

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 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.
- Be the primary contact for participants who choose to self-report COVID-19 symptoms or exposure, or a confirmed case of COVID-19, while maintaining a high level of confidentiality and privacy.
 - Contact Alberta Health Link at 811 to inquire whether any action is required on the club's behalf when notified of a potential exposure, potential case or confirmed case of COVID-19 that was voluntarily disclosed. DO NOT disclose any personal information of the participant.
 - Take any action as outlined by Alberta Health.
 - It is recommended that the COVID-19 Response Coordinator document any communication or action outlined by Alberta Health, ensuring the privacy of all individuals.
- Collaborate and Coordinate, as requested by Alberta Health Services, if contacted about an investigated case of COVID-19.
- Modify, restrict, postpone or cancel training if advised by Alberta Health Services, the facility or Swim Alberta, due to an evolving COVID-19 related outbreak or emergency.
- Advise the Swim Alberta COVID-19 Response Coordinator if:
 - you have been contacted by Alberta Health Services about a COVID-19 case or exposure in the club.
 - a confirmed case of COVID-19 has been voluntarily self-reported to the club. Swim Alberta does not require disclosure of the participant's name.

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