

COVID-19 Response Flow Chart



Full or Partial Campus closure required

Information release to families/staff
Email / Social Media / Media

School hour notification

After hours notification

Information release to families/staff
SMS / Email / Social Media / Media

FULL OR PARTIAL CLOSURE. LOCKDOWN PROCESS not necessary. CAMPUS CLEANING - Deep clean of Campus undertaken.

SCHOOL CAMPUS IN LOCKDOWN (in classrooms)

All students return to their classrooms. General announcement to explain that the School will be closing and parents will be collecting the students.

NSW Health identify students/staff to be isolated and evacuated. Other students continue with suitable activities and await further instructions.

All staff not in an active student supervision role to report to the Common Room for briefing and allocation of duties during Campus evacuation.

OAKHURST CAMPUS EVACUATION

ORDER	GROUP	AREA TO PICKUP ZONE	TIME
1	Stage 6 Drivers & Siblings		0:00
1	Kindergarten & Older Siblings	Hardcourt to Dryden Avenue	0:00
1	Year 2 & Older Siblings	Hardcourt to Church Turnaround	0:00
1	Year 7 & Older Siblings	Hall to School Turnaround	0:00
2	Year 3 & Older Siblings	Hardcourt to Church Turnaround	0:30
3	Year 1 & Older Siblings	Hardcourt to Dryden Avenue	1:00
3	Year 4 & Older Siblings	Hardcourt to Church Turnaround	1:00
3	Year 8 & Older Siblings	Hall to School Turnaround	1:00
4	Year 5 & Older Siblings	Hardcourt to Dryden Avenue	1:30
4	Year 6 & Older Siblings	Hardcourt to Church Turnaround	1:30
4	Year 9 & Older Siblings	Hall to School Turnaround	1:30
5	Year 10 & Older Siblings	Hardcourt to Dryden Avenue	2:00
5	Year 11 & Older Siblings	Hardcourt to Church Turnaround	2:00
5	Year 12	Hall to School Turnaround	2:00

MARSDEN PARK CAMPUS EVACUATION

ORDER	GROUP	AREA TO PICKUP ZONE	TIME
1	PreK, Kindergarten & Older Siblings	COLA to Carpark	0:00
2	Year 1 & Older Siblings	COLA to Carpark	0:30
3	Year 2 & Older Siblings	COLA to Carpark	1:00
4	Year 3/4 & Older Siblings	COLA to Carpark	1:30
5	Year 5/6	COLA to Carpark	2:00

HALL/HARDCOURT (OAK) / COLA (MP) – students wait in these areas in family groups.
PRIMARY COURTYARD – Staff children waiting point (staff are to remain until evacuation of general student body is complete).
MAINTAIN ORDER – As this is not an immediate life-threatening emergency, panic should be minimised during the evacuation process. All staff are responsible to maintain order.
MINIMUM STAFF ALLOCATIONS – as appointed by the Principal
School Gates: 4 x Dryden Avenue (Oak) & 2 x MP Campus (as required)
Sec Turnaround: 3 staff
Prim Turnaround: 3 staff
Phones/Reception: 3 staff (Oak) & 1 staff (MP)
COMMUNICATION – Communications and directions given via School PA System. Staff at identified points provided with walkie talkie comms as follows: **Oakhurst Campus** – Dryden Avenue (x2), Hall (x1), Secondary Turnaround (x1), Primary Turnaround (x1), Hardcourt (x1); **Marsden Park Campus** – Kiss & Drop (x1), COLA (x1).

STAFF DEPARTURE – All classrooms and spaces to be locked. Collect personal belongings/tasks. Staff with children at RJ should collect them from the Primary Courtyard or COLA. Depart site and follow any directions given by the Principal. Keep in touch with School via email re ongoing situation. Staff to work from home until all clear for return to School Campus.

CAMPUS CLEANING – Deep clean of Campus undertaken.