



COVID Safe Warden roles

D/1.1.1.12

Changes from previous version have been highlighted.

Purpose

To provide guidance on the roles and responsibility of the COVID Safe Warden. All congregations are encouraged to appoint a COVID Safe Warden. If adopting the Industry COVID Safe Plan for Places of Worship, a COVID Safe Warden must be appointed. The name and contact details should be forwarded to COVID19@ucaqld.com.au

Scope

Appointed COVID Safe Warden within Uniting Church entities.

COVID Safe Warden role and responsibilities

- To champion safe practices in the place of worship, advise, monitor and assist Church Council in enforcing compliance measures, as required.
- Key resource and central point of contact for all matters COVID-19 related within the congregation.
- Stay up-to-date with information being provided by the Synod office and public health authorities in relation to COVID-19.
- Complete or provide input into safety / risk management plans developed for use within the congregation prior to approval by the Church Council. Areas of consideration include:
 - Points of COVID-19 transmission risk
 - Transmission controls
 - Calculation of area capacity for each room/space
 - Physical distancing and hygiene requirements
 - Physical location preparations (e.g. location of hand sanitisers; signage; flow of attendees; spacing of furniture)
 - Attendance record keeping
 - Cleaning regime
 - Provision of information and education
- Ensure area capacities have been calculated for each room / space and appropriate signage displayed.
- Signage relating to COVID-19 displayed throughout the site e.g. Prevent transmission of COVID-19; personal hygiene measures; hand washing and hand rub technique
- Complete or provide guidance to those completing checklists related to an activity within the congregation.
- If adopting the Industry COVID Safe Plan for Places of Worship, complete the checklist and submit to Church Council for approval. Ensure checklist and statement of compliance are publicly displayed in a prominent location.
- Ensure attendance record keeping is being undertaken for all required activities, securely stored, and securely destroyed **after 30 days and by 56 days.**
- Ensure adequate cleaning products are available, and thorough cleaning as per COVID-19 cleaning requirements is being undertaken within the congregation.
- Periodically review the effectiveness of the COVID-19 safety management plans in operation by the congregation, amend and update, or improve as necessary.



COVID Safe Warden roles

- Provide updates to the Church Council on the effectiveness of the COVID-19 safety management plan arrangements.

Related documents

[Uniting Church Queensland Synod COVID-19 resources](#)
[Industry COVID Safe Plan for Places of Worship](#)

Cleaning

[Uniting Church in Queensland summary COVID-19 routing cleaning requirements](#)
[Safe Work Australia cleaning to prevent spread of COVID-19](#)

Printable Posters

[Keeping your distance](#)
[Stop the spread of germs](#)
[Handwashing](#)
[Protect yourself and others](#)
[How to use hand sanitiser](#)

Attendance register

[UCAQ attendance register](#)

Synod policies

[Synod Wide Work Health and Safety Policy Statement](#)
[C/1.3 Critical Incident and Issues Escalation Policy](#)

Definitions

Term	Meaning
COVID-19	Novel coronavirus formally named SARS-CoV-2. The clinical disease state resulting from an infection with SARS-CoV-2 is known as COVID-19. COVID-19 is high transmissible from person-to-person and readily spreads to close contacts of infected individuals.
Physical distancing (or social distancing)	To keep space between yourself and other people outside of your household as one way to slow the spread of viruses, such as coronavirus. This requires to stay, where possible, 1.5m from other people, not to gather in groups, and avoid crowded places and mass gatherings.

Revisions

Document number	D/1.1.1.12				
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	14.12.2020	General Secretary	14.12.2020	COVID Coordinator	COVID Coordinator
Next scheduled review	14.12.2021				