



COVID-19 INCIDENT NOTIFICATION FORM

COVID-19 SAFE REOPENING OF OPPORTUNITY AND RETAIL SHOPS FRAMEWORK
CONFIDENTIAL – Internal Document

Name of Opportunity or Retail Shop 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?

If the person is considered a worker, please outline their role? (this includes paid worker, volunteer or visitor to the store)

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 Application and Fact Sheets for the Safe Return to Opportunity and Retail Shops?

Yes No

If not, please provide further details:

DECLARATION AND UNDERTAKING

- The site has been closed immediately. No one is permitted to enter the site.
- Immediate verbal notification of the COVID-19 positive incident has been provided to the Bishop and the Diocesan Office by phoning Linda Wilson on 0410 457 621.
- The COVID-19 Incident Notification Form must be sent to the Diocesan Office via email to whs@newcastlean Anglican.org.au

Name of notifying person

Signature of notifying person