

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

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 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.

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 club/event from COVID-19. Do this by:

- Staying up-to-date on information provided ([ROI](#) / [NI](#))
- Regularly consulting with club members on the risks of COVID-19 and ideas for eliminating or minimising them

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:

- 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 – Refer to [ROI close contact information](#) / [NI close contact information](#)

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.