

District Email 07 August 2020

Dear pastors, church council chairs, deputy chairs, secretaries and SP3 coordinators

Greetings to you this Friday

This week we have encountered much change in the usual way of operating. It can be difficult to keep up with all that is required.

It is a requirement that all **workplaces employing five or more staff** to develop and implement a COVIDsafe plan, in areas under stage 4 restrictions (Metropolitan Melbourne). The deadline for this is **11.59pm 07 August 2020**.

Even if not under stage 4 restrictions, it is a good idea to develop a COVIDsafe plan. If a plan has not yet been finalised in your congregation our office has put a base COVIDsafe plan together.

Attachment 1 [COVIDsafe base plan for Congregations](#)

Victorian government restrictions are geographically different, being stage 4 in Metropolitan Melbourne and stage 3 for Regional Victoria. Tasmania has it's own restrictions. It is therefore important that you are reviewing your safe plan according to current restrictions for your location. A number of websites are listed at the final page for your use, including a recommended link for safe plan template.

**Metropolitan Melbourne** Yesterday in keeping with new restrictions District Office emailed pastors in Metropolitan Melbourne regarding permitted activities and the requirement to now carry an approved Permit for permitted activities. Permitted activities are very restricted, being confined to meeting with a bereaved family, conducting a funeral and the broadcast of a service if this cannot be done from home.

The permit can be issued by our office but if you (Church Council Chair) have already signed off on the permitted activity form it does not have to be reissued from our office. A copy of the form with the appropriate wording on permitted activities is also attached here. The areas in red would be adjusted for a pastor's circumstances re day off and likely hours of travel under the permitted activities restrictions. A span of no more than 10 hours is suggested per working day – for instance 9am til 7pm , as per the sample hours. As far as possible comply with the curfew hours under the current restrictions, and allowing for travel time.

Attachment 2 [Permitted Activity Travel Permit](#) with sample wording.

You are in our prayers as we work under new constraints. We are so appreciative of the adaptable and creative ways in which people are responding to this crisis.