



# Special Olympics Alberta Return to Sport Plan

August 26, 2020

**Special Olympics**  
Alberta





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## SECTION 1: OVERVIEW

### 1.1 DISCLAIMER

Special Olympics Alberta (SOA) has prepared this document based on the latest information available to date from third-party sources, including Special Olympics Canada (SOC) and Alberta Health. The document will be updated periodically as the situation around the COVID-19 pandemic evolves and more information comes available.

This document is meant to provide information and guidance as to best practices based on current information available as per the publication date. It also outlines requirements that Affiliates/community programs must adhere to in order to have programs and activities sanctioned by SOA.

Each Affiliate/community program is responsible for assessing the risks in their particular environment and establishing the appropriate safety procedures to minimize those risks, while following the advice and instructions of public health, government authorities, and facilities.

Additionally, it is an individual's responsibility for assessing his or her personal risks in consultation with medical professionals and for the outcome of his or her decisions and actions.



## 1.2 INTRODUCTION

Sport and physical activity play an important role in the physical, psychological, and emotional well-being of athletes in Special Olympics. For these reasons, we are all eager to resume sport activities. However, the health and safety of all Special Olympics Alberta participants and the greater community must remain the priority.

This Return to Sport Plan is informed by the Health Alberta provincial guidelines, Special Olympics Canada (SOC) and Special Olympics International (SOI) directives, sport-specific plans by other provincial and national sport organizations, and provincial health recommendations. Special appreciation is extended to Special Olympics British Columbia for sharing their research, promising practices, and Return to Play plan with SOA.

SOA is targeting the fall/winter season for a phased re-launch of programs. While optimistic that we may proceed at that time, ongoing monitoring of COVID-19 and changes to provincial or national health and safety requirements may impact the targeted re-launch date. Even once re-launched, SOA will continue to monitor and be flexible to changing requirements and recommendations.

For the purposes of this document, the following definitions are used:

*Program* is defined as any organized activity that is facilitated by Special Olympics Alberta or an SOA-sanctioned Affiliate Management Committee.

*Volunteer* is defined as any administrative volunteer, program volunteer, or coach.

*Athlete* is defined as any participant in an SOA sport and training program, including Active Start, FUNdamentals, Athlete Leadership, and Healthy Athletes.

*Caregiver* is defined as any primary support worker, caretaker, guardian, or parent of an athlete.

*Participant* is defined as anyone involved in SOA programs including volunteers, athletes, and caregivers.

Participants in Unified Sports programs offered through the Alberta Schools' Athletic Association (ASAA) will also be required to comply with the Return to Sport guidelines for their school and ASAA.



### 1.3 PURPOSE OF GUIDELINES

This plan is intended to help SOA's athletes, volunteers, caregivers, and staff safely return to in-person programs in Alberta. Our plan has been developed based on an assessment of the potential risks that may be faced by our organization and consultations within the sport community. In conjunction with SOC, SOI and provincial sport organizations, SOA will provide training opportunities for volunteers.

SOA appreciates that SOA's athletes and coaches are anxious to return to some of our normal routines and activities that were both an important and large part of our daily lives prior to COVID-19. The priority of SOA has always been and will always be the safety of our athletes, coaches, volunteers, staff and families involved in Special Olympics.

SOA recognizes this is the priority of our Affiliates/community programs as well. As a collective group and community, this was demonstrated through how we significantly adapted and changed our routines and how we worked together over the last several months to flatten the curve of the COVID-19 pandemic. As important as our actions were over the last several months, our actions over the upcoming months will be equally important. With the important re-launch of our economy through the leadership of our provincial government, it will remain vital that a continued effort to "return to sport" will need to be done in the safest way possible and to continue to follow all guidelines and restrictions that have been put in place through Alberta Health, the provincial government and your local municipality.

As Affiliates/community programs plan to slowly re-launch some programs and activities, both the patience and support of athletes and volunteers will be needed to ensure collectively our actions are in line with Special Olympics, SOA, Alberta Health and other provincial and municipal regulations and orders. By working together, we can help ensure the safety of our athletes and Affiliates/community programs as we return to the programs.

The situation and information around COVID-19 continues to evolve quickly. The information in this document is based on the best information available at the time of publication. SOA will continue to monitor the situation very closely and will update this document accordingly.

**For questions about SOA's Return to Sport Plan, please email [covid@specialolympics.ab.ca](mailto:covid@specialolympics.ab.ca) or contact:**

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## 1.4 UPDATES

This Return to Sport Plan is being regularly reviewed and updated. Significant changes from the last edition (July 29, 2020) include:

- Section 2.4 - Participants with High Risk Conditions: Updated to include links and clarify the responsibility for the decision to participate.
- Section 4.1.2 - Registration: It was clarified that all one-on-one volunteers must be fully registered through the Affiliate with SOA and be in good standing.
- Section 4.6 - Sport-Specific Return to Play Guidelines: It was noted that additional guidance on sport-specific protocols within SOA programs can now be found within the SOA Return to Play Coaches Toolkit.
- Section 5.2.3 - SOA Coach COVID-19 Training Requirements: The COVID-19 training required by Head Coaches was clarified.
- Section 5.3 - Program Requirements for Affiliates/Community Programs: The requirement for Affiliates/Community Programs to complete form, "Affiliate/Community Program Confirmation of Meeting Minimum Standards for Return to Sport" and prepare program-specific Return to Play Plans was clarified and links provided.
- Section 6 - It was clarified that the information provided is to assist coaches in understanding some of the psychological considerations of returning to sport during the COVID-19 pandemic, and that coaches are not trained to provide mental health support or counselling and should refer participants to a professional.
- Section 7.1 - It was clarified that the first aid training required by coaches is Standard First Aid (CSA Intermediate) - Level C CPR & AED.
- Section 7.2 – This section was updated and an Emergency Action Plan template was included as well as a link to a customizable template.
- Section 8.0 - The Participant Waiver and Promotional Media Opt-Out Form was updated. Information about the Event Waiver and Promotional Media Opt-Out Form was included. The Attendance Protocol & Tracker was updated a link to a download version of the form included.





## SECTION 2: COMMITMENT TO SAFETY

### 2.1 COVID-19 SYMPTOMS AND TRANSMISSION

Current information about COVID-19 (Coronavirus), its symptoms and transmission can be obtained from Alberta Health [here](#).

[Click here](#) for Alberta Health's Frequently Asked Questions on COVID-19 (Coronavirus) for people with disabilities

### 2.2 RISK MANAGEMENT

Health officials advise of two variables that reduce the risk of transmission:

1. Contact intensity – how close you are to someone and for how long
2. Number of contacts – how many people are in the same setting at the same time.

The following levels of protection are listed from highest level of protection to lowest. Use the highest level of protection possible or appropriate for each situation.

- Physical distancing measures – reduce density of group (number and duration of contacts)
- Engineering controls – physical barriers, increased ventilation, traffic flow
- Administrative controls – rules and guidelines
- Non-medical masks (and other Personal Protective Equipment)

### 2.3 PARTICIPANT SAFETY

SOA is committed to the ongoing safety of athletes, coaches, volunteers, and other members of our community. Prior to returning to activity, SOA will require all programs to agree to abide by the requirements for safety and sanitation, which are built on the following criteria:

- Ensuring participant safety/health
- Practicing physical distancing
- Reducing shared equipment and touching of shared surfaces
- Education on protocols and procedures, and required cooperation of athletes and volunteers
- Providing information to volunteers on enhanced cleaning and sanitizing procedures.

These requirements include general measures, as well as expectations that apply specifically to Affiliate Management Committees, coaches, athletes, and caregivers.



Participants **must** abide by the protocols. If a program is found to not be in compliance with any safety protocols, the program will be cancelled until remediation is undertaken and SOA approval is granted. Sport-specific protocols are also in development to address practices, equipment, and etiquette unique to each sport.

## 2.4 PARTICIPANTS WITH HIGH RISK CONDITIONS

Having an intellectual disability alone may not put someone at a higher risk for getting COVID-19 or having a severe illness if they do get COVID-19. However, some people with intellectual disabilities might be at a higher risk of infection or severe illness because of their age or underlying medical conditions, which could put them at greater risk of being exposed and acquiring the infection.

The known underlying health conditions that put one at greater risk for COVID-19 include:

- Endocrine disorder (like diabetes)
- Metabolic disorders
- Brain and spinal cord disorders (i.e. cerebral palsy, epilepsy, stroke)
- hypertension
- asthma
- chronic lung disease
- severe heart conditions
- chronic kidney disease
- obesity
- weakened immune system

Some of the other factors that may make a person with a disability more at risk of acquiring COVID-19 or progressing to more severe COVID-19 infection, other than age and underlying chronic conditions, include:

1. The nature of some disabilities may put individuals at a higher risk of infection. For example, people who have difficulties washing their own hands, blind or low-vision Canadians who must physically touch objects for support or to obtain information, and those with trouble understanding and/or following public health guidance on physical distancing may be at higher risk.
2. Individuals with disabilities living in communal environments such as group homes, foster homes or assisted living may face a higher risk of contracting COVID-19 due to proximity to others and the need to come in contact with people living outside their accommodation.
3. Individuals with disabilities interacting with multiple care providers/supports and friends have an increased risk of contracting COVID-19 due to increased exposure.



4. Visitor and support person restrictions in hospitals, long-term care homes, congregate and individual dwellings helps reduce virus transmission, but can put persons with disabilities who require assistance communicating their symptoms and personal care choices at risk. It is important to consider that social isolation may impact people with disabilities' physical, social, mental and emotional health and well-being.
5. Persons with disabilities may face barriers to accessing COVID-19 public communications and response services and programs, particularly where intersecting vulnerabilities are present, e.g. economic, social, rural/remote communities, language, race, age and gender. There may be a need for assistance to navigate community supports and frequent communications with new information. Information will need to be communicated in a variety of ways and be made available through a variety of mediums.
6. Treatment of unrelated health conditions may put a person with disabilities at risk if the health care system is overloaded by COVID-19. This could present barriers to health services for persons with disabilities and would be felt acutely by persons with multiple disabilities.
7. The loss of important services and supports provided through community programming, employment, access to therapies and school can also be detrimental to a persons' overall health and well-being and lead to regression in positive development for some persons with disabilities.

It is very important that those who work and live with those with disabilities are aware of the considerations needed during COVID-19. Adapting and being creative and proactive at this time is essential to ensure the voices of those with disabilities are heard and responded to. And as usual, if a person with a disability or their support persons/friends have any questions or concerns regarding any health issues, their primary healthcare providers should be consulted.

In addition, SOI indicates that the biggest risk for people with ID is not their underlying health conditions, but their lack of access to healthcare. More than 80% of healthcare providers are not trained to treat people with intellectual disabilities. Please see the resource ["Getting Ready for Your COVID-19 Health Care Visit" and "About Me"](#), which will help with any healthcare visit.

### **What that means for Special Olympics in Canada:**

As programs approach return to play initiatives there are potential interventions worth considering for athletes/other participants with high risk conditions including:

- Delaying a return to sport/programs
- Greater focus on individual training or virtual training
- Maintaining physical distancing measures



- Delay the return of athletes/other participants with high risk conditions from the training environment
- Consideration given to timelines and the need to be adjusted based on a vulnerable sector (Return to sport might look different than that of generic return)
- Selecting sports based on minimal risk, human contact and opportunity for sharing of equipment

The foundation for our guidelines to return to sport and programs is the health, safety and wellbeing of our community, especially athletes and volunteers. It is recommended, that the final decision for involvement by athletes/other participants with high risk conditions be done in consultation with a healthcare provider, caregiver (if applicable), SOA, and be based on the guidelines and recommendations from Alberta Health and Alberta Health Services. The ultimate decision to participate is made by the athlete or participant in conjunction with their healthcare provider and parent or caregiver. All participants will be required to sign the Participation Waiver (Appendix A) and Promotional Media Opt-Out Form and COVID-19 Declaration and Agreement (Appendix B) before returning to programming.

## 2.5 SAFE SPORT

SOA believes that everyone has the right to enjoy the sport at whatever level or position they participate. Athletes, coaches, officials and volunteers have the right to participate in a safe and inclusive training and competitive environment that is free of abuse, harassment or discrimination.

The focus of these guidelines is the safe return to play while continuing to focus on the Safe Sport movement and ensuring that our athletes, volunteers, coaches and other stakeholders are all protected. Although the overall Safe Sport movement covers a number of topics and issues (Canadian SafeSport Hotline, concussion policy and protocol, training, etc.) in the context of this resource, the focus is on supervision and responsible coaching during all contexts of a phased return to sport and programs.

All programs, coaches, volunteers and staff should visit <https://coach.ca/sport-safety> for additional information. As taken from Coaching Association of Canada (CAC):

### **Rule of Two: To be considered and followed in all phases of program delivery**

The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions in emergency situations.



### ***Phase 1 - Rule of Two in a Virtual Setting:***

**These specifics have been included in the guidelines as there is a change to implementation based on the delivery of programs in Phase 1.**

- The Rule of Two should continue to apply to all minor athletes in the virtual environment during the COVID-19 pandemic (additionally, for those athletes under age 16, a parent or guardian should be present during the session where possible);
- We recommend applying the Rule of Two to non-minor athletes, as well, in the current circumstances;
- For every session, the Rule of Two would require two adult coaches be present, or one coach and one adult (parent, guardian, volunteer, program administrator) – one-on-one sessions should be prohibited;
- Parents/guardians should be fully informed beforehand about the activities undertaken during the sessions, as well as the process of the virtual session;
- Parents/guardians should be required to consent to virtual sessions prior to each session, if irregularly scheduled, or prior to the first session if there is a series of regularly scheduled sessions;
- Communication during each session should be in an open and observable environment (i.e., avoid bedrooms) in the athlete’s home (athlete’s parents’/guardians’ home), and the coach must initiate the session from an appropriate location (i.e., avoid bedrooms or “overly personal”/unprofessional settings);
- It is recommended to record sessions where that capacity exists;
- Prohibit one-on-one texting, emailing or online contact between coach and athlete – any texting, emailing or online contact should be limited to group text/email that includes at least two adults (two coaches or one coach and one adult (parent, guardian, volunteer, program administrator), and limited to coaching (non-social) matters, and parents of minor athletes should be provided the opportunity to receive these texts/emails;
- Social media contact by coach to athlete should be prohibited (including the sharing of memes, non-training video, etc.);
- Encourage parents/guardians to debrief with U-16 athletes about virtual training on a weekly basis.

In addition, care should also be taken to ensure that appropriate security settings have been set for virtual, videoconferencing arrangements, including password protected videoconference invitations.

### ***Phases 2 and 3: Additional information related to current practices for implementing the Rule of Two***

The phased return to play should not impact the required training and screening for all coaches and volunteers. There remains an importance and focus on the three key areas (Rule of Two, Background Screening, Ethics Trainings) within the responsible



coaching movement. For more details please access resources at <https://coach.ca/three-steps-responsible-coaching>.

Appropriate and responsible quotas of athletes and coaches must be maintained. As Alberta Health restricts group sizes, it is essential to ensure that the Rule of Two remains in place and that a coach/volunteer position is not sacrificed for an athlete opportunity.

## **2.6 TRAINING AND RESOURCES**

SOC'S Guidelines for Return to Sport Plan and SOA's Return to Sport Plan will be made available to all members of the SOA community and include resources and materials tailored to support the understanding of athletes, volunteers, and caregivers. Affiliates/community programs must be familiar with provincial, municipal and facility guidelines as well as the SOA Return to Sport Plan prior to starting programs.

SOA will provide training opportunities for participants that review their expectations before, during, and at programs and review all forms and documents relevant to their role. All Head Coaches and Program Safety Volunteers must participate in training opportunities prior to starting programs.

An important component of this training will focus on how to help athletes understand and follow the new protocols. This will be done by reviewing the resources we will be providing to athletes such as handwashing videos and the required signage at programs.

SOA will monitor participation in training opportunities to ensure that Affiliates/community programs have the information needed prior to program relaunch. Affiliates/community programs will be provided with the training information by SOA.



## SECTION 3: OVERVIEW OF THE PHASED RETURN TO SPORT & PROGRAMS

### 3.1 OVERVIEW

Special Olympics Canada will be following the following general framework for a phased return to sport and programs in Canada. The timing of each phase will vary across provinces and territories.

PHASE 1	PHASE 2	PHASE 3
<b>Special Olympics Sport Activity</b>		
Zero program activity	Limited/modified program training allowed and limited/modified	All program training and competition allowed
<b>Special Olympics Staff &amp; Chapter Activity</b>		
Staff work from home	Staff work from home and/or office	Staff fully operational
No travel	Restricted travel	Unrestricted travel
<b>Special Olympics Programs (Athlete Leadership, Healthy Athletes, Active Start, FUNdamentals,</b>		
Virtual programs available	Limited/modified programs	All programs in operation
<b>Special Olympics School Based Activity</b>		
Zero school activity	Limited/modified school	All school events in place



### 3.2 SPECIAL OLYMPICS CANADA RECOMMENDATIONS FOR ACTIVITIES

Special Olympics Canada is recommending the following phases for activities. The timing of each phase will vary across provinces and territories.

General Changes		
Phase 1	Phase 2	Phase 3
<ul style="list-style-type: none"> <li>• Online coaching and resources.</li> <li>• Virtual programming.</li> <li>• No physical contact of any kind between athletes, coaches and volunteers.</li> <li>• No handshakes, hugs, and high fives.</li> <li>• No equipment sharing.</li> <li>• EAPs should be updated to reflect new protocols.</li> </ul>	<ul style="list-style-type: none"> <li>• As per Phase 1 plus: Small groups permitted. Maximum number of persons as advised by your Provincial/Territorial health authority.</li> <li>• Programs must have cleaning and first aid kits (including masks and gloves). Clear face shields for coaches/ volunteers working with athletes who are deaf or hard of hearing. Cleaning of shared equipment and surfaces should be done regularly.</li> <li>• Some sharing of equipment with easily cleaned surfaces. (e.g. kicking a soccer ball).</li> <li>• Recommend masks should be worn as much as possible. This includes when you arrive and depart from your program.</li> <li>• Independent skills and drills should be primary activities.</li> <li>• Indirect contact (e.g. through a ball in the hand) may occur but no deliberate contact</li> <li>• Indoor venues/sports permitted if they comply with above.</li> </ul>	<ul style="list-style-type: none"> <li>• As per Phase 2 plus: Full sporting activity allowed including contact.</li> <li>• Larger teams consider maintaining smaller training groups.</li> <li>• Training may still be affected by commercial operation of facilities.</li> <li>• Virtual training may still occur.</li> <li>• Limit unnecessary social gatherings.</li> <li>• Review and update EAPs as required.</li> </ul>





	<ul style="list-style-type: none"> <li>• Virtual programming still available.</li> <li>• Participation Waiver and Promotional Media Opt-Out Form and COVID-19 Declaration and Agreement signed by each participant (athlete, coach, volunteer, etc.).</li> <li>• Attendance protocol must be followed and attendance taken at each session.</li> <li>• Review and update EAPs as required.</li> <li>• Areas for bags, jackets, etc. should be designated and maintain physical distancing.</li> </ul>	
<b>General Hygiene Measures</b>		
<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>
<ul style="list-style-type: none"> <li>• No sharing of equipment or communal facilities.</li> <li>• Strictly apply personal hygiene measures.</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum number of persons as advised by your provincial/territorial health authority.</li> <li>• Communal facilities can be used after a risk assessment and mitigation process is completed. Plan should be in place for cleaning of washrooms.</li> <li>• ‘Get in, Train and Get out’ training process. Train and leave straight away, no social engagement. Arrive already dressed in appropriate attire.</li> <li>• Separate entrance/exit designated (with signage) when possible.</li> <li>• Staggered arrival/departure times.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue hygiene as per Phase 2.</li> </ul>



	<ul style="list-style-type: none"> <li>• Maintain 2m (or 6ft) distance where possible.</li> <li>• Cleaning protocols in place for all equipment. Recommend a thorough full body shower with soap before and after training (at home).</li> <li>• Hand sanitizer or hand washing station available on arrival and when leaving.</li> <li>• Have reminders/signage posted that reinforces use proper hygiene, physical distancing and use of PPE.</li> <li>• Coaches and/or volunteers should consider splitting responsibilities (attendance, cleaning, etc.)</li> <li>• No sharing of drink bottles (encourage labeling with the athlete’s name).</li> <li>• Do not attend if unwell, have a pre-existing condition or have someone at home who may be at greater risk.</li> <li>• No spitting, yelling, singing or whistle blowing.</li> </ul>	
<b>Spectators, Additional Personnel</b>		
<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>
	<ul style="list-style-type: none"> <li>• Spectator access based on group size restrictions and venue layout.</li> <li>• Separate spectators from athletes.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum contact of non- essential surfaces and hands on treatment for essential only.</li> <li>• Non-essential personnel discouraged from change rooms.</li> </ul>



	<ul style="list-style-type: none"> <li>• Pick up/drop off should be encouraged.</li> <li>• Physical distancing of at least 2m (or 6ft), hygiene and use of PPE (including masks) should be maintained.</li> </ul>	
<b>Active Start &amp; FUNdamentals</b>		
<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>
<ul style="list-style-type: none"> <li>• Program Leaders offer virtual programming and/or provide online resources to athletes where available.</li> </ul>	<ul style="list-style-type: none"> <li>• Active Start programs suspended – online only.</li> <li>• FUNdamentals programs with limited participants.</li> <li>• All athletes must have their own equipment (no equipment sharing).</li> <li>• Athletes and volunteers must social distance (individual drills and activities only).</li> <li>• One parent/caregiver can attend with the athlete and must maintain physical distancing – no siblings.</li> </ul>	<ul style="list-style-type: none"> <li>• Active Start and FUNdamentals programming resumes.</li> <li>• Games with minimal physical contact is encouraged.</li> <li>• SO to provide additional equipment to reduce equipment sharing (if possible).</li> </ul>
<b>Athlete Leadership (AL) &amp; NCCP Delivery</b>		
<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>
<ul style="list-style-type: none"> <li>• Some modules/courses offered online.</li> <li>• Social Clubs online (AL).</li> <li>• SOC governed in-class courses suspended.</li> </ul>	<ul style="list-style-type: none"> <li>• Modules/courses continue online.</li> <li>• Social clubs online (AL).</li> <li>• SOC governed courses may be in classrooms with limited participants per course and modified delivery where necessary.</li> <li>• Participants do not stay overnight (local trainings only).</li> <li>• Participants bring their own lunch and water.</li> <li>• All participants must maintain physical</li> </ul>	<ul style="list-style-type: none"> <li>• Athlete Leadership and NCCP courses resume as normal based on local health recommendations.</li> </ul>



	distancing of at least 2m (or 6ft).	
<b>Healthy Athletes</b>		
<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>
<ul style="list-style-type: none"> <li>• No in-person screenings.</li> <li>• Strong Minds resources available online.</li> <li>• Healthy at Home resources available online.</li> </ul>	<ul style="list-style-type: none"> <li>• Modified in-person screenings may be offered with an emphasis on physical distancing practices, use of PPE and no transmission of equipment:                             <ul style="list-style-type: none"> <li>○ Medfest</li> <li>○ Fun Fitness</li> <li>○ Fit Feet</li> <li>○ Health Promotion</li> <li>○ Healthy Hearing</li> <li>○ Strong Minds</li> </ul> </li> <li>• Clinical Directors should consult the SOI disciplines guidelines as developed for phased return.</li> <li>• Online resources remain available + Self-assessment tool for Special Smiles.</li> <li>• Limit travel of Clinical Directors to avoid possible transmission.</li> </ul>	<ul style="list-style-type: none"> <li>• In-person screenings may return in full for all 8 disciplines with a continued focus on hygiene practices.</li> <li>• Online resources remain available as supplementary.</li> </ul>



## SECTION 4: PROGRAM REQUIREMENTS

Affiliates/community programs are required to comply with all guidelines as follows:

1. Special Olympics Alberta Requirements
2. Special Olympics Canada Guidelines
3. Alberta Health/Alberta Health Services & Government of Alberta
4. Municipal Requirements
5. Facility Requirements
6. Sport-Specific Return-to-Play Guidelines
7. Competition Guidelines

Affiliates/community programs must ensure that all activities comply with these basic safety requirements in addition to any additional provincial or municipal requirements. Affiliates/community programs must ensure that all participants are aware of all requirements and guidelines and have these posted in an accessible location, such as your website and/or within your training facilities/areas.

### 4.1 SPECIAL OLYMPICS ALBERTA REQUIREMENTS

To safely deliver sport programming, the following requirements and expectations for participants must be communicated and observed.

#### 4.1.1 Waivers and Declarations

SOC requires that the Participation Waiver and Promotional Media Opt-Out Form (Appendix A) and COVID-19 Declaration and Agreement (Appendix B) must be completed prior to participation in a program.

#### 4.1.2 Registration

All athletes, coaches, and volunteers must be fully registered through the Affiliate with SOA and be in good standing. This includes all one-on-one volunteers.

#### 4.1.3 Health of Participants

To protect the health of all participants, the following things need to happen at every program. Each program's Program Safety Volunteer will be responsible for ensuring these actions are completed, but every participant must play their part.

All participants must submit a completed COVID-19 Declaration and Agreement and Participation Waiver and respond to the questions in screening questions in the Attendance Protocol and Tracker for Special Olympics Canada Activities (Appendix C). More information about these waivers and agreements can be found in Section 8:



## Waivers and Liability.

SOA wants return to programs to be a safe and positive experience, but we understand that it will also be a unique one and may not be the most suitable experience for all athletes. It is important to do an honest appraisal as to if an athlete will be able to cope in the modified training environment. Although athletes will be supervised and supported by an assigned coach, athletes will need to manage many aspects of the guidelines relatively independently. For the safety of all participants, it is important that:

1. There will be **zero tolerance** for participating while sick – participants cannot be there if they have symptoms of any illness or are not feeling well.
2. All participants **must** follow enhanced hygiene protocols:
  - a. Frequent and proper hand washing or hand sanitizing
  - b. Avoid touching eyes, nose, and mouth
  - c. Coughing and sneezing into your sleeve.
3. Participants **must** be able to maintain physical distancing.

Participants who are unable to adhere to physical distancing or hygiene protocols may be removed from the program in consideration of the safety of other participants.

Individuals will be informed of the risks involved in program participation, but the decision to participate is theirs to make. The exception is an individual displaying signs and symptoms of COVID-19, as they will not be permitted to participate.

Individuals who are at higher risk of COVID-19 should consult with their health care provider before participating. Guardians or caregivers are encouraged to consult with an athlete's health care provider before making the decision for the athlete to participate to ensure that risks associated with participation are understood.

### 4.1.4 Communication

Coaches and volunteers leading programs will receive the following resources before starting programs:

- SOA Return to Sport documents
- Web-based learning opportunities to review the materials and answer questions
- Support from a designated SOA staff person who will be available to clarify any questions or situations that occur during implementation and delivery of programs in the pilot stage.

Before participating, all SOA volunteers and coaches leading programs will be asked to sign the Participation Waiver and Promotional Media Opt-Out Form (Appendix A) and COVID-19 Declaration and Agreement (Appendix B) acknowledging they have read the guidelines and understand their risk. Athletes participating in programs will be contacted by coaches of that program prior to the start date to discuss their



participation and review program expectations. Participants will be made aware that they must leave the activity if they fail to comply with outlined expectations.

#### **4.1.5 Program Safety Volunteers**

This volunteer position will support the Head Coach in ensuring that all COVID-19 safety protocols and processes for the sport program are in place and adhered to by all participants. Several Program Safety Volunteers may support a program, depending on program size.

This volunteer will participate in the necessary COVID-19 related learning sessions prior to the program starting so that they understand the expectations in place to provide a safe and positive return to sport for all involved (coaches and other volunteers are still required to participate in learning sessions).

Duties include:

- Ensures program has sufficient amount of hand sanitizer and cleaning supplies prior to start
- Assists coaches in ensuring physical distancing rules are followed upon arrival, during, and departing the program
- Ensures signage and physical distancing barriers are in place prior to athletes arriving
- Ensures that the Attendance Protocol and Tracker for Special Olympics Canada Activities (Appendix C) is completed as each participant enters the program
- Ensures screening and attendance is recorded at each program, that all attending are registered with Special Olympics Alberta, and that emergency contact information is on hand at every program
- Ensures all health protocols are followed during the program
- Ensures coaches have gloves and masks available for situations requiring first aid or medical attention until first responders arrive
- Ensures participants know where hand sanitizer/hand washing station is located and that each participant washes their hands prior to and during the program
- Supports athletes in recognizing if washroom facilities are available, and ensures that only one person is using the facilities at a time (this may differ based on facility protocols)
- Assists coaches in making sure athletes are not sharing equipment or personal items such as water bottles
- Ensures all athletes have been picked up or left the program area at the end of each session
- Ensures that all equipment used is cleaned at the end of each session



#### 4.1.6 Phased Return to Sport & Programs

The return to sport will require a gradual, thoughtful, and phased approach. SOA's approach to reintroducing sport will start with strict limitations, followed by changes in restrictions as the SOA and provincial health landscapes allow. SOA sport programs need to operate under the following:

- Participants able to maintain physical distancing
- Minimizing shared equipment and touching of shared surfaces
- Focus on skill development and low risk activities
- No travel for SOA programs outside home community.

SOA will be relaunching sport from its current state in three phases. The timing and number of participants permitted in each phase will be announced by SOA.

**The phases at which sport programs will start and operate will be determined by SOA. These phases do not correspond to the stages of the Government of Alberta's Relaunch Strategy and may vary from the phases being used by other provinces/territories.**

	Phase 1 Local Reopening	Phase 2 Transition Measures	Phase 3 New Normal
<b>Restriction</b>	<ul style="list-style-type: none"> <li>• Maintain physical distance</li> <li>• No non-essential travel</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain physical distance</li> <li>• No non-essential travel</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to Provincial Health Officer and local health authorities</li> </ul>
<b>Health Requirements</b>	<ul style="list-style-type: none"> <li>• Increased hand hygiene</li> <li>• Health screenings at practices and events</li> <li>• Signage and markers to be used as visual cues for distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Increased hand hygiene</li> <li>• Health screenings at practices and events</li> <li>• Signage and markers to be used as visual cues for distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Increased hand hygiene</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• Indoor facilities can be introduced within protocols</li> <li>• Where possible, rent dedicated facility space (outdoors) to preserve boundaries</li> <li>• Have barriers in place to keep spectators at a distance</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor programs are safest</li> <li>• Indoor facilities can be introduced within protocols</li> <li>• Barriers in place to separate spectators from program</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor/indoor</li> </ul>





<b>People*</b>	<ul style="list-style-type: none"> <li>• Athletes restricted to participating in a single sport/program/cohort within their Affiliate</li> <li>• Group sizes must comply with provincial regulations</li> <li>• Program Safety Volunteer must be onsite</li> <li>• Spectators are not permitted in the designated program area</li> </ul>	<ul style="list-style-type: none"> <li>• Athletes limited to participating in a 1 cohort, although the cohort may participate in multiple sports as a cohort</li> <li>• Cohort sizes may increase but must comply with provincial regulations</li> <li>• Program Safety Volunteer must be onsite</li> <li>• Limited spectators</li> </ul>	<ul style="list-style-type: none"> <li>• Athletes may register for multiple concurrent programs within their Affiliate</li> <li>• Large groups allowed*</li> <li>• No limit on spectators</li> </ul>
<b>Programs</b>	<ul style="list-style-type: none"> <li>• Low risk, outdoor activities preferred</li> <li>• Focus on individual sport skill development</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on individual sport skill development</li> <li>• Partner/paired activities allowed where sharing of equipment is minimal</li> </ul>	<ul style="list-style-type: none"> <li>• No restrictions on activities</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• No shared equipment</li> <li>• Any general equipment handled by coaches only (i.e. cones)</li> </ul>	<ul style="list-style-type: none"> <li>• Minimal shared equipment</li> <li>• Disinfect any shared equipment between users as well as before and after use</li> </ul>	<ul style="list-style-type: none"> <li>• Shared equipment</li> <li>• Enhanced cleaning protocols considered best practice</li> </ul>
<b>Virtual Programs</b>	<ul style="list-style-type: none"> <li>• Continue to offer a range of virtual opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to offer a range of virtual opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to offer virtual programs that fill gaps for in-person programs</li> </ul>
<b>Competition</b>	<ul style="list-style-type: none"> <li>• Virtual competitions</li> <li>• Within programs skill development allowed under protocols</li> </ul>	<ul style="list-style-type: none"> <li>• Virtual competitions</li> <li>• “Skills &amp; Drills” style contests permitted within the cohort</li> <li>• Within-community competition allowed under protocols</li> </ul>	<ul style="list-style-type: none"> <li>• Virtual competitions</li> <li>• Competitions may return</li> </ul>

*\*The number of maximum participants will be determined by Special Olympics Alberta and will not exceed those permitted by Alberta Health. The maximum numbers will be set and communicated before moving into this stage.*

The Standard Program Protocols for all sports are included in Appendix D.



#### **4.1.7 Cohorts**

SOA cohorts are a closed, small group of no more than 50 individuals consisting of athletes, coaches, and volunteers who participate in the same sport or activity and remain together for the duration of the program. Participants may participate in only one sport cohort per program cycle with a minimum of 14 days between programs.

It is preferred that family members or participants residing at the same address be placed within the same cohort whenever reasonable; however, the levels of the athletes must be considered to ensure a positive experience. Cohorts only participate in their own Affiliate and will not engage in events or leagues with other cohorts.

### **4.2 SPECIAL OLYMPICS CANADA GUIDELINES**

Provinces are required to follow Special Olympics Canada National Guidelines for Return to Sport & Programs. Alberta's guidelines are based on the guidelines produced by SOC and key components of SOC's guidelines are included within this document. These guidelines and resources may change over time, so it is important for Affiliates/community programs to regularly check for updates. SOC's guidelines have been developed in line with SOI's "Return to Activities Protocol". SOC's protocol is founded on the latest medical information available and guidance from organizations such as the World Health Organization (WHO) and nation-specific health agencies (e.g. Public Health Agency of Canada).

SOA has integrated SOC's program requirements into the Affiliate Minimum Standards Checklist that will be part of return to play planning conducted with SOA staff. The full version of Special Olympics Canada National Guidelines for Return to Sport & Programs can be viewed at <https://www.specialolympics.ca/return-sport-programs>

### **4.3 ALBERTA HEALTH / ALBERTA HEALTH SERVICES & GOVERNMENT OF ALBERTA REQUIREMENTS**

Please visit [COVID-19 info for Albertans](#) for all current requirements of the Government of Alberta.



Requirement	Description / Application
<b>Oversight</b>	<p><b>The activity must be overseen by a responsible person over the age of 18 who must ensure public health guidelines are adhered to.</b>            Individuals exhibiting symptoms of COVID-19 must be sent home immediately as per CMOH Order 05-2020            Resource: <a href="#">CMOH Order 05-2020</a></p>
<b>Physical Distancing</b>	<p><b>The activity must comply with current Physical Distancing restrictions issued by AHS</b>            Individuals MUST maintain physical distancing of at least 2 metres from others, unless they are from the same household or cohort family. Consideration must be given to the arrival and departure of athletes/volunteers that supports physical distancing requirements; except for family members or persons residing in the same household.            Resource: <a href="#">Practice Physical Distancing</a></p>
<b>Gatherings</b>	<p><b>The activity must comply with current gathering restrictions issued by AHS.</b>            Resource: <a href="#">Restrictions on Gatherings</a></p>
<b>Cohorts</b>	<p><b>Cohorts must comply with the standards issued by Alberta Health.</b>            Resource: <a href="#">Guidance for Cohorts</a></p>
<b>Health Screening</b>	<p><b>Individuals must complete the COVID-19 Declaration and Agreement (Appendix B). In addition, the following questions must be asked prior to daily participation and recorded in the Attendance Protocol and Tracker for Special Olympics Canada Activities (Appendix C):</b></p> <ol style="list-style-type: none"> <li>Do you have COVID-19?</li> <li>Are you experiencing any known symptoms of COVID-19, such as fever, cough, shortness of breath or feeling unwell?</li> <li>Have you travelled internationally during the past 14 days?</li> <li>Have you, in the past 14 days, knowingly come into contact with someone who has COVID-19, who has known symptoms of COVID-19, or is self-quarantining after returning to Canada?</li> <li>Have you been following government recommended guidelines for COVID-19 including practicing physical distancing?</li> </ol>
<b>Activities</b>	<p><b>The activity must be limited to Small Groups and adhere to Return to Sport, Physical Activity and Recreation – Stage 2</b>            Resources:  <a href="#">Guidance for Organized Outdoor Sport, Physical Activity and Recreation</a>  <a href="#">Guidance for Outdoor Recreation</a>  <a href="#">Return to Sport, Physical Activity and Recreation - Stage 2</a></p>
<b>Hygiene</b>	<p><b>Activity organizers must communicate appropriate hygiene measures for the activity in advance to all participants.</b>            Activity organizers must ensure participant compliance with all hygiene measures.            Resource: <a href="#">Infection Prevention and Control</a></p>



<b>Contact Tracing</b>	<p><b>Contact tracing logs for all athletes, coaches and volunteers must be completed for every activity and be available to be accessed quickly to ensure efficient contact tracing.</b></p> <p>Contact Tracing logs must be completed through the Attendance Protocol and Tracker for Special Olympics Canada Activities (Appendix C).</p>
<b>First Aid</b>	<p><b>Activity organizers must ensure personal protective equipment is immediately available IF first aid treatment is required.</b></p> <p>Resource: <a href="#">Donning PPE Poster</a>, <a href="#">Doffing PPE Poster</a></p>
<b>Travel</b>	<p><b>Activities should be restricted to local opportunities. This means within a neighbourhood, town or municipality. Participants should not seek sport, physical activity and recreation opportunities in other regions, or out of province. Cross-jurisdictional, or inter-regional, play should not occur at this stage.</b></p> <p>Resource: <a href="#">Return to Sport, Physical Activity and Recreation - Stage 2</a></p>

#### 4.4 MUNICIPAL REQUIREMENTS

Affiliates/community programs are responsible for complying with any municipal guidelines for their community. Contact your municipality to learn about local guidelines. These guidelines may change over time, so it is important for Affiliates/community programs to regularly check for updates.

#### 4.5 FACILITY REQUIREMENTS

Affiliates/community programs are responsible for complying with any facility guidelines. Contact your facilities to learn about facility-specific guidelines. These guidelines may change over time, so it is important for Affiliates/community programs to regularly check for updates.

#### 4.6 SPORT-SPECIFIC RETURN TO PLAY GUIDELINES

Return-to-Play Guidelines are being released by National and Provincial Sport Organizations. SOC's National Guidelines for Return to Sport & Programs include guidelines for Floor Hockey, Snowshoeing and Bocce, which are not governed nationally. These guidelines can be found in Appendix E.

Additional guidance on sport-specific protocols within Special Olympics Alberta programs can be found within the SOA Return to Play Coaches Toolkit at <https://www.specialolympics.ca/alberta/return-to-play>.

Links to the guidelines have been released by National and Provincial Sport Organizations are located in Appendix F. Please always verify that the most recent version of the guidelines are being considered.



#### **4.7 COMPETITION GUIDELINES**

The return to competition requirements will be published at a later date. SOA is not sanctioning any competitions at this time. Competitions will likely resume with virtual competitions before any in-person competitions are held.



## SECTION 5: PARTICIPANT RESOURCES AND CHECKLISTS

### 5.1 ATHLETES

SOC has prepared [National Guidelines for Return to Sport & Programs for Athletes](#), which includes the information below. It is recommended that these athlete-focused guidelines be shared with athletes. SOC's video, "[What to know before you return](#)" is also highly recommended.

On each program day, athletes should review the checklist below to help make sure they are ready for their program. When training begins:

#### DO

- Recommend masks be worn as much as possible. This includes when you arrive and depart from your program.
- Recommend showering at home before and after training
- Keep 2m (or 6ft) from other athletes and volunteers
- Arrive to training on time (**no more than 5 minutes before practice starts**)
- Leave straight after training is finished
- Bring and use your own water bottle
- Use hand sanitizer when you arrive and before you leave
- Use this [form](#) if you need to go to a doctor or medical professional

#### DON'T

- Don't go to training if you don't feel well
- Don't share your water bottle with anyone
- Don't share your uniform or personal items with anyone
- Don't shower or use the change room at training
- Don't sneeze or cough into your hands
- Don't hug, huddle, shake hands or high-five
- Don't spit
- Don't touch your eyes, nose, mouth
- Don't be at training too early
- Don't hang around after training is finished

In SOC's National Guidelines for Return to Sport & Programs, there are many resources available for athletes. Some of these resources include:

#### Things to do all the time

[What you need to know about COVID-19](#)

[Handwashing poster](#)

[How to wear a mask](#)



[Proper hand washing techniques](#)  
[Hand-washing heroes](#)

**Things you can do now to get ready for sport/programs to begin**

[Fitness](#)  
[Fit 5](#)  
[School of Strength](#)

**Strong Minds**

[Tips for maintaining a Strong Mind](#)  
[Healthy sleeping tips](#)  
[Strong Minds Activity Cards](#)

**Fun Activities**

[Special Olympics Bingo](#)  
[Healthy at Home](#)  
[Healthy eating](#)  
[Web Reporting Tool](#) (Registration code: SOCWRT2020)  
[Young Athletes @Home Guides](#)

**5.2 COACHES**

SOC has prepared [National Guidelines for Return to Sport & Programs for Coaches](#), which includes the information below. It is recommended that these athlete-focused guidelines be shared with coaches.

**5.2.1 SOC Coaching Requirements**

Each coach should review and undertake the following actions to allow a return to training at SOC’s Phase 2 and Phase 3.

Area	Coaching Requirements (for activities under SOC Phase 2)	Coaching Requirements (for activities under SOC Phase 3)
Off-field Preparation	<ul style="list-style-type: none"> <li>• Complete COVID-19 specific coaching training as outlined by your Chapter.</li> <li>• Contact your athletes to ensure they are preparing for sport to return with the activities listed in this plan.</li> <li>• Inform the Program coordinators of the plans for training to recommence. Ensure that plan aligns with all</li> </ul>	<ul style="list-style-type: none"> <li>• Inform the Program coordinator of plans to continue to train.</li> </ul>



Area	Coaching Requirements (for activities under SOC Phase 2)	Coaching Requirements (for activities under SOC Phase 3)
	<p>Provincial/Territorial Health guidelines and P/T Sport guidelines.</p> <ul style="list-style-type: none"> <li>• Understand the restrictions for each localized sport and training venue.</li> <li>• Ensure athletes are prepared to “Get in, train, get out”.</li> <li>• Advise players, coaches, and volunteers not to attend if unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness).</li> </ul>	
On-field Preparation	<ul style="list-style-type: none"> <li>• Modify training conditions to support physical distancing.</li> <li>• Ensure you have equipment to comply with the guidelines and restrictions such as hand sanitizer, tissues, antibacterial wipes and signage.</li> <li>• Retain personal protective equipment (PPE) supplies for use if an attendee at an activity becomes unwell.</li> <li>• Group athletes into smaller groups over a greater number of sessions to comply with Provincial/Territorial guidelines.</li> <li>• See sport-specific recommendations for modifications</li> </ul>	<ul style="list-style-type: none"> <li>• Modify training conditions to support expanded sporting activity that can be conducted in groups of any size including full contact.</li> </ul>
Emergency Action Plan	<ul style="list-style-type: none"> <li>• Update EAP to ensure alignment with any new venue/facility guidelines or restrictions.</li> <li>• Ensure First Aid Kit is equipped with PPE in the event of an emergency where contact would be required.</li> <li>• Avoid sharing cell phone/facility phone in the event of an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to update EAP in alignment with venue/facility operations.</li> </ul>





Area	Coaching Requirements (for activities under SOC Phase 2)	Coaching Requirements (for activities under SOC Phase 3)
	<ul style="list-style-type: none"> <li>Assign roles to each volunteer to limit unnecessary contact or sharing.</li> </ul>	
Communication	<ul style="list-style-type: none"> <li>Remind athletes, coaches, members, volunteers and families the return to training protocols including hygiene protocols.</li> </ul>	<ul style="list-style-type: none"> <li>Requirements continue from Phase 2.</li> </ul>
Training	<ul style="list-style-type: none"> <li>“Get in, train, get out”.</li> <li>Maximum participants as advised by your Provincial/Territorial health authority.</li> <li>No contact including high fives/hand shaking, no socializing or group meals.</li> <li>Use defined training areas for each training group.</li> <li>Avoid high injury risk activity.</li> <li>Ensure correct conduct of personal hygiene principles such as sanitizing requirements, hand washing and treatment of shared equipment.</li> <li>No sharing of personal equipment.</li> <li>Complete attendance protocol and tracker at each session (Appendix C).</li> </ul>	<ul style="list-style-type: none"> <li>For larger team sports, consider maintaining some small group separation at training.</li> <li>Limit unnecessary social gatherings.</li> <li>Sanitizing requirements continue from Phase 2.</li> <li>Continue to encourage personal hygiene E.g. wash hands prior to training, no spitting or coughing, sharing of uniforms.</li> <li>Continue to complete attendance protocol and tracker.</li> </ul>
Personal Health	<ul style="list-style-type: none"> <li>Implement a graded return to sport to avoid injury.</li> <li>Remind players, coaches, volunteers to not attend if unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness).</li> <li>Avoid physical greetings such as hand shaking and high fives.</li> <li>Avoid coughing, clearing nose, spitting and sharing of uniforms.</li> </ul>	<ul style="list-style-type: none"> <li>Requirements continue from Phase 2.</li> </ul>



Area	Coaching Requirements (for activities under SOC Phase 2)	Coaching Requirements (for activities under SOC Phase 3)
	<ul style="list-style-type: none"> <li>Remind athletes to launder own training uniform and wash personal equipment.</li> </ul>	
Hygiene	<ul style="list-style-type: none"> <li>Adopt safe hygiene protocols.</li> <li>Distribute information and posters for safe hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>Requirements continue from Phase 2.</li> </ul>
Facilities	<ul style="list-style-type: none"> <li>Understand and inform athletes which parts of facilities are available during Phase 2 restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>Understand and inform athletes which parts of the facilities are available during Phase 3 restrictions.</li> </ul>
Management of unwell participants	<ul style="list-style-type: none"> <li>Understand and comply with guidelines for management of COVID-19 and communication protocol for positive tests.</li> <li>Advise players, coaches, volunteers to not attend if unwell.</li> </ul>	<ul style="list-style-type: none"> <li>Requirements continue from Phase 2.</li> </ul>

### 5.2.2 SOC Coaching Checklist

The following checklist should be used by coaches in preparation for returning to programs and prior to each program date:

- Familiarize yourself and other volunteers with your venue, including any new policies or restrictions that may impact training.
- Ask athletes to arrive ready to train. Avoid socializing prior to and after training.
- Attendance protocol and tracker completed at each training session.
- Review length and scheduling of training sessions to reduce overlap. Consider lighter training sessions upon return to play.
- Maximum number of persons (including yourself) as advised by your Provincial/Territorial health authority. Limit unnecessary non-athletes.
- No contact including high fives/hand shaking, socializing or group meals.
- Use all necessary precautions when assisting with equipment, etc. Consider assigning this role to one volunteer for the entire training.
- Advise athletes to bring own water bottles and avoid grouping them together to prevent close contact during water breaks.
- Defined training areas for each training group while maintaining physical distancing of at least 2m (or 6ft).
- Assign roles to volunteers that will limit movement of participants and volunteers throughout the training.
- Use of sanitizing stations.
- Limit use of equipment. Ask participants to bring own if possible. No sharing of personal equipment for both athletes and volunteers



- Sanitize equipment before, during, after sessions.
- Personal hygiene encouraged (e.g. wash hands prior to training, no spitting or coughing).
- Advise all participants to not attend if unwell. In the event of a known or reported illness, please refer to the Communication Protocol section of these guidelines.
- Advise all participants to launder their own uniforms after each use.
- Update EAP to align with any new policies and procedures that have been put in place at the venue. Ensure cell phones do not need to be shared.

### **5.2.3 SOA Coach COVID-19 Training Requirements**

In addition to reviewing all SOC requirements and checklists, SOA requires that ALL Head Coaches participate in the general and sport-specific trainings prior to resuming any coaching duties. Assistant coaches and program volunteers are also strongly encouraged to participate.

## **5.3 PROGRAM REQUIREMENTS FOR AFFILIATES/COMMUNITY PROGRAMS**

SOC has prepared [National Guidelines for Return to Sport & Programs for Programs](#), the components of which are included within SOA's Return to Play Plan.

Each Affiliate/community program will take part in Return to Programs planning meetings with SOA staff to ensure that any of their questions or concerns are addressed. There could be one or several meetings planned depending on the need of each Affiliate/community program. We will ensure that each Affiliate Management Committee member is familiar with both the Canadian and Alberta return to play protocols and available to support their head coaches, assistant coaches, and program volunteers. SOA will also be hosting return-to-play training for Head Coaches. Prior to resuming programs each Affiliates/community programs will be required to complete the form, "Affiliate/Community Program Confirmation of Meeting Minimum Standards for Return to Sport" and prepare program-specific Return to Play Plans. The "Affiliate/Community Program Confirmation of Meeting Minimum Standards for Return to Sport" form and templates for the program-specific Return to Play Plans can be accessed at [specialolympics.ca/alberta/return-to-play](https://specialolympics.ca/alberta/return-to-play).



## SECTION 6: PSYCHOLOGICAL CONSIDERATIONS

What is often neglected or not considered during a return to play protocol is the psychological safety and mental health of athletes and volunteers. COVID-19 not only disrupts the physical, but also has a profound impact on psychological well-being. It is imperative then, that considerations be made on how to manage a crisis through understanding its effect on mental health. The following information is provided to assist coaches in understanding some of the psychological considerations of returning to sport during the COVID-19 pandemic. Coaches are not trained to provide mental health support or counselling and should refer participants to a professional.

There are three main challenges for returning to training:

- Managing the emotions and insecurity associated with losing your bearings/the familiar/what's "normal"
- Giving meaning to the situation and the necessary change
- Mobilizing energy to adapt to new realities, master new habits, or skills and achieve revised goals

This is influenced by the different ways athletes, coaches, and staff may return. We return with different experiences, attitudes, opinions, and fears. Individuals may be categorized as:

- Happy to be back
- Resistant to return
- Indifferent or careless to return or about the situation
- Directly impacted by the situation

It is important to be aware of the various states' individuals will return with and be mindful and empathetic with their concerns. Just because the head coach feels safe to return does not mean all athletes will share the same view. In light of this, the COVID-19 Mental Health & Mental Performance taskforce proposes three phases in needs and goals in return to training. It is worth noting, these phases are not necessarily linear.



### **Emotional Phase (Empathy)**

- Be prepared to listen, show understanding and compassion
- Offer space and time for everyone to be social and reconnect
- Pay attention to body language
- Prioritize relationships and reconnection over training
- Be adaptable and follow public health guidelines and Return to Training (RTT) protocols
- Share information and USE FACTS – AVOID OPINIONS
- Help athletes visualize the new training environment – be as specific as possible (use examples, videos, visuals to understand changes)
- Move cautiously so as not to overwhelm

### **Rational Phase (Realism)**

- Importance to acknowledge where the athlete is, not where need to be right now
- Revise and set realistic goals together
- Recovery strategies & injury prevention
- Team building, mental skills
- Be creative in implementation of programs
- Talk about WHY

### **Action Phase (Resilience)**

- Be ready and execute your performance training plan
- Trust the process, be patient. There are no shortcuts
- Control the controllables (effort, recovery, attitude, etc.)
- Use the lessons learned for the “new normal” - don’t fall back into old habits

Remember to be compassionate towards others AND yourself. Solution-focused questions promote confidence rather than fear. Identify barriers/risks and provide autonomy to individuals to make decisions. Above all, reach out, support one another, and stay connected.



## SECTION 7: FIRST AID & EMERGENCY ACTION PLANS

### 7.1 FIRST AID

SOA requires that all Head Coaches and 50% of additional coaches have Standard first aid training, often referred to as “Standard First Aid (CSA Intermediate) - Level C CPR & AED”. If first aid is required during a program, all persons attending to the injured individual must first put on a mask and gloves prior to assisting that individual. Affiliates/community programs must provide masks for coaches to support participants who need first aid or urgent health support. If Affiliates/community programs encounter any issues sourcing appropriate masks, please contact SOA for assistance.

If it is deemed that the athlete is not able to participate but could safely leave with their parent/caregiver, assist them to do so. If the injury is such that further medical attention is required, follow the Emergency Action Plan and call 911.

First aid kits should be checked to ensure that no items have expired and there are an adequate number of face masks and gloves in the event that first aid is needed. Disinfectant must also be onsite for sanitizing. Face barriers should be included in the event CPR is required. If there are deaf or hard of hearing participants in the program, Affiliates/community programs are encouraged to have masks with clear inserts available. Coaches are encouraged to carry gloves and a face mask so that first aid can be quickly provided.

#### ***Red Cross first aid protocols for an unresponsive person during COVID-19:***

Providing first aid during the COVID-19 pandemic can raise questions around safety and transmission. Outlined below are the first aid protocols that should be followed when attending to an unresponsive person.

According to the Public Health Agency of Canada, the COVID-19 situation is rapidly evolving, and an individual's risk is variable depending on location. If someone's heart stops, and the First Aider is concerned they may have had respiratory symptoms, it is at the individual's discretion to perform or not perform mouth-to-mouth breaths based on personal preference. It's still important to call emergency medical services and find an AED. If the individual chooses to perform breaths, they can also use a barrier device, such as a pocket mask, to help protect themselves.

CPR with breaths is recommended for people who have been trained in CPR, but as an alternative, hands-only CPR can be performed until help arrives if the First Aider is unsure about putting their mouth on a stranger's mouth, or has concerns the person may have COVID-19. If the individual chooses to perform hands-only CPR, they should first call 9-1-1, lay a cloth, a towel, or clothing over the person's mouth and nose to



prevent any potential spread of the virus through contaminated air or saliva, and then push hard and fast in the centre of the person's chest until advanced help arrives. If the First Aider believes the person may have COVID-19, they should state their concerns to the emergency response telecommunicator so everyone who responds can be aware of the potential for COVID-19 transmission.

[Click here for more information from Red Cross.](#)

## 7.2 EMERGENCY ACTION PLANS

Each Head Coach must review and update their Emergency Action Plans (EAP). Head Coaches or Affiliates/community programs should contact the facility to ensure that any changes in protocols within the facility are reflected within the updated EAP and are encouraged to have the venue review their EAP to ensure that situations are addressed in alignment with existing venue EAPs.

In preparation for programs, it is advisable that:

- Head Coaches are familiar with their EAPs and review the EAPs with their assistant coaches, Safety Protocol Volunteer, and other program volunteers prior to the start of the program. This can be done through a virtual meeting.
- All coaches and volunteers should participate in a site walk-through prior to the first session to familiarize themselves with the venue layout, emergency exits, location of AEDs, etc.
- There are at least two dedicated individuals with personal cell phones identified who will be each program sessions. Cell phones should not be shared.
- Phone numbers of all members of the emergency response team should be programmed into cell phones prior to the first session.
- Head Coaches ensure that they know the preferences of their venues around communication of unconfirmed cases of COVID-19 and integrate into their EAP accordingly.
- Strategies for ensuring safety should inclement weather arise be discussed and planned according to the venue layout.
- Head Coaches know how to access emergency contact information electronically for all participants.

Sample EAPs are included in Appendix G and a customizable template for EAPs is available at <https://www.specialolympics.ca/alberta/return-to-play>. These are to be customized by the Head Coach to address the unique factors of each program and venue. The sample EAPs do not address every situation. Depending on the needs of the program, the EAPs will need to be adjusted. Although written EAPs provide a valuable resource in preparing for an emergency, using good judgement in reaction to the situation and compliance with authorities are essential.



All coaches should carry a copy of the EAP with their coaching materials. It is recommended that these be laminated or placed in plastic coverings. In addition to the EAP document, Head Coaches are encouraged to consider the following in addition to the first aid kit:

Prepare EAP kits and place at likely emergency exits or other convenient locations with the following in a plastic envelope (to protect against moisture):

- Printed copies of the emergency action plans in sheet protectors (suggest that they be printed double-sided and each page in its own protector for ease of access)
- Printed copies of all program attendees including athletes, coaches and volunteers
- A whistle or other noise-making device (it is not recommended that whistles be blown within 12 feet of another person during the COVID-19 pandemic)
- Disposable face masks (ideally one for each participant)
- Gloves
- 2 pens

These kits will help to ensure that all essential information and materials are on-hand in the event of an emergency.

### **7.3 COMMUNICATION PROTOCOL FOR ALL CONFIRMED CASES OF COVID-19 (ACTIVE PARTICIPANTS ONLY)**

Early detection of symptoms will facilitate the immediate implementation of these control measures.

A “case” is a single case of COVID-19, and an “outbreak” is two or more cases.

To reduce the risk of spreading the COVID-19 virus, Affiliates/community programs should put an immediate pause on any program or activity where a participant has been diagnosed with the virus.

All coaches and volunteers should receive information and training on the Positive Case Protocols prior to the initial start of their program. Each program will be required to keep attendance records for each training session, event, etc. for contact tracing should there be a positive test.

Any individual experiencing COVID-19 symptoms, or who has been advised to self-isolate, is not permitted to attend program venues. Please consult Alberta Health for the most up-to-date information on symptoms and recommendations.





## 7.4 COVID-19 POSITIVE TEST PROTOCOL AND TIMELINES

Early detection of symptoms will facilitate the immediate implementation of these control measures. A “case” is a single case of COVID-19, and an “outbreak” is two or more cases.

To reduce the risk of spreading the COVID-19 virus, SOA will put an immediate pause on any program or activity where a participant has been diagnosed with the virus. All volunteers will receive information and training on the Positive Case Protocols prior to the initial start of their program. Each program will keep attendance records for each practice and each meeting will keep minutes of the meeting for contact tracing should there be a positive test.

## 7.5 IF SOMEONE TESTS POSITIVE FOR COVID-19

When an Affiliate representative (athlete or volunteer) is notified of a positive COVID-19 case, they must:

- Immediately inform their Affiliate Chair or Head Coach\*
- Respect privacy laws and reveal the name of the individual testing positive only to the Affiliate Chair or Head Coach
- Follow Alberta Health guidelines for self-isolation and remain self-isolated until your doctor or health authority advises that it is safe to return to normal activities.

When the Affiliate is notified:

- They will notify Rochelle Chamczuk, Community & Volunteer Manager at SOA at the following:
  - Phone: 780-238-6149
  - Email: [covid@specialolympics.ab.ca](mailto:covid@specialolympics.ab.ca)
- The Affiliate with support from SOA as required, will work together to notify the impacted facility, all participants (coaches, athletes, staff and 1-1's) who attended the program over the past 21 days of the positive test. When notifying individuals, they must obey privacy laws and not use the individuals name and only indicate that someone at the program tested positive.

When the SOA is notified of a positive COVID-19 case, they must:

- Respect privacy laws and only reveal the name to the CEO of SOA.
- If not already informed they will notify the Chair of the Affiliate Management Committee for that program that there has been a positive test.
- Ensure all participants have been notified there has been a positive test and advise them to watch for signs of illness. They are to be informed that they can access further information on the Alberta Health Services' website.
- Suspend the program for a minimum of 14 days from time of last program.
- Advise the SOA Board of Directors of the case and the action taken.



- Provide key messaging for staff and Affiliate Management Committee members to ensure that all are providing a consistent message.

When the SOA Communications Manager is notified of a positive COVID-19 case, they must:

- Provide key messaging for staff and Local Committee members to ensure that all are providing a consistent message.

Throughout the 14-day quarantine period, the Affiliate (either Affiliate Chair or Head Coach) will:

- Check in with the individual who tested positive to ensure they have the support they require.
- Check in with the program participants to ensure all are healthy, following quarantine protocols, and have the support they require.
- Request support from SOA as required.

\* Edmonton: Contact Celina Comeau, General Manager, at 780-448-2780 or [Ccomeau@specialolympicsedmonton.ca](mailto:Ccomeau@specialolympicsedmonton.ca)

\* Calgary: Contact Kathy Urquhart, Executive Director, at 403-862-8020 or [kathy@specialolympicscalgary.ca](mailto:kathy@specialolympicscalgary.ca)

**These steps are summarized in the following Positive Case Timeline.**

Who	1-2 Hours after notification	Within 24 hours after notification	Within 14-21 days after notification
Head Coach or Participant	Whomever is notified or aware of a positive test must contact the Affiliate Chair and/or Head Coach		
Head Coach	Contact the Affiliate Chair or designate* (see notes below for Edmonton and Calgary offices) to advise of confirmed case		
Affiliate Chair or designate	Notify SOA's Community & Volunteer Manager of the confirmed case		
SOA C&V Manager	Notify CEO of SOA of confirmed case		
SOA CEO	Notify CEO of SOC of the case		



SOA CEO	Notify SOA Board of Directors of the case		
SOA C&V Manager and Affiliate		Initiate plan to notify program participants and facility of the case and that the program is paused	
CEO & Communications Manager		Develop key messaging	
SOA CEO & SOA C&V Manager		Circulate key messaging to staff and the Chair of AMC	
Head Coach or Affiliate Chair			Follow up with the participant regarding their recovery
Head Coach			Follow up with other participants to ensure there are no additional positive tests
SOA C&V Manager			Notify Chair of AMC of their ability to resume the program



## SECTION 8: WAIVERS & LIABILITY

Declarations and waivers have been prepared by Special Olympics Canada for the use by all Special Olympics entities in Canada. These are mandatory.

Appendix A includes the Participant Waiver and Promotional Media Opt-Out Form. This form can be signed electronically through the registration system prior to commencing any program in 2020-2021. This form is also available for download at <https://www.specialolympics.ca/alberta/return-to-play>.

Appendix B includes the COVID-19 Declaration and Agreement. This form is specific to COVID-19 and must be completed by any person who is a participant or volunteer of the organization, or an attendee at an event, program or activity of the organization. For athletes and volunteers attending regular sport programs, this form must be completed and signed at least once for each specific sport program. Signed forms will be retained by Special Olympics Alberta for a minimum of two years. This form is also available for download at <https://www.specialolympics.ca/alberta/return-to-play>.

Appendix H includes the Event Waiver and Promotional Media Opt-Out Form. This form is to be used by any person attending any Special Olympics event and/or program who is not currently registered with SOC. This applies to fundraising events, conferences, meetings, social events, etc. It also applies to individuals who attend programs and are on the field of play, but are not registered with SOC (i.e. parents, caregivers, support workers, etc). This waiver must be completed by each participant for each specific event. In the case of attendance at programs, this waiver can be completed once annually, and if the person returns to the same program, they are to be included on the Attendance Protocol & Tracker for the specific program. As with other COVID related forms, this form is extremely important for 'contact tracing' and a key component in minimizing risk from an insurance / legal perspective. All completed forms are to be kept on file by Special Olympics Alberta for a minimum of two years. This form is also available for download at <https://www.specialolympics.ca/alberta/return-to-play>.

Appendix C includes the Attendance Protocol & Tracker. After each athlete and volunteer has completed the COVID-19 Declaration & Agreement Form at least once for each sport program, this form can be used at subsequent programs. Before the start of each Special Olympics event/practice/training/competition, all participants must be asked this series of questions to assess if anyone is showing signs or symptoms of COVID-19. This form is also available for download at <https://www.specialolympics.ca/alberta/return-to-play>

All participants at an event, training, or practice, must be documented in case some one in attendance is diagnosed with COVID-19 and contract tracing is needed. Attendance trackers will be retained by Special Olympics Alberta for a minimum of two years.



Signed COVID-19 Declaration and Agreement and Attendance Protocol & Tracker forms must be submitted by the Affiliate/Community Program to Special Olympics Alberta. These can be sent to:

Special Olympics Alberta  
Jerry Forbes Centre for Community Spirit  
12122 68 Street NW  
Edmonton, Alberta T5B 1R1  
Email: [covid@specialolympics.ab.ca](mailto:covid@specialolympics.ab.ca)

All information collected for the purpose of COVID-19 screening and tracking must be kept in a safe and secure manner, subject to FOIP/PIPA legislation.

Insurance is being reviewed to ensure adequate coverage.



## SECTION 9: RETURN TO MEETINGS

SOA put the safety of their volunteers and staff first and foremost when determining these Return to Meeting protocols.

Any individuals who do not feel well, are experiencing any symptoms of COVID-19, or who have been advised to self-isolate are not permitted to attend meetings. Wherever possible, the option to attend meetings virtually (via video or conference call) should be provided to Affiliate Management Committee (AMC) members. Please contact SOA for access to Zoom for the hosting of virtual meetings.

Prior to setting up an in-person AMC meeting, the AMC Chair or their designate will provide SOA's Community & Volunteer Manager with details about the meeting venue to ensure it meets the requirements below.

All individuals attending an in-person AMC meeting must have signed a Participation Waiver and Promotional Media Opt-Out Form (Appendix A) and COVID-19 Declaration and Agreement (Appendix B), with these forms being on file with SOA. An Attendance Protocol and Tracker for Special Olympics Canada Activities (Appendix C) must be completed for each meeting. At each meeting, the AMC Chair or their designate must ask the following questions and receive a verbal NO confirmation. The minutes **must** include the names of AMC members in attendance and that everyone in attendance has answered NO to all of these questions.

- a. Do you have COVID-19?
- b. Are you experiencing any known symptoms of COVID-19, such as fever, cough, shortness of breath or feeling unwell?
- c. Have you travelled internationally during the past 14 days?
- d. Have you, in the past 14 days, knowingly come into contact with someone who has COVID-19, who has known symptoms of COVID-19, or is self-quarantining after returning to Canada?
- e. Have you been following government recommended guidelines for COVID-19 including practicing physical distancing?

### 9.1 PROTOCOLS FOR OUTDOOR MEETINGS

- Meetings must be limited to a maximum of 15 committee members. With physical distancing in mind, the AMC Chair must ensure that the meeting is productive and that all members can actively participate, hear everyone, and be heard. Only AMC members may attend. There may be no guests in attendance, other than SOA staff.
- The space must be private to ensure confidentiality of information.
- In using a public space that does not have open public washrooms, the AMC Chair will ensure the committee members are aware of this. If using a committee member's backyard, individuals comfortable to do so may use the washroom in the



home. The host should ensure there is soap as well as disinfectant wipes/sprays for use by the committee members.

- All committee members must ensure physical distancing during the arrival and departure process and during the meeting. Members should not congregate prior to or after the meeting unless continuing to follow physical distancing.
- All committee members may bring their own chair. If chairs/tables are provided, the Local Coordinator must ensure that all surfaces are thoroughly cleaned with a disinfectant product prior to the meeting and at the end of the meeting.
- All members must bring their own water bottle, coffee mug, snacks, etc. There should be no sharing of food.
- The AMC Chair will provide hand sanitizer for use by all committee members.
- All other aspects of the meeting must follow the SOA AMC meetings policies and procedures.

## **9.2 PROTOCOLS FOR INDOOR MEETINGS**

- The venue may not be a home.
- Meetings must be limited to a maximum of 15 committee members. With physical distancing in mind, the AMC Chair must ensure that the meeting is productive and that all members can actively participate, hear everyone, and be heard. Only AMC members may attend. There may be no guests in attendance, other than SOA staff.
- The venue must have a COVID-19 risk assessment plan that includes cleaning protocols for all surfaces. If they have an entry and exit plan (different entrances), ensure the committee members are made aware of this prior to the meeting.
- All committee members must ensure physical distancing during the arrival and departure process and during the meeting. Committee members should not congregate prior to or after the meeting unless continuing to follow physical distancing.
- All members must bring their own water bottle, coffee mug, snacks, etc. There should be no sharing of food.
- The AMC Chair will provide hand sanitizer for use by all committee members.
- All other aspects of the meeting must follow the SOA AMC meetings policies and procedures.



## SECTION 10: RETURN TO FUNDRAISING

When determining return to fundraising protocols, SOA's priority is the ongoing safety of athletes, coaches, volunteers, and other members of our community.

Any fundraising event that can be hosted in a virtual environment should pursue that option. When a virtual event is not feasible, event organizers must familiarize themselves with the venue safety standards and the SOA Standard Program Protocol, and ensure they are followed. All event participants must be made aware of these requirements prior to attending the event.

All fundraising events must follow the guidelines issued by the Chief Medical Officer, including social distancing, travel restrictions, minimizing touching of shared surfaces, and enhanced cleaning and sanitizing procedures.

The involvement of SOA athletes with in-person fundraising events should be kept to an absolute minimum.

Any individual who does not feel well, is experiencing any symptoms of COVID-19, or who has been advised to self-isolate is not permitted to attend a fundraising event. Please consult Alberta Health Services for the most up-to-date information on symptoms and steps.

All individuals attending a sanctioned SOA fundraising event must sign the Event Waiver and Promotional Media Opt-Out Form (Appendix H) and complete the COVID-19 Declaration and Agreement (Appendix B).

Anyone who does not comply with venue and SOA protocols will be instructed to leave the event immediately.

A complete listing of attendees must be compiled for every event, which includes contact numbers to be used for contact tracing in the event of a positive case. A copy of this list must be forwarded to the SOA Director of Business Development within one week of the event.

Prior to hosting an in-person fundraising event, the event organizing committee must submit an event plan to the Fund Development Manager ([cfidler@specialolympics.ab.ca](mailto:cfidler@specialolympics.ab.ca)), copied to appropriate SOA Affiliate Support staff member. This plan must clearly outline the event details, any and all athlete involvement, and all procedures that will be put in place to ensure the safety of participants.





### **IF SOMEONE TESTS POSITIVE FOR COVID-19 DURING FUNDRAISING:**

If an individual who has attended an SOA fundraising event in person receives a confirmed COVID-19 diagnosis, they are required to contact the event organizer immediately.

- The event organizer will immediately contact the CEO (780-937-5071) to notify SOA of the case.
- The Director of Business Development and the Fund Development Manager will work together to notify all individuals who attended the Fundraising event. SOA will ensure they keep the identity of the individual diagnosed confidential, as per the Alberta Privacy Act. They will also advise event participants to watch for signs of illness and that they can access further information on the Government of Alberta website.
- The Director of Business Development will notify the Communications Coordinator of the case. The CEO will inform the SOA Board of Directors and SOC. The Director of Business Development and Communications Coordinator will provide key messaging that will be shared with staff and the Event organizers to ensure consistent messaging.
- The Director of Business Development will follow up with the individual diagnosed to provide any support needed.



## SECTION 11: ALBERTA RESOURCES

### Alberta Health Resources

- [Frequently Asked Questions on COVID-19 \(Coronavirus\) for people with disabilities \(plain language\)](#)
- [COVID-19 INFORMATION GUIDANCE FOR SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2](#)
- [COVID-19 INFORMATION GUIDANCE FOR SWIMMING POOLS AND WHIRLPOOLS](#)
- [COVID-19 INFORMATION GUIDANCE FOR INDOOR EVENTS](#)
- [COVID-19 INFORMATION GUIDANCE FOR OUTDOOR EVENTS](#)
- [COVID-19 INFORMATION GUIDANCE FOR OUTDOOR FITNESS](#)
- [Gathering and Cohorts](#)
- [Isolation Requirements](#)
- [Symptoms and Testing](#)
- [Masks](#)
- [Mental health support information poster](#)
- [How to wear a non-medical mask poster](#)
- [Help relaunch, safely: Prevention starts with awareness poster](#)
- [Practice physical distancing poster](#)
- [Do not enter if... poster](#)
- [Public transportation tips poster](#)
- [Help prevent the spread information sheet](#)

### Alberta Health Services Resources

- [Cover Your Cough Poster](#)
- [How to Hand Wash Poster](#)
- [How to Use Alcohol-based Hand Rub Poster](#)
- [Donning PPE Poster](#)
- [Doffing PPE Poster](#)
- [COVID-19 vs Cold/Flu Poster](#)
- [Modified PPE for Suspect or Confirmed COVID-19 in Vulnerable Populations outside of Healthcare Facilities Poster](#)
- [Typical Symptoms of COVID-19 Poster](#)

### Other:

[OTP Club Risk Assessment and Mitigation Checklist Tool](#)



## APPENDIX A: PARTICIPANT WAIVER AND PROMOTIONAL MEDIA OPT-OUT FORM



### SPECIAL OLYMPICS ALBERTA

the “Organization”

### PARTICIPATION WAIVER AND PROMOTIONAL MEDIA OPT-OUT FORM

#### What this form is

This form is the agreement between you and Special Olympics needed when you participate in Special Olympics programs and activities as an athlete or volunteer. It contains:

1. Important terms to ensure the safety and well-being of all participants, and to protect Special Olympics.
2. The opportunity for you to opt out of allowing Special Olympics to use promotional media.

In this document, “Special Olympics” refers to Special Olympics Canada, to the provincial and territorial chapters of Special Olympics in Canada, to Special Olympics International, and to all the agents, employees, and volunteers of each of these organizations.

#### Please check the appropriate box:

I \_\_\_\_\_ am the age of majority in my province or territory. I am registering as a Special Olympics athlete and signing this waiver on my own behalf.

I \_\_\_\_\_ am the age of majority in my province or territory. I am registering as a Special Olympics volunteer and signing this waiver on my own behalf.

I am the parent or legal guardian of \_\_\_\_\_, a person who is under the age of majority or who is not capable of giving legal consent on their own. I am signing this waiver on behalf of the person named above.

#### What you need to do before you sign this form



Before you sign this form, please carefully read **all** of the following terms and conditions. If you have any questions about what any of the terms and conditions mean, please ask the staff at the registration desk (for in-person registration) or contact us at [contact information] (for online registration).

This form must be completed and signed by a person who has legal capacity to consent, or by the parent or guardian of a person under the age of majority or who otherwise does not have the capacity to provide legal consent on their own.

## **PART 1: HEALTH AND SAFETY**

### **Terms and conditions for ALL athletes and volunteers**

- (1) I understand that Special Olympics activities involve health and safety risks, and that Special Olympics, its coaches, volunteers, venues, staff, and agents cannot reasonably remove these risks. By signing this form, I agree to accept all risks associated with being present at or participating in Special Olympics activities. I also state and understand that Special Olympics relies on my statement that the person named on this participation waiver is physically and mentally fit to participate in all activities in which they are registered.
- (2) I agree that the person named on this participation waiver is required to follow the Special Olympics Code of Conduct at all times. I also agree that Special Olympics has the ongoing right to revise the Code of Conduct, and that the athlete/volunteer is bound by the most up-to-date version of the Code. I also understand that the Code of Conduct applies everywhere that Special Olympics programs and activities are taking place, including where an athlete/volunteer is a spectator and when travelling to and from events.
- (3) Has the athlete/volunteer named on this participation waiver:
  - (a) ever been convicted of any criminal offence (including as a youth under the Youth Criminal Justice Act);
  - (b) ever been convicted of any offence under the laws of another country that would be a criminal offence in Canada;\*
  - (c) ever been charged with a criminal offence (unless those charges ended with acquittal or an absolute discharge)?\*

**Please confirm:** Yes  No

**[\*IMPORTANT: If you answered yes to any of the statements, please contact Rochelle Chamczuk at [rhamczuk@specialolympics.ab.ca](mailto:rhamczuk@specialolympics.ab.ca) to discuss the individual situation after you sign this form. An individual's participation will depend on the specific terms of the case.]**



- (4) I agree that I will inform Special Olympics right away if the athlete/volunteer named on this participation waiver is charged with any criminal offence, and that Special Olympics may request a criminal background check of the athlete/volunteer at any time. I also agree and that if the athlete/volunteer has a criminal record or pending criminal charges against them, Special Olympics may suspend or remove them from participation, whether or not the charges are in any way connected with Special Olympics.
- (5) I agree that Special Olympics may accept or not accept the registration of new athletes and volunteers for any reason. I also agree that Special Olympics may suspend or remove anyone registered in Special Olympics activities or programs for any reason. This includes any conduct that, in the opinion of Special Olympics, poses a risk to the comfort or safety of the person themselves or for others. I further agree that Special Olympics has the right to remove anyone (including parents and spectators) from Special Olympics venues for any of the following reasons:
  - (a) In the opinion of Special Olympics, the person has breached the Code of Conduct.
  - (b) The safety of the person or other participants is at risk.
  - (c) The person has failed to follow the principles of fair play and respect for all athletes, coaches, and volunteers.
- (6) I authorize Special Olympics to arrange for medical and hospital treatment and to take any action advised by a licensed medical professional for the emergency care and treatment of the athlete/volunteer if the emergency contact person designated in the person's application is unable to provide consent in a timely manner.
- (7) By signing this Participation Waiver, either for myself as an athlete or volunteer, or as the legal guardian on behalf of an athlete or volunteer, I agree:
  - (a) That I release Special Olympics from all legal liability associated with attending or participating in all Special Olympics activities to the maximum allowed by law. This release extends to the agents, staff, directors and officers, coaches, athletes, sponsors host, venues and other participants of Special Olympics (called the "Special Olympics Parties").
  - (b) That this release is made for the person signing this form, the athlete or volunteer, and all their heirs, dependants, and estates (called the "Participant").
  - (c) That I give up the right of the Participant to make any claim of any description against the Special Olympics Parties including any claim for damages of any



kind associated with the athlete/volunteer participating in Special Olympics activities.

- (8) I confirm that I understand and accept full responsibility for the risks and dangers that are inherent in participating in Special Olympic events. These include, but are not limited to, the potential of the following:
- (a) Bodily injury or illness (including contracting COVID-19).
  - (b) Exposure to or infection with COVID-19 or other communicable illnesses by being close to or in contact with individuals, surfaces, equipment, fixtures, or other objects that may be infected.

I agree that I give up the right of the Participant, to the maximum extent permitted by law, to make any claim against the Special Olympics Parties relating to any illness or injury. I also agree that the Special Olympics Parties will have no liability relating to any illness or injury suffered by the Participant.

### **Additional terms and conditions for volunteers concerning privacy policy**

- (9) I acknowledge that I, as a volunteer, may have access to the confidential personal information of others while carrying out volunteer duties. I agree to regularly review and stay up-to-date on the latest version of the Privacy Policy of Special Olympics available at <https://portal.specialolympics.ca/waivers/privacy-policy-waiver-printable>, and will follow that policy at all times when handling personal information. I agree that breaching the Privacy Policy is grounds for my immediate removal as a volunteer.

**This is a legal document and by signing it you are giving up any right you have to make any claims against Special Olympics. You are also acknowledging that you will abide by all of the Organization's policies and procedures as posted on their website. If you are signing as a guardian for someone else, you are giving up that person's right to make any claims against Special Olympics. You are also acknowledging that the athlete/volunteer will abide by all of the Organization's policies and procedures. Please check the appropriate box and sign below.**

I am an athlete or volunteer. I confirm that I understand and agree to the terms and conditions in this Participation Waiver.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_

I am a parent or guardian providing consent on behalf of the athlete or volunteer named on this participation waiver. I confirm that I understand and have explained the



terms and conditions in this form to the athlete/volunteer and agree on their behalf to the conditions stated above. I also confirm that I have legal authority to sign this document on behalf of the person listed on this form. I understand that Special Olympics is relying on my statement to be true that I have the legal authority as guardian or parent, and I agree to provide the organization with any document to confirm this authority if they request it. I also agree to indemnify and protect the organization from any harm or cost if I have signed this Participation Waiver form without legal authority to do so.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## **PART 2: PROMOTIONAL MEDIA OPT-OUT**

### **What is promotional media?**

Special Olympics creates promotional media, which includes getting photographs, videos, interviews, and images of program and event participants. Special Olympics shares these images and stories with the public to help the public learn more about the Special Olympics movement, to gain support from sponsors and others, and to help them grow the Special Olympics movement and to keep it thriving.

### **What does it mean to opt out?**

By participating in Special Olympics events, you are giving permission to Special Olympics to include you in promotional media as they see fit. This includes using your picture, words or voice (or those of the person for whom you are signing as parent or guardian).

**If you do not wish Special Olympics to use your picture, words or voice in promotional media, you may opt out** by checking the box and signing below. If you opt out, you (or the athlete or volunteer for whom you are signing as parent or guardian) may still participate in Special Olympics.

**NOTE:** Special Olympics promises to make every effort to ensure you (or the athlete/volunteer if you are signing this form as a parent or guardian) are not included in promotional media. Special Olympics may not be able to prevent other media and people from making and using images of athletes or volunteers at our events.



**This section is only to be completed if you do NOT want to give permission to Special Olympics to use your picture, words or voice in any promotional media, please check the appropriate box and sign below:**

I am the age of majority in my province or territory and am registering as a Special Olympics athlete or volunteer. I do not want Special Olympics to use my picture, words or voice in their promotional media.

I am the parent or legal guardian of the athlete or volunteer listed on this Participation Waiver and Opt-Out Form. I do not want Special Olympics to use their picture, words or voice in their promotional media.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_





## APPENDIX B: COVID-19 DECLARATION AND AGREEMENT



### SPECIAL OLYMPICS ALBERTA

the “Organization”

#### **COVID-19 DECLARATION AND AGREEMENT**

This form is for any person who is a participant or volunteer of the organization, or an attendee at an event, program or activity of the organization.

By signing this form, the person named below, or the person’s guardian, states all of the following to be true:

The person:

1. Does not knowingly have COVID-19.
2. Is not experiencing any known symptoms of COVID-19, such as fever, cough, shortness of breath, or feeling unwell.
3. Has not travelled internationally during the past 14 days.
4. Has not, in the past 14 days, knowingly come into contact with someone who either:
  - a. has COVID-19,
  - b. has known symptoms of COVID-19, or
  - c. is self-quarantining after returning to Canada.
5. Has been following government recommended guidelines for COVID-19, including practicing physical distancing.

Further, by signing below, the person or their guardian agrees to the following:

While attending or participating in the organization’s events, programs or activities or attending the organization’s facilities, the person will:

1. Follow the laws, recommended guidelines, and protocols for COVID-19 issued by the provincial/territorial government, the local municipality, and all local medical officers of health.
2. Follow the guidelines and protocols mandated by Special Olympics for COVID-19.
3. Take the following actions if they experience any symptoms of illness, such as a fever, cough, difficulty breathing, shortness of breath, or feeling unwell:



- a. immediately tell a representative of the organization of the symptoms,
- b. identify everyone with whom they had contact at the organization's events, programs, activities or facilities, the symptoms experienced; and
- c. leave the event, program, activity or facility.

**FOR ANYONE WHO HAS BEEN DIAGNOSED WITH COVID-19**

By signing below, you or your guardian state all of the following to be true:

- 1. You have been diagnosed with COVID-19.
- 2. You have been cleared as noncontagious by provincial/territorial or local public health authorities.
- 3. You have given to Special Olympics Alberta written confirmation from a medical doctor of your diagnosis and clearance, along with this COVID-19 DECLARATION AND AGREEMENT.

**Please check the appropriate box and sign below.**

I am an athlete or volunteer or an attendee. I confirm that I understand and agree to the terms and conditions in this Declaration and Agreement.

Date: \_\_\_\_\_ Name \_\_\_\_\_  
Signature \_\_\_\_\_

I am a parent or legal guardian of the athlete/volunteer/attendee named on this Declaration and Agreement. I confirm that I understand and have explained the terms in this form to the athlete/volunteer/attendee and agree on their behalf to the conditions stated above. I also confirm that I have legal authority to sign this document on behalf of the person. I understand that Special Olympics is relying on my statement that I have the legal authority as guardian or parent, and I agree to provide the organization with any document to confirm this authority if they request it. I also agree to indemnify and protect the organization from any harm or cost if I have signed this Declaration and Agreement without legal authority to do so.

Date: \_\_\_\_\_ Name \_\_\_\_\_  
Signature \_\_\_\_\_

Name of athlete/volunteer/attendee for whom I am signing  
\_\_\_\_\_



## APPENDIX C: ATTENDANCE PROTOCOL AND TRACKER FOR SPECIAL OLYMPICS CANADA ACTIVITIES

### Reminders:

- All participants should be reminded that they **MUST** stay home if they are sick or showing signs and symptoms of COVID-19 or have been exposed to someone who has had COVID-19.
- They should be encouraged to contact their healthcare provider if they are feeling unwell.
- Before the start of any Special Olympics event/practice/training/competition (during Phases 1 and 2), all participants will be asked a series of questions to assess if anyone is showing signs or symptoms of COVID-19. All participants at an event, training, or practice, must be documented in case someone in attendance is diagnosed with COVID-19 and contact tracing is needed.

### Attendance Protocol:

1. Programs should designate a location to complete the attendance protocol that maintains physical distancing (6ft/2m). Chapters should designate who will be asking the questions/taking attendance at each session. If an athlete is unable to answer the questions below themselves then they will need to have a family member/caregiver/support worker there at the beginning to help with this.
2. Coach, volunteer or designate must ask the following questions (reinforced through visuals and verbally, such as a poster/paper with icons):
  - a. Do you have COVID-19?
  - b. Are you experiencing any known symptoms of COVID-19, such as fever, cough, shortness of breath or feeling unwell?
  - c. Have you travelled internationally during the past 14 days?
  - d. Have you, in the past 14 days, knowingly come into contact with someone who has COVID-19, who has known symptoms of COVID-19, or is self-quarantining after returning to Canada?
  - e. Have you been following government recommended guidelines for COVID-19 including practicing physical distancing?
3. Coach, volunteer or designate must record all names, results and contact information and keep in case needed for contact tracing or reporting.
  - a. If yes to any questions, participants **MUST** be isolated from the group (at minimum, kept 2m/6ft apart from others and with mask on), be sent home, and instructed to contact their healthcare provider for evaluation.
  - b. Participants who are found to have COVID-19 symptoms must wait 10 days after symptoms resolve to return to activity OR must provide written proof of physician clearance to Special Olympics to return earlier.
  - c. Participants who test positive for/have COVID-19 must provide written medical clearance before returning to sport and fitness activities.

Throughout the event/practice/training/competition remind participants of infection prevention protocols (e.g. facemasks, physical distancing, hygiene, and disinfection/sanitation).

***\*\*Note: Signed Declaration and Waiver forms need to be received from each participant prior to them participating in their first sport/program. Participants will only need to sign these forms once but will be required to go through the SOC attendance protocol at each program, training session, event, etc. they attend.***



Program:	Start Dates:		Declaration	Waiver	Protocol week 1	Protocol week 2	Protocol week 3	Protocol week 4	Protocol week 5	Protocol week 6	Protocol week 7	Protocol week 8
	Participant Type (Coach / Athlete / Volunteer)	Emergency Contact Name										

**Signature AND Printed Name of Individual Completing Form:**

Week 1: \_\_\_\_\_  
 Week 2: \_\_\_\_\_  
 Week 3: \_\_\_\_\_  
 Week 4: \_\_\_\_\_  
 Week 5: \_\_\_\_\_

Week 6: \_\_\_\_\_  
 Week 7: \_\_\_\_\_  
 Week 8: \_\_\_\_\_



## APPENDIX D: STANDARD PROGRAM PROTOCOLS

General	All athletes, coaches, volunteers and Affiliate Management Committee members must follow municipal and provincial mandates for all facilities. These directives will supersede all SOA directives.
General	Athletes, coaches, and Affiliate Management Committee members are to be familiar with and follow protocols prior to starting programs.
General	If a program is found to be ignoring any safety protocol, that program will be cancelled until further notice/remediation.
General	At any one time, size of individual training groups is limited to 50 participants or the maximum of participants permitted by the facility.
General	Total size of gatherings, inclusive of all athletes, volunteers, coaches, parents, club personnel, and contracted services, will be limited.
General	The individuals will respond "yes" any of the screening questions in Attendance Protocol and Tracker for Special Olympics Canada Activities (Appendix C) are not be permitted to attend practice or enter training venues.
General	Individuals that belong to a higher risk demographic for COVID-19 related symptoms are recommended to consult with their health care provider before participation.
General	Practice social/physical distancing by keeping two metres (six feet) away from others always.
General	Participants should not carpool together unless in the same family, home or sport cohort. Group transportation should be avoided.
General	Wash your hands often with soap and water for at least 20 seconds. Using soap and water is the single most effective way of reducing the spread of infection. If soap and water are not available, alcohol-based hand rubs (ABHR) can be used to clean your hands if they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean your hands.
General	Do not touch your face, eyes, nose, or mouth.
General	Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
General	Do not share food, drinks, utensils, water bottles, etc.
General	Restrict personal items to only what is needed for practice. Each participant's personal belongings need to be kept 2 metres apart.



General	Put in place physical barriers to separate athletes from the public. (i.e. cones or markers may be used to cordon off area to be used for training.)
General	If equipment is kept and stored by the coach or Local, it must be cleaned and disinfected after each practice.
General	Do not assume that washroom facilities will be open at any training facility. You are encouraged to use a washroom before you arrive. If washrooms are open for use, limit occupancy to one person at a time.
General	Regularly clean and disinfect frequently touched surfaces.
Affiliate Expectations	Compliance with the Affiliate/Community Program Minimum Standards Checklist must be agreed to prior to starting any program. Completion of screening must be documented, and records sent to SOA Provincial Office.
Affiliate Expectations	Provide programs with Personal Protective Equipment kit including, but not limited to: <ul style="list-style-type: none"> <li>• Disinfectant wipes and/or disinfectant spray as listed by Health Canada</li> <li>• Hand sanitizer as listed by Health Canada</li> <li>• Gloves</li> <li>• Non-medical masks</li> <li>• Clear face shields or masks with clear inserts as needed for programs with participants who are hard of hearing or deaf</li> </ul>
Affiliate Expectations	Set training schedules that will allow programs to meet all limits imposed on group size and to avoid congregation of athletes and coaches (i.e. stagger training start times and/or training group locations within facilities). If you have multiple training groups on the same day, there needs to be at least 30 minutes between groups to ensure everyone can arrive and depart safely and that there is enough time for cleaning of equipment.
Head Coach Expectation	Ensure a Program Safety Volunteer is present at every practice.
Coach Expectation	At training venue, ensure there can be a self-isolation containment area for participants showing symptoms of illness while they wait for transportation to a medical centre or home.
Coach Expectation	Review safety protocols/education for the first month of practices.
Coach Expectation	At training venue, post signage for physical distancing and hand hygiene.
Coach Expectation	Review your EAP and update to ensure it meets all COVID-19 safety measures and procedures prior to the first practice.
Coach Expectation	If athletes require additional or 1-to-1 support, modifications must be made while still maintaining the maximum group size and ratios.
Athlete Expectations	No handshaking, high fives, hugging, etc. from arrival of program until departure.
Athlete Expectations	Do not loiter at the facility or in the parking lot before or after training sessions.



Athlete Expectations	Bring your own pre-filled water bottle and snacks to training. Do not assume that there will be any food/drinks available for purchase at practice venues.
Athlete and Coach Expectation	Failure to observe physical distancing risks the closure of the facility and all programs. If you do not keep your distance from others you will be asked to leave practice and may be suspended from future participation.
Parent/Caregiver Expectations	Be aware of any safety procedures set by your athlete's program. Prepare your athlete for training to look different when they return to sport. Help educate them on these new processes and expectations.
Parent/Caregiver Expectations	Abide by barriers coaches have put in place to separate athletes from the public. Do not loiter at facilities, including parking lots, unless working directly with your athlete. Exception: 1-to-1 support



## APPENDIX E: SPECIAL OLYMPICS SPORT SPECIFIC GUIDELINES FOR BOCCE, FLOOR HOCKEY AND SNOWSHOEING

### PHASE 1 FOR BOCCE, FLOOR HOCKEY AND SNOWSHOEING

Virtual Programming Only

### PHASE 2:

#### Bocce

- Palina needs to be disinfected between each throw. Alternatively, it can be thrown by a volunteer but it must be the same person all the time for the duration of the program.
- Players' balls need to be identified so athletes always play with the same balls. No ball sharing. If balls need to be shared they must be cleaned **by a volunteer** between each use by a different player.
- Players only pick up their own ball. They shall do so only when instructed by a coach.
- Players stand in their designated 2m circle until they are called to play.
- Outdoor bocce only with plenty of space between courts (suggested 4m between courts).
- Only one person can do the installation of the outdoor portable bocce court. The same person that sets it up must take it down. Equipment must be wiped before and after the program.
- All equipment must be disinfected before and after the program.

#### Floor Hockey

- When possible athletes must provide their own equipment.
- When using program equipment, the name/initials of the athletes (or any other identifiers such as coloured tape) must be used to identify the equipment for the use by only one player for the duration of the activity.
- Any shared equipment must be cleaned when used by a different person (player or coach).
- Only one goalie may use the goalie equipment in a practice. It cannot be shared.
- No drills involving a challenge between two athletes in close proximity.
- No scrimmage allowed.
- Any equipment provided by the facility must be cleaned before and after the practice.
- It is strongly suggested that the goalie equipment dries for 48-72 hours before another goalie can use it. The same rule applies for program helmets, shinpads and gloves.
- Ideally, equipment (especially gloves) is disinfected in between practice with sport equipment disinfectant.





### **Snowshoeing**

- Only activities that can be done in straight lines with no curves. Athletes should remain at least 2m (or 6ft) apart at all times.
- Try keeping one lane apart when training on a track (i.e. use lanes 1, 3, 5, 7).
- Use staggered starts when doing intervals/repeats.
- Athletes can get help putting on their snowshoes from someone in their own household.
- Athletes who require support when falling, can only be helped by someone in their own household including caregivers.
- In the event that an athlete should fall and the parent/caregiver is not available, one designated volunteer shall assist, while maintaining strict precautions.
- If equipment is borrowed or rented, the athlete must use the given snowshoes for the entire period of training. The snowshoes must be cleaned before and after use by a volunteer.
- Electronic devices such as a walkie-talkies and cell phones need to be cleaned before and after sharing.
- Light training and dryland training.
- Passing is not permitted.
- Relay is not permitted.
- Ensure there is a shelter with appropriate physical distancing for warm-up and/or if weather conditions worsen.

### **PHASE 3 – RETURN TO NORMAL ACTIVITIES**



## APPENDIX F: LINKS TO NATIONAL AND PROVINCIAL SPORT-SPECIFIC GUIDELINES

### Summer Sports

- 10 Pin Bowling
  - [Canadian Guidelines](#)
  - Alberta Guidelines: Pending
  
- Athletics
  - [Canadian Guidelines](#)
  - [Athletics Club Risk Assessment and Mitigation Checklist Tool](#)
  - [Alberta Guidelines](#)
  
- Basketball
  - [Canadian Guidelines](#)
  - [Basketball Club Risk Assessment and Club Mitigation Checklist Tool](#)
  - [Alberta Guidelines](#)
  
- Bocce:
  - See Appendix E
  
- Golf:
  - [Canadian Guidelines](#)
  - Alberta Guidelines: Pending
  
- Powerlifting:
  - Canadian Guidelines: Pending
  - Alberta Guidelines: Pending
  
- Rhythmic Gymnastics:
  - Canadian Guidelines: Pending
  - Alberta Guidelines: Contact Rhythmic Gymnastics Alberta or SOA for copy
  
- Soccer
  - [Canadian Guidelines](#)
  - [Alberta Guidelines](#)
  
- Softball
  - [Canadian Guidelines](#)
  - [Alberta Guidelines](#)
  
- Swimming
  - [Canadian Guidelines](#)
  - [Alberta Guidelines](#)



## Winter Sports

- 5 Pin Bowling
  - Canadian Guidelines: Pending
  - Alberta Guidelines: Pending
  
- Alpine Skiing
  - [Canadian Guidelines](#)
  - [Alberta Guidelines](#)
  
- Cross Country Skiing
  - [Canadian Guidelines](#)
  - [Alberta Guidelines](#)
  
- Curling
  - [Canadian Guidelines](#)
  - [Alberta Guidelines](#)
  
- Figure Skating
  - [Canadian Guidelines](#)
  - [Alberta Guidelines](#)
  
- Floor Hockey: See Appendix E
  
- Snowshoeing See Appendix E
  
- Speed Skating
  - Canadian Guidelines: Pending
  - Alberta Guidelines: Pending



## APPENDIX G: SAMPLE EMERGENCY ACTION PLAN

### POTENTIAL COVID-19 CASE PROCEDURES

#### IF SYMPTOMS OF COVID-19 ARE IDENTIFIED UPON CHECK-IN WITH SAFETY PROTOCOL VOLUNTEER:

##### Role of Safety Protocol Volunteer:

- Immediately rings handbell or (other signalling device) to notify Head Coach of potential issue.
- Identifies any participants who travelled or resides with the participant declaring symptoms.
- Isolates participant declaring symptoms and those who may have been exposed to participant declaring symptoms the in designated area(s) (include description of designated areas).
- Instructs each participant to maintain physical distancing, sanitize their hands, and wear a mask when it is safe to do so.
- Contacts parent/caregivers of participants and remains with participants, maintaining physical distancing, until their transportation arrives.
- Participants and parents/caregivers advised to contact 8-1-1 and arrange for COVID-19 screening.
- Performs all required sanitization and self-care.

##### Role of Head Coach:

- Upon being notified of potential concern by Safety Protocol Volunteer, immediately ceases all activity.
- Appoints assistant coach or other volunteer to support participant check-in processes.
- Resumes activity provided that a minimum of two coaches are still available to continue with the program.
- Once all have departed, Head Coach notifies AMC Chair or designate of concern.

#### IF SYMPTOMS OF COVID-19 ARE IDENTIFIED DURING PROGRAM:

##### Role of Head Coach:

- Immediately ceases all activity.
- Notifies Safety Protocol Volunteer of concern.
- Appoints assistant coach or other volunteer to support participant check-in processes. Support for check-in processes advises arriving participants that the remainder of the session is cancelled and ensures that the participant has safe transportation to depart from the venue. If the participant does not have transportation, they will be instructed to enter the venue, but not prepare for training.
- Instructs each participant to maintain physical distancing, sanitize their hands, and wear a mask when it is safe to do so.
- Head Coach instructs assistant coaches and volunteers to provide support in contacting parents/caregivers of each participant for pick-up.
- Once all have departed, Head Coach notifies AMC Chair or designate of concern.

##### Role of Safety Protocol Volunteer:

- Immediately notifies Head Coach Head Coach of potential issue.
- Identifies any participants who travelled or resides with the participant declaring symptoms.
- Isolates participant declaring symptom and those who may have been exposed to participant declaring symptoms the in designated area(s) (include description of designated areas).
- Instructs each participant to maintain physical distancing, sanitize their hands, and wear a mask when it is safe to do so.
- Contacts parent/caregivers of participants and remains with participants until their transportation arrives.
- Participants and parents/caregivers advised to contact 8-1-1 and arrange for COVID-19 screening.
- Performs all required sanitization and self-care.



## FIRE AND EVACUATION PROCEDURES

### **Emergency Contacts:**

**Security Dispatch (24 hours): XXX-XXX-XXXX (Security Dispatch will call 9-1-1 \* Depends on venue)**

**Emergency Services: 9-1-1 (if Security Dispatch cannot be reached or does not exist within venue)**

**AMC contact 1: XXX-XXX-XXXX (may not be onsite)**

**AMC contact 2: XXX-XXX-XXXX (may not be onsite)**

**FULL VENUE ADDRESS: XXXXXXXXXXXX (Gymnasium/Pool/Entrance #, etc.)**

**FIRST CONTACT IN ALL EMERGENCIES IS SECURITY DISPATCH: XXX-XXX-XXXX OR 9-1-1**

### **EXAMPLE ONLY – CUSTOMIZE TO REFLECT VENUE'S RESPONSE PLAN: STAGE 1 - ALERT ONLY: SLOW-PACED INTERMITTENT AUDIO TONE & FLASHING STROBE LIGHTS**

- A slow-paced intermittent audio tone accompanied by flashing strobe lights will be seen and heard throughout the venue. This alarm signals that the alarm system has been activated either through a pull station or a smoke or fire detector. Evacuation is not necessary unless fire is obvious. This will last approximately 5 minutes and/or less dependent on the nature of the situation.
- All activity should immediately cease.
- Head Coach retrieves closest EAP package and direct participants to prepare for evacuation. Evacuation not required, but preparations to leave the building should be made.

### **EXAMPLE ONLY – CUSTOMIZE TO REFLECT VENUE'S RESPONSE PLAN: STAGE 2 - EVACUATE: FAST-PACED INTERMITTENT AUDIO TONE & FLASHING STROBE LIGHTS**

- A fast-paced intermittent audio tone accompanied by flashing strobe lights will be seen and heard throughout the venue.
- Head Coach retrieves closest EAP package and directs participants to immediately evacuate.
- Immediately evacuate. Leave the building via the nearest exit proceed to Muster Point 1.
- Follow specific evacuation instructions from loudspeakers or from trained venue staff.
- Never put yourself in danger. Do not return until declared safe to do so by venue staff.
- Head Coach to perform roll call and communicate any missing individuals to venue's fire marshal.
- Assistant Coaches will confirm that the Head Coach has successfully evacuated.

### **FIRE EMERGENCY**

If you see a fire or smoke:

- Leave the fire area immediately and close the door behind you.
- Activate the nearest fire alarm.
- Leave the building by the nearest exit and proceed to the Muster Point 1.

### **MEETING/MUSTER LOCATIONS**

1. Include detailed description of Muster Point 1.
2. Include detailed description of Muster Point 2.
3. Include detailed description of Muster Point 3.

### **VENUE LOCKDOWN**

- Follow all directions of venue security, administration, or other emergency personnel.
- Head Coach retrieves closest EAP package.
- Head Coach conducts a roll call of their participants and reports any missing individuals to officials.



**MEDICAL EMERGENCY**

**Emergency Contacts:**

**Security Dispatch (24 hours): XXX-XXX-XXXX (Security Dispatch will call 9-1-1 \* Depends on venue)**

**Emergency Services: 9-1-1 (if Security Dispatch cannot be reached or does not exist within venue)**

**AMC contact 1: XXX-XXX-XXXX (may not be onsite)**

**AMC contact 2: XXX-XXX-XXXX (may not be onsite)**

**FULL VENUE ADDRESS: XXXXXXXXXXXX (Gymnasium/Pool/Entrance #, etc.)**

**FIRST CONTACT IN ALL EMERGENCIES IS SECURITY DISPATCH: XXX-XXX-XXXX OR 9-1-1**

**MINOR MEDICAL ISSUE**

- Masks and gloves must be donned by any coach or volunteers performing or assisting with assessment. A mask should be available for the injured to wear if safe for the injured to do so.
- Initial assessment done by Head Coach or designate. If parent/caregiver in attendance, it is preferred that they conduct assessment and any follow-up required.
- First aid supplies accessed from team’s first aid kit.

**SERIOUS INJURY**

- Masks and gloves must be donned by any coach or volunteers performing or assisting with assessment. A mask should be available for the injured to wear if safe for the injured to do so.
- Initial assessment done by Head Coach or individual designated by Head Coach. Head Coach remains with athlete.
- If ambulance, AED, or other medical support is needed, team’s designated call person (assistant coach or volunteer) **calls venue’s Security Dispatch at XXX-XXX-XXXX.**
- **Team’s call person provides exact location and detailed information to Security Dispatch.**
- **Security Dispatch contacts 9-1-1.** If Security Dispatch cannot be reached, call person calls 9-1-1.
- Safety Protocol Volunteer or individual(s) directed by Safety Protocol Volunteer ensures safe area around injured athlete and clear paths to injured athlete for emergency services.
- Uninvolved coaches and volunteers remain with the athletes and keep all participants calm, providing support to affected team’s volunteers as needed.

Hospital	Address	Phone	24h Emergency
Hospital Name	Full address	XXX-XXX-XXXX	XXX-XXX-XXXX
Hospital Name	Full address	XXX-XXX-XXXX	XXX-XXX-XXXX

**Red Cross first aid protocols for an unresponsive person during COVID-19:**

Outlined below are the first aid protocols that should be followed when attending to an unresponsive person. If someone’s heart stops, and the First Aider is concerned they may have had respiratory symptoms, it is at the individual’s discretion to perform or not perform mouth-to-mouth breaths based on personal preference. It’s still important to call emergency medical services and find an AED. If the individual chooses to perform breaths, they can also use a barrier device, such as a pocket mask, to help protect themselves.

CPR with breaths is recommended for people who have been trained in CPR, but as an alternative, hands-only CPR can be performed until help arrives if the First Aider is unsure about putting their mouth on a stranger’s mouth, or has concerns the person may have COVID-19. If the individual chooses to perform hands-only CPR, they should first call 9-1-1, lay a cloth, a towel, or clothing over the person’s mouth and nose to prevent any potential spread of the virus through contaminated air or saliva, and then push hard and fast in the centre of the person’s chest until advanced help arrives. If the First Aider believes the person may have COVID-19, they should state their concerns to the emergency response telecommunicator so everyone who responds can be aware of the potential for COVID-19 transmission.



## VENUE DIAGRAM

Include a diagram of your venue with the following clearly labelled:

- All areas accessed by participants (practice areas, foyers, changerooms, etc.)
- All emergency exits, identifying the preferred exit if accessible
- All muster points and flows to the muster points
- Location of venue services including first aid stations, security offices, etc.
- Location of AEDs and emergency alarms in areas where participants may be located
- Location of full EAP kits (in addition to the copies held by coaches)
- Location of isolation areas for participants with COVID-19 symptoms or exposure

Be mindful that venue layouts and flows may have changed from previous programs as a result of COVID-19.



## APPENDIX H: EVENT WAIVER AND PROMOTIONAL MEDIA OPT-OUT FORM



### SPECIAL OLYMPICS ALBERTA

the "Organization"

### EVENT PARTICIPATION: WAIVER AND RELEASE OF LIABILITY

#### PLEASE READ CAREFULLY BEFORE SIGNING.

You must sign and return this completed waiver with your registration or before attending the Organization's event: \_\_\_\_\_. This waiver does not affect accident and out-of-country travel insurance provided by the Organization where applicable.

By signing below, the participant or the participant's guardian states all of the following to be true:

#### HEALTH AND SAFETY

The participant:

1. **Does not** knowingly have COVID-19.
2. Is not experiencing any known symptoms of COVID-19, such as fever, cough, or shortness of breath.
3. Has not travelled internationally during the last 14 days.
4. Has not, in the past 14 days, knowingly come into contact with someone who either:
  - a. has COVID-19,
  - b. has known symptoms of COVID-19, or
  - c. is self-quarantining for any reason including quarantine after returning to Canada.
5. Has been following government-recommended guidelines for COVID-19, including practising physical distancing, and will do so to the best of their ability during the event.
6. Will take the following actions if they experience such symptoms during the event:
  - a. immediately tell the event organizer of the symptoms,
  - b. identify everyone with whom they had contact to the best of their ability, and
  - c. immediately leave the event.





**FOR ANYONE WHO HAS BEEN DIAGNOSED WITH COVID-19**

By signing below, you or your guardian state that all of the following to be true:

1. You have been diagnosed with COVID-19.
2. You have been cleared as noncontagious by provincial/territorial or local public health authorities.
3. You have given to Special Olympics written confirmation from a medical doctor of your diagnosis and clearance, along with this EVENT PARTICIPATION WAIVER AND RELEASE OF LIABILITY.

**PLEASE READ CAREFULLY. BY SIGNING BELOW YOU ARE GIVING UP LEGAL RIGHTS.**

Further, by signing below, the participant or their guardian indicates that they understand, acknowledge, and accept full responsibility of the risks and dangers that are inherent in participating in the event.

The participant or the guardian agrees to give up any and all rights, to the maximum extent permitted by law, to make any claim of any kind against the Organization or its partners, sponsors, agents, affiliates, directors, employees, officers, therapists, or volunteers (called the Organization's Parties) relating to any illness or injury. The participant or the guardian also agrees that the Organization's Parties will have no liability relating to any illness or injury suffered by the participant.

**PROMOTIONAL MEDIA**

In addition, the participant or guardian acknowledges that the Organization, and Special Olympics Canada, create promotional media, which includes getting photographs, videos, and interviews of program and event participants. Special Olympics shares these images and stories with the public to help the public learn more about the Special Olympics movement, to gain support from sponsors and others, and to help them grow the Special Olympics movement and to keep it thriving.

By signing below, you are giving permission to the Organization and Special Olympics Canada to include you in promotional media as they see fit. This includes using your image, words or voice (or those of the person for whom you are signing as parent or guardian). By signing below you are also giving up rights to the promotional media, including any right to payment.

If you do not wish the Organization or Special Olympics to use your picture, words, or voice in promotional media, you may opt out at any time by signing the "Opt-Out" box below. If you opt out, Special Olympics promises to make every effort to ensure you (or the athlete/volunteer/event attendee if you are signing this form as a parent or guardian) are not included in promotional media. Special Olympics may not be able to prevent other media and people from making and using images of athletes, volunteers or attendees at our events.

**I confirm that I have read and fully understand this form, and I am signing it voluntarily.**



**Please check the appropriate box and sign below.**

I am an athlete or volunteer or an attendee. I confirm that I understand the terms and conditions in this event participation waiver, and I consent to all the terms and conditions above.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Signature \_\_\_\_\_

Email: \_\_\_\_\_

I am a parent or legal guardian providing consent on behalf of the athlete, volunteer, or attendee listed on the top of this event participation waiver. I confirm that I understand and have explained the terms in this form to the athlete, volunteer, or attendee and agree on their behalf to the conditions stated above. I also confirm that I have legal authority to sign this document on behalf of the person. I understand that the Organization is relying on my statement that I have the legal authority as guardian or parent, and I agree to provide the Organization with any document to confirm this authority if they request it. I also agree to indemnify and protect the Organization from any harm or cost if I have signed this Event Participation Waiver without legal authority to do so.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_

**PROMOTIONAL MEDIA OPT-OUT**

**This section is only to be completed if you do NOT want to give permission to Special Olympics to use your picture, words or voice in any promotional media, please check the appropriate box and sign below:**

I am the age of majority in my province or territory and am registering as a Special Olympics athlete or volunteer. I do not want Special Olympics to use my picture, words or voice in their promotional media.

I am the parent or legal guardian of the athlete or volunteer listed on this Participation Waiver and Opt-Out Form. I do not want Special Olympics to use their picture, words or voice in their promotional media.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_