washed weekly.
- Play dough to be stored for individual use.

Cleaning Procedure for Toys

- Wash the toy in warm soapy water, using a brush to get into crevices. Rinse the toy in clean water.
- Thoroughly dry the toy.
- Some hard plastic toys will be suitable for cleaning in the dishwasher.
- Toys that cannot be immersed in water that is electronic or wind up should be wiped with a damp cloth and dried.
- In some situations toys/equipment may need to be disinfected following cleaning for example: toys/equipment that pupils place in their mouths. Toys/equipment that have been soiled with blood or body fluids or toys where a case of COVID-19 has been identified.

- A chlorine releasing disinfectant will be used diluted to a concentration of 1,000ppm available chlorine. The item will be rinsed and dried thoroughly.

Art – Where possible pupils should be encouraged to have their own individual art and equipment supplies.

Electronics – Shared electronic devices to be cleaned between use and consideration could be given to the use of wipeable covers for electronics to facilitate cleaning.

Musical Equipment/Instruments – To the greatest extent possible, instruments should not be shared between pupils and if sharing is required, the instruments will be cleaned between uses.

Library Policy – Where practical pupils should have their own books. Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Pupils should be encouraged to perform hand hygiene after using any shared item.

Shared Sports Equipment – Minimise equipment sharing and clean shared equipment between uses by different people.

6. Hygiene and Cleaning in CWETNS

- Contact Points x 3 times per day
- Toilets x 3 times per day
- Desks x 1 per day
- All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area.
- Staff should thoroughly clean and disinfect their work area before and after use each day.
- Rotas and checklists are provided to Cleaners
- Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID-19 was present

- The room to be cleaned as soon as practicably possible.
- Once the room is vacated it will not be reused until thoroughly cleaned and disinfected and all surfaces are dry.
- Person assigned to cleaning to avoid touching their face while they are cleaning and to wear household gloves and a plastic apron.

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 a school should deal with a suspected case that may arise in a school setting.
- Room 7A is a designated isolation area. If two children are displaying symptoms the second child will be placed in the Principal's Office at the meeting table.

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 will be contacted immediately;
- The person will be accompanied to the isolation area, taking the shortest route, while keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;
- Mask to be provided to the person displaying the symptoms.
- Assessment made if individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home;
- Person presenting with symptoms will remain in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual to 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, we will 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 will 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;
- An assessment of the incident will be carried out and will form part of determining follow-up actions and recovery;

7. Special Educational Needs

Additional considerations for those with Special Educational Needs:

It is recognised that for children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement.

Parents and guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19

Hand Hygiene: Children who are unable to wash their hands by themselves will be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.

8. Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. 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 the school. All staff have a key role to play. In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work.
- Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices. Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- 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 the Department of Education.

10. Employee Assistance & Well Being

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An [Occupational Health Strategy](#) is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.