

# COVID-19 LIAISON OFFICER TRAINING

This is a PDF Version please click  
on the links to access the video  
and quiz.

This can be viewed on any  
platform.





GOVERNMENT REQUIREMENTS



*'The current Government requirement is that those leading the delivery of their sport will need to account for management of this risk and tailor training accordingly. Minimising the spread of Covid-19 and the occurrence of injury will be critical. Covid-19 measures should be incorporated into all competition/procedure documents to form a normal part of the sport's delivery. This should include the appointment of a Covid-19 Safety Officer, to ensure public health guidelines are adhered to, and appropriate mechanisms to assist with contact tracing are incorporated.'*



Video by Cycling Ireland CEO

Please click on the link to view the video





COURSE INFORMATION



- This course will provide you with the information and relevant signposting you will need to carry out the role of the COVID Liaison Officer.
- As the Liaison Officer you will be asked to set up a number of Control Measures and put Safe systems in place at your cycling activity to help reduce the Risk of Infection.
- You will be shown how to manage risks, how to find relevant signage or posters and what to do if someone reports feeling ill.
- At the end of the course you will be asked to take a simple quiz as part of a knowledge check.
- You will receive a Certificate after successfully completing the quiz



*Important note:*

- It is important that athletes should not be penalised if they wish to opt-out of training at this stage in the Roadmap. They should be encouraged to communicate their concerns to their club and/or Cycling Ireland so that they can be addressed.
- The return to competition should be slow with consideration for the period of training completed prior to any scheduled events. Individuals, especially high performance and professional athletes may have maintained a level of fitness throughout the restriction, however the risk of injury will be increased.



ROAD MAP FOR RETURNING TO THE SPORT



## Common Questions:

- When can we return to normal?
- What numbers can I have on a cycling activity?
- When can we start to organize a competitive event?

The answers will vary depending on your location, the type of activity or the Government guidance at that time. Due to the fluidity of the situation, you should keep monitoring current information.

Links to further Government information will be supplied at the end of the presentation.

A useful link to keeping current with the Cycling Ireland Road Map is via the Cycling Ireland website

<http://www.cyclingireland.ie/page/events/covid-19>



THE ROLE OF THE COVID19 LIAISON OFFICER



## 5 Key Areas

1. Check The Self Assessment Personal Screening Questionnaires have been completed by everyone involved in the activity using the link via the Cycling Ireland website in the COVID19 section
2. Keep up to date with and be able to distribute current information, posters or signage for all cycling activities and events you are planning - useful information links will be provided at the end of this presentation
3. Put effective Control Measures in place for all cycling activities
4. Keep accurate records of people involved in the activity, including competitors, volunteers, staff or others involved in the running of the activity and ensure they use the contact tracing booking system using the link via the Cycling Ireland website in the COVID19 section
5. Report concerns or non compliance with guidance, protocols or safety procedures



HYGIENE REQUIREMENTS



- **Coronavirus** is spread in sneeze or cough droplets.
- To infect you, it has to get from an infected person's nose or mouth into your eyes, nose or mouth. This can be direct or indirect (on hands, objects, surfaces)

### **Hand Hygiene and Respiratory Hygiene are extremely important**

You should ensure that common surfaces, or any surfaces which are touched regularly at your venue, are regularly cleaned and disinfected, for example:

- Door handles, door knobs and handrails
- Taps
- Light switches
- Gates
- Toilet facilities



PREPARING FOR AN EVENT OR CYCLING ACTIVITY



- Prior to organising any activity or event ensure you have read the current guidelines and protocols set out for you in the COVID 19 section of the Cycling Ireland website. Here you will see links to all useful information for the preparation stages
- Ensure you have completed the Risk Assessment and put the additional procedures in place to mitigate the risk of infection at your activity or event. Links are available via the COVID 19 section on the Cycling Ireland website for Template Risk Assessment documents.
- Ensure the location or venue for the activity or event can manage and accommodate the changes required to put on a safe event
- Ensure you provide government guidance to those travelling to your event/activity



C O N T R O L M E A S U R E S



1. Have effective processes to capture and record the details of everyone involved (Cycling Ireland Contact Tracking Sign On / Booking App)
2. Have a process to ensure Cleaning and Sanitising equipment is available and being used by everyone
3. Obtain appropriate and useful signage that informs and directs participants through each step of your activity process e.g. parking process, hygiene stations, one way systems etc.
4. Restrict access to key areas for essential persons only, keep spectators and non essential people away using signage and marshals as required
5. Ensure you have sufficient staff to manage the numbers of participants attending the event



FACILITY MANAGEMENT



1. It is recommended that Changing facilities are closed and participants should be prepared to take part in the event without requiring changing facilities
2. Toilets - these should be well ventilated, cleaned regularly and have either hot water and soap or anti bacterial cleanser available
3. Food or other ancillary products should NOT be provided and participants should be encouraged to leave the area once they have completed their activity
4. If using indoor facilities numbers should be restricted to ensure appropriate social distancing can be maintained
5. Follow the Rules for Staying Safe (coming up next)



## Rules for staying Safe

1. Do NOT share equipment
2. Keep to social distance guidelines for cycling
3. Communicate risks to all involved in the activity including spectators
4. Aim for smaller groups and do not mix them if possible
5. Promote and encourage good hygiene practices e.g. no spitting or clearing your nose

A yellow poster with a red banner at the top. The text "Coronavirus COVID-19" is in large black font, with "Public Health Advice" in smaller text below it. A black square with a white virus icon is to the right. The red banner contains white text: "To protect yourself and others you need to wash your hands with soap and water". Below this are seven steps with icons: 1. Wet your hands with water and apply soap (hand under water icon); 2. Rub your hands together until the soap forms a lather (hands rubbing icon); 3. Rub the top of your hands, between your fingers and under your fingernails (hands rubbing icon); 4. Do this for about 20 seconds (20 seconds icon); 5. Rinse your hands under running water (hand under water icon); 6. Dry your hands with a clean towel or paper towel (hand with towel icon).

Coronavirus  
**COVID-19**  
Public Health  
Advice

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you need to wash your hands  
with soap and water**

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DEALING WITH REPORTS OF ILLNESS



If someone reports feeling unwell and you suspect the symptoms are linked to COVID-19, you should take the following immediate actions:

- Advise the person to go home immediately
- Advise the person to contact their GP or local Health Authority
- Identify who they have recently been in contact with and start to advise people of the report
- Discuss and agree an appropriate response to the continuation of the event/activity with the organiser. Take into consideration the safety of everyone else that has been in contact with the person and the overall safety and reputation of the event/activity
- Commence the protocols within the current Government Advice on managing the report of an illness and begin the process of warning and informing as directed by that guidance.



If someone reports feeling unwell after an event, and you suspect the illness is linked to symptoms of COVID-19, you should take the following actions:

- Establish if they have been confirmed as having the virus or merely reporting being unwell
- Confirm they have been in contact with their GP or local Health Authority

If it is a confirmed case of COVID 19

- Identify who they have recently been in contact with and start the contact tracing process and provide appropriate advice to those people in accordance with the current Government and Local Health Authority guidance
- Link in with your local Public Health Authority who will provide appropriate guidance and direction to those involved



SPECTATOR MANAGEMENT



Consider the following when having spectators at your activity or event:

- Along with the organisers, consult the latest Government Advice on spectators attending events

If spectators are encouraged to attend, the following is recommended:

- Provide separate systems for entry and exit with clear directional and delineation markings
- Provide appropriate hygiene facilities at both entry and exit systems
- Ensure the venue/location can accommodate the numbers adhering to the current social distancing guidance
- Ensure appropriate numbers of staff are available to manage spectators and ensure they keep to Government and Health Authority guidelines



D A T E S



The following mnemonic can be used to reduce the risk of infection:

- **D** Distance - ensure social distancing measures are in place and reflect current guidance
- **A** Activity - ensure the return to the activity follows all the current guidance
- **T** Time - ensure the time spent doing the activity is appropriate and people are encouraged not to congregate after the activity
- **E** Environment - ensure the environment for the activity follows all the safety guidance provided and is suitable for the activity taking place
- **S** Symptoms - is the person displaying any symptoms. They should return home and link in with their GP or local health authority.



USEFUL LINKS



Sport Ireland

[www.sportireland.ie](http://www.sportireland.ie)

Sport NI

[returptosport@sportni.net](mailto:returptosport@sportni.net)

NI Government advice on COVID

[www.nidirect.gov.uk](http://www.nidirect.gov.uk)

Irish Government advice on COVID

[www.gov.ie](http://www.gov.ie)

Return to Cycling Roadmap COVID advice

[www.cyclingireland.ie](http://www.cyclingireland.ie)

Ireland Road Map to recovery

[www.gov.ie/roadmap](http://www.gov.ie/roadmap)

Public Health NI

[www.publichealth.hscni.net/covid-19-coronavirus](http://www.publichealth.hscni.net/covid-19-coronavirus)

Public Health Ireland

[www.hse.ie](http://www.hse.ie)



NI guide to safe return to Sport

<https://www.communities-ni.gov.uk/sites/default/files/publications/communities/covid-19-guidance-on-the-safe-return-of-sport.pdf>

NI regulations on dealing with COVID

<https://www.health-ni.gov.uk/publications/health-protection-coronavirus-restrictions-northern-ireland-regulations-2020>

NI Coronavirus posters

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-information-posters>

Ireland Coronavirus Posters

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

You've reached the end of the training session  
Now its time to take the quiz

Press this link to take the Quiz - Good Luck!

[Quiz Link](#)



*Please Note - if you are using a smart phone or tablet you may not be able to download the certificate. However, your details will have been sent to Cycling Ireland for their records once you have successfully completed the quiz.*