COVID-19 INCIDENT NOTIFICATION FORM
COVID-19 SAFE RETURN TO CHURCH FRAMEWORK
CONFIDENTIAL – Internal Document

Diocese of Grafton

Use this form to report a COVID-19 Incident at any site in your Ministry Unit
(e.g., Op Shop, Parish Office, Hall, Church)
Before completing this form please read the Notes on pages 3 and 4 of the Grafton Diocese document:
A COVIDSafe Plan for Church Premises **AND** the notes on pages 3 and 4 below

Parish Name:	
Name & Address of Building where the incident occurred:	
Name of Person completing this notification:	
Role of Person completing this notification:	
Contact Details for Person completing this notification:	

PERSON WITH A DIAGNOSIS OF COVID-19

Name:	
Contact Phone Number:	
Reason for being on site? *(e.g., attending worship, volunteering at Op Shop, visiting the church hall etc)*	
If the person is considered a worker, please outline their role. (this includes Incumbent, paid worker, volunteer etc)	

INCIDENT DETAILS

What type of activity was occurring when the person was on site?

Did the person attend the site on multiple occasions?

If so, on what dates/ times did they attend the site?

Has your parish complied with all requirements that were set out in the Re-opening Application Form?

❍ Yes   ❍ No

If not, please provide further details:

DECLARATION AND UNDERTAKING

- The site has been closed (including the suspension of services of worship) pending advice from Health Authorities. No one is permitted to enter the site.

- Immediate verbal notification of the COVID-19 positive incident has been provided to the Diocesan Office (66424122) or the Regional Archdeacon: Archdeacon Matthew Jones (North) (0458862098) or Archdeacon Stuart Webb (South) (0265841033).

- This COVID-19 Incident Notification Form will be sent to the Diocesan Office via email to pa@graftondiocese.org.au and copied to the Regional Archdeacon.

Notifying Person's Name and Signature (*under normal circumstances this would be the Rector or a Churchwarden*):

Signature of notifying person

Name of notifying person

Advice from the Safe Work Australia Website about COVID-19 Incidents

In reading these WHS notes it is important to understand that where there are staff or volunteers at a location in Australia, it is classified under Health & Safety laws as a workplace. Churches, Church Halls and Op Shops are workplaces.

A person who has recently been at your facility such as a worker, volunteer, client or customer may inform you they have, or may potentially have, COVID-19. Depending on the circumstances (e.g. how recently the person was on your premises and how closely they were in contact with others) you may have reasonable concerns about the health of others. You must continue to meet your Workplace Health and Safety (WHS) duties at all times. This may mean taking steps above and beyond public health requirements to eliminate or minimise, so far as is reasonably practicable, the risk of workers and others in your workplace (such as customers) contracting COVID-19.

1. Seek advice and assess the risks

To determine if it is reasonable to suspect the person may have COVID-19, talk to the person about your concerns and see what they say. You do not have to do this if the person has already informed you that they have or may potentially have COVID-19. Seek government health advice by calling the New South Wales community helpline on 1300 066 055 or the **National Coronavirus Helpline on 1800 020 080**, which operates 24 hours a day, seven days a week. The National Helpline can provide advice on when and how to seek medical help or about how to get tested for COVID-19.

Ensure that you have current contact details for the person and make a note about the areas they had been in the workplace, who they had been in close contact with in the workplace and for how long. This will inform you about risks to others and areas to clean and disinfect. This information may also assist your state and territory public health unit if they need to follow up with you at a later time.

2. Identify and tell close contacts

The state or territory public health unit will identify close contacts of a confirmed COVID-19 case and provide them with instructions, for example, in relation to quarantine requirements. In the meantime, for the purposes of undertaking a workplace risk assessment and to assist your state and territory public health unit, consider who the affected person may have had recent close contact with. If instructed by health officials, tell close contacts that they may have been exposed to COVID-19 and the requirements for quarantine. You must maintain the privacy of all individuals involved. Seek information about the areas that close contacts have been in the workplace, who they have been in close contact with in the workplace and for how long. This will inform you about possible risks to others, and additional areas that may also need to be cleaned and disinfected.

3. Clean and disinfect

Close off the affected areas and do not let others use or enter them until they have been cleaned and disinfected. Open outside doors and windows if possible to increase air flow. All areas, for example offices, bathrooms, kitchens and common areas as well as equipment or Personal Protective Equipment (PPE) that were used by the person concerned must then be thoroughly cleaned and disinfected. Further information on how to clean and disinfect can be found in our [Cleaning to prevent the spread of COVID-19 guide](#) and also the Cleaning information for your industry. Cleaners must wear appropriate Personal Protective Equipment, for example disposable gloves or gloves appropriate to the cleaning chemicals being used, and safety eyewear to protect against chemical splashes. If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaners should also wear a disposable apron. Your state and territory public health unit may also provide you with further information about how and where to clean. You must follow those instructions.

4. Review risk management controls

Review your COVID-19 risk management controls, in consultation with your workers and their representatives, and assess and decide whether any changes or additional control measures are required. You must continue to meet your WHS duties at all times. This may mean taking steps above and beyond public health requirements to eliminate or minimise, so far as is reasonably practicable, the risk of workers and others in the workplace (such as customers) contracting COVID-19.

Do I need to close the Church, Hall, Op Shop or other building for cleaning?

There is no automatic requirement to close an entire workplace following a suspected or confirmed case of COVID-19. It may be unnecessary if the person has only visited parts of your workplace or if government health officials advise you the risk of others being exposed is low. Whether you need to suspend operations at your site will depend on factors such as the size of the site, nature of work, number of people and suspected areas of contamination.

When can workers return to work following recovery from COVID-19?

Workers who have been isolated after having tested positive for COVID-19 can return to work when they have fully recovered and have met the criteria for clearance from isolation. The criteria may vary depending on circumstances of the workplace and states and territories may manage clearance from isolation differently. Clearance may be by the public health authority or the person's treating clinician.

When can workers return to work following quarantine?

Workers who have completed a 14-day quarantine period (either after returning from travel or because they were a close contact with a confirmed case), and who did not develop symptoms during quarantine, do not need a medical clearance to return to work. You should not ask these workers to be tested for COVID-19 in order to return to work.

Is my worker's case of COVID-19 a notifiable incident?

If someone at your workplace is confirmed to have COVID-19, you will need to notify SafeWork NSW on 13 10 50.

Source: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/covid-19-your?tab=tab-toc-employer#heading--3--tab-toc-steps_to_take_when_the_person_you_are_concerned_about_has_recently_been_at_your_workplace

(Accessed 020620).