

Cycling Ireland

COVID-19

COVID-19 Liaison Officer

Who is a COVID-19 Liaison Officer?

Generally, you will be a COVID-19 Liaison Officer if you are:

- the current Safety Officer within your club/structure
- make, or participate in making, big decisions about your club

It is strongly recommended that anyone carrying out the role complete the following e-learning COVID-19 Course developed by Sport Ireland – <https://www.sportireland.ie/covid19/course>

What does a COVID-19 Liaison Officer need to do?

If you are a COVID-19 Liaison Officer, you need to exercise ‘due diligence’ to ensure that your club members comply with their duties and obligations.

In relation to COVID-19, due diligence means you must:

- Acquire and keep your knowledge of the COVID-19 situation up to date.
- Follow advice from authoritative sources [LINK](#) and check daily for any updates to safety advice. If the advice is relevant to your club, quickly take steps to implement within your club.
- Ensure you understand your clubs needs and its hazards and risks, including how COVID-19 could affect your club and its members.
- Make sure your club is properly resourced to manage the risks during the COVID-19 outbreak and check that the resources are being used.
- Review your club policies, procedures and reporting processes to ensure they address the risks of COVID-19. Update these materials if necessary.
- Ensure that new information, policies, procedures and processes about COVID-19 are communicated clearly to club members and that processes are being followed.
- Provide instruction and training to club members on things they need to do to help manage the risk of COVID-19 spreading in the workplace.

How to meet your duty as a COVID-19 Liaison Officer during COVID-19

Understand the risks of COVID-19 and how it affects your club

As a COVID-19 Liaison Officer, you must keep up to date on the COVID-19 situation and be aware of the hazards and risks affecting your workplace from COVID-19. Do this by:

- staying up-to-date on information provided [LINK](#)
- regularly consulting with club members on the risks of COVID-19 in the workplace and ideas for eliminating or minimising them, and
- regularly inspecting club facilities to observe how and if the control measures in place are being applied.

Ensure policies and procedures are in place and being followed

You must ensure that your club has processes and procedures in place to manage risks arising from COVID-19. You also need to ensure those processes and procedures are being followed.

Relevant processes and procedures include:

- Filling out risk assessment templates for activities. Where you have risk assessments in place, review them to ensure they are being filled out correctly and are up to date.
- Having procedures for consulting with club members

- Developing a process for how the club will respond if there is a case of COVID-19 within your club

Ensure your club is properly resourced to manage the risk of COVID-19

You need to ensure your club is resourced properly to manage the risks, during the COVID-19 pandemic, relevant resourcing considerations include:

- Whether the club facilities are managed and stocked to keep club members, e.g. bathrooms and common areas are kept clean and there is ample hand wash and hand sanitiser around the workplace.
- How you will ensure the facilities operate effectively while also maintaining physical distancing requirements.

Self-Assessment Personal Screening Questionnaire

This is a self-assessment from for your personal use. If you answer YES to any of the questions below you should stay at home and DO NOT ATTEND ANY CYCLING ACTIVITIES and inform your medical practitioner if you have not already done so.

Date:

Name:

Contact details: (email/contact number)

- | | |
|---|--------|
| 1. Are you currently diagnosed with or believe you may have COVID-19? | YES NO |
| 2. Have you had any of these symptoms of COVID-19 in the past 14 days LINK ? | YES NO |
| → High temperature (fever)? | YES NO |
| → A new continuous cough? | YES NO |
| → New unexplained shortness of breath? | YES NO |
| → Sneezing or runny nose? | YES NO |
| → A sore throat? | YES NO |
| → Loss of smell? | YES NO |
| 3. Have you been in contact with a COVID-19 confirmed or suspect case in the previous 14 days? | YES NO |
| 4. Have you provided direct care for COVID-19 patients in the past 14 days? | YES NO |
| 5. Have you visited or stayed in a closed environment with anyone with COVID-19 in the past 14 days? | YES NO |
| 6. Have you travelled together with COVID-19 patient in any kind of conveyance in the past 14 days? | YES NO |
| 7. Have you arrived in Ireland from another country in the last 14 days – this includes Irish citizens travelling home? | YES NO |