

Appendix 8 Checklist Lead Worker Representative

1. Have you agreed with your school to act as a Lead worker representative for your school? *(Process for agreeing on lead worker representative/s in schools to be agreed centrally and 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?
5. **Do you know** how the virus is spread?
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
9. Have you completed the COVID-19 return-to-work form and given it to your school? *(Department template Return-to-Work form available)*
10. 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)*
11. Did your school consult with you when putting control measures in place? *Control measures will be agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol*
12. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?
13. Are you co-operating with your school to make sure these control measures are maintained?
14. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? *(Checklist for Cleaning and Disinfection available)*
15. Have you been asked to walk around and check that the control measures are in place and are being maintained?
16. 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?
17. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
19. 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)*
20. Are you helping in the management of someone developing symptoms of COVID-19 while at school?
21. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
22. **Are you helping in maintaining the contact log?**
23. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?

24. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
25. Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?
26. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?