

# St Mary's Catholic Primary School

10 Myrtle Street  
P O Box 151  
Alexandra Vic 3714  
Phone: 03 57721500  
Fax: 03 57722826  
ABN: 40586517862  
E-mail: [principal@smalexandra.catholic.edu.au](mailto:principal@smalexandra.catholic.edu.au)

Dear Parents,

As you are aware the Australian Government has advised its states that they need to enact procedures to deal with the current spread of the coronavirus disease (COVID-19).

We have provided the information listed below in accordance with our system and schools Incident Management Policy as a guide to inform families. Our school is required to follow procedures as detailed by the Federal Department of Health, the Victorian Department of Health and Human Services and the Department of Education and Training.

The following procedures have been implemented over the past two weeks and comply with advice received last Thursday and Friday from our Catholic Education Office Melbourne.

- \*Children's toilets have hand sanitiser and hand dryers.
- \*Classrooms have hand sanitiser for student use.
- \*Classroom furniture will be sanitised each night after school.
- \*Our school buildings and facilities are cleaned according to a set timetable.
- \*All visitors who come to school during school hours are to sign in and out completing the register in our office.

If you feel you or your child have flu like symptoms please contact your GP.

The following information and procedures will be reinforced and discussed in each classroom.

- \*Washing hands effectively and drying them appropriately.
- \*Trying to not touch your eyes, nose and mouth.
- \*Covering your nose and mouth when you cough or sneeze.
- \*Avoid shaking hands.

At this stage the school will continue to follow information from the regulatory bodies and continue to monitor this constant changing landscape. If you have any questions or concerns then email myself: [principal@smalexandra.catholic.edu.au](mailto:principal@smalexandra.catholic.edu.au).

Thank you

Adrian Cheer  
Principal