



**WELCOME BACK!**  
Welcome back!

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**Monday 12th October - All Students Return To School**  
十月十二日-全体学生返校



**Hartwell Primary School**  
**Hartwell 小学**  
**Return to School Guidelines**  
**返校指导**

**WELCOME BACK... we are very excited to see everyone next week, please be aware of arrangements for this term.**

**欢迎返校！ 我们很兴奋下周可以见到大家，请注意以下安排：**

Following advice from the Victorian Chief Health officer and as announced by the Victorian Government, Victorian government schools will begin a transition back to on-site schooling for students. 根据维州首席卫生官的建议，以及维州政府的宣布，维州的公校开始为学生返校学习做准备。

These guidelines have been written to support the Hartwell Community to make an effective transition back to on-site schooling. 该份指南是为了支持学校社区的有效过渡。

Thank-you again for your ongoing support of your children, your families, and the Hartwell staff and in particular your flexibility throughout this challenging time. 再次感谢你一直以来对你的孩子和家人以及对我校员工的支持，尤其是在这次充满挑战时期表现出来的灵活性。

## **Monday 12th October - All Students Return To School** **十月十二日周一-全体学生返校**

In accordance with the advice from the Department of Education and Victorian Chief Medical Officer we will be implementing a number of 'actions' to support a safe return. 根据教育部和维州首席医疗官的建议，我们将采取一系列的‘举措’支持一个安全的返校。

### **Attendance 出勤**

All students are expected to attend on site once schools have returned to on-site learning. Exceptions may exist for medically vulnerable students. Remote learning access will not continue. 学校现场教学开始，所有的学生都要求返回学校学习。只有那些身体脆弱的学生例外。网络学习不会再继续。

It is recommended that parents/carers of students with complex medical needs seek advice from the student's medical practitioner to support decision-making about whether on-site education is suitable. 建议具有复杂医疗需求的学生家长及照看者向医生咨询，来便决定是否

**If your child has any symptoms of Covid-19 we ask that you keep them at home, conduct a test/seek medical support. We will contact parents for immediate collection should a child be displaying symptoms of Covid-19 and is unwell.**

如果你的孩子有 Covid-19 的任何症状，我们要求你将他/她留着家中，并向检查机构咨询获得支持。如果孩子来校后出现任何 Covid-19 的症状并且身体不舒服，我们将立即联系你们以便将孩子接回家。

应该返校学习。

## Students Who May Be Medically Vulnerable 医疗脆弱的学生

The Acting Deputy Chief Health Officer has advised that an individual assessment is always recommended and decisions regarding school attendance should be informed by the nature of a child or young person's condition, its severity and intensity of required treatment. In most cases, the presence of common conditions of childhood, such as asthma, epilepsy or Type 1 diabetes, should not preclude a student from attending face-to-face learning.

代理副首席卫生官建议进行个体评估，并应该根据孩子具体的身体状况，严重程度和所需治疗的强度来决定是否返校。大多数情况下，以下在儿童期常见的症状：比如哮喘，癫痫，或一型糖尿病不应该成为返校学校的阻碍。

In keeping with expert public health advice, some students may be at higher risk for severe outcomes or complications of coronavirus (COVID-19), for example those with chronic medical conditions. Any student with a chronic medical condition should seek advice from their medical practitioner about attending school on site at different stages in the coronavirus (COVID-19) pandemic. Given most of these conditions are rare in children, it should be an uncommon event for a child to be determined by a medical practitioner to be unable to return to school due to an ongoing medical reason raising concerns about coronavirus (COVID-19), outside of an acute illness. 为与专家的公共卫生建议保持一致，某些学生，例如患有慢性病的学生，可能会面临严重后果或出现冠状病毒并发症（COVID-19）。请患有慢性病的学生在 COVID-19 大流行的应该时常向他们的家庭医生咨询是否能返回学校进学习。鉴于这是很少见的情况，因此，由医生确定该学生无法返回学校学习应该是罕见的急性疾病。

We ask that you contact the school, in particular your home-group teacher to alert them of any medical conditions in order for us to support your child. Where possible an updated asthma plan, medical plan would be appreciated. 我们要求你跟学校联系，特别是跟你孩子的班级老师联系告诉他们你孩子的用药情况，以便我们能很好的支持你的孩子。如有可能，请更新孩子的哮喘计划和医疗计划。

## Staggered Start and Finish to the School Day 错峰上学放学

To reduce the number of adults congregating outside the school at any one time, including parents and carers at peak times such as drop off and pick-up we will implement the following staggered start and finish times. 为减少在学校校园外聚焦的成年人数量，我们将执行以下的错峰上学和放学计划：

	<b>Families with surnames that start with A-L</b> A-L 开头的家庭姓氏	<b>Families with surnames that start with M-Z</b> M-Z 开头的家庭姓氏
<b>Start/drop off time:</b> 上学时间	8.45 - 9.00am	9.00 am - 9.15 am
<b>End of Day/pick-up time</b> 放学时间	3.00 - 3.15pm	3.15 - 3.30 pm

**The following entry and exit points have been allocated to year levels, again to reduce the number of adults congregating outside the school.**

为了减少成年人在学校园外集聚，我们为不同的年级安排了相关的出入大门

**For families with more than one child 有一个以上孩子的家庭** attending Hartwell, the eldest child in each family is to gather the younger siblings and meet their parent/carer at the youngest child's pick-up gate. 请年长的孩子带着年幼的弟妹去弟妹们的出入口与他们的家长汇合。

**All other year levels 其他的学生 may enter and exit via the nearest gate to meet a family member or return home.**可以在离他们家最近的出入口进出

Preps 预备班	Oberwyl Street Gate
Year 1 一年级	Milverton Street Gates
Year 2 二年级	Merton Street Gate

Please note there will be a staff member at each gate to ensure students are safely supervised and students and parents feel confident with the arrival/departure from school. Staff will ensure that students sanitise their hands upon entering and exiting the school grounds. **\*\*Upon entering the school students will go directly to their classroom. \*\*** 请注意每个出入口将会有学校员工监督确保家长和学生们对进入学校/离开学校充满信心。员工们会确保学生们在入校园和出校园时清洁双手。 **\*\*学生进入校园后会直接进入他们的教室\*\***

## Staggered Recess and Lunch 错峰的课程和午饭时间

As you are aware, we already have two lunch times at Hartwell Primary School. This will continue to assist with our Covid-Safe plan at Hartwell. Unfortunately the library will not be open at lunchtime. 你可能已知：我们学校一直是两个午饭时间，这个将在 Covid-安全计划下继续进行。午饭玩耍时间将不会开放图书馆。

## School Activities 学校的活动

School assemblies, excursions, incursions, choirs, interschool sport, camps and other Non-essential large gatherings will be postponed for the time being. We will aim to utilise video conferencing for our whole school and year level assembly. 学校集会，校外出游，校外来访，合唱团，校际运动，出外露营和其他不必要的大型聚会都将推迟。我们的将进行全校和各年级的视频会议。

**Instrumental Music lessons** will begin onsite during the term. The teachers will advise you of the start date. Again, no parents are allowed onsite for drop off or pick-up, please arrange to meet at the school gates. **器乐教学：**器乐课程将在现场进行，老师会告知开始的日期。请父母不要进入校园接送，请与孩子在学校门口集合。

## Onsite Access for Parents/Carers/General Visitors 访问学校

Unfortunately at this time 不幸的是：**parents/carers are not to enter school gates unless given permission from the school.** 家长和照看者只能在学校许可的情况下进入学校

Perhaps the most important action school communities can take to reduce the risk of transmission of coronavirus is : to ensure that any unwell staff, children and young people

remain at home. 为了降低冠状病毒传播的风险，学校社区可以采取的最重要的措施就是：确保身体不适的员工，孩子和年轻人留在家中。

Whilst we are advised that the risk of transmission of the virus is very low, staff or students most at risk of severe illness should individually assess appropriateness for on-site attendance at this time with support from their medical practitioner. 尽管我们被告知病毒传播的风险很低，请患有严重疾病的员工和学生在医生的支持下，评估返校的风险。

As the main risk of transmission of coronavirus in the school environment is between adults, it is important that visitors to school grounds are limited to those delivering or supporting essential school services and operations. 在学校环境中传播冠状病毒的主要风险在成年人之间，因此重要的是，学校校园仅限于学校员工，及必要的来访者。

**Parents will be rung and invited onto school grounds for emergencies only. They are asked to ring the school office should they require access to the main school building.** 仅在紧急情况下，家长需要致电学校，在获得邀请后再进入学校。

## Canteen 餐厅

The canteen will resume with a limited menu from Monday 12th October. Orders can be made as usual online. 十月十二日周一开始，学校餐厅会提供有限的餐食，请像往常一样网上订餐。

## OSCH – Camp Australia 课外照看服务-澳洲营

Out of School Hours Care will resume as normal. If your child attends before or after school care please drop and collect your child/ren as normal. These children will go straight to their classroom following completion of the morning OSHC program and be supervised as normal until the afternoon program commences. 课外照看服务照旧。如果你孩子需要课外照看服务请像平时一样接送你的孩子。早晨他们会被从照看地送往教室，下午时从教室送到照看点。

## School Owned Devices 学校的设备

School owned ICT devices loaned to students can be kept at home for the time being. Further information will be sent shortly. We ask that you keep these safely in a cupboard with the charger. This is in case we have a temporary shutdown due to an active case and need to return to remote learning. 借给学生使用的学校电子设备可以暂时留在家中。我们将及时更新下一步信息。请将它们及充电器存放在柜子里。这是为了应对可能发生的学校在发现新冠病毒案例后进行的短暂关闭，届时我们需要再返回网络学习。

Please remember the school devices are NOT FOR PLAY and no software should be downloaded onto them. 请记住学习的设备不是用来玩耍的，不可以在设备上下载任何软件。

We will call all devices back in during the first week of December.

## Library Books and Reading Materials 图书馆书籍和阅读材料

Our students will be able to borrow from the library. ALL books will be wiped on return prior to borrowing. At this stage take-home books will not be sent home, this is due to the difficulty

in ensuring the cleaning of them during the school day. We will keep you updated should anything change in this regard. 学生可以去图书馆借书。在被出借前，所有的书籍都将被擦拭。现阶段，学生们不会带个人的阅读书籍回家，因为无法确保在上课期间对它们进行清洁。如果有更新信息，我们会及时通知你。

## COVID-Safe Principles for Schools 学校 Covid 安全准则

All schools have developed a Covid-Safe Plan which is constantly reviewed. Our plan covers the following areas: 所有的学校都有做一个 Covid 安全计划并时常对该计划进行审查。我们的计划包括以下领域

Reinforce COVIDSafe behaviours* 加强 Covid 安全行为	Create COVIDSafe spaces 创建 Covid 安全空间	Promote COVIDSafe activities 宣传 Covid 安全活动	Respond to coronavirus (COVID-19) risk* 应对 Covid 风险
<ul style="list-style-type: none"> <li>Stay home when unwell* 不舒服时留在家中</li> <li>Practise good hygiene* 保持卫生习惯</li> <li>Ensure physical distancing (1.5m)* 确保离开 1 点 5 米</li> <li>Wear a face mask* (students 12 years and older in secondary school, and staff. Staff are not required to wear face masks while teaching, but can if they wish to do so) 佩戴口罩（中学 12 岁以上学生，员工都需要带上口罩。教学时，员工可以不戴口罩，但如果愿意可以佩戴）</li> <li>Avoid interactions in enclosed spaces* 避免在密闭空间里进行活动</li> </ul>	<ul style="list-style-type: none"> <li>Make hand hygiene easy 确保手部清洁方便进行</li> <li>Keep surfaces clean and implement enhanced environmental cleaning and disinfection 保持表面清洁并加强环境清洁和消毒</li> <li>Promote outdoor air ventilation and do not have air conditioners on recirculate 促进室外空气流通，不要使用内循环空调</li> </ul>	<ul style="list-style-type: none"> <li>Limit school access to outside visitors where possible 尽量减少外部访客</li> <li>Reduce mixing between groups 减少年级间混合</li> <li>Create workforce bubbles* 使用工作场地泡-减少交互</li> <li>Adapt, modify or defer higher-risk activities 调整，修改或推迟高风险活动</li> <li>Move activities outdoors where possible, weather permitting 天气许可下，尽量户外活动</li> </ul>	<ul style="list-style-type: none"> <li>Keep records and act quickly if someone becomes unwell* 如有人不舒服，及时采取行动并记录</li> <li>Use personal protective equipment 使用个人防护装备</li> <li>Clean and disinfect appropriately if a staff member or student has been unwell at school 如有员工和学生在校内不舒服，请适当清洁，消毒</li> <li>Manage individual risk 管理个人风险</li> </ul>

At Hartwell the following is in place:

在 Hartwell 我们遵守以下措施:

### Strong Hygiene Practises 加强卫生习惯

- All staff and students will undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the

toilet. At the commencement of every 100 minute block students will wash their hands with soap and water. This will be directed and supervised by staff.

所有教职员工和学生将定期进行手部清洁，特别是在进入学校之前，进食前后，擤鼻，咳嗽，打喷嚏或上厕所之后。每隔 100 分钟，进行下一个学习环节前，学生将用肥皂和水洗手。老师会监督。

- Students have been provided with their own pencil case and materials for use. 学生有自己的铅笔袋和教学材料。
- **Students are to bring in their own drink bottle. Students will not be able to use drinking fountains.** 学生们要带自己的水壶。他们不能使用学校的饮水机。
- Staff and students will be reminded to clean their phone and devices regularly. Teachers in the Year Levels will collect student devices as per our Mobile Devices Policy. 员工和学生汇报时常提醒清洁他们的手机和设备。根据学校的手机使用政策，高年级的年级组长会集中管理学生的手机。
- Temperature Checks onsite will only occur if a child seems unwell/ or is displaying symptoms. 仅在学生感觉不适，或出现症状时会进行现场温度测试。

## Health and Safety Measures at School 学校的健康与安全措施

- Extended and increased cleaning arrangements have been introduced and will continue. This involves progressive cleaning throughout the day to ensure that risks of transmission are reduced for high touch services. 已移入并将继续进行加强的深入清洁。这些包括全天的逐步清洁，以减少高接触点的传播风险。
- As per the direction of the Victorian Chief Health Officer, school playgrounds equipment can be used. However, students will need to practise hand hygiene before and after use. The playground will also be wiped down by our cleaners as part of the enhanced cleaning program. 根据卫生首席卫生官指示，可以使用学校游乐场设备，但学生需要在前后进行手部清洁。作为加强的深入清洁的一部分，学校清洁工也会擦拭。
- We have reduced the need for using shared equipment, particularly in Specialist lessons. In some areas the lesson content has been adjusted to support this. 我们减少使用共享设备的需求，尤其在副科课堂中。有时，我们需要对课程进行调整以便实现该需要。
- For the time being, students are not allowed to bring equipment/belongings from home including soft toys, footballs, Pokémon cards etc. 现阶段，学生不允许将家中物品带入学校包括毛绒玩具、足球、神奇宝贝卡片等等。

## Face Masks in Schools 在学校佩戴口罩

All school-based staff must wear face masks at school, and when travelling to and from school. Schools must ensure that staff wear face masks when required. Parents must wear a

mask when travelling to and from school. A face mask that covers the nose and mouth is now the only permitted type of face covering. Face shields, scarves or bandanas do not meet these requirements. 所有员工在校园内以及往返校园时都必须佩戴口罩。学校必须确保员工在需要时戴上口罩。家长在借书孩子时也需要戴上口罩。能要将口鼻覆盖住的口罩是唯一被允许佩戴的类型。面罩，围巾，头巾等都不符合要求。

Teachers and education support staff are not required to wear face masks while teaching, but those who wish to do so, can. Teachers must wear face masks in other areas of the school when not teaching (for example, in the staffroom, on yard duty and when providing first aid or taking temperatures), and when travelling to and from school.

Health, wellbeing and inclusion staff are required to wear face masks, unless an exemption applies, including the need for 'clear enunciation or visibility of their mouth' (for example, when undertaking a speech therapy intervention or working with individuals who are deaf or hard of hearing). 教学过程中，教师和教员不需要戴口罩，但是那些愿意佩戴的人可以戴上口罩。在不进行授课时（比如，在员工室，户外照看孩子时，紧急救助，体温测试），和往返学校时，老师们都必须戴上口罩。除非获得豁免，健康，学生身心健康，包容性员工都需要戴口罩。这包括那些需要清楚展示嘴型的语言治疗干预师在授课时，或与聋哑生进行交流时。

## Students and Face Masks 学生和口罩

Students who attend primary school for on-site supervision, including students in Prep to Year 6 who attend a P-12 school, are not required to wear a face mask. Students who are aged 12 or over by Year 6 who are attending primary school are not required to wear face masks at school. 小学生包括预备班到六年级的学生不要求佩戴口罩去学校。小学六年级并满12岁的学生也不需要在学校戴口罩。

Some students and staff are exempt from these requirements. This includes students who are over the age of 12 and are unable to wear a face mask due to the nature of their disability. This also includes students or staff who have a medical condition, such as problems with their breathing, a serious skin condition on the face, a disability or a mental health condition. 一些学生和教职员工可以不遵守这样要求。这包括那些年满12岁，但由于他们的自然特质无法佩戴口罩。这也包括一些具有医疗状况的学生和员工，比如他们有呼吸困难，脸部的严重的皮肤状况，认知缺陷及精神健康状况等。

## Physical Distancing 物理距离

Close attention and proactive management will be provided to ensure physical distancing between staff, these include: 时刻关注及积极的管理将确保员工间保持合理的空间距离：这包括

- Three functional staffrooms - downstairs in the main building, upstairs (opposite Science room) and at the bottom of the BER near the library. The downstairs staffroom is to be used by office staff, Principals, Aides and P-2 staff only. The other



two staffrooms are designated for Specialist and 3-6 teachers. 三个功能齐全的员工室-主楼楼下，楼上（科学教室对面）及图书馆前部。楼下的员工室供办公室人员，校长，助教及预备班到 2 年级老师使用。另外两间员工室供其他年级和副科老师使用。

- All staff meetings will continue to be held via WebEx. 员工会议继续使用 WebEx。
- While team-teaching is something that we usually encourage at Hartwell Primary School, in this unique situation, staff will only teach their own class (with the exception of specialist teachers). Reducing the mixing between different cohorts (classes and year levels) is recommended as a precautionary measure to minimise the risk of spread of transmission. Please note, classroom walls will remain open to promote fresh air flow indoors. Teachers will be encouraged to maximise the use of outdoor learning areas. 虽然往常 Hartwell 小学鼓励共同教学，但在先阶段特殊时期，各老师教授自己的班级（副科老师除外）减少不同年级和班级的混合是为了最大程度减少病毒传播风险。请注意，教室时刻保持敞开以促进空气流通。鼓励老师最大限度的使用户外学习空间。
- Should there be a confirmed case of COVID19 we will follow the department guidelines to manage this situation. 如果有 Covid19 案例，我们将按照政府指导进行处理。
- A common sense approach needs to be used with regards to teacher offices. Remember staff need to remain 1.5m apart. 教师办公室，请员工跟从常识并保持一点五的距离。

All school based staff must wear face masks at school. Teachers and education support staff are not required to wear face masks while teaching, but those who wish to do so, can. Teachers must wear face masks in other areas of the school when not teaching (for example, in the staffroom, on yard duty and when providing first aid or taking temperatures) and when travelling to and from school.

全体学校职员在学校时必须佩戴口罩。在授课时，教师和教员不需要戴口罩，但是愿意的话可以戴。在不进行教学时（例如，在员工间，户外看管孩子时，急救或进行体温测试时）以及往返学校的行程中，员工们都必须佩戴口罩。

## And finally...最后

Please remember that you can contact the school via phone (9889 4012) or email: [hartwellps@edumail.vic.gov.au](mailto:hartwellps@edumail.vic.gov.au) should you need any support or have any concerns. Our focus for the end of the year is re-connecting the students with their peers, health and wellbeing, the core areas of literacy and numeracy and ensuring our students positively transition into 2021. 请记住如果你需要任何帮助，或有任何担心，请通过电话或电子邮件与学校联系。本学期，我们的重点是关注学生与他们同学间的情感联系，身心健康以及对文化与数学课的核心学习以确保学生能平稳过渡到二零二一年。

Thank you for the support you have given to us during this extraordinary time, we look forward to seeing everyone next week. 感谢你在这段非常时期给予我们的支持，我们期待下周与大家见面。

Kindest regards,  
最亲切的问候，

The Hartwell Team  
Hartwell 全体成员

## QUICK REFERENCE OF PERMITTED SCHOOL ACTIVITIES (from current Term 4 Operations Guide) 快速参考-学校活动（第四学期指南）

### COVIDSafe behaviours

Key actions for schools 学校的主要行动	Metropolitan Melbourne (Second Step)大墨尔本区	Regional Victoria (Third Step)维州郊区
Temperature checks 体温检测	<b>NO 不需要</b>	<b>NO 不需要</b>
Face masks 口罩	<b>YES 需要</b>	<b>YES 需要</b>

### Create COVIDSafe spaces 创建 Covid 安全空间

Key actions for schools 学校的主要行动	Metropolitan Melbourne (Second Step)大墨尔本区	Regional Victoria (Third Step)维州教区
Enhanced environmental cleaning 加强环境清洁	<b>YES</b>	<b>YES</b>
Enhanced hand hygiene facilities 加强手部卫生清洁设施	<b>YES</b>	<b>YES</b>
Enhanced ventilation 加强通风	<b>YES</b>	<b>YES</b>
Community use of school playground 学校操场的使用	<b>YES*</b>	<b>YES*</b>
Libraries (for borrowing and as a learning space) 图书馆（借阅及学习场所）	<b>YES</b>	<b>YES</b>

\*with daily cleaning 星号意味着每日清洁

## Promote COVIDSafe activities 宣传 Covid 安全活动

Key actions for schools 学校的主要行动	Metropolitan Melbourne (Second Step)大墨尔本区	Regional Victoria (Third Step) 维州郊区
School tours 学校参观	NO	NO
Excursions 校外出游	NO	YES
Community pool use (outdoor pool only)社区游泳池使用 (仅限于户外泳池)	YES	YES
Incursions 校内由校外来访成员组织的学习	NO	NO
School photos 学校照片	NO	NO
Camps and overnight stays 营地和过夜	NO	YES
Assemblies (whole school)全校集会	NO	NO
Assemblies (year level)年级集会	NO	NO
Formals 正式舞会	NO	NO
Graduation ceremonies 毕业典礼	NO	NO
Kinder transition program (Small group)幼儿园到学前班的过渡活动 (小团体)	NO	YES
Year 7 transition programs 七年级过渡活动	NO	NO
Non-contact sports (indoors)室内肢体不接触体育活动	NO	NO
Contact sports (indoors)室外肢体接触体育活动	NO	NO
Contact sports (outdoors)室外肢体接触体育活动	NO	YES
Non-contact sports (outdoors)室外肢体不接触体育活动	YES	YES
Interschool sports (Outdoor only)校际间的体育活动	NO	YES
Intraschool sports 校内体育活动	NO	YES
Other interschool activity (such as debating)其他校际间的活动 (比如辩论)	NO	NO
Singing, brass and woodwind classes and groups 唱歌, 铜管乐器, 木管乐器课程和小组	NO	NO
Swimming (school-based pool)游泳 (学校自带泳池)	YES	YES
Professional development (face to face)职业发展 (面对面)	NO	LIMITED

## Respond to coronavirus (COVID-19) risk

Key actions for schools 学校的主要行动	Metropolitan Melbourne (Second Step)大墨尔本区	Regional Victoria (Third Step)维州郊区
Keep visitor records 对访客进行登记	YES	YES
Maintain adequate PPE supply 维持正确的个人防护设备	YES	YES

### CORONAVIRUS (COVID-19) RESTRICTIONS REMAIN IN PLACE

If you are unwell, please stay at home.

Please do not enter if you have any of the following symptoms:

- loss or change in sense of smell or taste
- fever
- chills or sweats
- cough
- sore throat
- shortness of breath
- runny nose
- in certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered.



For detailed information visit:  
[www.coronavirus.vic.gov.au](http://www.coronavirus.vic.gov.au)



### 新冠病毒限制举措

如果你不舒服，请留在家中。

如果你有以下症状请不要进入。

失去或丧失嗅觉和味觉。

发烧

发冷或出汗

咳嗽

嗓子痛

呼吸急促

流鼻涕

有些情况下头痛，鸡肉酸痛，鼻子堵塞，恶心，呕吐和腹泻都需要注意

更多信息请参见政府新冠病毒网站

[www.coronavirus.vic.gov.au](http://www.coronavirus.vic.gov.au)

维州政府