



**uniting  
church**

in Australia,  
Synod of NSW & ACT

# COVID-19

## COVIDSAFE Response Plan

June 2022

## For any UCA Group, Gathering or Congregation notified of a COVID-19 case

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

### 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. Should you become aware of a Covid-19 case on your premises, please:

- 1) Notify all people that have been on site that there has been a case and to monitor for symptoms.
- 2) Consider whether a special clean is required to minimise any possible spread of the virus. General information on cleaning can be found at [SafeWork Australia](#)
- 3) Decide whether any groups or third party hirers need to be advised and whether these need to be suspended until any necessary cleaning is attended to.
- 4) Provide 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) If there has been a number of cases on site, consider if current practices are suitable for managing Covid-19.
- 6) Please be guided by NSW Government [advice for businesses](#) or ACT Government [advice for workplaces](#) following a positive case on site.
- 7) Notify Safe Work NSW or WorkSafe ACT if required.

Should you need to contact your relevant Health Department, the numbers are:

**NSW Health:** 1300 066 055

**ACT Health:** 02 6207 7244

### Workplace safety response

People with COVID-19 should not return to work or church until their isolation period has finished and symptoms have resolved. For details about isolation and returning to work or church:

**NSW:** [Advice for Confirmed Covid19 Cases](#)

**ACT:** [Recovering from Covid19](#)

## Reporting to the regulator:

**NSW:** SafeWork NSW expects reporting of any hospitalisation (where treatment as an in-patient in a hospital is required), and any fatality, where a worker contracted COVID-19, or is likely to have contracted COVID-19, at the workplace.

**ACT:** You are only required to notify WorkSafe ACT of a COVID-19 infection if there is evidence it was contracted at a workplace and if the infected person is hospitalised. Notify this as soon as you are aware of the situation.

**SafeWork NSW:** 13 10 50

**WorkSafe ACT:** 6207 3000 (or 0419 120 028 after hours)

Please refer to the [Ministry Handbook](#) for managing leave for Ministers.

## Reporting to the Insurer - Staff Illness (includes Ministers in this context):

If a (paid) staff member has become infected with COVID19 whilst performing their duties, notify the details to UCASynod.RTW@willistowerswatson.com within 48 hours. For more information, see the [Synod website](#).

## Support from Synod Office

Synod can provide the following support:

- a. General support through the process: [covid19@nswact.uca.org.au](mailto:covid19@nswact.uca.org.au)
- b. Communications (if the media is involved or expected): Head of Communications and Marketing, Adrian Drayton – 8267 4304 or [adriand@nswact.uca.org.au](mailto:adriand@nswact.uca.org.au). Only the Moderator can speak on behalf of the church. Adrian will oversee all communication and ensure the Moderator is briefed. This includes statements to the media and on social media platforms.
- c. Advice about risk management, compliance, insurance, and other information as required: Synod Risk Manager, Bel Ritchie 0472 802 795 or [belindar@nswact.uca.org.au](mailto:belindar@nswact.uca.org.au)

Completing the following may be helpful for prompt communications and action regarding any emergency or critical situation.

Contact	Name	Phone Number
Nominated Person to be the congregation point of contact		
Ambulance, Police or Fire Brigade		000 for Emergencies only
Local Police Station		
Local Cleaners		
To access Church rolls		
Presbytery Contact		
List of Third-Party Hirers and other users		