**Procedure for dealing with a suspected case of COVID-19 in SN Muire**

1. If a suspected case occurs in a classroom **a** child from the class is sent from that classroom with a yellow card to SET classroom to alert SET of situation. Class teacher will alert secretary through Aladdin Portal and parents will be contacted. Class teacher will provide mask to suspect child or will put mask on if they display symptoms of COVID-19
2. If there are pupils with SET they will return directly to own classroom.
3. Staff member will put on PPE (mask, visor, gloves and apron) and go to classroom with suspected case.
4. If suspect case is member of staff, they will be brought to the isolation room **Classroom** **4** and assessed as to whether they feel able to go home. If able, they will leave the school directly and be advised to contact their GP immediately. They will be advised not to use public transport. If unable to go home, they will be facilitated in waiting until they can be collected
5. If the suspected case is a pupil, they will be accompanied to the isolation room **Classroom 4** where they will wait until a parent arrives to collect them. At all times the staff member will adhere to social distancing measures.
6. At all times the person presenting with symptoms will be advised not to touch any surfaces and to adhere to hygiene protocols re coughing and sneezing.
7. **If the suspect person is very unwell or if advice is required, the school will contact 999 or 112 for assistance.**
8. Arrangements for cleaning of the isolation area will take place according to health and safety guidelines
9. A review of the implementation of this procedure will take place

***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.***