

## COVID Officer Responsibilities Clwyd Mountaineering Club

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The COVID Officer will

1. be the key implementer and central point of contact for all matters relating to COVID-19 and club meets, and will oversee the implementation of the COVID procedures.
2. create risk assessments.
3. check that the required information appears on the Forum threads.
4. (if present at a meet): ensure that the self-declaration is displayed and ensure that procedures are followed.
5. (if not present at a meet): liaise with the event organiser to ensure that procedures are followed.
6. put procedures in place but not be responsible for club members choosing not to follow procedures or for catching COVID after attending events despite the procedures being in place.
7. receive registers of people attending club meets (with names and phone numbers, hold them for 21 days and then destroy them unless needed).
8. contact participants asking them to self-isolate if a participant at an meet subsequently has symptoms of COVID, and assist authorities in *Track, Trace, Protect* procedures if requested.
9. take the Welsh Sports Association online COVID awareness course, though this is not essential for organised activities to go ahead. <https://wsa.wales/covid-19-awareness-training-for-the-sports-and-recreation-sector/>

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