



*From the Principal*

18 May 2021

Dear Parents/Guardians/Carers,

**RE: OPEN EVENING – TUESDAY 25 MAY 2021**

We are thrilled to be welcoming parents/guardians/carers/students to the College for our first Open Evening since the start of the pandemic. Our school Community is delighted that you will be joining us to learn about our College and what it can offer you and your family.

The Open Evening is being run as a public event – Tier Three COVID Safe event. As a result, there are several COVID requirements in place for the evening. The safety of our students, staff members, and families are our priority, and we ask that you assist us by familiarising yourself with our requirements before attending the evening.

**IF YOU ARE FEELING UNWELL, PLEASE STAY AT HOME!**

**TIER 3 EVENT**

Nazareth has registered the Open Evening with the Victorian Government and has completed the COVIDSafe Event document (available on our website). It is a Tier Three event, and all COVID requirements will be strictly adhered to.

**PUBLIC HEALTH**

We ask all visitors to the College to follow all public health advice and instructions from staff members and students. If you are showing any signs of being unwell, you will be asked to leave the College. We also ask you to observe cough etiquette and personal hygiene measures. We encourage you to use the hand sanitiser available around the College regularly.

**COVID ASSESSMENT**

In line with our COVID Safe Plan, all visitors attending the Open Evening must complete the COVID assessment (attached) and bring it with them to the Open Evening. If you forget to bring it with you, you will be required to complete it at registration, which may slow down the registration process for yourself and others.

**DENSITY REQUIREMENTS**

For each room/venue on the night, there is a maximum number of people that can be in the rooms at one time. We ask that you adhere to these requirements as we attempt to keep our Community safe. Our staff members and students will also assist with these requirements. We also ask that you physically distance and maintain 1.5metres between yourself and other household groups throughout the night.

**RECORD KEEPING**

Record Keeping for contact-tracing purposes is required for our Open Evening. We will record the name, phone number, date, time of attendance, and Open Evening route that each person takes. Nazareth has implemented The Victorian Government QR Code as our preferred option to assist with our contact tracing requirements to keep records. We will also have an opportunity for you to provide these details manually if you are unable to use the QR code.



### From the Principal

All data received by the College will be securely stored and destroyed after 28 days. Nazareth will fully cooperate and release any record-keeping information to the Victorian Government if requested or required for contact tracing purposes. Any information received by Nazareth College as part of the record-keeping requirements will be used for contact tracing purposes only.

### ARRIVING AT THE COLLEGE

We ask that when you arrive at the College that you allow extra time (we have 600 guests registered across the three sessions) and make your way to the Nazareth College marquees, where you will be required to register your attendance, sign in (via QR Code or pen and paper) for contact tracing purposes and asked to sanitise your hands. Once these steps have been completed, staff members will provide you with a sticker indicating to the event organisers, staff members, students and other attendees you have completed our sign-in requirements. You will then be allocated to your group for the evening, and we ask that you remain with your group for the duration of your time at Nazareth.

### MASKS

Masks are not compulsory, but if you cannot physically distance yourself from others, it is highly recommended that you wear them.

### BBQ

After your tour, we will be providing a BBQ (in line with COVID hospitality sector guidance requirements) and providing you with a Nazareth College Show Bag.

### CLEANING

High touch surfaces will be regularly cleaned throughout the night. Cleaning will occur between groups in accordance with cleaning and disinfection guidelines.

### QUESTIONS

Please don't hesitate to contact the College on 9795 8100 for further information. If you have any questions on the night, please ask our staff or a safety officer who will be identifiable by a yellow hi-vis vest.

I thank you in anticipation of your support of our COVID Safe measures. I look forward to meeting you on Tuesday 25 May and sharing our College with you.

Yours sincerely

Mr Sam Cosentino  
PRINCIPAL