

## **Irish Indoor Bowling Association: Sport Ireland C-19 Officer (CVO): Roles and responsibilities**

### **1. Role of a C-19 Officer**

- The role of a CVO is to oversee public health measures across the club.
- This is expected to be a volunteer role.
- A CVO is essential to monitor, advise and support club members to prevent and reduce the spread of Covid-19.
- The CVO must have completed the Sport Ireland Covid-19 training course <https://www.sportireland.ie/covid19/course>
- The CVO should report directly to the club safety committee (if applicable) and the club chairperson. Clubs should be fully aware and compliant with Government legislation as well as H.S.E. and Sport Ireland/Sport NI directives, and they should ensure that these guidelines are adhered to.

### **2. Selection of a C-19 Officer**

- The CVO is identified as a point of contact regarding information relating to all aspects of the Covid-19 controls for the club.
- The CVO should have in-depth knowledge of the IIBAs Return to Play protocols and government guidelines on Covid-19.
- The person should be easily identifiable. All members should be informed of the identity and responsibilities of the CVO.
- The role must be supported by all management and club members

### **3. Responsibilities of a C-19 Officer:**

C-19 Officer's responsibilities and duties fall broadly into 3 categories:

#### **Prior to Return to Play:**

1. Undertake a Covid-19 risk assessment of club procedures and facilities and develop a Covid-19 safety plan. This can include a facilities audit, review of club procedures and an emergency health and safety plan. A sample risk assessment template can be found here: HI COVID-19 Support Documents
2. Ensure both governmental guidelines and IIBA protocols are implemented at all stages.
3. Communicate the Covid-19 safety plan and procedures to all members.

#### **Day to day duties:**

1. Keep up to date with the governmental guidelines and update Covid-19 plans and procedures, as necessary.
2. Ensure the plan is being implemented fully and report regularly to the club's committee. It is advised to develop a daily checklist to ensure all key Covid-19 controls are monitored and maintained within the club.

## **APPENDIX 1**

3. Attendance at all club practice sessions to ensure Covid-19 are being implemented in real time.
4. Ensure log is kept (electronic preferable) of members entering and leaving the facility including date and time to assist with contact tracing if needed.
5. Ensure contact details of club members are up to date to assist with contract tracing if necessary.
6. At all times promote and encourage good hygiene practices to all members.
7. Ensure all signage is up to date and visible to all members.
8. Ensure regular cleaning of welfare facilities, handrails, door handles, equipment etc. is carried out.
9. Ensure hand wash liquid / soap and hand sanitisers are replenished as required.
10. Monitor club activities to ensure social distancing is being maintained.

### **Reactive Emergency Duties:**

If someone develops symptoms at a session/practice:

1. Ask them to move to a designated isolation area with all their belongings.
2. Maintain social distancing at all times – provide with relevant PPE.
3. Inform management committee if there is a suspected / confirmed case or if they have been made aware of an individual with COVID-19 symptoms.
4. Follow protocol for individuals with COVID-19 symptoms (i.e. send them home, inform them to contact GP immediately).
5. Assisting in contact tracing should there be a confirmed case of COVID-19.
6. Keeping log of personnel in isolation or restricting their movements