**Covid Coordinator Checklist**

Thanks for taking on the role of Covid Coordinator for your club or group. This checklist will help you identify any potential action that you need to take to assist your group in planning for the safe return of training, and maintain safe practices as we move through the NI Executive’s road 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 NI Executive and Athletics NI advice | <https://www.northernireland.gov.uk/>  https://athleticsni.org/Coronavirus-Advice |  |
| Communicate current phase guidance to all athletes and coaches |  |  |
| Ensure that the club has up-to-date contact details for all athletes and coaches |  |  |
| Discuss with committee, if relevant, or coaches, your measures for ensuring guidance is being followed by members |  |  |
| Discuss with committee or coaches how any breaches of the guidance will be managed |  |  |
| Prepare group guidance for all athletes and coaches prior to training re-starting (this will be updated and reissued whenever guidance changes) |  |  |
| Liaise with operators of facilities to discuss operations, health & safety measures, access, and venue capacity |  |  |
| Implement a booking system to ensure recommended group sizes/venue capacity are not exceeded |  |  |
| Implement process for recording attendance at all group 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 committee and coaches to outline our club plans for returning to activity |  |  |
| Liaise with Welfare Officer, if appropriate, or coaches to ensure athlete welfare remains at the forefront of planning considerations |  |  |
| Supply all athletes and coaches with updated risk assessments from the group 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 | <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/> |  |

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