

# COVID SAFE OFFICER

## **Your association and club MUST appoint a COVID SAFE OFFICER.**

This can be an existing employee or office bearer or can be a new member of your appointed workforce/committee.

The COVID SAFE Officer will be your key resources and central point of contact for all matters COVID-19 for your organisation.

The Officer will be responsible for liaising with your association, Baseball Queensland, and other relevant stakeholders in relation to your organisation's response to COVID-19.

To assist organisations in appointing the right and most appropriately skilled person/s for this role, below is a list of the responsibilities for your COVID SAFE Officer.

## **COVID SAFE Officer Roles and Responsibilities**

- Complete the relevant CHECKLISTS, by considering the actions set out in each checklist and implementing (or arranging to implement) relevant considerations in your organisation and documenting justifications for not undertaking particular actions.
- Oversee the development and implementation of the organisation's return to sport arrangements as outlined in the CHECKLISTS above and as detailed in the BQ COVID-SAFE PLAN.
  - o You should address through your planning:
    - o Points of COVID-19 transmission risk;
    - o Transmission controls;
    - o Hygiene and behaviour requirements;
    - o Physical and fitness preparations before a restart; and
    - o Education and communication to relevant personnel.
- Periodically review the effectiveness of the BQ COVID-SAFE PLAN for your organisation and update or improve as necessary, in consultation with your association and BQ.
- Advise the committee/board of your organisation on the effectiveness of your implementation of the COVID-SAFE PLAN and CHECKLISTS and seek assistance where required.
- Assist your organisation (operationally) to safely ramp up activity through the three phases of the QLD Government's "Roadmap to easing Queensland's restrictions" and BQ's COVID-SAFE PLAN
- Act as the contact point for your organisation's members and participants – particularly around questions relating to return to sport and the actions your organisation has taken to be COVIDSafe – and other relevant stakeholders (including government, public health and other authorities, other clubs, associations, State and National Sporting Organisations).
- Responsible for maintaining attendance records and their secure storage in compliance with privacy principles.