

## COVID-19 Officer Tasks

Once you have read through the restart guidance, use this checklist to keep track of your progress.

Timeline	Action	Link	Done / review date
<b>Before Activity</b>			
THE BASICS & RISK ASSESSMENT	Ensure your EN Membership is in place and contact details are up to date	<a href="#">Engage Log In</a>	
	Ensure Members know who the COVID-19 officer(s) is/are		
	Read and Understand the updated Restart Guidance	<a href="#">Restart Guidance</a>	
	Ensure understanding of COVID-19 rule modifications	<a href="#">Introduction to Stage 4 Netball Video</a>	
	Complete COVID-19 Risk Assessment	<a href="#">Risk Assessment Template for Training</a> <a href="#">Risk Assessment if Organising Competition</a>	
	Complete COVID-19 Risk Mitigation Plan	<a href="#">Risk Mitigation Plan Template for Training</a> <a href="#">Risk Mitigation Plan Template if Organising Competition</a>	
	Communicate key information from Risk Mitigation plan prior to activity		
VENUES	Select suitable venue	<a href="#">Venue Booking Guidance</a> <a href="#">Appendix 1- Template to initially approach a venue.</a> <a href="#">Appendix 2- Template to reassure venue provider.</a>	
	If appropriate obtain details of ventilation levels from venue operator		
	Determine with venue operator any additional requirements		
	Identify flow of members within venue and identify any signage/directional arrows that are needed	<a href="#">Signage to support social distancing</a>	
COMMUNICATION	Communicate with members around key covid risk mitigations to ensure the smooth and safe arrival & departure	<a href="#">Player Education Infographics</a>	
	Communicate with participants what to expect at a session		
	In session reminders of key risk mitigations e.g. social distancing	<a href="#">Social distancing infographic</a>	
	Share with England Netball when 2 or more positive cases of COVID-19 in a 14 day period	<a href="mailto:covid@englandnetball.co.uk">covid@englandnetball.co.uk</a>	
SYMPTOM CHECKING AND PERSONAL RISK	Do not travel to netball activity if you or anyone in your household has symptoms	<a href="#">NHS Covid-19 Information</a> <a href="#">Government Guidance for Travel/Passengers</a>	
	Personal risk 'opt in' form circulated to all	<a href="#">Personal risk assessment</a> <a href="#">Opt In Guidance</a>	
<b>During Activity</b>			

VENUE PREPARATION	Clearly identify and communicate the appropriate use of any huts or shelters	<a href="#">Signage to support social distancing</a>	
	Communicate facility usage rules and processes		
	Familiarise with all facility processes and guidance		
	Ensure visual aids are in place to ensure social distancing when not on court	<a href="#">Social distancing infographic</a>	
ARRIVAL AND REGISTRATION	Communicate reminders about not attending with COVID-19 symptoms	<a href="#">NHS Covid-19 Information</a>	
	Arrival timings and processes to be followed in full	<a href="#">Arriving at netball infographic</a>	
	Establish registration process & associated traffic flow	<a href="#">Signage to support social distancing</a>	
	Health screening completed upon arrival	<a href="#">Health Screening Template</a>	
	Test and Trace check in	<a href="#">NHS Test and Trace with netball guidance</a>	
	Socially distance when not on court		
RULE MODIFICATIONS AND NETBALL ACTIVITY	Fully understand the COVID-19 game modifications	<a href="#">Introduction to Stage 4 Netball Video</a> <a href="#">Stage 4 Modified Netball Explainer (Detailed)</a> <a href="#">Rule Modifications one pager</a>	
	Activity planned to ensure no more than 60 min max. of netball activity that breaches social distancing	<a href="#">What is the maximum length of a session or match?</a>	
SANITISATION	Ensure supplies of appropriate products and equipment are available at all netball activity	Up to 50% off Physique products to ensure that your club's return to court is safe and cost effective. <a href="#">Physique Discount</a>	
	Ensure compliance of sanitisation protocol in all netball activity	<a href="#">Sanitisation protocol</a>	
<b>After Activity</b>			
	Get out of the session promptly		
	Sanitise hands as you leave	<a href="#">NHS Guidance - How to wash your hands</a>	
	Identify appropriate collection point for parents to collect juniors		
	Establish clear traffic flow for departure		
	Ensure fully understand Test and Trace scheme and report any COVID-19 positive tests	<a href="#">What might happen as result of Test &amp; Trace Guidance</a>	
	Review risk assessment and COVID-19 management plan after initial modified activity commences. Reflect on any amendments that may be required and update documents.	<a href="#">Risk Assessment reflection tool</a>	
<b>Still got questions</b>			
	<a href="#">Check FAQs</a> - sit down, enjoy a large cup of tea and a biscuit!	Make contact with your <a href="#">local Netball Development Officer</a>	

Thank You for all you have done and continue to do for netball.  
 You are part of an army of COVID-19 Officers and your diligence and commitment is helping tens of thousands of women and girls return to netball safely.