**TEMPLATE COMMUNICATION TO PARENTS/CARERS - PREPARING TO RESTART**

[Insert Company/ Unit Name and Contact Details]

[Insert DATE]

[Insert Parent/Carer Name]

[Insert Parent/Carers Address]

Dear Parent/ Carer,

**Our plans to ensure** [Insert Company/ Unit Name] **is COVID Ready**

We hope you and your family are safe and well.

As we begin 2022 and the government restrictions around the COVID-19 pandemic have changed with the traffic light system, we are writing to update you on our plans for returning to face-to-face activities.

Our plans for re-starting face-to-face activities will follow Government guidance, as well as guidance issued by Girls’ Brigade New Zealand and our local Church, to avoid any unnecessary risk to volunteer leaders, members and their families and the wider church community to which this Company/ Unit belongs.

To help keep everyone safe we will be following the Girls’ Brigade New Zealand’s **COVID Framework**:

* Control measures will be in place based on our COVID-19 Risk Assessment.
* Additional hygiene measures will be in place, including frequent hand washing and enhanced cleaning arrangements.
* Physical distancing will be maintained.
* Face masks may need to be worn by members. Adults will be required to wear a mask.
* Group sizes will be limited.
* We’ll be looking at ways to support those who are vulnerable or affected by COVID-19.

We of course want to ensure that all our members can access our programme and it would be helpful at this point if you could let us know if your child is vulnerable, so that we can be aware of this as we continue to plan for our return to face-to-face activities.

We’ll share more detailed plans on the safety measures we’re putting in place and how we’ll return to face-to-face activities as soon as we possibly can. But in the meantime, we would like to encourage you to get in touch if you have any questions or concerns.

Best wishes,

[Insert Name]

[Insert role e.g. Company Captain/ Unit Senior Leader]  
[Insert Company/ Unit Name]