

APPENDIX 10: COVID-19 RESPONSE COORDINATOR ROLES & RESPONSIBILITIES

The roles and responsibilities of the COVID-19 Response Coordinator include:

- Keeping updated on policies and procedures outlined by provincial and municipal governments and public health agencies, and monitoring local daily situation reports.
- Keeping updated on policies and procedures outlined by Swim Alberta.
- Working with local facilities to comply with all public health and facility requirements. Ensuring an Emergency Action Plan is current and complete for each training location.
- Ensuring a Health & Safety Kit that includes alcohol-based hand sanitizer and Personal Protective Equipment (PPE) is available at each training location.
- Communicating with club managers and coaches on any training restrictions or recommendations. Implementing an attendance process at every practice to help with communication if a suspected or confirmed case of COVID-19 is reported.
- Ensuring training groups and cohorts comply with public health agency requirements. Ensuring signage is in place so that all risk mitigation measures are easy to follow.
- Being responsible for responding to COVID-19 concerns. Everyone in the club should know who this person is and how to contact them.
- Being the primary contact for participants to self-report COVID-19 symptoms or exposure and notifying participants of possible exposure to COVID-19 in the instance that an individual with symptoms of COVID-19 attended training. Participants should be asked to stay home and self-monitor for symptoms.
- Collaborating and coordinating with facilities in the instance that any new COVID-19 cases arise.
- Modifying, restricting, postponing, or cancelling return to training due to an evolving COVID-19-related outbreak or emergency within the club or at the facility.
- If there is a COVID-19-related outbreak this must be reported to the Swim Alberta COVID-19 Response Coordinator. An outbreak is defined as 2 or more cases of COVID-19 diagnosed within a training group within a 14-day period.

The Swim Alberta COVID-19 Response Coordinator is Kevin Dennis. kevin@swimalberta.ca