# Stage four restrictions: communications support

TEMPLATE LETTER FOR STAFF IN METRO MELBOURNE – you can adapt this letter to support the needs of your teaching context.

Dear colleagues,

As you would be aware, on Sunday 2 August, the Victorian Government, made a series of significant announcements, in line with advice from the Chief Health Officer about restrictions to help slow the spread of coronavirus (COVID-19):

1. From 6pm on 2 August, [Stage 4 restrictions](https://www.dhhs.vic.gov.au/updates/coronavirus-covid-19/premiers-statement-changes-melbournes-restrictions) will be in place across metropolitan Melbourne.
2. From 11:59pm on 5 August, [Stage 3 restrictions](https://www.dhhs.vic.gov.au/updates/coronavirus-covid-19/premiers-statement-changes-regional-restrictions) will be in place throughout regional Victoria.
3. Mitchell Shire will remain in Stage 3 restrictions.

These announcements will mean that TAFEs, registered training organisations, Learn Locals and Universities in metropolitan Melbourne will operate differently to those in regional Victoria.

The changes described in this message will come into effect from 11.59pm on Wednesday 5 August and will remain in place for 6 weeks.

Education remains a reason to leave your home only where necessary. Stage 4 restrictions are critical measures to reduce the movement of students and families across the state.

There are many implications for <Insert institution> staff and for our students.

A summary of what the changes mean for TAFE and training organisations is below.

* If not already, all course delivery must move to remote learning except for critical teaching and research activities that require face-to-face delivery – exceptions are outlined below.
* All Year 11 and 12 provision of VCE and VCAL will move to remote and flexible learning, except for mandatory assessments.

<Insert information on how remote learning gaps will be filled by your institution in the coming days>

**Exemptions:**

Face-to-face teaching and assessment is permitted at <insert institution> where it cannot be delivered remotely or online, and is in qualifications or credentials servicing the following key occupations and activities:

* Assessments for safe working practice and infection control
* Apprentices in approved construction activity permitted under stage 4 restrictions
* Clinical health and biomedical science
* Commercial cleaning
* Aged and disability care
* Mandatory assessments for VCE and VCAL students

On-site attendance is also permitted where the activity cannot be done remotely, and the purpose is to:

* maintain and continue medical and other research that requires on-site attendance;
* care for animals, agriculture and horticulture;
* conduct cleaning, essential maintenance (including facilities, equipment and IT) and provide security;
* provide practical student support, where this cannot be done remotely.

Staff who are permitted to leave home for work can travel more than 5 kilometres from their home for this purpose.

Students must adhere to the 8pm – 5am curfew when travelling for study. The curfew will not apply to staff who are doing permitted work.

For courses that are exempt, physical distancing and infection control measures must be strictly followed.

Face coverings, regardless of where you live in Victoria, are now mandatory for people aged over 12. All TAFE and training staff and students across Victoria are required to wear a face covering while at, and when travelling to and from their TAFE or training organisations.

Teachers are not required to wear face coverings while teaching but those who wish to do so, can.

I understand this news will be challenging for many of you, but these steps have been identified as critical measures to protect us all.

I want to assure you we are doing everything we can to slow the spread of the virus and ensure the health and safety of our whole learning community.

More information regarding coronavirus (COVID-19) is available on the DET website, which will continue to be updated as the situation evolves: <https://www.education.vic.gov.au/training/Pages/coronavirus-advice-tafe.aspx>

Thank you for your support during this time.

Yours sincerely,

<TRAINING PROVIDER CEO>

TEMPLATE LETTER TO STUDENTS IN METRO MELBOURNE INSTITUTIONS – individual institutes to tailor and distribute

Dear Students,

As you would be aware, on Sunday 2 August, the Victorian Government, made a series of significant announcements, in line with advice from the Chief Health Officer about restrictions to help slow the spread of coronavirus (COVID-19):

1. From 6pm on Sunday 2 August, [Stage 4 restrictions](https://www.dhhs.vic.gov.au/updates/coronavirus-covid-19/premiers-statement-changes-melbournes-restrictions) will be in place across metropolitan Melbourne.
2. From 11:59pm on Wednesday 5 August, [Stage 3 restrictions](https://www.dhhs.vic.gov.au/updates/coronavirus-covid-19/premiers-statement-changes-regional-restrictions) will be in place throughout regional Victoria.
3. Mitchell Shire will remain in Stage 3 restrictions.

These announcements will mean that TAFEs, registered training organisations, Learn Locals and Universities in metropolitan Melbourne will operate differently to those in regional Victoria.

The changes described in this message will come into effect from 11.59pm on Wednesday 5 August and will remain in place for 6 weeks.

Education remains a reason to leave your home only where necessary. Stage 4 restrictions are critical measures to reduce the movement of students and families across the state.

This will impact many <Insert institution> students and we will support you through the coming days and weeks to ensure as little disruption to your study as possible.

If not already, all course delivery must now move to remote learning except for critical teaching and research activities that require face-to-face learning. Exceptions are outlined below.

**Exemptions:**

Face-to-face teaching and assessment will continue at <insert institution> for some courses. If you are studying qualifications or credentials servicing the following occupations and activities you will be permitted to attend on-site learning:

* Assessments for safe working practice and infection control
* Apprentices in approved construction activity permitted under stage 4 restrictions
* Clinical health and biomedical science
* Commercial cleaning
* Aged and disability care
* Mandatory assessments for VCE and VCAL students

Attendance on-site in these settings is also permitted where the purpose is to:

* maintain and continue medical and other research that requires on-site attendance;
* care for animals, agriculture and horticulture;
* conduct cleaning, essential maintenance (including facilities, equipment and IT) and provide security;
* provide practical student support, where this cannot be done remotely.

Students who are permitted to travel for study can travel more than 5 kilometres from their home for this purpose.

Students must adhere to the 8pm – 5am curfew when travelling for study. The curfew will not apply to staff who are doing permitted work.

For those courses that are exempted, physical distancing and infection control measures must be strictly followed.

Face coverings, regardless of where you live in Victoria, are now mandatory for people aged over 12. You are required to wear a face covering while at, and when travelling to <Insert Institution>.

Your teachers will be in touch regarding your course delivery – whether you are in an exempted class or not.

I understand this news will be challenging for many of you, but these steps have been identified as critical measures to protect us all.

I want to assure you we are doing everything we can to slow the spread of the virus and ensure the health and safety of our whole learning community.

More information regarding COVID-19 is available on the [DET website](https://www.education.vic.gov.au/training/Pages/coronavirus-advice-tafe.aspx), which will continue to be updated as the situation evolves.

Thank you for your support during this time.

Yours sincerely,

<TRAINING PROVIDER CEO>