



16 March 2020

Dear parent/caregiver,

**RE: Coronavirus (COVID-19) Update**

With the current heightened media attention around COVID-19, please be assured that The King's College is continuing to implement measures to reduce the possibility of exposure to students, staff and families. The measures are in line with guidelines from the Association of Independent Schools of Western Australia (AISWA) in conjunction with the Western Australian Departments of Health and Education.

While the Department of Health advises that the risk of transmission in Western Australia remains low, they are monitoring the situation and we are acting on their advice to take any necessary precautions for students and staff. The current focus is on being prepared and implementing precautions that can slow the transmission of COVID-19. Western Australians should remain alert, but not be alarmed.

**School Attendance**

Effective immediately, your child cannot attend school and needs to self-quarantine, and further you must notify the College, if:

1. he/she has symptoms associated with COVID-19 including fever, shortness of breath and flu like symptoms including a sore throat, runny nose or cough; they must be isolated for 7 days after the date of first onset of symptoms and must be symptom-free for 48 hours without any medication that may mask symptoms before returning to school;
2. he/she has had known contact with someone who has tested positive to COVID-19; they must be isolated for 14 days after the date of last contact with the confirmed case;
3. he/she has travelled internationally to any country; they must be isolated for 14 days after the date of return to Australia; please also confirm the date and place(s) of travel;
4. he/she has been advised by the Department of Health or your GP to isolate.

If you take your child to your GP, please call ahead to advise the practice of why you are coming. If you wish your child to return to school sooner than the isolation period allows, they must be tested for COVID-19 and return a negative result, and evidence of this must be provided to the College before the first day of return to school. If your child is tested for COVID-19, they must follow the advice of the Department of Health and stay away from school whilst awaiting results.

Please be assured that notifications to the College will be handled with appropriate confidentiality.

### **Advisable Precautions**

Please be reminded of the recommended hygiene measures outlined in the previous letter from the College regarding COVID-19. In particular, we ask that you are vigilant around the recommended hygiene measures of regular handwashing with soap and water and teach your children about the importance of this.

The College is implementing a number of precautionary practices to protect the children in our care:

- if a student attends the College with fever, shortness of breath and flu-like symptoms including a sore throat, runny nose or cough, they will be isolated and you will be contacted to collect them as soon as possible (please go to Reception as usual and your child will be escorted to meet you there);
- staff members attending the College will be asked to leave the premises if they:
  - have symptoms associated with COVID-19;
  - have had known contact with someone who has tested positive to COVID-19; and/or
  - have travelled internationally to any country.
- staff members cannot attend school and need to self-quarantine, and must notify the College, according to the same requirements described above for students;
- physical contact is being discouraged in the community, such as handshaking;
- staff are training and monitoring students in correct hygiene practices, including recommended hand-washing practices, frequent handwashing, not touching their faces, coughing into their elbow or a tissue (and in the latter case, disposing of it immediately);
- staff are expected to follow these same recommended hygiene practices, such as increasing the frequency with which they wash their hands throughout each day;
- needed supplies for improved hygiene are being supplied in bathrooms, including hand sanitiser; however, please be aware that hand sanitiser should only be used in the absence of soap and water and after coughing and nose-blowing;
- the cleaning of school facilities is more rigorous, including increased frequency of cleaning high-contact areas such as taps in bathrooms;
- visitors arriving at Reception are advised that the College has measures in place and are required to leave the premises if they:
  - have symptoms associated with COVID-19;
  - have had known contact with someone who has tested positive to COVID-19; and/or
  - have travelled internationally to any country.

- offsite gatherings involving students attending locations/venues where large groups of people will be present have been cancelled, including carnivals;
- offsite gatherings involving students attending locations/venues where there will be contact with the general public and/or the transport/venue providers cannot confirm appropriate cleaning measures prior to our use/arrival have been cancelled, including excursions;
- onsite gatherings of the whole school, primary school or secondary school have been cancelled, including drills, assemblies and chapel services;
- external providers attending the grounds for presentations have been cancelled, including incursions;
- groups of students from other schools attending the grounds for activities have been cancelled, including after-school team sports;
- groups of parents/carers and families attending the grounds for events have been cancelled, including the Easter egg hunt; and
- families in the community are asked to consider carefully the need for any international travel.

## **Potential Closure**

In the event that the College is required to close for a period of time, please know that preparations are already underway to ensure that teaching and learning can continue. We are well placed to continue to communicate online as a College learning community through the platforms of SEQTA Teach, SEQTA Learn and SEQTA Engage. However, it is suggested that each family consider possible contingencies for their own situation and workplaces should this scenario eventuate.

The College will make sure, insofar as possible, that all students are supported. Communication within SEQTA will occur through Direct Messages (DMs) as well as forums for each class/course, which will allow group discussions. There will also be portals for various sections of the school, such as for each primary class, allowing the teacher to upload useful information.

For primary students, as parents/carers, you will need to utilise SEQTA Engage to access lesson information, assessment details and forums, and work with your child through materials and activities provided. Appropriate provision will be made to allow students to demonstrate their understanding of topics.

Secondary students will be able to use SEQTA Learn to access teaching and learning and, as parents/carers, you can view your child's SEQTA Learn and/or your SEQTA Engage. This week, all Year 7-12 students will be given focused training on the various elements of SEQTA Learn. Through this platform, they will have the ability to access lesson information (tasks, textbook references and resources e.g. YouTube clips, worksheets, power-points etc.), upload certain types of assessments and ask questions in forums.

Can I please request that you encourage any families that you know are not yet registered with SEQTA Engage to do so as soon as possible for their own benefit?

## Conclusion

It is important that as a school community we remain calm and apply a common sense, factual and practical approach to COVID-19. Consequently, the College will only provide information which we know to be reliable from AISWA and the Departments. Further, if the situation changes significantly, we will contact you with an update.

If you require further information, please contact the School Nurse at The King's College, Mrs Val Baker, via Reception on 9411 4100 or by SEQTA DM or email: [valb@tkc.wa.edu.au](mailto:valb@tkc.wa.edu.au) Please also note the WA Health Department Coronavirus Helpline: 1800 020 080.

Please also find attached some important information from the Health Department about COVID-19 along with a list of websites that may prove helpful for families endeavouring to explain the situation to their children. Also, please be advised that all letters that have been sent out regarding COVID-19 can be found on the College website.

Yours faithfully,



Mr Orlando dos Santos

Principal