Monday 2nd March 2020

Dear parents/ guardians,

I am sure you have been keeping a very close eye on the news as it updates up daily on the spread of Coronavirus. In school we have received guidance from the Public Health Agency over the matter. Your child’s welfare is of greatest importance to us at Woodlawn, and whilst there have been no confirmed cases on Coronavirus in our areas, there are a few steps which the PHA have highlighted to be important to prevent the spread of any infection, including the common Coronavirus, the common cold and the flu. The PHA advice is as follows:

* *washing your hands often, preferably with soap and water. Only use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport*
* *covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See* [*Catch it, Bin it, Kill it*](https://www.publichealth.hscni.net/sites/default/files/2020-02/Preventing%20spread%20poster%20140220.pdf)
* *people who feel unwell should stay at home and should not attend work or any education or childcare setting*
* *pupils, students, staff and visitors should wash their hands:*
  + *before leaving home*
  + *on arrival at school*
  + *after using the toilet*
  + *after breaks and sporting activities*
  + *before food preparation*
  + *before eating any food, including snacks*
  + *before leaving school*
* *avoid touching your eyes, nose, and mouth with unwashed hands*
* *avoid close contact with people who are unwell*
* *clean and disinfect frequently touched objects and surfaces*

*If you are worried about your symptoms or those of a child or colleague, and feel you or they may be at risk, please telephone your GP for advice. Do not go directly to your GP or other healthcare environment.*

Further information can be found at <https://www.publichealth.hscni.net/news/covid-19-coronavirus>

I hope you find this information helpful. As always, if you wish to speak to me, please phone through to the office.

Thanks for your time,

Miss K McClean

(Vice-Principal)