# COVID-19 Exposure Notification Pack

These tools have been adapted from templates provided by the Department of Education to support operations for Term 1, 2022.

## Overview

This package has been put together to support the daily updates to your school community of current cases of COVID 19. These communications should go out on your own school letterhead, or you may use the DOBCEL letterhead. If you have any concern, please speak with your Education Consultant.

## Exposure Notification

Use this package to tell parents/carers and staff that a positive case was onsite.

Principals must notify the school community through a daily email (where applicable) when a student or staff member has (or multiple students or staff members) have returned a positive COVID-19 test result and had attended the school.

The notification can be provided to only the affected group/cohort/year level or to the whole school, depending on what is most relevant for the circumstances of the positive case.

Contacting families via email or other direct channels is preferred instead of using social media.

Included in this pack are;

1. Letter from principal to families
2. Letter from principal to staff
3. School website and social media message (Contacting families via email or other direct channels is preferred instead of using social media).

If you have any questions or issues, please contact your Education Consultant or CEB.

Letter from principals to families

DATE

Dear parents and carers,

I’m writing to let you know that a person/people with COVID-19 was on our school site while infectious.

|  |  |
| --- | --- |
| **Date positive case/s reported:** | **INSERT DATE** |
| **Impacted class/es or year level/s** | **Any extracurricular activities, including school bus transport** |
| INSERT CLASS OR YEAR LEVEL | INSERT IF RELEVANT OTHERWISE LIST AS N/A |

Example 1 – Primary School

|  |  |
| --- | --- |
| **Date positive case/s reported:** | **Wednesday 2 February** |
| **Impacted class/es or year level/s** | **Any extracurricular activities, including school bus transport** |
| Grade 3/4 | OSHC |

Example 2 – Secondary School

|  |  |
| --- | --- |
| **Date positive case/s reported:** | **Wednesday 2 February** |
| **Impacted class/es or year level/s** | **Any extracurricular activities, including school bus transport** |
| Years 7, 8, 9 and Unit ¾ VCE | Lunchtime chess club  School production auditions |

**WHAT YOU NEED TO KNOW**

If your child is not experiencing COVID-19 symptoms, they can continue to attend school, but you should monitor for symptoms.

Students who show symptoms of COVID-19 cannot attend school and should get tested immediately and isolate until they receive a negative result.

**[PRIMARY AND SECONDARY SCHOOLS]** Students should continue with twice-a-week rapid antigen testing on school days.

Students who have recovered from COVID-19 do not need to participate in surveillance testing for 30 days after their isolation period has ended.

For information on symptoms visit: <https://www.coronavirus.vic.gov.au/symptoms-and-risks>.

For more information on how to get tested visit: <https://www.coronavirus.vic.gov.au/taking-test-covid-19>.

**If your child returns a positive result, your child has COVID-19. You must:**

* quarantine your child for seven days
* advise the school about the positive result
* Your child must stay home until their symptoms have resolved and they are well
* Everyone in your household is a close contact and must isolate for 7 days.

**Reporting your child’s positive test**

If your child was at school when they were infectious you need to report the positive case to the school in writing or by phone. Our preferred means of communication is; INSERT

You must also report your child’s positive test to the Department of Health via the [COVID-19 Positive Rapid Antigen Test Self-Reporting Form](https://dhvicgovau.powerappsportals.com/rapid-antigen-test/) or call centre on 1800 675 398.

**Further information for languages other than English**

* For school information in languages other than English, call TIS National on **131 450**.
* For translated written information about COVID-19, please visit: [Translated information about COVID-19 | Coronavirus Victoria](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.coronavirus.vic.gov.au%2Ftranslated-information-about-coronavirus-covid-19&data=04%7C01%7CCOVID19.school.comms%40education.vic.gov.au%7C9add2f2be3704dfd59a108d9b2d5d2f1%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C637737453723722441%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=VvEJV0tXjnkvYtMC3v0hQDFTvg4RnaZRQgmL5Nh1GvQ%3D&reserved=0).
* Please ask them to call the DET COVID-19 hotline on **1800 338 663** and they will help interpret.
* For health advice in languages other than English, visit [www.coronavirus.vic.gov.au/translated-information-about-coronavirus-covid-19](http://www.coronavirus.vic.gov.au/translated-information-about-coronavirus-covid-19)

**Financial support available to people affected by COVID-19:**

For more information, visit:

[Financial and other support for COVID-19 | Coronavirus Victoria](https://www.coronavirus.vic.gov.au/financial-and-other-support-coronavirus-covid-19)

[If you need a payment during coronavirus (COVID-19) - Getting help during coronavirus (COVID-19) - Services Australia](https://www.servicesaustralia.gov.au/if-you-need-payment-during-coronavirus-covid-19?context=60352)

**General advice and support**

For general advice and support please contact the school.

Advice and further resources about what to do if you test positive to COVID-19, or you have been told you are a contact, are at: [Your COVID Checklist | Coronavirus Victoria](https://www.coronavirus.vic.gov.au/checklist), or call the 24/7 Coronavirus hotline on: 1800 675 398

Yours sincerely,

**<name>**

**<Principal>  
<school>**

Letter from principal to staff

DATE

Dear colleagues,

I’m writing to let you know that a person with COVID-19 was on our school site while infectious.

|  |  |
| --- | --- |
| **Date positive case/s reported:** | **INSERT DATE** |
| **Impacted class/es or year level/s** | **Any extracurricular activities, including school bus transport** |
| INSERT CLASS OR YEAR LEVEL | INSERT IF RELEVANT OTHERWISE LIST AS N/A |

Example 1 – Primary School

|  |  |
| --- | --- |
| **Date positive case/s reported:** | **Wednesday 2 February** |
| **Impacted class/es or year level/s** | **Any extracurricular activities, including school bus transport** |
| Grade 3/4 | OSHC |

Example 2 – Secondary School

|  |  |
| --- | --- |
| **Date positive case/s reported:** | **Wednesday 2 February** |
| **Impacted class/es or year level/s** | **Any extracurricular activities, including school bus transport** |
| Years 7, 8, 9 and Unit ¾ VCE | Lunchtime chess club  School production auditions |

**WHAT YOU NEED TO KNOW**

If you are not experiencing COVID-19 symptoms you can continue to attend school, but you should monitor for symptoms.

Staff who show symptoms of COVID-19 cannot attend school and should get tested immediately and isolate until they receive a negative result.

**PRIMARY AND SECONDARY SCHOOLS** Staff and students should continue with twice-a-week rapid antigen testing on school days.

Staff who have recovered from COVID-19 do not need to participate in surveillance testing for 30 days after their isolation period has ended. For information on symptoms visit: <https://www.coronavirus.vic.gov.au/symptoms-and-risks>

For more information on how to get tested visit: <https://www.coronavirus.vic.gov.au/taking-test-covid-19>

**If you return a positive result, you have COVID-19, and you must:**

* quarantine for seven days
* advise the school about the positive result
* stay home until your symptoms have resolved and you are well
* Everyone in your household is a close contact and must isolate for 7 days.

**Reporting your positive test**

If you were at school when you were infectious you must let me know and report your result via indicate local leave absence process.

You must also report your positive result to the Department of Health via the COVID-19 Positive [Rapid Antigen Test Self-Reporting Form](https://dhvicgovau.powerappsportals.com/rapid-antigen-test/) or call centre on 1800 675 398.

**Financial support available to people affected by COVID-19:**

For more information, visit:

[Financial and other support for COVID-19 | Coronavirus Victoria](https://www.coronavirus.vic.gov.au/financial-and-other-support-coronavirus-covid-19)

[If you need a payment during coronavirus (COVID-19) - Getting help during coronavirus (COVID-19) - Services Australia](https://www.servicesaustralia.gov.au/if-you-need-payment-during-coronavirus-covid-19?context=60352)

**General advice and support**

Fee and confidential counselling is available 24 hours a day, 7 days a week through the Employee Assistance Program delivered by Converge Australia

The number is **1300 687 327.**

You can also contact the school:

Phone: INSERT

Email: INSERT

Advice and further resources about what to do if you test positive to COVID-19, or you have been told you are a contact, are at: [Your COVID Checklist | Coronavirus Victoria](https://www.coronavirus.vic.gov.au/checklist), or call the 24/7 Coronavirus hotline on: 1800 675 398

Thank you for your cooperation.

Yours sincerely,

**<name>**

**<Principal>**

**<School>**

**School website or social media content**

A person with COVID-19 was at our school on **[day date month]**.

If your child or young person is not experiencing COVID-19 symptoms, they can continue to attend school but should monitor for symptoms

Students who show symptoms of COVID-19 cannot attend school and should get tested.

For information on symptoms visit: <https://www.coronavirus.vic.gov.au/symptoms-and-risks>

For more information on how to get tested visit: <https://www.coronavirus.vic.gov.au/taking-test-covid-19>