

Covid Liaison: A quick guide.

Thank you for Volunteering. Prior to attending your first session as a Covid Liaison, please read the '[Paid Workforce and Volunteers Return to swimming information](#)', found on the club website, then complete and submit the 'CSSC Paid Workforce and Volunteers Return Form'.

Note. As a club volunteer you must have a minimum of Swim England Membership (Category 3). [See Swim England Cat 3 for details.](#)

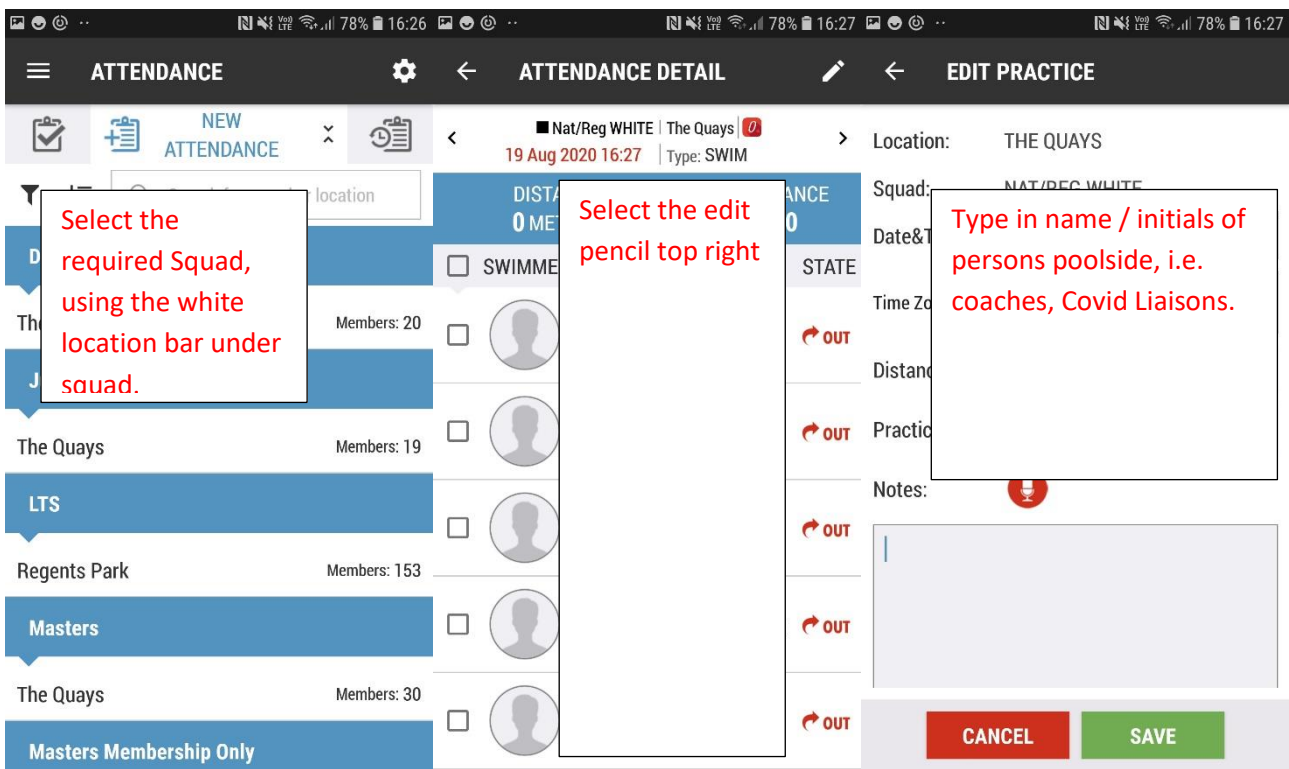
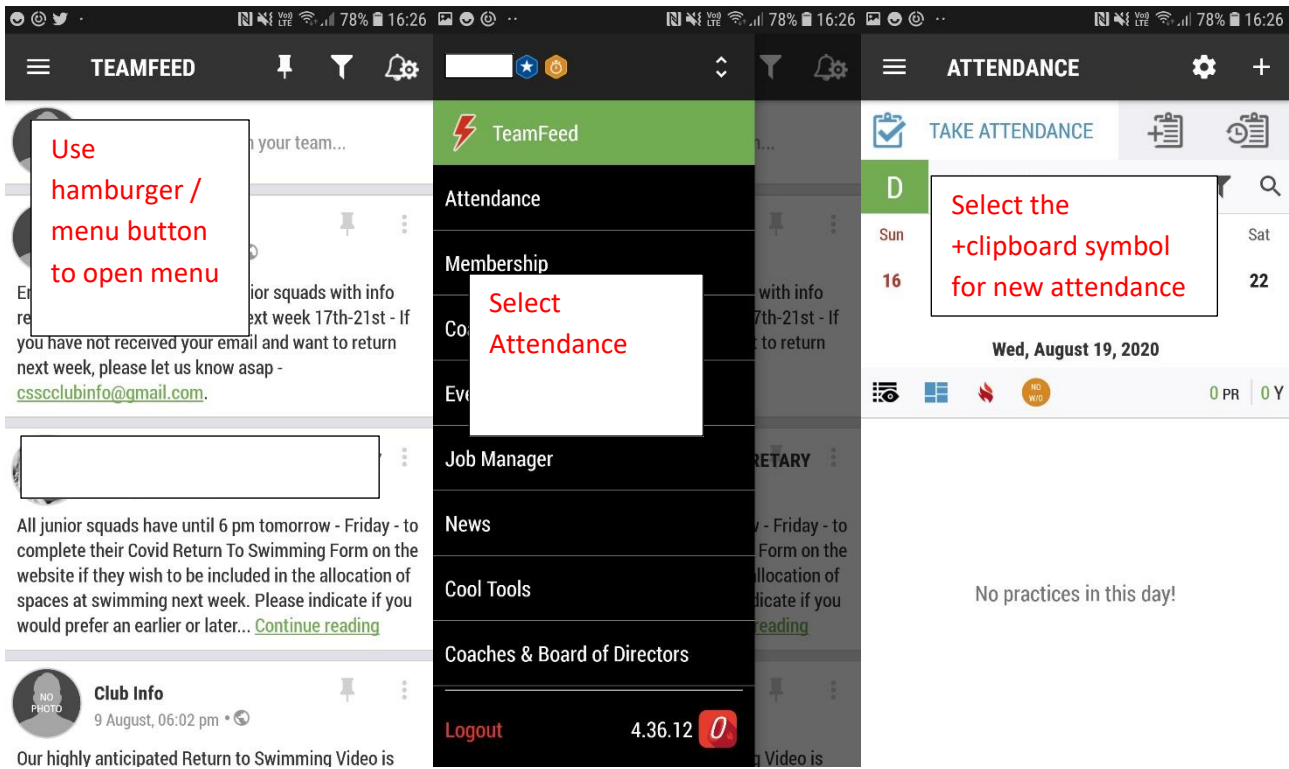
Please volunteer for your chosen 'job slot' time, using Teamunify's Calendar Team Events job sign up, or using the ONDECK job manager. Your club sign in is required to access. This indicates that the sessions are covered and maintains a register of who is where and when, in case of need for Track and Trace information.

The process (so far anyway), this gives an idea but will change according to alterations in session times or other influences.

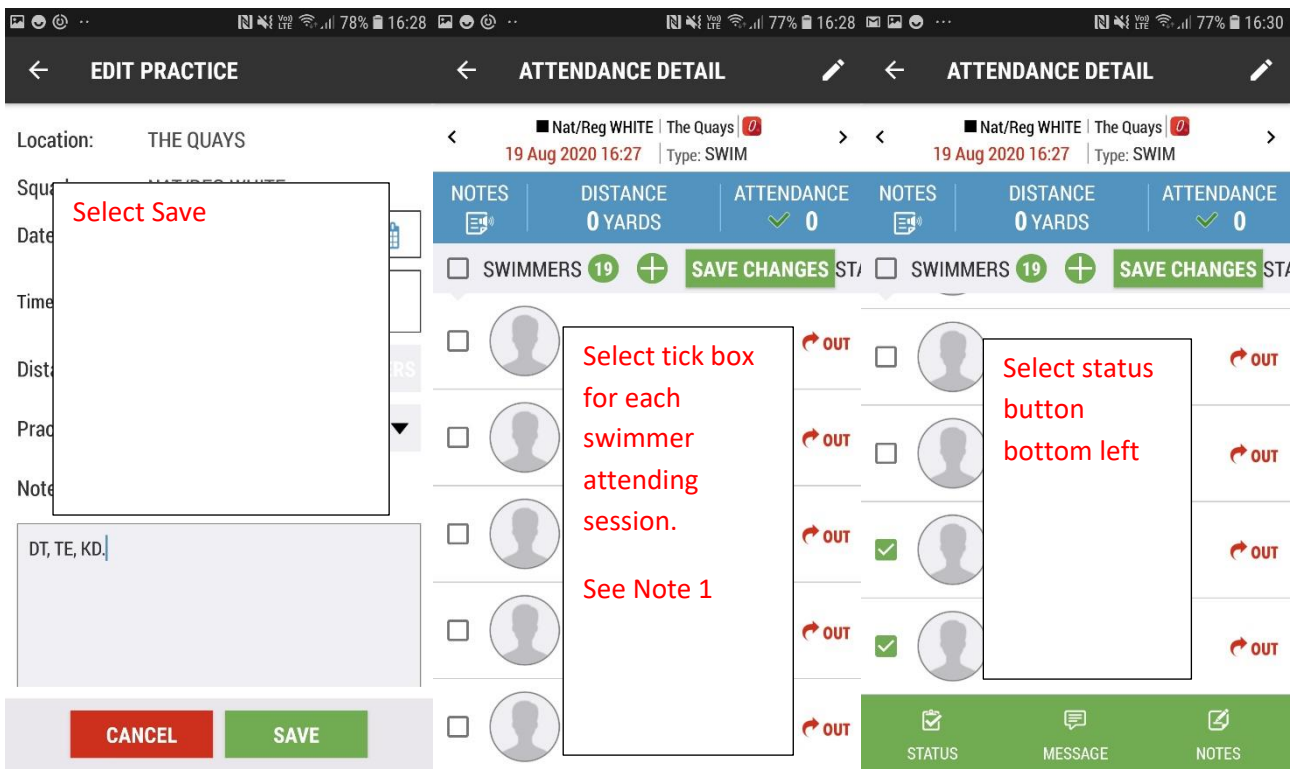
- Please bring your facemask, pen, clip board, High viz vest (supplied), mobile with access to ONDECK.
 - Please arrive for your chosen 'Job Slot' start time, to carry out the health check questions and attendance register, and to supervise the swimmers. JCP, Piranhas & Development volunteers, please arrive 15 minutes before your session. i.e. 2:15pm or 3:30pm.
 - Lay out the lane numbers along the wall, appropriately distanced or space out arriving swimmers if lane cards not available. (remember to collect up cards at end of last check in)
 - Confirm with each swimmer their name, ask basic health check questions, i.e. are you and you family well, are you following the checklist today, have you recently returned from abroad.
 - Advise the swimmers of their lane number, and direct to the holding area.(remind them to maintain social distancing)
 - Before entering the building brief swimmers of any changes in process, use sanitiser on way in, and remove shoes at pool entrance door. Send the group through to pool via the appropriate changing room access.
 - At the session start time have a quick check to make sure no latecomers are approaching, then lock the entrance doors and proceed to poolside to observe the session.
 - Or carry out the same process for the next squad if operating on the current staggered start times. Regardless always lock the doors when leaving unattended and going poolside.
 - Hopefully, volunteer numbers will always allow at least one volunteer to be poolside to observe the session , while others carry out the attendance etc.
- Note. Pool is currently closed to the public between 2 pm and 5 pm, No access to anyone other than CSSC swimmers / volunteers / coaches.
- Once the arrivals process is complete, all volunteers can be poolside to observe session protocols. This is a good opportunity to enter attendance onto ONDECK.
 - Approximately 15 minutes before the next squad registration time is due to start, at least one volunteer to be outside to carry out arrival process with the next squads.
 - At the end of the current squads' session, wait for all swimmers to be ready before allowing them to make their way to exit at the front doors. (These will need to be unlocked).
 - The next squad should now be ready to proceed through to the pool....and repeat...
 - Any questions or issues with session Please Contact Covid Lead Dave Lowther via email on cssccovid@gmail.com

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Attendance register using ONDECK

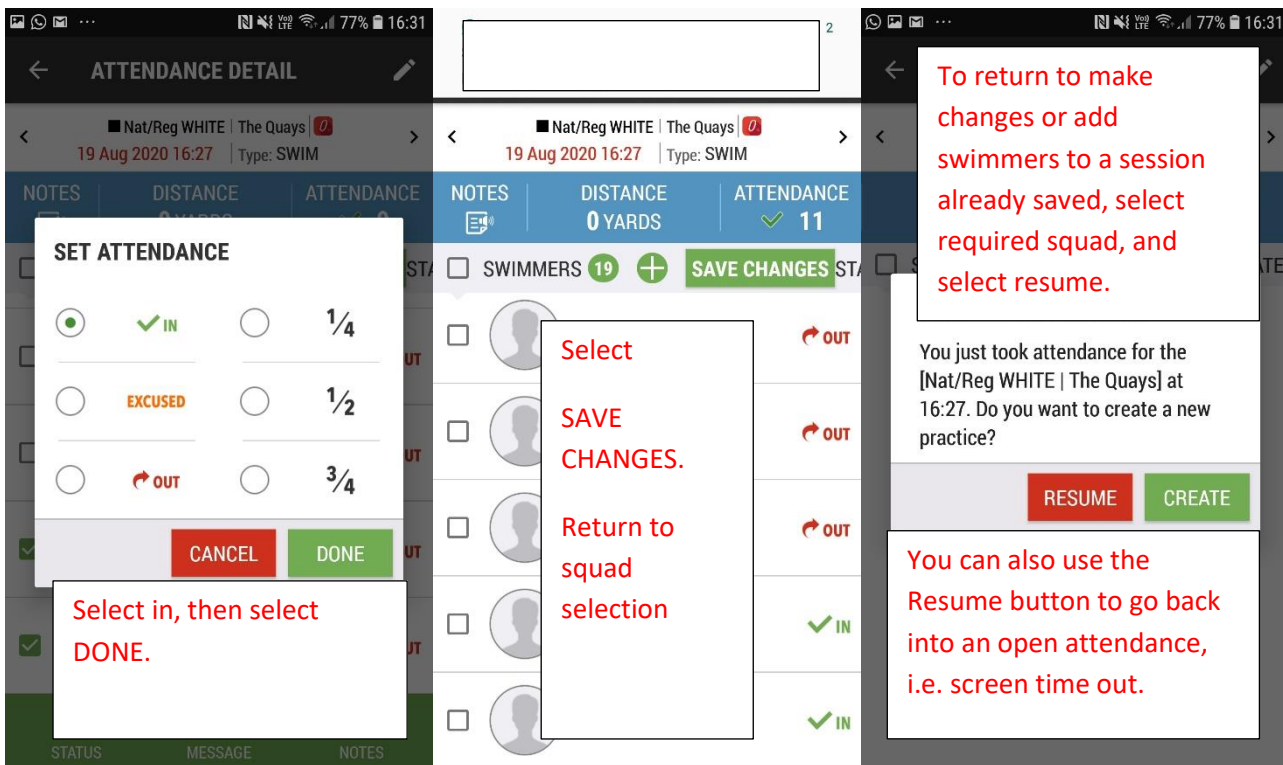


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Note 1

To add additional swimmer, first select green +, then scroll through and select required swimmer/s and select add on top right. This then takes you back to the tick box screen with the additional swimmer/s, continue as before. You can always add swimmers later, see last slide.



Access to emergency contact information in case of need only

Select the hamburger / menu: Select membership: Select Accounts / Members: Scroll & Select account name / or member name on top tab: Select required account / swimmer: If selecting by member, selecting the green account name will open contact details.