



COVID-19 Safety Coordinator Job Description

Purpose of the Position

The Member Organization **COVID-19 Safety Coordinator** will be the key resource and central point of contact for all matters in relation to COVID-19 for Rugby Ontario's Members. The Safety Coordinator will be responsible for liaising with Rugby Ontario, Rugby Canada and other relevant stakeholders in relation to the Member Organization's response to COVID-19.

Key Responsibilities & Tasks

- Ensure compliance with all Federal, Provincial, Regional and local restrictions and orders related to controlling and eradicating COVID-19.
- Complete the relevant checklists by considering the actions set out in each checklist and implementing or arranging to implement relevant consideration in your organization and documenting justifications for not undertaking particularly actions.
- Oversee the development and implementation of the organization's COVID-19 Safety Plan and Enhanced Cleaning Procedures (to be defined in the Rugby Ontario Return to Play Plan).
- Periodically review the effectiveness of the COVID-19 Safety Plan for your organization and amend, update or improve as necessary.
- When required, effectively implement your COVID-19 Emergency Action Plan.
- Act as the contact point for the organization's members, participants and their parents/guardians – particularly around questions relating to return to rugby and the actions taken to be COVID safe.
- Assist the organization operationally to safely increase or add activity through the Rugby Ontario's Return to Play plan and as permitted by the Provincial government.

Pre-requisites

- Certificate in World Rugby COVID-19 Return to Play Awareness for Administrators Course: <https://playerwelfare.worldrugby.org/covid-19-courses>
- Familiarity with Sportlomo registration system

Action

- Member Organizations are to confirm their COVID-19 Safety Coordinator(s) as part of the Return to Play Sanctioning Process.
- Member Organization's are encouraged to collect the contact information for their appointed Safety Coordinator(s) for submission to Rugby Ontario.
- The appointed COVID-19 Safety Coordinator(s) are to commence the [World Rugby COVID-19 Return to Play Awareness for Administrators Course](#).