



Who is Responsible for What & When

Responsible	Trigger for action	Actions
Principal	Suspected case of COVID-19 in the school	<ul style="list-style-type: none"> • Escort the child or adult to the isolation area • In the case of a child - contact the parents / guardians and inform them that their child has been isolated as a suspected case of COVID-19 • Ask them to come to the school and to take the child home • When the parents / guardians come to the school, advise them to contact their GP by phone and to seek advice. Remind them that this call is free • In the case of an adult, arrange for them to safely go home and advise them to contact their GP
Parents	Child Isolated	<ul style="list-style-type: none"> • Collect the child from the school • Ring the GP, describe the symptoms and seek advice • Take the child for a COVID test, if so advised • Keep the child at home for the period advised by the GP
Staff Member	Has COVID symptoms	<ul style="list-style-type: none"> • Ring the GP, describe the symptoms and seek advice • Follow that advice and take a COVID test, if so advised • Clarify with the GP how long you are to remain out of school • Inform the Principal and refer to Circular 49/2020 if seeking Special Leave
GP	Adult or parent rings to describe possible COVID symptoms	<ul style="list-style-type: none"> • Decide on whether or not a COVID test is warranted • Advise the adult or parents as to how long the adult/child is to remain out of school
Parents	Child advised to go for a COVID test by GP	<ul style="list-style-type: none"> • Inform school • Remove any siblings or other household contacts from the school
Principal	On learning that the child has been sent for a COVID test	<ul style="list-style-type: none"> • Ensure that any other household contacts are removed from the school setting
HSE	GP requests a COVID test	<ul style="list-style-type: none"> • Arrange for the test to be carried out • Inform the patient of the result • Contact the school in the case of a positive test in relation to further action • Contact staff members and parents as required in line with action to be taken
Principal	HSE request for Names and Addresses	<ul style="list-style-type: none"> • Provide the information required by HSE to facilitate their Contact Tracing and other necessary communications