



# SOA Return to Play Affiliate Toolkit

**Special Olympics**  
Alberta





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# 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 when able
- 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 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.

## **SPECIAL OLYMPICS ATHLETES MAY BE HIGH RISK PARTICIPANTS**

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.

For more information about high-risk participants, click [here](#).



## SAFE SPORT

Delivered virtually, Safe Sport Training was developed to help anyone involved in sport, whether you have direct contact with athletes or work in the background, to promote physical, psychological, and social health, in line with the Universal Code of Conduct to Prevent and Address Maltreatment in Sport.

This module focuses on understanding that everyone has a role to play in keeping sport safe, how the misuse of power leads to maltreatment, and the principles of the Universal Code of Conduct. Individuals will also learn about the various types of maltreatment, the conditions that enable them, and how to recognize signs that they may be happening. Lastly, the module will provide guidance on what to do if you suspect maltreatment, and how you can create a culture that protects all participants.

**Please note, this course is now mandatory for all coaches, volunteers, AMC members, Staff, and Board of Directors to have.**

The Safe Sport module is free for people to take, individuals just need to get an NCCP number (register). It is automatically recorded on your NCCP transcript following completion. More information can be found here: <https://safesport.coach.ca>.

Safe Sport Information below with step-by-step process.

1. Create an account or log in. Create an account here: [Coaching Association of Canada](#)
2. Click the ELearning Tab at the top of page
3. Safe Sport will appear on left hand side, click that.
4. Click Sport and when it says select sport, use the drop down menu to bring up Special Olympics
5. Click the role that best suits your role within SO.
6. Will take you to the course. Course takes approximately an hour to complete.

## VACCINE INFORMATION

Vaccinations have proven to be effective to minimize the chances of people becoming ill with COVID-19 and those who do become infected, are generally far less sick than otherwise would be the case. Vaccines have proven to be safe and effective. They save lives. As a result, public health authorities across Canada strongly recommend that those who are eligible get vaccinated as soon as possible.

Special Olympics Canada and Special Olympics Alberta follows all public health guidelines and accordingly we urge all employees, volunteers and athletes who are eligible to get vaccinated, to do so



The situation with the pandemic has and will continue to evolve. In certain situations, such as in-person learning, attendance at certain events and so forth, we have already seen mandatory vaccination requirements. We expect to see more of that type of requirement in the future. Any new information that is released regarding vaccines will be shared with Affiliates.



# 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 should meet with Affiliate and Head Coach prior to program starting so they understand the expectations in place to help provide a safe and positive return to sport for all involved. Affiliates are encouraged to host coach/volunteer meetings prior to program starting.

Duties include:

- Ensures program has 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 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. Can add external users to attendance tracker.
- 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





# Participant Resources and Checklists

## Athletes

SOC has prepared [National Guidelines for Return to Sport & Programs for Athletes](#) and [What to know before you return](#)

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 when able
- Arrive to training on time (no more than 10 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:



## 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.

### 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) from anyone not registered for the program.
- Use of sanitizing stations.
- Limit use of equipment. Ask participants to bring own if possible. Limit 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.





## 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 (AB).</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 Provincial/Territorial Health guidelines and P/T Sport guidelines.</li> <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>	<ul style="list-style-type: none"> <li>• Inform the Program coordinator of plans to continue to train.</li> </ul>
On-field Preparation	<ul style="list-style-type: none"> <li>• Modify training conditions to support physical distancing when able.</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> <li>• Assign roles to each volunteer to limit unnecessary contact or sharing.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to update EAP in alignment with venue/facility operations.</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>Limit 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> <li>Remind athletes to launder own training uniform and wash personal equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Requirements continue from Phase 2.</li> </ul>
Hygiene	<ul style="list-style-type: none"> <li>Adopt safe hygiene protocols.</li> <li>Distribute information and posters for safe hygiene. One-pager to be provided by SOA.</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>



# First Aid

**SOA requires that all Head Coaches and 50% of additional coaches have Standard first aid training.** 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 that 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.

SOA has funding available for coaches to take First Aid Courses. Course requests can be found here: <https://forms.office.com/r/pa9t630H0X>.

Please contact Jill ([jmoore@specialolympics.ab.ca](mailto:jmoore@specialolympics.ab.ca)) for more information.



# 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.



# 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.

## **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
- 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 7-14 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.

These steps are summarized in the Positive Case Timeline on the next page.





Who	1-2 Hours after notification	Within 24 hours after notification	Within 14-21 days after notification
Head Coach or Participant	Whoever 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 Coordinator of the confirmed case		
SOA C&V Manager and Affiliate		Initiate plan to notify program participants and facility of the case and that the program is paused	
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		
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

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)



# Positive Case/Isolation Protocols

## If you are fully vaccinated and are exposed to a COVID-19 case:

- If you have no symptoms, you are not required to quarantine.
- If you do have symptoms, you must isolate for 10 days and should get tested – your isolation can end early if you test negative.

## If you are partially vaccinated and are exposed to a COVID-19 case:

- If you have no symptoms, you must quarantine for 10 days and should get tested.
  - Your quarantine can end early if you test negative on day 7 or later.
  - If you test negative before day 7, you must remain in quarantine and need a second negative test on day 7 or later to end quarantine.
- If you do have symptoms, you must isolate and should get tested.
  - If you test negative before day 7, you must continue to quarantine (10 days total from exposure date).
  - If you test negative on day 7 or later and your symptoms have resolved, your quarantine can end.

*\*\*You are considered fully vaccinated 14 days after receiving both doses in a 2-dose vaccine series, or 1 dose in a 1 dose vaccine series.*

*\*\*You are considered partially vaccinated 14 days after receiving the first dose in a 2-dose vaccine series.*

**Note:** On September 27, Alberta will lift the legal requirement to isolate for 10 days following a positive COVID-19 test, but it will be strongly recommended. Staying home when sick is an important way to care for those around us by not passing on any illnesses.

[Isolation and quarantine requirements | Alberta.ca](#)



# 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 included within the updated [EAP](#).

A separate EAP document will be shared.

## 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 signaling 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 Program Safety 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 Program Safety 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.



### 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 center 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.

#### 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/close contact 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, 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 contract 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. Here is a link to an [Attendance Tracker](#) that can be used.
  - 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.
4. Throughout the event/practice/training/competition remind participants of infection prevention protocols (e.g. facemasks, physical distancing, hygiene, and disinfection/sanitation).
5. All records from the Attendance Tracker must be uploaded to the portal within 48 hours of the program. It is vital that this gets recorded within a timely manner for effective contact tracing. This can be accessed by entering your coach role within the Special Olympics portal and selecting "Attendance" from the navigation menu.





# 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	If an individual responds "yes" to any of the screening questions in Attendance Protocol and Tracker for Special Olympics Canada Activities they are not be permitted to attend the practice or 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 when able.
General	Participants should not carpool together unless in the same family or same home. 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 <a href="#">listed</a> by Health Canada</li> <li>• Hand sanitizer as <a href="#">listed</a> by Health Canada</li> <li>• Gloves &amp; 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 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.
HC 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 <a href="#">EAP</a> and update to ensure it meets all COVID-19 safety measures and procedures prior to the first practice.
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