25 March 2020

Good morning,

On behalf of the Uniting Church in Australia, Queensland Synod, I would like to convey our heartfelt appreciation for your continued work in supporting the mission of the Uniting Church. We are incredibly proud of your efforts. Thank you for your continued and ongoing focus on safety, for yourselves, and for those in your care. But most importantly, thank you for your commitment to the parents and children you serve. But this journey is not over. It is critical that we continue to follow the safety guidelines and look for regular updates from authorities and especially focus on cleaning and distancing.

As you are undoubtedly aware, the novel coronavirus (COVID-19) pandemic situation is one that changes on a daily basis. We encourage you to consistently seek information from the Australian Government and Queensland Health, including this webpage specific to schools and early child care centres for up-to-date information and abide by all advice provided by those government agencies. I also encourage you to refer to this fact sheet provided by the Australian Government around cleaning. The church is continuing to engage with state and federal education and health departments as best we can to be able to provide information specific to child care. Any updates will be communicated to you as soon as practical. You can also refer to the Synod coronavirus update website, which includes a video from the moderator which I encourage you to share with your staff.

Now, more than ever, your mental and spiritual well-being is vitally important alongside our physical health. Take the time to reflect on the personal practices that can sustain you. We are praying for you and with you as we work together.

As a Synod, we would also like to ensure that your childcare centre has the necessary procedures and measures in place to ensure a continuity of business operations. To this effect, we are asking you to briefly outline how your childcare centre is approaching the four bullet points below and to send your response to the Synod office and the Synod Records Registrar. If you have already provided information, feel free to share any updates that you send out. If you have any related policy or process documents, please do not hesitate to include these as attachments:

- Business continuity
- Contractor/visitor management
- Staffing
- Communication

Thank you for all that you do,

Every blessing,

Rev Heather den Houting
General Secretary
Uniting Church in Australia, Queensland Synod