

# COVID-19 VICTORIA FAQs

AS AT JULY 23, 2020

To help identify items which are new, or have been updated since the last FAQ, simply look for:



This week's updates:

- **FACEMASKS** P5
- **LIVE-STREAMING WORSHIP** P6
- **TENNIS COURTS** P7



## Metropolitan Melbourne & Mitchell Shire

The Victorian Government has reinstated a Stay-at-home order for all of Metropolitan Melbourne, and for the Mitchell Shire region.

This latest order came into effect as at 11.59pm Wednesday 8 July and will remain in place for 6 weeks.

Police will be enforcing the stay-at-home order through community patrols and asking people why they are out – if it is for anything other than the

four permitted reasons fines will be given. Vehicles will be randomly stopped with passengers asked to identify themselves, their address and reason for their travel.

If you live within Metropolitan Melbourne or the Mitchell Shire region you may only leave home for:

- Going to work or school (including higher education) if this cannot be done from home
- Care or care giving
- Daily exercise
- Buying food and other essentials (including medical)

As of 11:59pm Wed 22 July, it is mandatory for all people in Metro Melbourne and Mitchell Shire to wear face masks whenever they leave their homes, including at all times in the workplace. Fine for non-compliance: \$200 for individuals and up to \$9,913 for employers.

Additional regions may be added to the Lock-down area at any time and the Premier has not ruled out moving to Stage 4 restrictions in the near future. Further information is available from the Vic Govt website at:

<https://www.dhhs.vic.gov.au/coronavirus>

*As of 23/07/2020*

### Stay-at-home order

Coronavirus (COVID-19)





## How will we know about further updates?

We have established a Synod Crisis Management Team which monitors changes on a daily basis. Compliance and Pastoral advice will continue to be issued via emailed letters from the General Secretary and/or Moderator. All other relevant advice will continue to be sent via the special Coronavirus editions of Synod eNews, which will appear in your inbox from "Communications". eNews and emailed letters are sent to all Presbyteries, all ministers, all church councils.

Separate editions of these FAQs are now being produced for Victoria and Tasmania reflecting the different approaches of each state government in easing Covid-19 restrictions. Please ensure that you are reading the version relevant to your state.

*As of 14/05/2020*

## MULTI-LINGUAL RESOURCES

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

Ethnolink have information available in 51 languages at: [www.ethnolink.com.au/covid-19-coronavirus-translated-resources/](http://www.ethnolink.com.au/covid-19-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 and PDF)

- <https://cloud.think-hq.com.au/s/zjsjFYppHZr845W>

Social Media banners

- <https://cloud.think-hq.com.au/s/yMWRLodP3Ab2RAC>

*As of 02/07/2020*

## GATHERINGS

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

**⚠ In Metropolitan Melbourne and Mitchell Shire, Religious ceremonies and private worship can only occur online, with a maximum of five people to conduct the ceremony.**

In all other local government areas, the recommencement of small gatherings for worship, prayer, or Bible study, or even home visits to some church members, presents a challenging task of how to decide who may take part without the risk of some feeling excluded. This includes finding ways of meeting the safety requirements that don't involve or obligate those most at risk of severe illness, e.g. those over 70 or with health conditions, including Ministers or other congregation leaders, to do the tasks to achieve these requirements. This will require careful consideration by each Church Council based on local needs and requirements.

Please keep your Presbytery informed about your plans for face-to-face gatherings including worship.

Before using any church owned buildings, or allowing any other group to use church-owned buildings, please complete the Recovery Checklist at: <https://victas.uca.org.au/download/668/faq/8852/recovery-acton-plan-checklist>

Religious gatherings and ceremonies are permitted with up to 20 people plus the minimum people required to conduct the gathering to be held indoors or outdoors, providing physical distancing can be maintained (1.5metres and a minimum floorspace of 4 sqm per person is available).

**Outdoor** religious gatherings and ceremonies are permitted providing physical distancing requirements can be maintained.

At least one hour should be allowed between services or ceremonies to reduce the risk of crowds at entrances and exits and to enable cleaning.

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Attendee names and contact details must be recorded in case contact tracing is required. As a minimum these must contain the first name and contact telephone number of every attendee. These records should be kept for 28 days.


Should you choose to hold worship services, there are a number of factors which will need to be considered, including:

- *How to limit attendance numbers to the maximum 20 people and whether to allow non-members to attend*
- *Whether attendance by people (including Ministers) in any of the vulnerable groups should be discouraged*
- *How to ensure that persons who are unwell do not attend*
- *How to ensure social distancing is maintained, including on entering and exiting the building*

*Continued P3*

- *What changes to worship will be required to ensure the safety of all attendees, including eliminating/minimising the touching of shared items (eg microphones, books, pulpits, collection plates)*
- *How to ensure personal hygiene and building cleanliness meet minimum standards. See new Safework Australia guide linked to Recovery Checklist at: <https://victas.uca.org.au/download/668/faq/8852/recovery-acton-plan-checklist>*
- *Ensuring that bathrooms are properly provisioned with soap, disposable handtowels and sanitiser*
- *What signage may be required to ensure the observance of all measures by attendees at all times*
- *How to maintain a record of all people who attend, including contact details, and*
- *How you will respond to unwell people attending, and attendees with suspected/confirmed Covid-19*


To assist in preparation for Worship Services and gatherings, see Recovery Checklist at: <https://victas.uca.org.au/download/668/faq/8852/recovery-acton-plan-checklist>

 In Metropolitan Melbourne and Mitchell Shire, weddings may be held with up to five people (the couple, two witnesses and a celebrant).

In all other local government areas, weddings may be held with the maximum number of **20 guests present** plus the couple and the celebrant providing a minimum floorspace of 4 sqm per person is available and all other physical distancing requirements and hygiene practices can be met.


This number remains at 20 people, providing:

- **The current physical distancing requirements must be maintained for any religious gathering or ceremony regardless of whether they are held indoors or outdoors** (1.5metres between each person and a minimum space of 4 sqm per person is available)
- **Outdoor** Religious gatherings and ceremonies are permitted providing physical distancing requirements can be maintained.

 In Metropolitan Melbourne and Mitchell Shire, funerals can be held with up to 10 people plus those required to conduct the service.

In all other local government areas, up to **50 people** are allowed at an indoor or outdoor funeral, plus the minimum people required to conduct the funeral, providing a minimum floorspace of 4 sqm per person is available and all other physical distancing requirements and hygiene practices can be met.

## Is singing permitted at gatherings?

 In Metropolitan Melbourne and Mitchell Shire, religious ceremonies and private worship can only occur online, with a maximum of five people to conduct the ceremony.

Avoid sharing microphones, equipment and musical instruments.

If singing is to be included, strict hand hygiene practices must be followed

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In all other local government areas, there is no restriction in Government Health advice on communal singing. Normal venue limits, density quotients (one person per four square metres) and gathering size limits apply. Please note the following:

The most important preventative measure is for singers and musicians to not attend worship, rehearsals or performances if they are unwell or have any symptoms.

When rehearsals and performances are conducted, performers should:

- Remain 1.5 metres apart wherever possible
- Strictly follow hand hygiene practices
- Avoid sharing microphones or instruments that are played with a mouthpiece.

These areas should also be cleaned with increased frequency.

*As of 22/06/2020*

## FOOD AND DRINK

### Can food & drink be served at Weddings, Funerals, Religious Gatherings & Community Halls?

**!** In Metropolitan Melbourne and Mitchell Shire, no food or drink may be served at weddings or funerals. No other religious gatherings may be held and no gatherings are permitted in community halls.

In all other local government areas, food and drink services may be provided (whether self-catering or privately catered for) in the context of a wedding, funeral or religious ceremony / gathering providing all cleaning and social distancing guidelines can be met, and the number limits that apply to each of them respectively:

Subject to the 4sqm per person density quotient the current limits are:

- Religious Ceremonies / Gatherings: 20 members of public in each indoor space,
- Weddings: 20 (plus participants),
- Funerals: 50 members of the public
- Church /Community Halls: 20 members of the public

Caution must be exercised if you intend to share food, including adherence to the guidelines which can be found in Section D "Kitchens" in the Recovery Checklist at:

<https://victas.uca.org.au/download/668/faq/8852/recovery-acton-plan-checklist>

*As of 02/07/2020*

## Physical distancing

**!** In Metropolitan Melbourne and Mitchell Shire, religious ceremonies and private worship can only occur online, with a maximum of five people to conduct the ceremony.

Up to five people may attend weddings and up to 10 people may attend funerals.

In all other local government areas, PHYSICAL DISTANCING requirements may mean that you cannot have the maximum number of attendees at an indoor gathering. The rule of 4 sqm per person must be maintained.

To calculate the maximum capacity of any building, measure the floorspace (length x width) in metres, then divide by 4.

For example: if the inside of your church measures 10m x 6m = 60 sqm ÷ 4 = 15 people is its maximum capacity. Even if Covid regulations state that up to 20 people can attend, the maximum number of people, including those conducting the ceremony, who would be able to be in your church at any time would still be 15.

On the other hand, if the inside of your church measures 10m x 40m = 400 sqm ÷ 4 = 100 people is the maximum capacity. However, if Covid regulations state that up to 20 people can attend, then only 20 people can attend.

**Which figure do we use? Government maximum numbers or the 4 square metre rule?** In all cases, the smaller number is the one to use.

*As of 18/06/2020*





### **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 28/05/2020



As of 23/07/2020

### **Should face masks be worn at gatherings?**

 As of 11:59pm Wednesday 22 July, it is now mandatory for people in Metropolitan Melbourne and Mitchell Shire to wear facemasks whenever they leave their homes, including at all times in the workplace. The fine for non-compliance with this directive is \$200 for individuals and up to \$9,913 for employers.

The person leading live-streamed or recorded worship may do so without wearing a facemask under strict conditions – refer Live Streaming (page 6) for details.

For all other local government areas, The State Government has requested that people wear a face mask such as a cloth mask or surgical mask if it is difficult to keep 1.5 metres apart from others.\*


The wearing of facemasks is mandatory if travelling into, and whilst within, Metropolitan Melbourne or Mitchell Shire. The DHHS website has updated information on the use of cloth face masks at <https://www.dhhs.vic.gov.au/face-masks-covid-19#how-do-i-know-my-cloth-face-mask-is-working>

*\*NOTE: Wearing a face mask does not guarantee protection from Coronavirus or other disease. Masks provide a basic physical barrier that helps to reduce the spread of the virus by filtering some particles and preventing you from touching*

*your face. Masks should be used along with other recommended measures such as regular hand-washing, use of hand-sanitiser and social distancing.*

As of 23/07/2020

### **What face-to-face gatherings are permitted away from church?**

 In Metropolitan Melbourne and Mitchell Shire, all community venues are closed, except for essential public support services, such as food banks.

You cannot have visitors to your home except for caregiving or compassionate reasons. You cannot visit friends or family who live at another household unless for caregiving or compassionate reasons.


In all other local government areas, gatherings of up to five people may be held in a private residence, plus the residents of the household providing a minimum floorspace of 4 sqm per person is available and all other physical distancing and hygiene requirements can be met.

Prior to visiting, you should always check the residents' willingness to receive visitors and their ability to observe social distancing requirements.

Church Council and congregation committee meetings should continue to only be held via teleconference and/or videoconference unless face-to-face meetings are absolutely necessary.

As of 22/06/2020

### **What are the current recommendations for restarting Youth Groups?**

 In Metropolitan Melbourne and Mitchell Shire, all community venues are closed, except for essential public support services, such as food banks. You cannot visit someone else's home, or receive visitors in your home. Outdoor gatherings are limited to only two people.

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For those in all other Local Government Areas, Bradon French has recorded an updated video offering advice to those considering recommencing Youth Group gatherings. This video can be viewed at: <https://www.youtube.com/watch?v=cnBfwjYScFE&feature=youtu.be>  
 This updated video was recorded in early July, before Metro Melbourne returned to stage 3 restrictions.

*As of 09/07/2020*



*As of 23/07/2020*

## LIVE-STREAMING WORSHIP

### How many people can be involved in live-streaming worship services?

**!** In Metropolitan Melbourne and Mitchell Shire, religious ceremonies and private worship can only occur online, with a maximum of five people to conduct the ceremony.

DHHS guidelines provide exceptions for persons whose professions require clear enunciation or visibility of their mouth. This includes teaching or live broadcasting. This means that a person leading worship may do so without wearing a face mask, providing:

- A face mask is worn whenever not actively engaged in leading worship
- All other people present are wearing face masks at all times
- All physical distancing and hygiene protocols are strictly followed.

In all other local government areas, recording and live-streaming of worship services is permitted providing all of the following guidelines are met. The streaming of worship services is permitted only where the number of people at the premises is limited to twenty (including those providing technical support) plus those participating in the ceremony and providing the following social distancing requirements can be met:

- Each person must maintain a distance of at least 1.5m from another person
- At least 4sqm of floor area per person is required in the place where the ceremony/performance takes place. This means the immediate area/room around the participants where the ceremony is performed.

In addition, you must take measures to mitigate any risk of disease transmission by ensuring the following measures are in place:

- Exclude persons who are unwell from participating in the production of the live streaming
- Exclude persons in identified vulnerable groups from participating in the ceremony and the production of the live streaming, including:
  - Those who are immuno-compromised, etc.
  - over 70
  - over 65 with significant medical conditions
  - Aboriginal Tasmanians over 50 with significant medical conditions
- Ensure all people present practice good respiratory and hand hygiene and provide appropriate hand washing facilities and hand sanitisers
- Maintain environmental cleaning standards in line with those published by the Australian Government Department of Health.

*As of 23/07/2020*

## COMMUNITY/CHURCH HALLS

### Under what circumstances can Community/Church Halls be used?

**!** In Metropolitan Melbourne and Mitchell Shire, all community venues are closed, except for essential public support services, such as food banks.

In all other local government areas, before using any church owned buildings, or allowing any other group to use church-owned buildings, please complete the checklist at: <https://victas.uca.org.au/download/668/faq/8669/checklist-for-congregations>

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Community/Church Halls and similar such buildings may be used for some purposes, providing a minimum floorspace of 4 sqm per person is available and all other physical distancing and hygiene requirements can be met.

**ESSENTIAL PUBLIC SERVICES** - If halls or other facilities are intended to be used for Essential Public Services such as food banks, homeless services or education, they can remain open for the delivery of these services (applying all other health and safety measures). If you are in doubt about whether the service is an Essential Public Service, seek advice via your presbytery or contact [uca.legal@victas.uca.org.au](mailto:uca.legal@victas.uca.org.au).

**SUPPORT GROUPS** - If hosting a support group, a maximum number of 10 people can be present plus the facilitator(s) providing a minimum floorspace of 4 sqm per person is available and all other physical distancing and hygiene requirements can be met.

**EXERCISE GROUPS** - Indoor exercise groups may now be conducted with a maximum of 10 people per space or group, providing a minimum floorspace of 4 sqm per person is available and all other physical distancing and hygiene requirements can be met.

**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 25/06/2020*



*As of 23/07/2020*

**TENNIS COURTS** - If your congregation owns a tennis court which is rented or hired, please refer to the RENTED AND HIRED FACILITIES section above to determine who is responsible for maintaining it in a COVID-compliant manner. Tennis Victoria have produced a very comprehensive guide for Community Tennis Courts which is available at:

<https://www.tennis.com.au/vic/files/2020/07/Community-Tennis-Guidelines-Metropolitan-MelbourneandMitchell-Shire-13-July.pdf>

*As of 23/07/2020*

## **HOLY COMMUNION**

### **Can we celebrate Holy Communion in gathered worship?**

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 can be found at:

<https://www.assembly.uca.org.au/news/item/3163-temporary-arrangements-for-holy-communion>

As face to face worship returns, congregations considering resuming celebrating Holy Communion together should be very cautious and consider their context, their people and the gospel imperatives to welcome the vulnerable. Given that many congregations include a large proportion of older people, it should not yet be

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presumed that because restrictions are relaxing, communion should immediately resume. Pay close attention to the implications of current health advice, the well being and inclusion of the congregation as a whole, and explore practises of sharing communion which reflect our theology and minimise the risk of infection. For further guidance please refer to 'Moving Forward with Holy Communion in a Time of COVID-19' <https://victas.uca.org.au/holy-communion-what-to-consider> provided by Stephen Burns and Fran Barber.

*As of 02/07/2020*

## MARKETS

### Can we hold garage sales and/or markets?

**!** In Metropolitan Melbourne and Mitchell Shire, all community venues are closed, except for essential public support services, such as food banks. Shopping is limited to food and other essential items only. Therefore markets and garage sales must not occur.

In all other local government areas, there is no specific mention of garage sales in any Covid guidelines, but it is logical to treat these as a market:

- Market stalls that predominately provide food and drink have continued to operate. Market stalls that sell non-food and drink products are also permitted to trade
- The market operator is responsible for ensuring the four square metre rule is applied to indoor spaces. Customers should keep 1.5 metres in between them and other people who are not part of their household.

Whilst it is not a requirement for markets generally, it is strongly recommended to

- maintain a contact tracing register (ie name and contact number) for anyone attending the Garage Sale or market and
- have a process for orderly flow of people (eg everyone goes in 1 direction, entrance and exit points and a total number limit) to ensure the social distancing requirements can still be safely met.

*As of 18/06/2020*

## 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 local 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: [www.victas.uca.org.au/safe-digital-ministry](http://www.victas.uca.org.au/safe-digital-ministry)

*As of 21/05/2020*

## CORONAVIRUS FUNERALS

### Are there any special requirements for holding the funeral of someone who has died of Coronavirus?

The Victorian government has guidelines for cases of suspected or confirmed COVID-19. These mean that some cultural and ministry funeral practices need to change, especially how families interact with the body of a person who has (or may have) died with COVID-19. Ministers need to consider how their ministry practice may need to alter and should discuss with Church Councils ahead of time how families can be supported in this situation.

*As of 17/04/2020*

## MINISTERS IN HIGH RISK GROUPS

### What if a minister is part of a Coronavirus high risk group?

#### All people who are

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

**are urged to stay at home.** This includes ministry agents in these at-risk groups, whether retired or in active placement, who might have otherwise led funerals, worship services or engaged in visiting church members.

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Ministry agents in these risk groups are encouraged to talk with their Church Council and have clear arrangements in place in advance as to who may be called on to conduct such work, especially funerals where a person has died with confirmed or suspected COVID-19.

*As of 14/05/2020*

## RENT RELIEF REQUESTS

### What do we do if we are approached by tenants for Covid-19 rent relief?

Rent relief is not automatic. Our Property Services and Legal departments have compiled guidelines for handling rent relief requests, both commercial and residential. If you wish to support a rent relief

application, there is a form which needs to be completed before any rent relief can be offered. Details available on the first info sheet at:

[www.victas.uca.org.au/resources/property/forms-and-resources/](http://www.victas.uca.org.au/resources/property/forms-and-resources/)

*As of 16/04/2020*

## PRE-RECORDING WORSHIP

### Are there any differences in the requirements for pre-recording worship vs live-streaming?

As the basic process is the same for both, the same practices should be applied.

*As of 6/04/2020*

## SYNOD

### What if we need to contact someone from Synod Ministries and Operations?


Synod staff continue to work remotely, in line with government directions. Those who are required to work from the Synod offices have now relocated to Wesley Place. All contact details remain unchanged.

Please contact any staff member as normal, but please be aware that they may not have all of the answers at their fingertips quite as readily as usual.

*As of 09/07/2020*

## OP SHOPS

### Can we keep our Op Shop open?

 Op Shops have previously been regarded as an essential service and thus permitted to open. In Metropolitan Melbourne and Mitchell Shire, we would urge careful consideration be given to the need to open OpShops, the well being of volunteers and the ability to manage numbers.

Op-shops can continue to operate in Victoria unless directed otherwise by local authorities, and provided that social distancing measures are put in place for staff, volunteers and visitors. It should also be noted that some Op Shops may need to close for a short time while addressing the current requirements.

Op Shops run by Uniting VicTas should consult Uniting for current guidance. In all Op Shops, staff and volunteers aged 70+ or who fall into any of the other COVID high-risk groups should be asked to stay at home.

You may of course choose to adjust how you operate your shop, such as operating only on a case-by-case basis by request to support local needs and/or in partnership with local community services.

Gloves should be worn when handling cash and any donated goods.

Donated goods should be received contactless where possible. Donations should be stored in a location where workers won't have contact with them for a period of up to 72 hours. All items should be cleaned in line with COVID cleaning practices as soon as practical.

Hands should be washed regularly whilst, and immediately after, handling any donated items. It is also recommended that WARNING signs should be displayed to ensure all staff and volunteers adhere to these precautions.

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In line with social distancing requirements, the number of persons in an Op Shop at any one time should be limited, using a rule of one person per 4sqm, including staff and volunteers, and people should remain a distance of 1.5m apart wherever possible. It may be helpful to mark this distance on the floor near service counters as a reminder to visitors.

*As of 09/07/2020*

## 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 6/04/2020*

## CONGREGATION WEBSITE TRAINING

### Will training sessions for new congregation websites still go ahead?

These have been postponed indefinitely. Congregations and presbyteries that have booked training days will be contacted with alternative dates when this becomes possible.

*As of 27/03/2020*

## JOBKEEPER PAYMENTS

### What is happening with the Jobkeeper payments?

The first reimbursement of the JobKeeper Payments for the month of April has now been reimbursed to congregations. These reimbursements have been credited to the same account from which stipends/wages are charged.

JobKeeper payments apply from April to September 2020. Each month the Australian Taxation Office will pay the Synod and the Synod will then forward amounts to congregations in the 4th week of each month.

Congregations should record the JobKeeper payments in their accounts as a receipt – “Grants received Government”. **The amount should not be paid to ministers/staff as they have already been paid through the normal payroll processes.**

The Synod will manage all reporting to the ATO, including monthly declarations of revenue. This is based on the Synod operations and not on individual congregation results. There is no need to submit monthly revenue results.

Unfortunately efforts to qualify for the Cash Boost Payment have been unsuccessful at this stage.

Congregations are reminded that the JobKeeper Payment has been implemented by the Government to help employers keep staff and restart when the crisis is over.

## Some questions:

### Do casuals need to submit timesheets?

Where a casual is normally paid by submitting timesheets, these need to continue to be submitted, even if it's for a small shift.

### Do staff need to continue to work?

Yes. The JobKeeper payment processes allow an employer to reasonably alter an employee's duties, location and days of work. We would advise congregations to find all staff (including casuals) some work tasks to do even if it's from home. You might need to be creative and/or ask the staff what they may be able to contribute. Some ideas shared in the zoom meeting – for Playgroup workers contacting parents, providing activity packs, zoom catch up with children, sing alongs etc. Admin staff may also be used to keep in contract with members, email/deliver newsletters, filing etc. The work may not be what they normally do.

### For Part-time/Casuals who receive a top up payment does LSL levies (portable LSL) apply on \$1500?

Portable LSL Authority - levy for “Community Service Workers”: For those employees who are receiving a top-up payment, the top-up portion is not included in the calculation of the LSL levy.

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The situation is the same as what has been calculated in the past (the actual total hours worked and the totals ordinary pay received by the worker, not including the JobKeeper top-up payment).

For example, if a worker's regular fortnightly wage is \$1,000 before tax, and this is topped up with an additional \$500 under the JobKeeper scheme, you must include only the \$1,000 regular wage.

*As of 09/07/2020*

## COVID SAFE APP

### Should we encourage downloading the Federal Government's Covid-Safe tracing app?

Synod Ministries and Operations would strongly recommend that all people in ministry download the Covid-Safe tracing app and also encourage all Uniting Church members to do so. As worship services recommence, this is a simple measure to help maintain the safety of our members as they start to gather again.

*As of 14/05/2020*

## 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:

[Shweta.Paliwal@victas.uca.org.au](mailto:Shweta.Paliwal@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 20/04/2020*

## 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*

## CROSSLIGHT

### Will Crosslight continue to be published?

Our Communications team will continue to produce Crosslight, however while the current lockdowns are in place, it will only be available online, as either a "flip book" (which can be read on screen) or as a printable PDF. The June "Flip book" edition is available at: [https://issuu.com/ucavictas/docs/2020cross\\_06june](https://issuu.com/ucavictas/docs/2020cross_06june)

We had hoped to resume publishing the printed version of Crosslight for the next edition in August. However, the reintroduction of Stage 3 Lockdown in Metro Melbourne means that unfortunately the August edition will again only be produced as a "flip-book" version, which can also be downloaded as a PDF.

News and feature stories are posted to Crosslight's website on a regular basis available at: [www.crosslight.org.au](http://www.crosslight.org.au)

*As of 09/07/2020*





## **NSW/VIC BORDER CLOSURES**

### **Who needs a cross-border permit, and where are these available?**

The Border closure is being managed by the NSW government. Information, including Border Declaration Permit applications are available on the Services NSW website at <https://www.service.nsw.gov.au/transaction/apply-covid-19-nsw-border-declaration-permit>

*As of 09/07/2020*

## **OTHER QUESTIONS**

### **What if we have questions that aren't on this FAQ sheet?**

Ask the relevant person/department at Synod or your presbytery. This FAQ document will contain additional topics as they become known.

*As of 6/04/2020*

## **UPDATED INFORMATION**

### **How will we know if the information on this page is still current?**

This FAQ sheet will be updated WEEKLY and can be accessed via Synod's website at: [www.victas.uca.org.au](http://www.victas.uca.org.au).

As of July, the COVID editions of eNews will be distributed every second week. It is also recommended that you check the Victorian Government advice available at:

<https://www.dhhs.vic.gov.au/coronavirus>

If in doubt, check with Synod Ministries and Operations or with your presbytery.

*As of 02/07/2020*

