

**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 complete the [COVID-19 Self Assessment](#) form or contact [811](#) if they are feeling unwell.
- Before the start of any SONL event/program all participants will be asked questions from the [COVID-19 Screening Questionnaire](#) to assess if anyone is showing signs or symptoms of COVID-19. All participants at an event/program, must be documented in case someone in attendance is diagnosed with COVID-19 and contact tracing is needed.

**ATTENDANCE PROTOCOL:**

1. Designate a location to complete the attendance protocol that maintains physical distancing (6ft/2m). Safety Volunteer(s) follow [COVID-19 Screening Questionnaire](#) and take attendance at each session. If an athlete is unable to answer the questions on their own, have a caregiver present to assist.
2. Safety Volunteer must ask all questions on current [COVID-19 Screening Questionnaire](#). (reinforced with visuals as needed).
3. Safety Volunteer must record all names, results and contact information on either SONL provided attendance tracker or online form (containing all required information & approved by SONL)
  - a. If yes answered to any question, participant **MUST** be isolated from group (at minimum 6ft/2m), issued a clean non-medical mask (if not already done), sent home immediately, and instructed to complete the [NL COVID-19 Self Assessment and Referral Tool](#) or contact [811](#).
  - b. Participants who are found to have COVID-19 symptoms and do not get tested, must wait 14 days after symptoms first appeared **AND** 24 hours with no fever without the use of fever-reducing medications **AND** other symptoms of COVID-19 have resolved.
  - c. Participants who test positive for/have COVID-19 must follow Public Health directives given to them **AND** provide written medical clearance to SONL before returning to an in-person program.
4. Club Designate must enter the attendance tracker information online in the [Special Olympics Portal](#) within 24 hours of program session ending. [Instructional video can be found here.](#)
5. Program attendance trackers must be kept for contact tracing/reporting purposes.

Throughout program remind participants of infection prevention protocols (wearing a NMM, physical distancing, hygiene, and disinfection/sanitation).

***All required forms must be completed and received from each participant prior to participation in a program***

# APPENDIX 3: ATTENDANCE PROTOCOL & TRACKER



Program: \_\_\_\_\_ Date of Program: \_\_\_\_\_ Location: \_\_\_\_\_

Participant First & Last Name	Role (Athlete, Head/Associate Coach, Volunteer, Caregiver etc.)	Emergency Contact Name & Phone Number	Waiver Received (Y/N)	Screening Questions Asked (Y/N)	Signs or Symptoms of COVID-19 (Y/N)
<b>Registration &amp; Waiver forms must be received prior to participant's first program.</b>					

*Signature of Individual(s) who completed attendance protocol and tracker*

Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

**All required forms must be completed and received from each participant prior to participation in a program**