



MIDLOTHIAN SWIMMING CLUB

COVID LIAISON OFFICER TRAINING PACK

SEPTEMBER 2020

E-LEARNING MODULE

Please complete the Sport Scotland E-Learning Module and register at the end for your certificate.

https://rise.articulate.com/share/LIEWUj-o23H_4gC1AF002jdxdrCucQC0#/

COVID LIAISON OFFICER ROLE DESCRIPTION

Purpose

The COVID-19 Liaison Officer is essential to allow the safe and effective return to training for members. The COVID-19 Liaison Officer helps to ensure that each session is conducted within the parameters of the appropriate guidance and procedures, while supporting athletes and team staff to adjust to the new situation appropriately. There should be a COVID-19 Liaison Officer at every session. Where there is more than one squad within the session, there is no need for more than one Liaison Officer, unless this is due to workload, pool programming or as a requirement of a risk assessment. A coach should not perform this role if they are also coaching the session.

Main Functions & Duties

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| 1. | Remain up to date and oversee the club sessions and promote good practice to ensure compliance to the Scottish Swimming, the facility and club guidance and procedures with regards to COVID-19 as appropriate |
| 2. | Liaise with facility staff regarding operational details before, during and after the sessions as necessary |
| 3. | Work with the COVID-19 Lead Officer/Team to ensure all athletes have completed a Health Screen survey and a self-declaration prior to resuming club training. |
| 4. | Supervise athletes to ensure compliance with all club COVID-19 measures & protocols |
| 5. | Report incidents of non-compliance to coach in charge of training session and/or to the COVID-19 Lead Officer/Team and remind members of the guidance and procedures as necessary |
| 6. | Ensure activities are conducted within the parameters of the appropriate risk assessments. Inform the COVID-19 Lead Officer/Team if there any amendments required, or additional aspects need risk assessing |
| 7. | Liaise with relevant Coaches & Team Staff to ensure that attendance records of individuals attending club activities are being kept for contact tracing purposes in line with the club data protection policy |
| 8. | Communicate to COVID-19 Lead Officer/Team any concerns raised by members regarding club/facility guidance or procedures |
| 9. | Refer wellbeing concerns to the Wellbeing and Protection Officer when necessary |

GENERAL HEALTH & SAFETY RULES

1. Parents will not be allowed into the centres. Parents may wish to walk younger swimmers to the door however there should be absolutely no congregating of parents anywhere on the centre site.
2. Everyone should wear a mask when entering the centre (unless exempt).
3. Everyone should sanitise their hands when entering the centre.
4. As squads contain a mix of ages, everyone should observe the 2m distancing rule in the dry-side areas.
5. The coaches will arrange the swimmers in the lanes to ensure appropriate social distancing is maintained throughout the sessions.
6. At all times, follow any instructions given by pool/centre staff. Please remember that the facility's procedures may change between sessions as government guidelines change or as the pool operator's gain experience of working within the restrictions and adapt their approach.
7. Always be alert to anyone displaying possible symptoms of COVID-19. According to current government advice these are:
 - continuous cough
 - fever/high temperature (37.8C or greater)
 - loss of, or change in, sense of smell or taste

VENUE SPECIFIC RULES/PROCEDURES

- All centres have controls in place to manage access to the centre.
- We will meet outside the centre five minutes before the session start time and enter as a group.
- Everyone must wait in a socially distanced line and enter the centre at an appropriate distance.
- Face coverings must be worn before entering the centre.
- Once centre staff indicate that we can enter the building, swimmers & staff will pass through a reception area where they are required to sanitise their hands and have their temperatures checked by centre staff.
- We have agreed with the Midlothian Centre managers that the CLO will sign the check in sheet on arrival to record that the Club has been in session on the Centre's main register.
- There is no need for individual swimmers to sign in as the Club will be responsible for recording who is at each session and retaining that info for 21 days for contact tracing purposes.
- This will speed up the process of admitting swimmers to the centre and will avoid having other users waiting unnecessarily.
- ***This procedure will be slightly different for the morning sessions. The CLO/centre staff will temperature check the swimmers on arrival and ensure they have sanitised their hands before proceeding to the changing areas as normal.***

ROUTINE DUTIES/PROCEDURES

On Arrival at the Centre

- Put on your own face covering before entering the centre
- Sanitise your own hands at the hand hygiene station
- Check in with centre staff at the reception desk
- Fill in your name (MSC) & contact number on the Centre check-in sheet
- Wait in reception while swimmers are temperature checked by centre staff on arrival (swimmers should be wearing face coverings)
- Greet each swimmer/coach
- Ask if well
- Ask if any changes in their health (if yes, new Health Screen form req'd before training)
- Record attendance and answers on the register – this will be prefilled with contact details for each swimmer.
- Swimmers proceed straight to the changing rooms and into the first available cubicle to remove their outerwear and face coverings.
- Ensure speedy changing & entry to the pool as per operator's guidelines
- Swimmers leave all their belongings (except their net bags) and their face coverings in their cubicle.
- ***In the unlikely event that a swimmer does not pass the temperature check – they must go home immediately. Parents should wait on site until they are sure their child has gone through to the changing area.***

On Poolside (Start of Session)

- Ensure swimmers sanitise equipment by submerging net bag in pool
- Ensure no close contact greetings between swimmers e.g. hugs, high fives, fist bumps etc
- Monitor & enforce if necessary, social distancing/no congregating rules
- No pre-pool stretching

During Session

- Ensure physical distancing
- No congregating at lane ends
- No sharing of equipment or water bottles
- No spitting water/clearing nose into the pool etc
- Cough etiquette must be followed
- Ensure no physical contact between swimmers and coaches e.g. when demonstrating corrections etc. or between swimmers.

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After Training Session

- Ensure physical distancing poolside
- No congregating/post pool stretching
- Oversee swimmers getting ready to leave (may include managing flow through changing rooms if session start times are staggered)
- Ensure swimmers wear face coverings before leaving the changing rooms
- Ensure swimmers leave in an orderly manner (as agreed with centre – staggered if necessary)

Paperwork

- Make sure all attendance registers are up-to-date and log any issues/concerns
- Give the completed attendance register to the squad coach

AD HOC PROCEDURES

1. Illness/injury During Session

a) Swimmer

- If a swimmer becomes unwell during a training session, they should be removed from the session as quickly and as safely as possible.
- If the swimmer is displaying potential COVID symptoms, inform pool staff and follow centre procedures for isolating the swimmer safely until they can be collected. Please remember to remain physically distanced and wear a mask.
- If the person requires first aid, it should be delivered in accordance with centre procedures along with the appropriate PPE. CLOs are not required to deliver first aid.
- Inform the parent/guardian that their athlete has been removed from the session and requires collection from the venue immediately.
- Anyone who is supporting the swimmer in close proximity indoors should wear a face mask.
- Where a swimmer is displaying potential COVID symptoms, please advise that they contact NHS Scotland immediately on their return home for the next steps as appropriate.

b) Coach/CLO

- In some cases, there will be two coaches poolside as well as the CLO.
- In this situation, if one coach becomes unwell, the other coach will assume control of the whole session.
- In this situation, if the CLO becomes unwell, one coach will take over the CLO role and the other coach will assume control of the whole session.
- Where there is only one coach, the session will need to be stopped if the coach becomes unwell and may need to be stopped if the CLO becomes unwell. Check with centre staff for guidance or contact Louise Murray (President) on 07729 238289 or Nicola Durkie (Wellbeing & Protection Officer) on 07729 046043.
- Where the session needs to be stopped contact parents to return early.

2. Evacuation of the Building

- Always follow instructions of pool staff
- Muster as directed by pool staff
- Check register to ensure all accounted for
- Ensure swimmers and coaches maintain social distancing while waiting
- Take direction from pool staff and request parents to return if necessary.

3. Issues/Concerns

- The duty CLO has full authority to deal with any health & safety issues/concerns during a session.
- Any issues/concerns that require a second opinion during a session please discuss with the squad coach in the first instance or pool staff if the matter is pool-related.
- If the issue still cannot be resolved to the CLO's satisfaction, please call Louise Murray (President) on 07729 238289 or Nicola Durkie (Wellbeing & Protection Officer) on 07729 046043.
- This monitoring process will evolve as we gain experience in the "new normal" training environment, so please feedback any, and all issues/concerns however minor so that we can make any adjustments as necessary.