

## ROLES AND RESPONSIBILITIES

In planning for a return to activities, **Special Olympics Ireland (SOI) responsibilities** are as follows:

- Develop the SOI Return to Activities Protocol, setting out information in relation to government guidance on COVID-19 and SOI guidance for a safe return to club activities.
- Monitor ongoing public health advice and update the Protocol where required, advising clubs on any new information, guidance, measures, restrictions or other as necessary.
- Consult and provide support to clubs on managing a safe return to club activities.
- Provide information documents, templates and reference links to help clubs to undertake risk assessment activities and to develop a COVID-19 Safety Plan.
- Organise and manage Special Olympics Ireland/Regional activities as and when these resume.
- Develop Return to Work Protocol for SOI staff and Support Centre Volunteer Team.
- Confirm move from one phase to the next as per the Framework outlined on Pg. 9 of this document.

**Responsibilities of the club are as follows:**

- Review the Return to Activities Protocol and guidance to understand and address measures to manage and control risks associated with COVID-19.
- Stay informed and up-to-date on public health guidance on COVID-19.
- Appoint a COVID-19 Coordinator and Safety Team to oversee the planning for re-opening of club activities.
- Conduct a Risk Assessment for each venue that the club uses for its activities.
- Develop and implement a COVID-19 Safety Plan.
- Prepare a detailed response plan to deal with a suspected COVID-19 case.
- Display information on COVID-19 at activity locations.
- Engage with volunteers, parents/guardians/carers and athletes in advance of re-opening and provide information on the club's plan for a safe return.
- Induction and training provided for all attendees and update as required.
- Ensure all participants complete a Pre-Return to Activities Self-Declaration Form and COVID-19 Code of Conduct.
- Maintain records (electronic recommended) of attendance at activities to facilitate contact tracing should the need arise.
- Agree a process for check in on arrival of athletes and volunteers for compliance with COVID-19 measures at training sessions to include physical distancing guidelines.
- Conduct and complete the activity check list and monthly coordinator checklist.
- Monitor Risks and review and/or amend controls when identified as necessary.
- Confirm readiness to move from one phase to the next as per the Framework outlined on Pg. 9 of this document.