

Appendix 8

Checklist Lead Worker Representative

Checklist of questions in line with the protocol at Appendix 3 as agreed between the Department and management bodies

1. Have you been s/elected by your colleagues on the staff and have you agreed with your school principal to act as a Lead Worker Representative for your school, in accordance with the process for *lead worker representative/s in schools that has been agreed centrally and is to be implemented locally*).
2. Have you been provided with information and training in relation to the role of Lead Worker Representative? (*Training for this role is currently being explored with the HSA*).
3. Are you keeping up to date with the latest COVID-19 advice from Government?
4. Are you aware of the [signs and symptoms of COVID-19?](#) (add link)
5. Do you know [how the virus is spread?](#) (add link)
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online training provided by the Department of Education and have you been given induction training before returning to school?
8. Have you been made aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19?
9. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
10. Have you completed the COVID-19 return-to-work form and given it to your school? (*DES template Return-to-Work form available*)
11. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (*Checklist for School Management available*)
12. On behalf of the employer did your school principal consult with you when putting control measures in place? Control measures have been agreed centrally between the Department and education partners and will be revised as necessary. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol
13. Have you a means of regular communication with the principal and where applicable any other person with overall responsibility for the school COVID-19 plan?
14. Are you co-operating with your school to make sure these control measures are maintained?
15. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
16. Have you been asked to walk around and check that the control measures are in place and are being maintained?

- 17.** Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?
- 18.** Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
- 19.** Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
- 20.** Are you co-operating with your school in identifying an isolation area and a safe route to that area? (*Checklist for dealing with suspected case of COVID-19 available*)
- 21.** Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at school?
- 22.** Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
- 23.** Are you helping in maintaining the staff and student contact log?
- 24.** Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
- 25.** Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
- 26.** Are you raising those control concerns or suggestions with your school Principal and feeding back the response to the staff member/s who raised the issue?
- 27.** Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?
- 28.** Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?
- 29.** If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?
- 30.** If you are an SNA, have you been provided with 66 of the “72 hours”, as provided for in the protocol?

If you are a school secretary or a caretaker have your duties been re-prioritised by school management to afford you sufficient time to carry out your duties as LWR within the scope of your normal contracted hours, as provide for in the protocol?