

# COVID-19 VICTORIA

# FAQS

METROPOLITAN MELBOURNE | OCTOBER 21, 2021

**As of Friday October 15, it is mandatory that any employer gathers and records vaccination status information on any person working anywhere other than from the worker's own residence.**

## Who needs to provide proof of Vaccination?

This applies to all paid staff and to any unpaid (volunteer) staff working from any location other than their own residence. This is a requirement throughout the entire state of Victoria and applies to everyone who is on the government's Authorised Worker lists. Those lists can be [found here](#).

## Who needs to see and record the proof of Vaccination status?

Should proof be required by Health authorities, it is important that this information be available at the place where the work is done, or from where it is coordinated. Therefore, this information needs to be provided to, and recorded by, **the Church Council** for any authorised work activity on any church property or on behalf of the church. Church councils do not need this information for staff of paid contractors (eg plumbers or garden maintenance companies) as their employer must receive and record this proof.

## Who would this apply to at our church?

Roles which would need to provide proof of vaccination status would likely include the worship leader, cleaner, organist/musician, Covid check-in marshals, those participating in recording/broadcasting live-streamed services, children's leader, food bank workers and anyone involved with building maintenance or gardening.

## Does this requirement apply to Ministers?

While there appear to be some exemptions under certain circumstances from the requirement to gather this information from Ministers and other faith leaders, it is strongly recommended that Vaccination Status information be requested from Ministers to ensure compliance in **all** situations.

## What if the proof is not provided?

An employer of a worker must not permit a worker who is unvaccinated to work for that employer outside the worker's ordinary place of residence, unless that person is medically exempted from vaccination requirements. If an employer does not hold vaccination information about a worker, the employer must treat the worker as if the worker is unvaccinated.

## What information is required?

The Vaccination register must record the name of all staff and volunteers working onsite.

Beside each, it must show

- ▶ For fully vaccinated (2 doses)– the date of the 2<sup>nd</sup> dose, the vaccination document number and the type of vaccine received
- ▶ For partially vaccinated (1 dose)- the date of the 1<sup>st</sup> dose, the date due for 2<sup>nd</sup> dose and the type of vaccine received
- ▶ For excepted (medically exempt) - the type of exemption, the name of the medical practitioner who issued the certificate and the date.

## How should the information be recorded?

The Synod of Victoria and Tasmania has produced a simple form to assist all Church Councils to meet the above obligation. [This form can be found here](#)

## Who will have access to this information?

Synod's Crisis Management Team is recommending that no more than two people at any location have access to that location's staff vaccination records. It may be required at some point that authorised staff from either the Synod or Presbytery be able to verify compliance. At any time, this information may be requested by an Authorised Health Official.

## Will this replace Permitted Worker Permits?

As of Friday October 15, any authorised worker in Metropolitan Melbourne or any area of Regional Victoria currently under "stay-at-home" orders will be required to carry both a valid Permitted Worker Permit and evidence of their vaccination status in order to attend any workplace.

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**By October 15 all workers who are on the [Authorised Worker list](#) must have received their first vaccine, or be booked to receive their 1<sup>st</sup> dose by Oct 22, to attend any workplace. They must also receive their second dose by November 26. This includes faith leaders, marriage celebrants and funerary services.**

**With Victoria now at 70% double-dose vaccinated, lockdown restrictions begin to ease. The following apply in Metropolitan Melbourne plus any Regional Local Government Areas From 11:59pm Thursday Oct 21.**

*Note: Changed restrictions are in **RED***

- **Stay at Home requirements have been lifted**, but residents Metropolitan Melbourne must not travel to Regional Victoria other than for permitted reasons (eg permitted work, to visit an intimate partner, for care or compassionate reasons, to obtain goods/services provided they are from the nearest facility to your home).
- **Curfew – nightly curfews have been removed.**
- **Permitted Work:** **Only people whose work activities are listed at [here are permitted to attend a workplace](#).** They must obtain a valid Permitted Worker Permit\* before attending any workplace. Everyone else must work only from home.
- **From Oct 15, employers must obtain proof of Vaccination Status from any employee (including volunteer staff) before permitting them to work in any location other than the employee's home.**
- **\*Permitted Worker Permits are required for anyone who must attend the workplace for work, and whose work function appears on the above authorised worker list. This includes ministers, staff and volunteers involved in worship broadcasting. See page 4 for further detail.**

- **Masks** must be worn (indoors and outside) unless at home or with a valid exemption.
- **Visitors to the home** – up to 10 people (including dependants) may visit per day. It is recommended that where possible all visitors be fully vaccinated.
- **Outdoor Gatherings** – up to 15 people (including dependants) may gather outdoors. It is recommended that where possible all be fully vaccinated.
- **Playgrounds** – Open. QR Code Check-in is required.
- **Basketball courts, skate parks and outdoor exercise equipment are open.**
- **Outdoor Personal Training** is allowed for up to 5 fully vaccinated people plus the fully vaccinated trainer.
- **Contactless outdoor recreation** (eg boating, golf, tennis) allowed.
- **Worship Services – In-Person**
  - ▶ **If all attendees are fully vaccinated**, up to 50 people may attend outdoors and 20 people indoors plus the minimum number required to conduct the service, subject to a density quotient of one person per 4sqm.
  - ▶ **If vaccination status of all attendees is not known**, up to 20 people may attend outdoors and up to 10 people plus the minimum number required to conduct the service, may attend indoors with a density quotient of one person per 4 sqm.
  - ▶ **Covid check-in marshals** required to ensure all attendees check-in and all aged over 12 are fully vaccinated or medically exempt. (see p8)
- **Funerals – indoors or outdoors:**
  - ▶ **If all attendees are fully vaccinated**, up to 50 people may attend outdoors and 20 people indoors plus those necessary to conduct the funeral, subject to a density quotient of one person per 4sqm.
  - ▶ **If vaccination status of all attendees is not known**, up to 20 people may attend outdoors and up to 10 people plus those necessary to conduct the funeral, may attend indoors with a density quotient of one person per 4 sqm.
  - ▶ **Covid check-in marshals** required to ensure all attendees check-in and all aged over 12 are fully vaccinated or medically exempt. (see p8)



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- **Weddings – Indoors or outdoors**

- ▶ **If all attendees are fully vaccinated**, up to 50 people may attend outdoors and 20 people indoors plus the celebrant and photographer, subject to a density quotient of one person per 4sqm.
- ▶ **If vaccination status of all attendees is not known**, up to 20 people may attend outdoors and up to 10 people plus the celebrant and photographer may attend indoors with a density quotient of one person per 4 sqm.
- ▶ **Covid check-in marshals** required to ensure all attendees check-in and all aged over 12 are fully vaccinated or medically exempt. (see p8)

- **Schools** – open for all vulnerable children and as follows:

- ▶ VCE Unit 3/4, final year VCAL and IB students
- ▶ Prep (Monday - Wednesday)
- ▶ Year 1 & 2 (Thursday – Friday)
- ▶ Years 3 & 4 (Tuesday – Wednesday)
- ▶ Years 5 & 6 (Thursday-Friday)
- ▶ Year 7 (full-time, five days)
- ▶ Years 8 & 9 (Tuesday – Wednesday)
- ▶ Years 10 (Thursday-Friday)
- ▶ Years 11 (full-time, five days)
- ▶ Out of school hours care operating all days
- ▶ Masks are recommended for all children 5yrs and over.

- **Adult education** – must learn from home. On-site learning for hands-on skills-based learning only. Final exams may proceed.

- **Childcare and Early Learning** – Open for any children already attending (of Authorised workers and single parents) and for any children whose parent(s) are fully vaccinated.

- **Restaurants/Cafes** – Open for seated service of fully vaccinated guests. Maximum 20 people inside, plus maximum 50 people outside, subject to density limit of one person per 4sqm.

- **Community Facilities** – may open as follows:

- ▶ Hosting an essential public support service permitted
- ▶ Permitted for groups of 10 for essential support (vaccinated status does not apply).
- ▶ Can remain open for 'click and collect' services

- ▶ **Other activities: Outdoor only**, up to 50 people with density quotient of 1 per 4sqm with all fully vaccinated.

- **Libraries and Toy Libraries** – Click and Collect services only.
- **Residential Aged Care** – No visitors, with very limited exceptions.
- **Hospitals** – Visitors only for end-of-life, or one support person for childbirth.
- **All entertainment, hospitality, accommodation and tourism to remain closed.**
- Travel between Metro Melbourne and Regional Victoria is not allowed, unless for a permitted reason.

**\*Permitted Worker Permits are required for anyone who is unable to work from home and whose work is permitted/essential under the current restrictions. This applies to all staff, ministers and volunteers of the Uniting Church. See below for further detail.**

### **How you can help ensure Melbourne's lockdown ends**

Please regularly check the list of exposure sites at [www.coronavirus.vic.gov.au/exposure-sites](http://www.coronavirus.vic.gov.au/exposure-sites)

If you have been to any of those locations during the periods listed, follow the relevant advice for that exposure site.

**Metropolitan Melbourne is defined as consisting of the following Local Government areas:** Banyule, Bayside, Boroondara, Brimbank, Cardinia, Casey, Darebin, Frankston, Glen Eira, Greater Dandenong, Hobsons Bay, Hume, Kingston, Knox, Manningham, Maribyrnong, Maroondah, Melbourne, Melton, Monash, Moonee Valley, Moreland, Mornington Peninsula, Nillumbik, Port Phillip, Stonnington, Whitehorse, Whittlesea, Wyndham, Yarra, Yarra Ranges



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## ROADMAP OUT OF LOCKDOWN

### When will we next see restrictions ease in Metropolitan Melbourne and what are these likely to be?

The Government has released a roadmap with the following key targets:

- ▶ **80% of all people aged 16+ fully vaccinated (est 31 Oct 2021). Restriction changes will include:**
  - **Religious Gatherings** – If all attendees are fully vaccinated: Indoors with one person per 4 square metres, max 150 people, or Outdoors with one person per 2 square metres, max 300. If vaccination status unknown: One person per 4 square metres, maximum 20 people.
  - **Weddings and Funerals** – If fully vaccinated: Indoors with one person per 4 square metres up to 150 people or Outdoors with one person per 2 square metres up to 500 people. If vaccination status is unknown: Funerals must have no more than 20 people plus those necessary to conduct the funeral, while Weddings may have no more than 10 guests.
- ▶ **80% of all people aged 12+ fully vaccinated (est mid Nov 2021)** will see the most significant changes with all restrictions aligned to the National COVID-19 Response Plan.

[Click here to see the full roadmap out of lockdown for Metropolitan Melbourne.](#)

Should you require any further detail, please see DHHS website: [DHHS website](#) or the [Coronavirus Victoria](#) website.

Should you have any further questions please email the [Crisis Management Team](#).

## PERMITTED WORKER PERMITS

### Who needs a Permitted Worker Permit?

**The only people who may attend any workplace are those whose work activities are permitted under current Covid Restrictions** (see the next section *How is 'permitted' work defined?*).

**From October 15, only those people who have Received at least one dose of Covid vaccine (unless medically exempt from vaccination requirements) and who have provided evidence of their COVID vaccination status to their employer are permitted to attend a workplace. From November 26, only those people who have been fully vaccinated will be able to attend a workplace, unless medically exempted from vaccination requirements.**

**Note:** *Anyone in Regional Victoria who recently obtained a Permitted Worker Permit may continue to use these. You do not have to reapply if you still have your permit.*

Anyone who lives and/or works in Metro Melbourne or any Regional Area which is in lockdown, whether paid (staff) or unpaid (volunteers), doing any type of **permitted work** at any workplace other than from their own home is required to have a Permitted Worker Permit and to carry that permit with them at all times whilst working. Students attending face-to-face adult education which cannot be undertaken remotely are also required to carry a permitted worker permit.

### How is “permitted” work defined?

The Government's Coronavirus website has a comprehensive list of permitted workers. This can be found at [www.coronavirus.vic.gov.au/authorised-provider-and-authorised-worker-list](http://www.coronavirus.vic.gov.au/authorised-provider-and-authorised-worker-list)

To assist, on the next page we have shortlisted the most common worker types relevant to the church.

### How do I apply for a Permit?

You can download the Permitted Worker Permit Template UCA 2021 from Synod's website at <https://victas.uca.org.au/all-you-need-to-know-answers-to-your-frequently-asked-questions>.



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Once you have downloaded this word doc you need only complete the following sections (look for the blue highlight):

## P1: In the Employer section:

Trading name [If different to company name]	<b>Eg: St Davis Uniting Church</b>
Permitted industry/activity	<b>Eg: Religion</b>

## P1: In the Employee section:

Your full name, Your date of birth, and your residential address. **The Permitted Role for on-site work which you enter must only be one of those Permitted Work Activities listed on the government website.**

Permitted Role for on-site work ( <a href="#">See Authorised Workers list</a> )	<b>You can click on See Authorised Workers list to see the full list.</b> <b>Eg: Faith leader broadcasting services &amp; ceremonies</b>
Employee work location [If different to company address]	<b>Eg: St Davis Uniting Church, 143 Disciple Lane, St Davis.</b>

## P1: Signing the form

To assist Synod staff with processing these forms, please submit them as a Word document. If you have an electronic signature, you may add this to your application before it is submitted. Otherwise, please submit the form to Synod UNSIGNED.

If you do submit the form unsigned, you will need to print and sign the form when it has been authorised by the Associate General Secretary and returned to you.

## P2: Hours of Work

If you must work from the office for recurring hours each week, you need only complete Table 1, by indicating your usual work times for each day of the week. **Please keep your working times to the absolute minimum necessary.**

If you work only occasionally or varying hours, you will need to complete Table 2, showing up to 6 work weeks.

## Where do we send completed Permit applications?

Completed applications must be sent to [CrisisManagement@victas.uca.org.au](mailto:CrisisManagement@victas.uca.org.au).

Synod's Crisis Management Team is asking that every workplace co-ordinate this with all staff and volunteers at that workplace, so that all applications are gathered for that workplace, and submitted to Synod in one or two emails.

## What happens next?

Synod's Crisis Management Team will review the application. If it meets the Permitted worker criteria, it will be approved by the Associate General Secretary and returned to you via email.

## How long does it take to get approval and what happens while I'm waiting?

Permits will be approved and returned as quickly as is possible, but this may take a little longer initially due to the expected number of applications received. Please be patient.

Meanwhile, if you were issued with a Permitted Worker Permit in 2020 you should carry this until your 2021 permit arrives. If you were not issued with a Permitted Worker Permit in 2020 you cannot attend the workplace after 11.59pm Tuesday August 17 until you receive your 2021 Permit.

## What happens if I don't get a valid Permitted Worker Permit?

There are substantial fines for leaving home for work purposes without having a valid Permit, or for completing the form with false or misleading information. Penalties are up to \$21,808.80 for individuals or up to \$109,044 for bodies corporate/ organisations.

### EXAMPLES OF COMMON CHURCH-RELATED PERMITTED WORK ACTIVITIES include:

- ▶ faith leaders broadcasting services and ceremonies at places of worship, with the minimum number of people required for the broadcast to occur (no more than 5 people);



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- ▶ **funerary or mortuary services or related activities;**
- ▶ **marriage celebrant only if one or both of the two persons being married are at the end of life, or will be deported from Australia unless the marriage takes place;**
- ▶ **organisations that provide urgent services necessary for the health and safety of any person, animal or premises;**
- ▶ **care services for people with particular needs because of homelessness, family violence, age, infirmity, disability, illness or a chronic health condition or other essential support services; eg Family violence and sexual assault services, Aboriginal Community Controlled Organisations, Agencies carrying out essential relief activities, including Neighbourhood Houses.**
- ▶ **administrative services provided by an employer to enable its employees to work from home; eg Payroll and IT services.**

## GATHERINGS

### What face-to-face gatherings are permitted at church?

These remain subject to maximum attendance limits, whether or not all attendees are fully vaccinated, density limits, and COVIDSafe plans including cleaning and signage. Covid Check-in Marshals must be used to ensure check-in and COVID Vaccination status upon entry even for visits less than 15 minutes.

### WORSHIP SERVICES

**If all attendees are fully vaccinated**, up to 50 people may attend outdoors and 20 people indoors plus the minimum number required to conduct the service, subject to a density quotient of one person per 4sqm.

**If vaccination status of all attendees is not known**, up to 20 people may attend outdoors and up to 10 people plus the minimum number required to conduct the service, may attend indoors with a density quotient of one person per 4 sqm.

**Covid check-in marshals** required to ensure all attendees check-in and all aged over 12 are fully vaccinated or medically exempt. (see p8)

*As of 22/10/2021*

### Do face masks have to be worn at all times during worship?

Yes. Masks are currently mandatory in all settings, apart from at home, unless an individual has a valid reason for not wearing one. Ministers or other faith leaders may remove their masks whilst leading worship, as teaching/broadcasting/public speaking are valid exceptions.

### Can we gather for morning tea afterwards?

As seated service is currently available in cafes etc for up to 20 people indoors and public gatherings outdoors of 15 people are also permitted, it is possible to gather for morning tea, providing there is a maximum of 10 people inside and 15 people outside with all attendees seated and socially distanced, and all food and drink served, rather than available buffet style.

*As of 22/10/2021*

### Can we sing?

Singing is permitted, but facemasks must be worn at all times.

*As of 22/10/2021*

## WEDDINGS

**If all attendees are fully vaccinated**, up to 50 people may attend outdoors and 20 people indoors plus the celebrant and photographer, subject to a density quotient of one person per 4sqm.

**If vaccination status of all attendees is not known**, up to 20 people may attend outdoors and up to 10 people plus the celebrant and photographer may attend indoors with a density quotient of one person per 4 sqm.

**Covid check-in marshals** required to ensure all attendees check-in and all aged over 12 are fully vaccinated or medically exempt. (see p8)

*As of 22/10/2021*

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## FUNERALS

**If all attendees are fully vaccinated**, up to 50 people may attend outdoors and 20 people indoors plus those necessary to conduct the funeral, subject to a density quotient of one person per 4sqm.

**If vaccination status of all attendees is not known**, up to 20 people may attend outdoors and up to 10 people plus those necessary to conduct the funeral, may attend indoors with a density quotient of one person per 4 sqm.

**Covid check-in marshals** required to ensure all attendees check-in and all aged over 12 are fully vaccinated or medically exempt. (see p8)

*As of 22/10/2021*

## ATTENDANCE RECORD KEEPING

**All venues in Victoria must now record visitor information through the Services Victoria app (QR code). This includes churches, restaurants and even supermarkets and shops. There is a \$1,652 on-the-spot fine for non-compliance.**

QR codes are unique for each venue, but will look something like this:



### How do we get a QR code and how do they work?

1. Register for a FREE QR code service from the government at <https://www.coronavirus.vic.gov.au/register-to-use-vic-gov-qr-code-service>
2. Once you have your QR Code, you will need to display this prominently, eg at all entry doors. You will find a POSTER link in the email confirming your QR code registration. This unique poster is generated automatically with your QR code.
3. Everyone entering the building can then scan this QR Code using the camera on their smartphone or tablet device. This automatically opens the registration app, which knows that they are registering at your building.

4. They will then be asked to enter their name, phone number and residential postcode, and have the option of providing details of other individuals in their party.
5. A 'greeter' will be required on every door by which the public can enter. Their role is to ensure that everyone entering the building registers via the QR code.

For attendees who do not have a smart phone or tablet device, the greeter will need to register them on the greeter's smartphone or tablet.

The substantial benefit of the use of the Services Victoria app is to assist timely contact-tracing in the event of community transmission of Covid-19.

### What if we have a substantial number of visitors who are unable to use the QR code system?

"Kiosk check-in" can be set up on any device (ie Computer, smart-phone, tablet) which will allow a designated person to enter the names and contact phone numbers on behalf of all visitors. For further details or to download check-in kiosk: [www.coronavirus.vic.gov.au/checking-qr-codes](http://www.coronavirus.vic.gov.au/checking-qr-codes)

If absolutely necessary, names and contact phone numbers may be recorded manually at the time of entry, but must then be recorded into the Services Victoria app on behalf of those people. This should be done within 24 hours. However, all venues are required to display the QR code and encourage all visitors to use this. The use of manual recording of visitors should not be seen as an option to replace the QR code self-checkin.

*As of 10/06/2021*





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## FULLY VACCINATED VS STATUS UNKNOWN GATHERINGS

### What is meant by 'fully vaccinated'?

This refers to people who are eligible for COVID vaccinations who have received both doses.

### Are there any exceptions?

In very few circumstances, some people are medically exempt from the requirement to be vaccinated against COVID-19. They can obtain a doctor's certificate to this effect. The only other exception is for people aged under 12.

### Who decides if an event is only for those who are vaccinated?

The Church Council should decide in advance if worship services and ceremonies are to be open only to those who are fully vaccinated – thereby allowing more people to attend, or whether they are to be open to everyone, accepting the smaller attendance requirements. Church Councils should also consider that when Victoria reaches the 80% full vaccination target (approx. Oct 31) there will be further significant changes as outlined in the Roadmap to Recovery. You may also wish to consider holding both types of gatherings at different times.

### What is the simplest way to record this information?

It is recommended that this be done by the Covid Check-in marshal as part of the check-in procedure, by asking to see proof of vaccination (or proof of medical exemption) as a visitor checks-in.

### What kind of proof is required?

Having proof of vaccination is going to be a 'way of life' for the immediate future. The most common forms are Digital Vaccination Records (through MyGov or Medicare), Personal Immunisation records, or proof of vaccination cards issued at the time of vaccination, or linked to the Services Victoria (QR Code) Check-in. If someone is medically exempt, a doctor's certificate of exemption is required.

### What if someone is unable to provide proof?

If they are aged over 12 and not able to present any of these (or a certificate of medical exemption), a decision must be made as to whether they can be admitted at this time under the relevant capacity limits as this will become a non-vaccinated event.

### Do we need to keep vaccination records?

The Services Victoria (QR Code) will probably link to a person's vaccination status shortly so this will not be necessary for digital check-ins. For paper-based recording of attendance, it is recommended that the kind of proof shown be recorded on the attendance check-in record, which must be kept for 28 days.

### Do we need to update records every week?

Once you have recorded that an attendee is fully vaccinated, you should not need to see proof of vaccination from that person each subsequent week. Consider providing the Covid check-in marshal with a list of regular attendees who have provided proof of vaccination.

## I'M PLANNING ON ATTENDING CHURCH. WHAT DO I NEED TO CONSIDER?

Check if you need to book in advance to make sure that the congregation does not exceed the permitted numbers.

### If it is a gathering under the numbers permitted only for the vaccinated:

- If you are fully vaccinated against COVID-19, you need to take your proof of vaccination with you.
- If you are medically exempt from vaccination, you need to take your medical certificate with you.
- Children under 12 can attend.

### If you are not fully vaccinated against COVID-19,

you should contact your church in advance and ask if they are holding gatherings for those whose vaccine status is unknown. If you are not fully vaccinated and are not medically exempt, please consider how your attendance could impact everyone else there. Please be aware that under the Government's Health Directions it is a requirement that services adhere to the numbers and attendance conditions of the Chief Health Officer's Directions.



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## WHAT FACE-TO-FACE GATHERINGS ARE PERMITTED AWAY FROM CHURCH?

**Public outdoor gatherings** – currently limited to 15 people only including dependants.

**In-home gatherings** – are permitted for up to 10 Household visitors per day including dependants.

Wherever possible, it is recommended that all people be fully vaccinated for public or in-home gatherings.

*As of 22/10/2021*

**WORSHIP SERVICES** – Church or Community Halls can be used for outdoor religious gatherings subject to the same limits as outlined in Gatherings.

*As of 22/10/2021*

**SUPPORT GROUPS** – Hosting an essential public support service is permitted for groups of 10 for essential support (vaccinated status does not apply). Record keeping is not required in relation to essential support groups and health services if confidentiality is typically required. Support groups where confidentiality is not typically required should still collect records of those who attend. Face masks must be worn and all attendees should keep 1.5 metres distance from other people (except with people from your own home).

*As of 22/10/2021*

**BUSINESSES** – If an organisation or individual rents space, the government guidelines for the conduct of that particular category of business would apply. These can be found at <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

If in doubt, seek advice from your presbytery or contact [uca.legal@victas.uca.org.au](mailto:uca.legal@victas.uca.org.au)

**RENTED & HIRED FACILITIES** – Who is responsible for ensuring properties are COVID compliant?

- If you rent hire or licence out property to more than one organisation or group on a casual or non-exclusive basis (eg support groups, community groups, classes) using our standard Hire Agreement (Victoria) whether one-off or

recurring, the Responsibility for maintaining all COVID-19 compliance, including cleaning to standard before and after every use, remains with the congregation as the responsible body. However, you may pass on the reasonable additional cost of cleaning or other necessary Covid-19 safety measures to the Hirer if you notify them in advance of the additional cost.

- If you rent out property to one organisation or group on an exclusive use basis (under a Lease or Licence), the responsibility for maintaining all COVID-19 compliance falls to the tenant.
- If in doubt, seek advice from your presbytery or contact [uca.legal@victas.uca.org.au](mailto:uca.legal@victas.uca.org.au)

*As of 24/06/2021*

## COVID-SAFE PLANS

### Do we need to complete a CovidSafe plan and/or UCA Covid Recovery Action Checklist?

If you have completed the [Covid Recovery Action Plan Checklist](#) and are keeping this up-to-date, this can be your Covid-Safe Plan.

### What activities can/cannot be staged in/on our property?

During the current period of changes to Covid restrictions it is best to refer to either of the government websites (see p1) for current information. If in doubt, seek advice from your presbytery or [CrisisManagement@victas.uca.org.au](mailto:CrisisManagement@victas.uca.org.au).

*As of 10/06/2021*

## Physical distancing signs

All church buildings must display signage showing the maximum number of people who can be accommodated in any space. Once you have calculated the maximum numbers for each space, you may take advantage of the templates created to make your signage. These are available at: <https://victas.uca.org.au/all-you-need-to-know-answers-to-your-frequently-asked-questions/>

*As of 09/08/2021*



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## MINISTERS IN HIGH RISK GROUPS

Ministry agents in high risk groups are encouraged to have clear contingency arrangements in place in case of potential situations where they may need to consider their involvement.

High risk groups include people who are:

- aged over 70,
- over 65 with chronic health conditions,
- immune-compromised, or
- Indigenous people over 50 with chronic health conditions

*As of 10/12/2020*

## FIRST AID PRECAUTIONS

### In the event of someone needing first aid treatment, are there any additional precautions required?

Anyone administering first aid should use general droplet and contact precautions, namely a face mask for the person they are treating which they should encourage the person to apply themselves, a face mask and gloves for the first aider, and goggles for the first aider (if available).

In the event that a first aider has a reason to suspect a person is infected with COVID-19, they should try to limit their contact with that person as much as they can, meaning they should avoid physical contact (e.g. checking pulses and performing physical assessments) unless absolutely necessary, such as performing CPR or putting people in a recovery position if they are unconscious and/or struggling to breathe.

*As of 11/06/2020*

## MULTI-LINGUAL RESOURCES

### Where can I find the current government guidelines in other languages?

Victorian Multi-cultural Commission Coronavirus (COVID-19): In-language advice and information at <https://www.multiculturalcommission.vic.gov.au/coronavirus-language-advice-and-information>.

Ethnolink have information available in 51 languages at: <http://www.ethnolink.com.au/covid-%2019-coronavirus-translated-resources/>

The Department of Home Affairs has extensive multi-lingual resources available at: <https://Covid19inlanguage.homeaffairs.gov.au/>

The Victorian Multicultural Commission have release multi-lingual resources including:

- Audio messages: <https://cloud.think-hq.com.au/s/m9SX3ntGGqr7Sai>
- Posters (JPG / PDF): <https://cloud.think-hq.com.au/s/m9SX3ntGGqr7Sai>
- Social Media banners: <https://cloud.think-hq.com.au/s/m9SX3ntGGqr7Sai>

## HOLY COMMUNION

### What changes to worship services are permissible?

Assembly Standing Committee has approved temporary pastoral measure guidelines for congregations and faith communities to enable the celebration of Holy Communion as part of online worship.

These guidelines have been extended to 30 November 2021 and can be found at: <https://www.assembly.uca.org.au/news/item/3163-temporary-arrangements-for-holycommunion>

For some thoughts on how to conduct Holy Communion in a COVID-safe manner read Rev Dr Sally Douglas' November 19 article at <https://victas.uca.org.au/how-can-we-keep-holy-communion-covid-19-safe/>

*As of 26/11/2020*



# COVID-19 VICTORIA

# FAQS

METROPOLITAN MELBOURNE | OCTOBER 21, 2021

## SYNOD MINISTRIES AND OPERATIONS

Synod Ministries and Operations staff are currently working remotely, in line with Victorian COVID restrictions. However, they remain available via email or mobile phone as normal.

*As of 23/08/2021*

## SAFE (DIGITAL) MINISTRY

### What safety measures should be adopted for ministry within the digital space?

The Culture of Safety Unit has prepared some guidelines for leaders and communities, offering commentary and interpretation of how our existing Child Safety resources and policies, and the Uniting Church Code of Ethics, continue to shape our digital ministry practices. To view the guidelines visit: <https://victas.uca.org.au/safe-digital-ministry/>

*As of 07/04/2020*

## WORSHIP RESOURCES

### Where can I access worship resources to help me keep connected?

Our worship resources page, which caters for all people across our Synod, is updated each week. Available at: <https://victas.uca.org.au/resources/covid-19-worship-resources/>

*As of 06/04/2020*

## ZOOM VIRTUAL MEETING LICENCES

### What does it cost for a Zoom meeting licence?

If you plan on using Zoom frequently and/ or require full functionality, Synod Ministries and Operations along with other Synods have negotiated with Zoom to purchase a bulk deal. As such we are able to provide Zoom licences for a cost of just \$7.93 per month. If your presbytery or congregation is interested, please contact: [George.Delice@victas.uca.org.au](mailto:George.Delice@victas.uca.org.au) You will need to provide: Number of licences required and the details of the contact person (including their email address)

*As of 08/07/2020*

## WELLBEING

During this time it is important that we all take care of ourselves and of each other. Sometimes we may need help to do this. Below are just some of the places you can turn to if you, or someone you know, may need some assistance coping with COVID restrictions:

<b>Lifeline</b>	ph <b>13 11 14</b>
<b>Beyond Blue</b>	ph <b>1300 22 4636</b>
<b>Kids Helpline</b>	ph <b>1800 55 1800</b>
<b>1800RESPECT</b> (Domestic & Sexual Violence)	ph <b>1800 737 732</b>
<b>SafeSteps</b> (support & planning to escape domestic violence)	ph <b>1800 015 188</b>
<b>LGBTQIA</b> (peer driven support)	ph <b>1800 184 527</b>

## FINANCIAL HARDSHIP

Centrelink online financial resources for existing customers: <https://www.servicesaustralia.gov.au/individuals/help-emergency>

**Centrelink Crisis Payments** ph **132 850**

**Uniting Vic Tas**  
<https://www.unitingvictas.org.au/contact-us/>

