

## COVID OFFICER ROLE DESCRIPTOR

As part of our COVID Return to the Green, clubs are now required to appoint a named COVID Officer. Clubs who opened during 2020 will already have had someone in place and there might be more than one person responsible for COVID within the club. This essential role could be a new volunteer role or added to a current role within the club.

The purpose of this role is to help the club implement public health and safety measures across the club, as well as helping the club to operate in a safe manner that adheres to Scottish Government and Bowls Scotland guidelines.

### Roles and Responsibilities of COVID Officer

1. To be the main point of contact for your club on all things related to COVID-19.
2. Oversee the club's implementation of public health and safety measures across the club.
3. Ensure the club has appropriate policies & processes in place to document risk assessments and that all appropriate mitigations are put in place before any activity is undertaken.
4. Ensure the club has the correct processes in place for the club to take an accurate record of all attendees in line with Scottish Government Test & Protect.
5. Keep up to date with ongoing Scottish Government and Bowls Scotland advice and guidance relating to COVID-19.
6. Ensure the club committee is kept up to date on COVID compliance.
7. Ensure there is awareness of your clubs COVID-19 protocols and encourage members, volunteers, and visitors to take individual responsibility.
8. Where deemed appropriate, ensure the club provides access to a supply of appropriate personal protective equipment (PPE) for staff, volunteers, and members.
9. Where appropriate, ensure the venue has appropriate visible signage to manage new COVID-19 protocols.
10. Ensure procedures are in place to ensure all equipment can be sanitised before and after each session and check procedures are being properly followed.
11. Ensure the club offers reassurance to members and participants that the club is a safe and welcoming place, e.g., share videos highlighting safe practices or a facility walk through.
12. Ensure the club regularly provides clear, up to date and positive communication to members.
13. Encourage club officials to engage members and participants in conversations on how they are feeling about COVID-19.
14. Engage with fellow COVID Officers from other clubs for support and to ensure that best practice guidelines are being adhered to.

### Training and Support Available:

- A COVID Officer e-learning module has been developed by **sportscotland** to support volunteers undertaking the COVID Officer role. It is free and takes 20 minutes to complete.
- Click the link to access the e-learning module:
  - [https://rise.articulate.com/share/gnk3qPoxD30r\\_1rmijUPJipuOksCwGs9#/](https://rise.articulate.com/share/gnk3qPoxD30r_1rmijUPJipuOksCwGs9#/)

### **Additional Information**

- Depending on the size of your club you may choose to divide up some of these responsibilities across several people. If this is the case, please ensure that you have one named contact that is the overall point of contact for COVID-19.
- The club must ensure that all members are notified of who their COVID Officer is, should they have to pass on their details to a member of the NHS Scotland Test & Protect team.
- Test and Protect: This register should be accessible by both the COVID Officer and committee member, if appropriate. Contact details should be held for no more than 3 weeks. All personal data should be held in accordance with **GDPR** guidance and disposed of in a safe and secure manner.
- It is not the responsibility of the club to inform members if someone at the club has tested positive for COVID-19. This will be done by the NHS Scotland Test & Protect team. An individual's right to privacy must be observed.
- The club will be expected to be able to pass on contact details of all participants should they be asked by a member of the NHS Scotland Test & Protect team.

### **GDPR Guidance**

- Data protection laws allow for the sharing of personal data where this is necessary for certain permitted purposes, such as in the interests of public health. Disclosing relevant contact details to a member of the Test & Protect team will not be a breach of the GDPR. If you are using an electronic system to gather and store personal data and contact details you may need to register with the Information Commissioner's Office (ICO) as a Data Controller.

### **COVID Officer Resources and Support**

Our National Development Officers are here to help:

- Districts 1-10: Stuart Bell 07525 134385 / [stuartbell@bowlsscotland.com](mailto:stuartbell@bowlsscotland.com)
- Districts 11-24: Daniel Baker 07821 118774 / [danielbaker@bowlsscotland.com](mailto:danielbaker@bowlsscotland.com)
- Districts 25-32: Lawra Cox 07715 025736 / [lawracox@bowlsscotland.com](mailto:lawracox@bowlsscotland.com)

Additional resources and templates can be found here:

<https://www.bowlsscotland.com/clubs/club-support-covid-19>

<https://sportscotland.org.uk/covid-19/>