



**uniting  
church**  
in Australia,  
Synod of NSW & ACT

# COVID-19

## COVIDSAFE Response Plan

August 2020

## For any UCA Groups, Gathering or Congregations experiencing an outbreak of COVID-19

This plan has been designed to deal with a situation where a person testing positive for COVID-19 has visited one of our churches.

### What do we do in the case of a positive test?

The primary responsibility for managing any COVID-19 response lies mainly with the Church Council but can be supported by Presbytery and Synod.

In the case of a positive test, the assumption is that the congregation will be contacted by NSW Health or ACT Health, as a result of their contact tracing.

Should you receive such notification, or should you be informed that a positive diagnosis has been identified, please contact:

**Associate Secretary:** Rev. Bronwyn Murphy

**Phone:** 02 8267 4327

**Mobile:** 0428 411 830

**Email:** [Bronwynm@nswact.uca.org.au](mailto:Bronwynm@nswact.uca.org.au)

However, if you become aware of a case not through the Health department (maybe directly from the person who has tested positive), you should contact NSW Health or ACT Health immediately to gain further direction:

**NSW Health:** 1300 066 055

**ACT Health:** 02 6207 7244

### Your plan should entail who will:

1. Immediately inform and then liaise with Associate Secretary, Bronwyn Murphy. A current copy of the Church Council approved COVID-safe plan should be emailed immediately to Synod to: [Covid19@nswact.uca.org.au](mailto:Covid19@nswact.uca.org.au)
2. Notify those who may be affected (attendance lists and up-to-date rolls with contact details will be required). This may be done by the NSW or ACT Health Department
3. Co-operate with NSW Health or ACT Health in all aspects of cleaning and compliance, including deep cleaning and providing relevant contact details. There is no list of Government-approved cleaning firms so local research will need to be done. Service NSW may be able to make suggestions should it be needed. General information on cleaning can be found at: <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning>
4. Providing pastoral care, especially to those who test positive and all those required to self-isolate due to contact with a COVID-19 positive person.
5. Communicate with all other groups who use the premises. (A ready-to-hand contact list of all other groups including third party hire groups will make this easier.)

## Support from Synod office

Synod can provide the following support:

- a. General support through the process: Associate Secretary, Rev. Bronwyn Murphy - 0428 411 830 or [bronwynm@nswact.uca.org.au](mailto:bronwynm@nswact.uca.org.au)
- b. Communications: Head of Communications, Adrian Drayton - [AdrianD@nswact.uca.org.au](mailto:AdrianD@nswact.uca.org.au) or 02 8267 4304. Only the Moderator can speak on behalf of any issue facing the church. Adrian will oversee all communication and ensure the Moderator is briefed. This includes statements to the media and social media platforms.
- c. Advice about insurance, legal or general as required: Head of Risk and Compliance, Michael Cooper [MichaelC@nswact.uca.org.au](mailto:MichaelC@nswact.uca.org.au) or 02 9159 9618.

## Chain of communication

Once confirmation has been received by NSW Health or ACT Health, the Church Council nominated person is to initiate the chain of communication as follows:

### Who needs to know

1. Associate Secretary
2. Moderator and General Secretary
3. Head of Risk and Compliance
4. Presbytery Chairperson
5. Parishioners at risk of contact
6. Other parishioners as appropriate
7. Other groups using the premises
8. Liaise with Media/ social media

### Who will tell them

Church Council or nominee  
 Associate Secretary  
 Associate Secretary  
 Associate Secretary  
 Church Council or nominee  
 Church Council or nominee  
 Church Council or nominee  
 Adrian Drayton

Contact	Name	Phone Number
Nominated Person		
Associate Secretary	Rev. Bronwyn Murphy	02 8267 4327 or 0428 411 830
NSW Health		1300 066 055
ACT Health		02 6207 7244
Ambulance		000 for Emergencies only
Local Police Station		
Local Cleaners		
Head of Communications	Adrian Drayton	02 8267 4304
To access Attendance Lists		
To access Church roles		
List of Third-Party Hires and other users		
Congregation Contact		
Presbytery Contact		

# Covid-19 Incident Response Process

