

<p>ST PATRICK'S LOCHINVAR PROCESSES TO BE EMPLOYED IN THE EVENT OF A CONFIRMED CASE OF CORONAVIRUS- PARENT COMMUNICATION</p>
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RATIONALE

It has been widely reported that there have been isolated cases of Coronavirus in the last month, which have resulted in immediate school closures in NSW and Victoria. The potential risk raises concerns for all schools around sudden closures or a second wave of COVID-19.

This document articulates the preparations/ responses to these scenarios by St Patrick's Lochinvar, to be employed *in the unlikely event* that we encounter a confirmed case.

PREPARING FOR POTENTIAL SCHOOL CLOSURE

1. Development of a school based procedure to be communicated to staff and parents
2. Communication for parents in advance, detailing the expected collection processes

COMMUNICATION WITH PARENTS

If a positive case is confirmed at our school, all communication will be provided through COMPASS. Parents will receive an email and text notification indicating that a case has been confirmed and the required steps for collection of children.

COLLECTION OF CHILDREN

Parents will be asked to attend the school site and wait patiently at their designated collection point (whilst practicing physical distancing). In the event that collection is required, we will make use of 4 x pickup points to create further physical distance between parents and students.

- Hall Gate
- Bottom Playground Access Gate (below the hall carpark)
- COLA Access Gate
- Cemetery Gate

Collection will be staggered according to family surnames. Students from the affected grade will be transferred to the school hall to wait in their own class group until family groups are called for dismissal.

Parents will be allocated a timeslot to collect their children and **MUST NOT** come to the school earlier than their nominated time. Earlier arrival will impact the effective and safe dismissal of all children and result in parking and traffic snarls.

PARENTS MUST NOT COME TO THE FRONT OFFICE. NO CHILD WILL BE DISMISSED FROM THIS AREA.

Accurate records will be maintained and students must be recorded when leaving the school grounds, accompanied by their parent/carer. No child may leave without parental/carer approval.

It is recommended that children are transported from school by their immediate family/ household to reduce potential risk. If you are unlikely to be available at short notice, please contact the school **NOW** (via email admin@lochinvarsp.catholic.edu.au) to nominate someone who is permitted to collect your child/ren on your behalf.

PROCEDURE

Buses will be cancelled.

Parents must go to the dedicated collection point (as identified by surname) at the time nominated via the COMPASS ALERT. Collection is staggered by 30 minute intervals for Groups 1-4.

Family groups will stay together until collection, whilst practicing physical distancing.

		PICK-UP POINT			
		Hall Gate	Bottom Playground Access Gate	COLA Access Gate	Cemetery Gate
ALLOCATED GROUP BY SURNAME	GROUP 1	A	B	C	D & E
	GROUP 2	F	G	H	I, J & K
	GROUP 3	L	M	N & O	P
	GROUP 4	R	S	T, U & V	W

Family groups who are not collected at the nominated time will wait separately at the pick-up point.

MEDIA PROTOCOLS

- No parent or student is to use social media to discuss or advertise the event
- No parent or student is to engage with any media outlet requesting comment

FURTHER INFORMATION

The school will be required to close for at least 1 day for cleaning and contact tracing, but this will depend on who the infected person is, interactions and size of the school. Ongoing communication will be provided to parents via COMPASS

NSW Health will take responsibility for all media communication.

NSW Health will make contact with those who have had interactions with the infected person and identify both CLOSE CONTACTS and CASUAL CONTACTS.

In the event of a confirmed case, St Nicholas OOSH would likely be required to close as well.

We do not anticipate that these measures will be required, but I am sure you agree that being well prepared is a sensible measure.

Thank you in advance for your willingness to read, understand and if required, follow the planned procedures for the safety and wellbeing of our community.