

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
COVID-19 Officer- The Basics			
	Ensure your EN Membership is in place and contact details are up to date	Engage Log In	
	Read and Understand the Restart Guidance	Restart Guidance	
	Ensure Members know who the COVID-19 officer(s) is/are		
	Ensure understanding of COVID-19 risks	Understanding Risk of Netball Video	
	Ensure understanding of COVID-19 rule modifications	Introduction to Stage 4 Netball Video	
	Complete COVID-19 Risk Assessment	Risk Assessment Template For Training Risk Assessment if Organising Competition	
	Complete COVID-19 Risk Mitigation Plan	Risk Mitigation Plan Template for Training Risk Mitigation Plan Template if Organising Competition	
	Communicate key information from Risk Mitigation plan prior to activity		
Before Activity			
VENUE PREPARATION	Select suitable venue	Venue Booking Guidance	
	Identify flow of members within venue and identify any signage/directional arrows that are needed	Signage to support social distancing	
	Do not travel to any netball activity if you or anyone in your household has symptoms	NHS Covid-19 Information	
SYMPTOM CHECKING & PERSONAL RISK	Complete health screening on arrival	Health Screening Template	
	Test and Trace system completed at every netball activity	NHS Test and Trace with netball guidance	
	Travel guidance adhered to	Government Guidance for Travel/Passengers	
	Understand your personal risk and ensure comfortable to participate by confirming 'Opt In'	Personal risk assessment and Opt In Guidance	
During Activity			
VENUE PREPARTION	Clearly identify and communicate the appropriate use of any huts or shelters	Signage to support social distancing	
	Familiarise with all facility processes and guidance	Work with your Netball Organisation and Facility and share risk assessments	
	Communicate facility usage rules and processes		
	Ensure visual aids are in place to ensure social distancing when not on court	Social distancing infographic	
	Communicate reminders about not attending with COVID-19 symptoms		
ARRIVAL AND REGISTRATION	Arrival timings and processes to be followed in full	Arriving at your netball venue infographic	
	Health screening completed on arrival	Health Screening Template	
	Test and Trace protocol completed	NHS Test & Trace within Netball guidance	

	Socially distance when not on court	Social Distancing Infographic	
	Fully understand the COVID-19 game modifications	Stage 4 Modified Netball Explainer (Detailed)	
RULE MODIFICATIONS AND NETBALL ACTIVITY	Plan and deliver netball activities and practices in line with the COVID-19 game modifications and EN guidance	Rule Modification Infographic	
	Additional support provided to junior players to remind them of rule modifications		
	Ensure supplies of appropriate products and equipment are available at all netball activity	Physique Member discount	
SANITISATION	Understand sanitisation protocol	Sanitisation protocol	
	Ensure compliance of sanitisation protocol in all netball activity	How to clean your netball infographic	
After Activity			
	Get out of the session promptly		
	Sanitise hands as you leave	NHS Guidance - How to wash your hands	
	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	What might happen as result of Test & Trace Guidance	
	Review risk assessment and COVID-19 management plan after initial modified activity commences. Reflect on any amendments that may be required and update documents.	Risk Assessment reflection tool	
Still got questions			
	Check FAQs - sit down, enjoy a large cup of tea and a biscuit!		
	Make contact with your local Netball Development Officer		

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.