**TEMPLATE COMMUNICATION TO LOCAL CHURCH**

[Insert Company/ Unit Name and Contact Details]

[Insert DATE]

[Insert Chaplain or appropriate Church official]

Dear [insert name],

**Re: [Insert Company/ Unit Name]**

**Girls’ Brigade New Zealand Safely Resuming COVID-Ready**

We are writing to update you about our plans for restarting face-to-face activities for 2022 as the government restrictions around COVID-19 pandemic have changed under the traffic light system.

**Framework of Guidance**

Girls’ Brigade New Zealand (GBNZ) have produced a framework of guidance to ensure that Companies/ Units are “COVID-Ready”. The framework is flexible in order to respond to the changes and variations across the Areas and various Denominations to which Girls’ Brigade/ iconz4girlz works. The framework requires Companies/ Units to firstly consider the GBNZ guidance and that of their denominational Church and then complete both an Action Log and Risk Assessment to ensure the Company/ Unit is COVID-Ready. Further details in respect of GBNZ guidance can be found at [www.girlsbrigade.nz/covid19](http://www.girlsbrigade.nz/covid19).

**Approval to re-start**

Sign off for re-start will be at local level by the Company Captain/ Unit Senior Leader and Chaplain. If there is no Chaplain registered at the Company/ Unit it will be an appropriate official nominated by the Church. This process is to reflect, Girls’ Brigade/ iconz4girlz being a partnering organisation operating within the Church.

**Returning to Face-to-Face Activities**

GBNZ is working hard to deliver programme resources to support leaders in returning to face-to-face activities as well as providing support for continued virtual activities which could include a blended approach to delivery.

**Next steps**

It may be beneficial to arrange a discussion to talk through the above to ensure that plans are coordinated. If you have any questions or require any further details, please do hesitate to contact [insert appropriate contact details].

Kind regards,

[insert name]

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