



COVID-19 INCIDENT NOTIFICATION FORM

COVID-19 SAFE RETURN TO CHURCH FRAMEWORK

CONFIDENTIAL – Internal Document

Parish Name:

Name of Church 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?

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

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 Church?

Yes No

If not, please provide further details:

DECLARATION AND UNDERTAKING

- Church Services and gatherings have been suspended, and the site 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 1800 797 455
- The COVID-19 Incident Notification Form must be sent to the Diocesan Office via email to whs@newcastleanglican.org.au

Notifying Person:

Signature of notifying person