**Covid Coordinator checklist**

Thanks for taking on the role of Covid Coordinator for your club. This checklist will help you identify any potential action that you need to take to assist your club in planning for the safe return of training, and maintain safe practices as we move through the Scottish Government’s route map.

These are some of our recommended actions for Covid Coordinators but please use this as a guide to create your own checklist. We will continue to supply updates to you as soon as we have them.

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| **Recommended action** | **Update** | **Completed** |
| Ensure you have most up-to-date Scottish Government and **scottish**athletics advice | <https://www.gov.scot/coronavirus-covid-19/>  <https://www.scottishathletics.org.uk/clubs/club-support/coronavirus/> |  |
| Communicate current phase guidance guidance to all athletes, parents, coaches, and officials |  |  |
| Ensure that the club has up-to-date contact details for all athletes, parents, coaches, and officials |  |  |
| Discuss with Board/Committee measures for ensuring guidance is being followed by members |  |  |
| Discuss with Board/Committee how any breaches of the guidance will be managed |  |  |
| Prepare club guidance for all athletes, parents, coaches, and officials prior to training re-starting (this will be updated and reissued whenever guidance changes) |  |  |
| Liaise with operators of facilities we plan to use to discuss operations, health & safety measures, access, and venue capacity |  |  |
| Implement a booking system to ensure recommended group sizes/household numbers/venue capacity are not exceeded |  |  |
| Implement process for recording attendance at all club training sessions |  |  |
| Implement process for conducting symptoms checks prior to, and on arrival at training (all members have a responsibility to ensure they do this prior to attending) |  |  |
| Work with Board/Committee and coaches to outline our club plans for returning to activity across several potential scenarios |  |  |
| Liaise with Welfare Officer to ensure relevant safeguarding information has been received and communicated to coaches |  |  |
| Supply all athletes, parents, coaches, and officials with updated risk assessments from the club and facility (when available) |  |  |
| Ensure all coaches are preparing risk assessments for their sessions and making clear to athletes the procedures in place |  |  |
| Share Covid-19 specific first aid information with all trained first aiders and coaches | <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov> (section 7)  <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/> |  |