

## **COVID-19 Officer FAQ's**

### **Introduction**

The following FAQ guide provides further advice and support for clubs in appointing and understanding the duties of the COVID-19 Officers. It has been prepared following our recent Return to Water webinars and comprises of the questions we have received.

It is important to remember that the Club Committee must appoint a Lead COVID-19 Officer, and if required further COVID-19 Officers.

### **Is there a difference between a Lead COVID-19 Officer and a COVID Officer?**

Yes, there is a difference between the two roles, briefly outlined below and in more detail in the job descriptions and requirements for each role [here](#).

A Lead COVID-19 Officer is responsible for all aspects of the implementation and monitoring of the COVID-19 protocols as part of the return to club activities, plus acting as the point of contact for Swim Ireland and any facility used by the club.

A COVID-19 Officer will only be responsible for overseeing these protocols at a training session or other club activity.

### **Lead COVID-19 Officer**

#### **Do we need to appoint a Lead COVID-19 Officer?**

Yes, the club must appoint a Lead COVID-19 Officer, it is important to consider the following scenarios:

1. If the club appoint one COVID-19 Officer, that individual will automatically be the Lead COVID-19 Officer and must follow the requirements as outlined in the job description.
2. If the club appoint multiple COVID-19 Officers then one individual must be appointed to the role of Lead COVID-19 Officer.

#### **Does the Lead COVID-19 Officer need to be a member of the club committee?**

No, the Lead COVID-19 Officer does not need to be a member of the committee, however as they will need to communicate regularly and attend committee meetings it is recommended that a committee member take on this role.

#### **Is there anyone within the club that cannot be the Lead COVID-19 Officer?**

Yes, the following roles are excluded from operating as a Lead COVID-19 Officer:

- Club Children's Officer
- Coach/Teacher
- Person on duty
- Chairperson
- Secretary
- Treasurer

#### **Why are these roles excluded from acting as a Lead COVID-19 Officer?**

These roles have been excluded as they already have considerable workloads and responsibilities leading and managing the club as it returns to activities.

**Can the Lead Covid-19 Officer act in the role of person on duty?**

No, the Lead Covid-19 Officer cannot act in the role of person on duty, the POD is an essential safeguarding requirement.

**COVID-19 Officer****Does the club have to appoint other COVID-19 Officers other than the Lead COVID-19 Officer?**

No, clubs do not need to appoint further COVID-19 Officers, however we would strongly recommend that clubs appoint multiple COVID-19 Officers to support the work of the Lead COVID-19 Officer.

**Can we appoint more than one person to act in the role of a COVID-19 Officer?**

Yes, we are advising clubs that they appoint multiple COVID-19 Officers to spread work involved in being present at every Club session or activity.

**Can we appoint a COVID-19 sub-committee?**

Yes, a sub-committee will support the work of the Lead COVID-19 Officer, with the Lead COVID-19 Officer as Chairperson. The members of the COVID-19 sub-committee should be appointed by the Club committee and all must be COVID-19 Officers.

**How many are recommended to have on the COVID sub-committee?**

We recommend that the COVID-19 sub-committee is made up of a maximum of six people.

**Do we require a medical person on the COVID-19 sub-committee?**

No, the COVID-19 sub-committee should be made up of COVID-19 Officers and the Lead COVID-19 Officer from the Club.

**Is there anyone within the club that cannot be a COVID-19 Officer?**

Yes, the following roles are excluded from operating as a COVID-19 Officer:

- Club Children's Officer
- Coach/Teacher

**Why are these roles excluded from acting as a COVID-19 Officer?**

These roles have been excluded as they already have considerable workloads and responsibilities leading and managing the club as it returns to activities.

**Does a COVID-19 Officer have to be a Swim Ireland member?**

No, a COVID-19 Officer does not have to be a Swim Ireland member

**Can the Person on Duty (POD) act as the COVID-19 Officer?**

Yes, the Person on Duty can act in the role of COVID-19 Officer, where the requirements according to the Job Description are met, as it is an observing role in line with the current duties appointed to a POD.

## **Lead COVID-19 Officer and COVID-19 Officer queries**

### **Does a COVID-19 Officer have to be at every training session?**

Yes, there will need to be a COVID-19 Officer at every training session. The person on duty may act as a COVID-19 Officer only if they meet the COVID-19 Officer requirements. The Lead COVID-19 Officer cannot act in the role of person on duty

### **Can the COVID19 Officer act as person on duty?**

Only the COVID-19 Officer may act as the person on duty; the Lead COVID-19 Officer may not.

### **Does a COVID Officer have to be vetted? Why?**

Only the Lead COVID-19 Officer requires to be vetted because they have a role that involves interaction with young people according to the requirements of the legislation. The COVID-19 Officer does not have the same responsibility.

### **Does a COVID Officer have to be vetted if they act in the role of Person on Duty?**

If a COVID-19 officer also acts in the role of Person on Duty they do not need to be vetted. However, the Person on Duty role is a safeguarding requirement, therefore if an individual acts as the Person on Duty more than once a week (every week) they will need to complete vetting as per requirements for this role.

### **Does a COVID-19 Officer have to complete safeguarding level 1? Why?**

Only the Lead COVID-19 Officer requires to attend safeguarding training because they have a role that involves interaction with young people according to the requirements of the legislation/best practice. The COVID-19 Officer does not have the same responsibility.

### **If any COVID-19 Officer has received training as part of their job (outside of Swim Ireland/aquatics) are they exempt from attending the Swim Ireland COVID-19 Officer training?**

No, anyone acting in the role of Lead COVID-19 Officer or COVID-19 Officer will be required to complete the Swim Ireland COVID-19 Officer training.

### **Can a COVID-19 Officer impose sanctions?**

No, anyone acting in the role of Lead COVID-19 Officer or COVID-19 does not have any authority to impose sanctions on members.

### **What does the COVID-19 Officer do if they witness a breach of the protocols?**

If the COVID-19 Officer witnesses a breach of the protocols they will need to inform the Person in Charge of the session who will take any action to correct the breach according to the Swim Ireland Complaints and Disciplinary Procedures. The COVID-19 Officer will report this breach to the Lead COVID-19 Officer who will decide on the following:

- Inform the Club Secretary and deal with the breach informally
- Pass a disciplinary report to the club secretary to be dealt with as a disciplinary matter

**Can a Lead COVID-19 Officer or a COVID-19 Officer ever be a Person in Charge?**

No, a Lead COVID-19 Officer or COVID-19 Officer may never act as a Person in Charge according to our rules.

**Who is the Person in Charge?**

The person in charge is the Swim Ireland member in ultimate authority over a member or team at an event. For example: at a club training session this person is the coach. (See Complaints and Disciplinary Rules and Procedures)

**General queries****Can anyone attend the COVID-19 Officer training?**

Yes, anyone may attend the Swim Ireland COVID-19 training; however, we would like to initially accommodate appointed Lead COVID-19 Officers and as many COVID-19 Officers that are necessary to ensure the Club can return to water.

**Can the COVID-19 Officer stop parents entering the building?**

No, a Lead COVID-19 Officer or COVID-19 Officer may not stop anyone entering, only the facility may do this in line with their COVID-19 protocols.

**What should the COVID-19 Officer do if an athlete turns up without a completed self-report screening form?**

The COVID-19 Officer must follow the club procedures that have been established to deal with this situation. It however is a fundamental rule that anyone taking part in a club activity must have provided a self-report screening form prior to the session.

**What should the COVID-19 Officer do if an athlete declares yes on their form?**

Online form – If an athlete declares a yes on an online form they must not come to training and seek advice from their GP. They must remain away from club activities for 14 days or provide a negative COVID-19 test result.

Paper form – If an athlete declares a yes on a paper form they must be sent home immediately and seek advice from their GP. They must remain away from club activities for 14 days or provide a negative COVID-19 test result.

**What are the detailed records that need to be recorded for attendance records?**

The details that need recording are those that are required for contact tracing e.g. name, and telephone phone number (where athlete under the age of eighteen this will need to be parent/carer phone number).

**Does the COVID Officer or club have the right to contact a member's GP?**

No, any contact with a member's GP can only be done by the member or their parent/carer.

## Summary of the roles

The below gives a quick summary of what both roles require, what they can do and who can act in the roles.

	Lead COVID-19 Officer	COVID-19 Officer
<b>Requirements</b>		
Complete Swim Ireland online COVID-19 Officer training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Require Vetting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Require Safeguarding training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Swim Ireland Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>What can they do?</b>		
Impose sanctions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Remind members of protocols	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Act as a person on Duty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Who can do the role?</b>		
Chairperson, Secretary or Treasurer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Club Children's Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coach/Teacher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Person on Duty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Club may appoint more than 1 person to undertake the role	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>