

## **Self-Report Screening Form FAQ**

### **Introduction**

The following FAQ guide provides further advice and support for clubs in relation to the Self-Report Screening form and process. 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 clubs should be adopting a phased approach to returning to water and introducing individual squads over time. Clubs need to take their time in finding a suitable procedure which works for their club and by using a phased approach they will be able to provide a safer environment for their members.

Clubs must also be advising all parents/carers of under 18's participating in club activities that they should remain within 5 minutes of the venue at all times.

### **What is self-report screening?**

Self-report screening is the process by which individuals answer several questions in relation to themselves and COVID-19. The form is used to identify any potential cases at the earliest opportunity to avoid any contacts/spread. A template form has been provided as part of the club toolkit to all clubs, it can also be found [here](#).

### **When must a self-report screening form be submitted to the COVID-19 Officer?**

A self-report screening form must be submitted prior to attending any club activity (indoor, outdoor, pool, gym, training, competition etc.)

### **Is it only athletes who must submit a self-report screening form?**

No, anyone attending a club activity must submit a self-report screening form prior to attending any activity. This includes, but not limited to athletes, coaches, teachers person on duty and COVID-19 Officer.

### **What is the process for submitting a self-report screening form?**

There are two ways in which the form can be submitted to the COVID-19 Officer.

- Electronic – This would involve an individual completing the form online and submitting to the Lead COVID-19 Officer's email address, or using an online software that is linked to the Lead COVID-19 Officer's email address
- Paper- This would involve an individual completing a paper (hard) copy of the form and handing to the COVID-19 Officer on duty at the session.

We are very much aware that all clubs are different in the way they operate so it is important for the club to develop a submission process that works for your club and members. We advise clubs to choose only one method and communicate this clearly to all club members.

### **Is there a preferred method of submitting a self-report screening form?**

Yes, we believe the most suitable and safest way for clubs to undertake this process is to use the electronic method of submission. This reduces the need to store paper forms and can be checked and reviewed within plenty of time prior to a session starting.

There are several useful websites such as JotForm, Google forms etc. which are free and easy to use.

### **How do we manage the submission of a self-report screening form when we have an early morning session?**

Whilst the club will need to devise a suitable procedure, it would be advisable to impose a cut off time the evening before, such as 7pm for submission of forms. This would then give enough time for the Lead COVID-19 Officer to review and communicate with the COVID-19 Officer who will be monitoring the session.

### **Who can receive an electronic copy self-report screening form?**

Electronic forms must go to the Lead COVID-19 Officer via their COVID-19 Officer email address. If using a software programme this should be set up with the Lead COVID-19 Officer's email address. Forms must be given to the Lead COVID-19 Officer within reasonable time for communication with the COVID-19 Officer on duty at the session.

### **Who can receive a paper copy self-report screening form?**

The COVID-19 Officer on duty at a session will receive any self-report screening forms. They must be given to the Lead COVID-19 Officer at the earliest opportunity/ within reasonable time for safe storage in line with GDPR guidelines.

### **How long must self-report screening forms be kept?**

In line with GDPR it is advisable that these records are kept in a safe and secure location for 1 month. They should then be destroyed and then destroyed in a safe and secure way.

### **What happens if a member starts showing symptoms between submitting a form and the training session taking place?**

It is extremely important to advise any member that if they start showing symptoms of COVID-19 prior to any training session they must not attend. They should contact the will need to contact their GP and they must remain away from club activities for 14 days or provide a negative COVID-19 test result

### **Do we still need to maintain attendance records if we are using a self-report screening form?**

Yes, this is extremely important as the attendance records must be accurate in case the club have any confirmed cases of COVID-19 and contact tracing is required. 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).

### **What happens if a member does not submit a 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 anyone declares yes on their form?**

Online form – If a member declares a yes on an online form, they must not come to any club activities and seek advice from their GP. They must remain away from club activities for 14 days or provide a negative COVID-19 test result. The Lead COVID-19 Officer should contact the member to advise them of this.

Paper form – If a member 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 happens if a member becomes unwell during an activity?**

If a member becomes unwell during an activity they should be isolated from other participants, parent/carer contacted immediately and return home as soon as possible. They must contact their GP for advice and remain away from club activities for 14 days or provide a negative COVID-19 test result.

It would be advisable for both the COVID-19 Officer and member to wear PPE throughout this process.

All persons who have been in close contact with the suspect case will need to be informed to restrict their movement for 14 days or until further information is available (i.e. a negative test result of the suspect case).

### **What are the safeguarding considerations for isolating an athlete under 18?**

The coach should hold all emergency contact details, ensure that a parent/ carer is contacted immediately. The COVID-19 Officer on duty should maintain social distancing while bringing the athlete to the isolation area. Call facility staff on duty for assistance. It is important to remind parents/ carers to remain within 5 minutes of the facility.

### **What happens if a member has a confirmed case of COVID-19?**

The club must follow the procedures as outlined in the contraction of COVID-19 action plan document. This document will be circulated to all clubs and provided [here](#).

### **What is a Return to Water Self Declaration form?**

A return to water declaration form is a document that all members will need to sign and return to the Lead COVID-19 Officer prior to returning to any club activities. This form confirms that members are aware of the process, risk and abide by all rules and procedures etc. It is different to the self-report screening form as it will only be signed and submitted once by a member. This form has been circulated to clubs and can be found [here](#).