

## COVID-19 Risk Manager Role Description

### COVID-19 Risk Manager

The COVID-19 Risk Manager is the lead for the COVID-19 portfolio. It is recommended that the COVID-19 Risk Manager attend the Club's in-person training sessions to ensure the safety practices and procedures are in place at all times. The role of the COVID-19 Risk Manager includes, but is not limited to:

### Communications

- Serving as the Club's point of contact for all COVID-19 related matters.
- Staying up to date on all COVID-19 related information being provided by various organizations (public health, provincial and municipal governments, venues etc.) by monitoring provincial and local government websites for daily updates or changes to health guidelines.
- Responding to COVID-19 concerns. All participants should know who this person is and how to contact them.
- Leading and managing all internal communications (athletes, parents, club coaches, board of directors).
- Leading and managing all external communications (facility, BCAS, public health, government officials, general public).

### Daily Wellness Screening

- Being the primary contact for participants to self-report COVID-19 symptoms or exposure.
- Administering and collecting **or oversight of designated and trained Safety Support Personnel to administer and collect Daily Wellness Screening Questionnaires (Appendix 5)** with all participants, including checking their body temperature prior to individuals entering the training environment.
- Administering and collecting signed participant waivers.
- Maintaining an accurate log of all athletes, coaches, volunteers, and other personnel that attend each training session ([Appendix 10](#)).

### Safety Protocols

- Ensuring participants practice good hygiene:
  - Wash hands often and/or use alcohol-based hand sanitizer before and after touching hard surfaces.
  - Avoid touching their faces.
  - Cough or sneeze into elbow or tissue and wash any body part that may have been in contact with droplets before returning to activity.
- Ensuring all participants remain physically distant – 2 metres apart – at all times.
- Ensuring coaches and other deck personnel use Personal Protective Equipment (PPE), including masks and gloves.
- Ensuring there is no or limited use of shared equipment and/or that all shared equipment is thoroughly cleaned between uses.
- Ensuring all participants and personnel comply with facility standards and requirements.
- Ensuring the Rule of Two is in effect during all training activities, including virtual activities.
- Verifying with facility staff that the pool's chemical levels are within the acceptable range.

### Managing Symptomatic or “Sick” Participants

- Immediately removing participants who feel unwell from further training.
- Immediately separating (isolating) staff, patrons, or swimmers with COVID-19 [symptoms](#) (for example, fever, cough, or shortness of breath).
- Immediately notifying facility staff while maintaining confidentiality in accordance with privacy laws.
- Notifying participants of possible exposure to COVID-19 in the instance that an individual with symptoms of COVID-19, even if mild, attended training. (This is why you need a detailed attendance log – [Appendix 10](#)).
- Report any suspected or confirmed cases of COVID-19 to BCAS, the Club Executive, and the Regional Health Authority while maintaining confidentiality.
- Providing relevant information to Health Authority personnel including attendance logs, and any other requested information.
- Modifying, restricting, postponing, or cancelling training activities due to an evolving COVID-19-related outbreak or emergency within the club or facility.
- Establishing procedures for safely transporting anyone sick to their home or to a healthcare provider ([Appendix 12](#)).

Ensuring precautions are taken by other participants and facility visitors until the facility staff can complete a thorough cleaning of surfaces and equipment that were exposed to the ‘sick’ person.