**Covid Coordinator checklist**

Thanks for taking on the role of Covid Coordinator for your group. This checklist will help you identify any potential action that you need to take to assist your group in planning for the safe return of training, and maintain safe practices as we move through the Scottish Government’s route map.

These are some of our recommended actions for Covid Coordinators but please use this as a guide to create your own checklist. We will continue to supply updates to you as soon as we have them.

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| **Recommended action** | **Update** | **Completed** |
| Ensure you have most up-to-date Scottish Government and jog**scotland** advice | <https://www.gov.scot/coronavirus-covid-19/><https://jogscotland.org.uk/home/covid-19/> |  |
| Communicate current phase guidance to all joggers and Jog Leaders |  |  |
| Ensure that the club has up-to-date contact details for all joggers and Jog Leaders |  |  |
| Discuss with Board/Committee, if relevant, or Jog Leaders, your measures for ensuring guidance is being followed by members |  |  |
| Discuss with Board/Committee or Jog Leaders how any breaches of the guidance will be managed |  |  |
| Prepare group guidance for all joggers and Jog Leaders prior to training re-starting (this will be updated and reissued whenever guidance changes) |  |  |
| Liaise with operators of facilities we plan to use to discuss operations, health & safety measures, access, and venue capacity |  |  |
| Implement a booking system to ensure recommended group sizes/household numbers/venue capacity are not exceeded |  |  |
| Implement process for recording attendance at all group training sessions |  |  |
| Implement process for conducting symptoms checks prior to, and on arrival at training (all members have a responsibility to ensure they do this prior to attending) |  |  |
| Work with Board/Committee and Jog Leaders to outline our club plans for returning to activity across several potential scenarios |  |  |
| Liaise with Welfare Officer, if appropriate, or Jog Leaders to ensure joggers welfare remains at the forefront of our planning considerations |  |  |
| Supply all joggers and Jog Leaders with updated risk assessments from the group and facility (when available) |  |  |
| Ensure all Jog Leaders are preparing risk assessments for their sessions and making clear to joggers the procedures in place |  |  |
| Share Covid-19 specific first aid information with all trained first aiders and leaders | <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov> (section 7)<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/> |  |