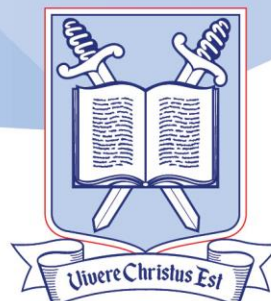


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St Paul's
Catholic College
Booragul

16 June 2020

Dear Parents and Caregivers,

Re: COVID – 19 Response Plan.

In the unlikely event that the College is notified that we have an active case of COVID – 19 in our school community, we have formulated a Response Plan with the Maitland Newcastle Catholic Schools Office. The purpose of this letter is to inform you of the plan and to ask for your assistance in the event of this happening.

- **If there is a positive case**, the College would be notified by Hunter New England Health. The positive case would already be in isolation and not at the College.
- **The College Executive will inform the Catholic Schools Office and enact the following plan:**
 - If the notification comes at lunch or in the last period of the day, students will be sent home via their normal after school transport. This is because school buses would not be able to come early as they would need to complete their normal runs.
 - If notification comes before lunch, a lock down alarm will ring and students will remain in their classes. They will then be instructed to go to their CARE Group class. If they are on a break, they will be instructed to go directly to their CARE group class.
 - **Parents will be notified via SMS. (See below for detail).**
 - Students will be asked **not to contact parents** at this point if they have a mobile phone. **If students make contact, please wait for the official notification from the College.**
- **For the orderly evacuation of the students, the following will happen:**
 - A message will be sent to all families via **SMS** informing them of the COVID notification.
 - We will stagger that for each year group so that parents who elect to come to the College will be able to do so in an orderly way to reduce congestion.
 - **Evacuation of walkers, students who catch the train or drive to school (including siblings.)**
 - ❖ Students who normally walk to and from school will be gathered together and be escorted to the main gates and released to walk home.
 - ❖ Students who normally catch trains to the College will be gathered together and taken to the train station to catch their train. The trains leave every hour from Booragul station. Arrangements for students to be picked up from their home station will need to be made by parents.
 - ❖ Senior students and their siblings who drive to school will be gathered together and escorted to their vehicles. Please note that friends of students who drive their own vehicle will not be able to go home with them.
 - **If you elect to come and collect your child rather than have them catch trains or walk, we ask that you have that discussion beforehand so that you child is well aware of your wishes.**

- As parents arrive at the College to pick up their child, we ask that you do the following: (There are 2 pick-up points.)
 - ❖ **Pick-up Point One:** Main Drive: Drive in the main drive and report to the teachers on duty.
 - ❖ **Pick-Up Point Two:** Hayden Brook Drive: When you arrive there, report to the teachers on duty.
 - ❖ If you are able to message your child on your arrival, the CARE Group teacher will release them to you to be picked up. **Please let your child know which pick-up point you are at.**
 - ❖ If you are not able to message your child, let the teacher on duty know and they will organise the release of your child to be picked up.
- **Once all students are evacuated from the College,** the arrangements for the shut down and deep clean will be sent to all families. This process may mean that the College will be closed for a number of days. The Catholic Schools Office has already organised specialist teams for this deep clean.
- **Hunter New England Health will ask the College about close contacts with the person subject to the positive COVID finding.**
 - New England Health may contact you and suggest isolation and/or testing to be done.
 - If that is the case, you are asked to keep your child at home until they receive clearance from health authorities.

The health advice is that children are less likely to pass on the virus. We understand that if a notification does happen, our community will be stressed and concerned. By planning for this possibility, and with us all working together, we will make a difficult situation easier for everyone. The recent issues at some Sydney schools highlight the need for a calm response and a plan that will enable the expedient evacuation of the College.

If you have any concerns about the plan, please contact me at the College so that we can discuss them. Please note that we may modify the plan as other issues come to light. You will be informed if this is the case.

Given the current lack of community transfer in Australia, I hope and suggest that this plan may not be needed. However, if we need to enact it and we all remain calm, we will ensure the appropriate safety of all in our community.

Thank you for your continued support.

Yours sincerely



Graeme Selmes
Principal