



Safety management plan for 16th Assembly and 36th Synod in Session

Purpose

This procedure details the management plan for hosting the 16th Assembly and the 36th Synod in Session at Alexandra Park Conference Centre (Alex Park) in the COVID-19 environment. The COVID-19 virus is highly transmissible from person-to-person and readily spreads to close contacts of infected individuals.

The UCAQ is committed to providing a safe workplace for its employees, contractors, visitors, students and volunteers. To meet this commitment the UCAQ will:

- meet its obligations under the *Workplace Health and Safety Act*;
- abide by the relevant Public Health Directions issued by the Queensland Chief Health Officer;
- follow [National COVID-19 safe workplace principles](#),
- commit to continuous improvement.

Scope

All ministry agents, staff, volunteers, contractors and visitors at Alex Park, Alexandra Headland for the 16th Assembly and/or the 36th Synod in Session.

Vaccination status

When rolls closed for Assembly and Synod in Session, Alex Park was deemed by the Public Health and Social Measures linked to vaccination Direction to be a vaccinated only site. Irrespective of any changes to the public health directions after this date Alex Park will remain a vaccinated only site for the 16th Assembly and the 36th Synod in Session.

This means that all persons working or attending Alex Park for the 16th Assembly and/or the 36th Synod in Session must be fully vaccinated.

Area capacity, physical distancing and public health controls

- There are no occupant density limits in the auditorium, dining rooms or accommodation areas.
- All persons on-site are encouraged to physically distance to the extent possible.
- Signage reminding people to physically distance will be displayed across gathering areas.
- Hand sanitiser will be located at entry and exit points to meeting and dining areas. Hand sanitiser will be placed on the tables in the auditorium. Attendees will be encouraged to regularly hand sanitise.

Contact tracing

- All persons attending Alex Park will be required to check in at the gates using the Check-In Qld App.
- Evidence of vaccination status must be shown to workers on the gate as persons enter.
- A list of all attendees will be held at the gate to minimise the number of persons on the site during the 16th Assembly and or the 36th Synod in Session, reducing the risk of virus transmission.



Food service

- Food services will be overseen by Alex Park catering staff.
- Members are encouraged to continue to physically distance to the extent possible during meals and refreshments.
- Attendees are permitted to stand or may elect to sit whilst dining.

Toilet facilities

- The cleaning of toilet facilities during the 16th Assembly and the 36th Synod in Session will be the responsibility of Alex Park.

Unwell person/s

- If a worker or attendee is unwell or has COVID-19 symptoms prior to commencement of the 16th Assembly and/or the 36th Synod in Session, we will:
 - Instruct them, even with minor symptoms, to stay home
 - Encourage them, no matter how mild their symptoms, to get tested.
- If a person suspects they have COVID-19, they must:
 - Isolate themselves (self-quarantine) and not leave their residence.
 - Contact their medical practitioner or 13HEALTH and follow instructions.
- If a worker or attendee is at the 16th Assembly and/or the 36th Synod in Session and becomes unwell or displays COVID-19 symptoms we will:
 - Immediately isolate them from other attendees and workers.
 - Provide them with a Rapid Antigen Test kit and advise them to remain isolated until they get the result.
 - If the result is negative they will be able to resume their duties or return to the gathering.
 - If the result is positive they will be:
 - Provided with a face mask,
 - Supplied details of the [closest PCR testing locations](#), if they wish to confirm with a second test, and
 - If less than a 2-hour drive from home, directed to leave Alex Park (to seek medical assistance and return to home via private transport), or
 - If more than a 2-hour drive from home, directed to seek medical assistance if required and remain isolated in their accommodation for 7 full days from the date of their test.
 - If the result is positive, we will:
 - Advise any attendees that were sharing accommodation with the positive case that they are now a close contact and they will need to quarantine in their rooms immediately.
 - Inform close contacts that they can remain in quarantine in their rooms until results of a PCR test, if obtained, are available.
 - Direct close contacts to remain in their rooms until they can leave the site.
 - Clean and disinfect the areas where the person and close contacts have been.



Cleared case of COVID-19 and/or a close contact of a diagnosed case

- If a worker or attendee has become a cleared case of COVID-19 or is a close contact permitted to leave quarantine prior to commencement of the 16th Assembly and/or the 36th Synod in Session, they will be required to wear a face mask for a full seven (7) days from the date they left quarantine or isolation:
 - At all times indoors, and
 - Outdoors when they are unable to physically distance from others.

Site Induction including emergency procedures and COVID safe procedures

- All persons entering the site including UCAQ staff and members must be inducted to the site.
- The Alex Park Manager or Assistant Manager will induct the Office and Events Team.
- Kellie Broderick will induct all UCAQ staff and Biz Comm Team prior to and on the day they are at Alex Park for Assembly and/or Synod in Session.
- Records of induction will be maintained by the Office and Events Team responsible for the induction.

Fire safety

- A fire safety briefing will be provided by the Alex Park Manager at the commencement of the meetings.
- In the event of an emergency, Alex Park staff will assume responsibility for a safe evacuation.
- Members are asked to follow instructions from Alex Park staff.
- All evacuated persons are to remain at the assembly area until the all clear has been given or you are instructed to move further away from the building.

Hazard identification

- The environment may present hazards that are unforeseen due to the change in setup and installation of temporary items into the workplace.
- All hazards are to be reported immediately to Danny Salzke (0438 441 868) or Kellie Broderick (0418 883 422).
- The hazard is to be rectified or made safe. If the hazard is unable to be made safe, activities in the area will be suspended until the area is made safe.
- All hazard notifications associated with the event will be held at Alex Park with a copy sent to health.safety@ucaqld.com.au for recording.

First aid

The first aid officer for the 16th Assembly and the 36th Synod in Session is Kellie Broderick. If first aid is required, please contact Kellie, telephone 0418 883 422.

Cleaning

- General cleaning of the venue will be the responsibility of the Alex Park team and supporting logistical team volunteers.
- Materials for cleaning tables during the conference will be available and members are encouraged to clean items brought into the meeting as well as their area regularly.



Related documents

[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 highly transmissible from person-to-person and readily spreads to close contacts of infected individuals. |
| Essential work | Work assessed by management requiring contact within the office environment |
| 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 people to stay, where possible, 1.5m from other people, not to gather in groups, and avoid crowded places and mass gatherings. |

Revisions

| Version | Approval date | Approved by | Effective date | Policy owner | Policy contact |
|-----------------------|---------------|-------------------|----------------|-------------------|-------------------|
| 1.0 | 14.04.2022 | General Secretary | 14.04.2022 | COVID Coordinator | COVID Coordinator |
| Next scheduled review | | Not required | | | |