

**FACT SHEET No. 5**  
**INCIDENT NOTIFICATION**  
COVID-19 SAFE RETURN TO  
CHILD & YOUTH ACTIVITIES  
FRAMEWORK



Compliance with directives of the **NSW Department of Health** and **SafeWork NSW** is mandatory in the event of the presence of COVID-19. The **Diocesan Office** will undertake the **mandatory reports** on behalf of the parish and provide guidance to the parish as to the specific steps required to be undertaken.

### Requirements:

- ✓ The site must be closed immediately to allow for deep cleaning and other relevant action. No one is permitted to enter the site.
- ✓ Immediate verbal notification of the COVID-19 positive incident must be provided to the Bishop and the Diocesan Office by phoning Linda Wilson on 0410 457 621.
- ✓ Post the verbal notification, written notification of the incident using the **COVID-19 Incident Notification Form** must also be sent to the Diocesan Office via email to [whs@newcastleanglican.org.au](mailto:whs@newcastleanglican.org.au)
- ✓ Refer to booking system or forms to identify workers that may have been exposed to COVID-19. These details will need to be provided to the Diocesan Office to allow for further discussion with NSW Department of Health.
- ✓ Further advice from the Diocesan Office in reference to NSW Health and SafeWork NSW guidelines will need to be provided prior to the commencement of cleaning. This will include instructions regarding the use of professional cleaners, the areas to receive a deep clean and the appropriate Personal Protective Equipment (PPE) to be worn.
- ✓ Once the Diocesan Risk Officer has given clearance, the Parish may apply to the Bishop to recommence activities.