



COVID-19 EVACUATION PROCEDURE

(in the event of a positive COVID-19 case)

lifelong life-giving learning



ONE CAMPUS TWO SCHOOLS

Separate:

- Staff
- Classrooms
- Toilets
- Sick bay facilities
- Break areas
- Tuckshops
- Administration



Marymount College and Marymount
Primary School don't have close
student-to-student contact

ONE CAMPUS - TWO SCHOOLS

Therefore in the event of a COVID-19 notification,
we **WON'T** both close

- **The school that has the notification will close**
- The other school will make a decision based on QLD Health advice and contact tracing
- Evacuating a school indicates heightened concern and intention to undertake a deep clean

1

NOTIFY STAFF, STUDENTS & FAMILIES*

2

EVACUATE STUDENTS IF REQUIRED*

3

SCHOOL CLOSURE

*Schools may be informed before, during or after a school day.

In the event Marymount College is required to evacuate all staff and students due to COVID-19, this procedure will apply.

1

NOTIFY STAFF AND STUDENTS

The Deputy Principal will make the announcement over the PA System:

*“Attention all staff and students,
We are now activating the COVID-19
evacuation procedure. Remain calm and
stand by for further directions.”*

1

NOTIFY PARENTS

Parents will receive notification that the COVID-19 Evacuation procedure has been activated via:

- *SMS Message*
- *BCE Announcement*
- *EdSmart Email*
- *Social Media*

2

EVACUATE STUDENTS

- The Deputy will dismiss students who walk, ride or drive themselves home first.
- In the interests of public safety, students are to go straight home.

Staff and students must only take personal items such as laptop, and mobile phone home. Leave all other items.

2

EVACUATE STUDENTS

- Students will then be directed to move to the pick-up area for their house.
- Once in pick-up area, students should locate their siblings and stay together
- Remain calm, be patient, and follow the directions of the teacher in charge

2

EVACUATE STUDENTS

PATANGA

Pick up from College oval

KATANDRA

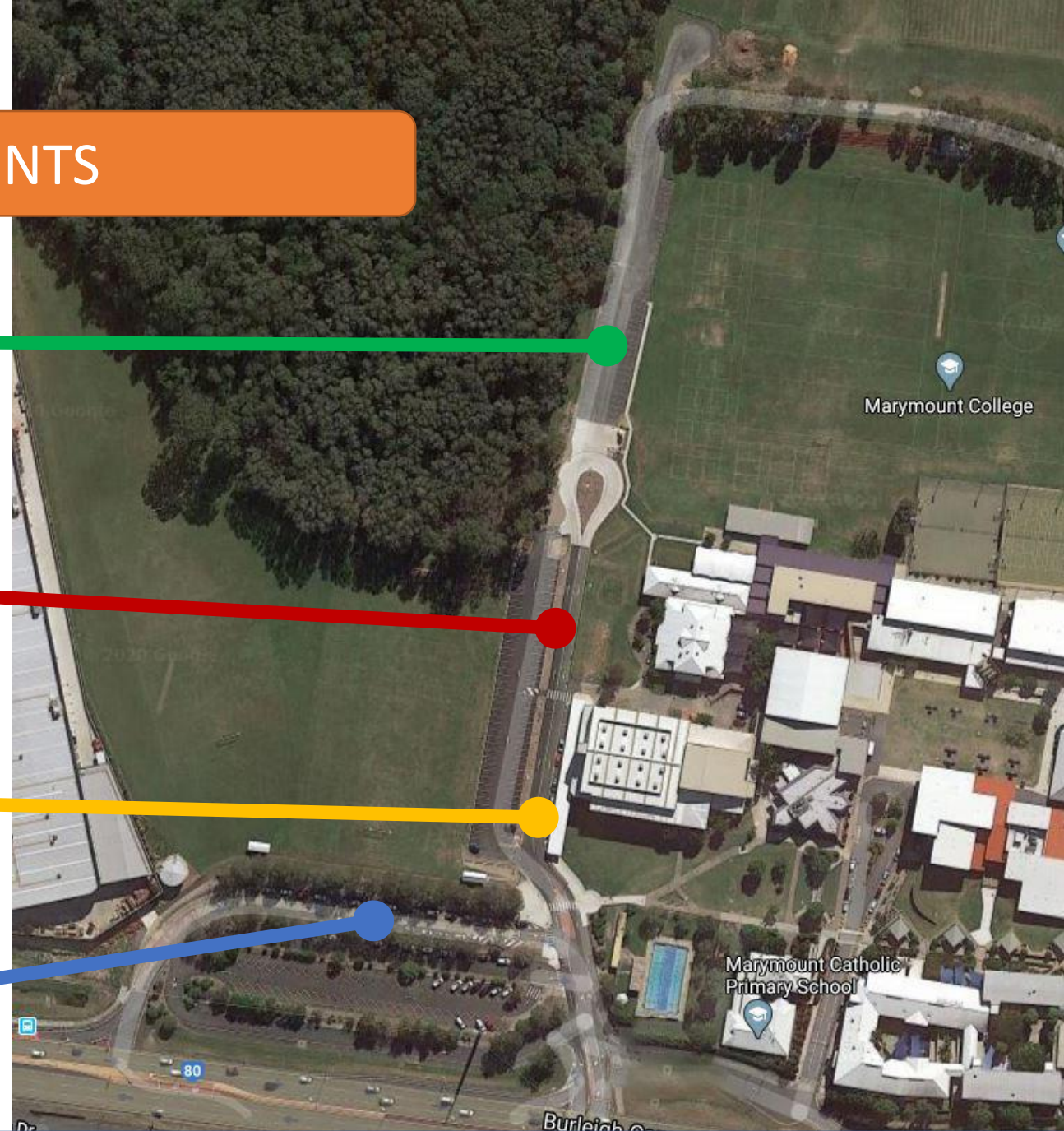
Pick up just before Kiss & Go

ALLAMBEE

Pick up from Kiss & Go

BULIMAH

Pick up from bus stop



2

EVACUATE STUDENTS

- Students will be supervised until their parent/caregiver arrives
- Drive safely and do not panic
- Parents must remain in their cars and follow staff direction in the carpark

PARENTS MUST REMAIN IN THEIR CAR

3

SCHOOL CLOSURE

- Queensland Health will determine how long the school must remain closed
- A deep clean of the school will take place
- There will be no admittance to the school premises by any person during closure

Only take personal items home and leave anything else

3

SCHOOL CLOSURE

- Contact tracing will be done to assess if particular parents should be notified because their child may have more significant contact
- No alternative learning arrangements will be provided during closure

Further communication to parents and students will follow once we have more information

Families should discuss and plan for how this procedure would impact their situation...

- Know what sporting house your child is in and where their pick-up point will be
- Will you or someone else pick them up?
- Will they walk home or wait for collection?
- Will they require supervision until 3:00pm
- Will they catch the bus home as normal?