



Holy Family Catholic Primary School

4 Highfield Road LINDFIELD NSW 2070
Email: info@holyfamily.nsw.edu.au
Website: www.holyfamily.nsw.edu.au

Phone: (02) 9416 7200
ABN 89 548 339 579

Dear Parents and Caregivers,

COVID-19 Action Plan

It is important to keep our school community updated on the arrangements we have in place in the event of a school closure. During the past week, the NSW Premier stated that opening and closing schools will now become part of the way schools operate due to COVID-19. Several schools have already been impacted, and this may become a common occurrence.

I want to reassure you that our school is prepared. Please be assured that there are currently NO diagnosed cases of COVID-19 at our school, and there is no need for concern.

In the event of a positive COVID-19 case in our school, NSW Health will contact us. We will be required to follow directions received by NSW Health and Catholic Schools NSW. The school will activate its COVID-19 Action Plan. The school will likely be closed for 48 hours to allow for deep cleaning.

Communication in the case of a school closure

In the event we need to close the school, families will be informed in the following ways:

- An SMS using the mobile numbers registered with the school's database.
- A Newsfeed will be sent via Compass as a post and email
- Further information about the operational status of the school will be provided to parents, students and staff as soon as possible, based on advice from NSW Health.

Please ensure that your contact details are up to date. If you need to update any of your details, please email info@holyfamily.nsw.edu.au

If there is a notification of a COVID-19 case at our school we will take the following steps:

- We will call for an immediate lockdown to contain student and staff movements around the school
- When notification is on a school day, students will collect bags, learning materials etc in case they need to resume Home Based Learning. If notification is on a weekend Home Based Learning will be online.
- We will check the roll.
- We will contact all parents with arrangements to collect their children. We will advise parents of the best way to collect students without entering the site. The Department of Health recommends that students and staff leave the site within 2 hours of notification, if possible.
- Staff will supervise pick up areas. Parents must not enter the school buildings
- For students who are not collected, having rung parents and emergency contacts, two designated members of staff will remain with the students until normal school pick up time.

- [NSW Health](#) has processes in place to identify any close contacts of cases confirmed in Australia. A close contact is a person who has spent significant time either face to face (15 min) or in an enclosed space (two hours or more) as someone who has tested positive for COVID-19. It is advising these close contacts about not attending work, school or early childhood and childcare services.
- We will arrange a deep clean of the school, or take other steps as directed by NSW Health.
- Counselling for students will be arranged, if needed.
- We will notify you of the school's reopening as soon as advice is received from NSW Health.
- We will decide if Home Based Learning needs to resume - eg if a whole class or year group has to self-isolate, and we will let you know as soon as possible.

Please talk to your son or daughter about what you will do in the event of a school lockdown.

Sick? Stay at Home!

A reminder: For the sake of all the whole school community, please keep your child at home if they are sick, particularly if they are displaying symptoms of cold and flu including fever, cough and sore throat. If your child reports as ill at school, please assist us by picking them up as promptly as possible.

Reporting a COVID-19 Test

The school is keeping a register of staff and students who are being tested and then cleared for COVID-19, so we can be prepared should we have a positive case. Testing is now a very common response by doctors who are recommending testing for anything that might be COVID-19. Please let the school know if this impacts you – email: info@holyfamily.nsw.edu.au *Please remain at home until given the all-clear and are symptom free. On return, please email the school to confirm negative test results.*

Further Information and Support

It is important to have access to credible sources of information and support. Parents and Carers can:

- download the [COVIDSafe app](#) onto a mobile phone.
- call the National Coronavirus Health Information line (1800 020 080)
- review the [NSW Health COVID-19 website](#) for the latest information and advice.
- visit the [Community of Catholic Schools, Diocese of Broken Bay Parent Hub](#)
- refer to the [Catholic Schools NSW website](#) for updates.
- obtain help and information from your local General Practitioner or Community Health Centre.

Thank you for your continued support in protecting all members of our school community.

Yours sincerely,



Lou Dogao