

The **Attendance Protocol** and **COVID-19 Emergency Action Plan** outline the procedure for before, during and after a program or competition for clubs and participants, including but not limited to self-screening, check-in process, and procedures that must be followed by both clubs and participants if a participant is considered to have COVID-19 during or after a program or competition.

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 COVID-19, SONL will immediately pause any program or competition where an outbreak occurs. If a single case occurs, SONL will discuss the program or competition’s status with the Club Coordinator and make a decision on a case-by-case basis. Each program must keep up-to-date attendance records using the attendance tracker (or online equivalent) for each program, meeting, or competition held.

A club designate volunteer **must** input the attendance records in the [Special Olympics Canada Portal](#) as soon as possible after each program session, meeting, or competition ends.

In addition to inputting the attendance records in the SOC Portal, if a participant is noted to answer NO to COVID-19 Screening Questionnaire upon arrival at a program or competition, and is asked to return home this is to be documented on the Attendance Tracker and a copy is to be sent to Executive Director, Trish Williams, trishw@sonl.ca

Several athletes and volunteers participate in multiple programs. Having accurate attendance records in the Special Olympics Canada Portal is vital to SONL staff’s ability to access a contact tracing report providing additional information to help identify exposure risks across multiple programs efficiently.

A communication template is provided to each Club Coordinator, allowing them to initiate communication to participants should a positive case of COVID-19 be identified.

You are considered to have COVID-19 if:

- You tested positive on a rapid test.
- You tested positive on a PCR test.
- You live with someone who has COVID-19, **and** you have **symptoms**.
- You are a close contact of someone who has COVID-19, **and** you have **symptoms**.

Contact Tracing *(if identified after a program or competition has ended)*

If a participant is considered to have COVID-19, they will:

- Notify the Club Coordinator that they are considered to have COVID-19.
- Follow Public Health **Guidance for Positive Cases**

<https://www.gov.nl.ca/covid-19/public-health-guidance/testing/if-you-test-positive/>

If you cannot access the Guidance for Positive Cases, have a support person help you.

Symptoms: <https://www.gov.nl.ca/covid-19/public-health-guidance/covid-19/symptoms/>

The Club Coordinator will:

- Contact all participants who attended the program or competition in a timely manner using the Communication Template provided.
- Notify SONL's Executive Director or Program Director and report only that a participant at a program or competition was identified as considered to have COVID-19. The participant's name will **not** be disclosed.
- Notify the venue manager in a timely manner, stating only that a positive case has been identified, and provide the date and time of the program.

The Executive Director or Program Director will:

- Support the Club Coordinator as needed notifying all participants registered and any additional participants identified outside the immediate program or competition using the Communication Template.

The Executive Director will also:

- Advise the SONL Board of Directors of the case and action taken.
- Advise the CEO of Special Olympics Canada of the case.
- Provide key messaging for staff and the Club Coordinator as needed to ensure all are providing a consistent message.

Anyone who is notifying others of a positive case will:

- Respect privacy laws and reveal only that a participant has been identified and considered to have COVID-19. Names will **not** be disclosed.

Throughout the self-isolation period, the Executive Director, Program Director or Club Coordinator may do a wellness check with the individual who is considered to have COVID-19 and any participants in attendance to ensure they have the support they may require.

Executive Director, Trish Williams
709-738-1923 (office) 709-690-8335 (cell)
trishw@sonl.ca

Program Director,
Kim McDonald-Wilkes
709-293-1444 (cell/office)
kimm@sonl.ca

IMPORTANT NOTE:

Be aware of member privacy when disclosing information. The name of the participant will not be disclosed, only that a participant is considered to have COVID-19.

1. Do you have ONE (1) of the following COVID-19 symptoms?

- Fever (including chills or sweats)
- Cough (new or worsening)
- Shortness of breath or difficulty breathing
- Runny, stuffy, or congested nose (not related to seasonal allergies or other known causes/conditions.)
- Sore throat or difficulty swallowing
- Headache
- Acute loss of sense of smell or taste
- Unusual fatigue or lack of energy
- New onset of muscle aches
- Loss of appetite
- Vomiting or diarrhea for more than 24 hours

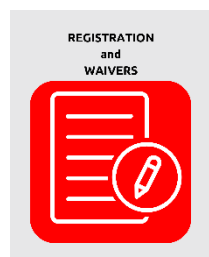
2. Are you or have you been advised to isolate (including modified isolation) for any reason?

If a participant answers **yes** to either screening question, immediately implement the COVID-19 Emergency Action Plan.

Note on the Attendance Tracker the participant failed to pass the screening and send a copy of the tracker to Trish Williams, trishw@sonl.ca

Participants are athletes, volunteers, parents, caregivers, 1 on 1 support, staff, etc. who enter the field of play.

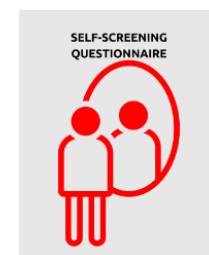
BEFORE YOU ATTEND A PROGRAM or COMPETITION:



STEP 1: *(Only required once per program year)*

Athlete and Volunteer Registration: complete the Athlete or Volunteer Registration Form and Participation Waiver.

Non-Registered Individual (parent, caregiver, 1 on 1 support, etc.): complete the Event Participation Waiver.



STEP 2: *(Required before each program session or competition)*

All participants (staff, athletes, volunteers, parents/caregivers, 1 on 1 support, etc.) must complete a self-screening at home, using the online **Self-Screening Questionnaire**

<https://www.gov.nl.ca/covid-19/life-during-covid-19/screening/>

If you do not have online access, a printed copy of the Self-Screening Questionnaire can be provided to you by a club volunteer where possible.

If you answer **YES** to any question on the Self-Screening Questionnaire. **Stay at Home** and complete the online **COVID-19 Assessment and Test Reporting Tool**

<https://covidassessment.nlchi.nl.ca/> or contact **1-833-951-3859** if you do not have online access.

NOTE:

DO NOT attend a program or competition if:

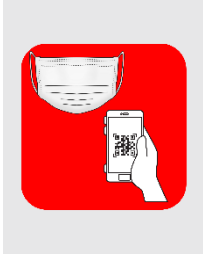
- You have **ONE** (1) of the following COVID-19 **symptoms**.
- You tested positive on a rapid test.
- You tested positive on a PCR test.
- You live with someone who has COVID-19, **and** you have **symptoms**.
- You are a close contact of someone who has COVID-19, **and** you have **symptoms**.
- You have been advised to self-isolate (including modified isolation) for any reason.

Symptoms: <https://www.gov.nl.ca/covid-19/public-health-guidance/covid-19/symptoms/>

ATTENDANCE PROTOCOL for PARTICIPANTS

DURING A PROGRAM or COMPETITION

CHECK-IN: (each step is required at each program session and competition)



STEP 1:

Participants should arrive no more than 10 minutes before the start of a program or competition.



STEP 2:

Using the **COVID-19 Screening Questionnaire**, the Safety Volunteer will screen each participant upon arrival. *(You may be given an online screening form, please follow the instructions given to you by your Club).*

If a participant cannot answer the questions on their own, have a support person present to assist.

Non-Registered Individual (parent, caregiver, 1 on 1 support, etc.) who enter the field of play will also be screened upon arrival.

If you answer **YES** to any question on the COVID-19 Screening Questionnaire.

- You will be moved away from all other participants, and the safety volunteer will stay with you.
- You will be asked to wear a mask if you are not already doing so.
- Your parent/caregiver/emergency contact person will be contacted and asked to bring you home immediately.

Once you arrive at home, **Stay at Home** and complete the online **COVID Assessment and Test Reporting Tool**

<https://covidassessment.nlchi.nl.ca/> or contact **1-833-951-3859** if you do not have online access.

If you are considered to have COVID-19:

- You tested positive on a rapid test.
- You tested positive on a PCR test.
- You live with someone who has COVID-19, **and** you have **symptoms**.
- You are a close contact of someone who has COVID-19, **and** you have **symptoms**.
- <https://www.gov.nl.ca/covid-19/public-health-guidance/covid-19/symptoms/>

You will:

- **Notify** your Club Coordinator immediately that you are considered to have COVID-19.
- Follow Public Health **Guidance for Positive Cases**
<https://www.gov.nl.ca/covid-19/public-health-guidance/testing/if-you-test-positive/>

If you cannot access information online have a support person help you.

AFTER A PROGRAM or COMPETITION

If you start to have **ONE (1)** of the following symptoms of COVID-19:

- Fever (including chills or sweats)
- Cough (new or worsening)
- Shortness of breath or difficulty breathing
- Runny, stuffy, or congested nose (not related to seasonal allergies or other known causes/conditions)
- Sore throat or difficulty swallowing
- Headache
- Acute loss of sense of smell or taste
- Unusual fatigue or lack of energy
- New onset of muscle aches
- Loss of appetite
- Vomiting or diarrhea for more than 24 hours



Stay at Home and **self-isolate** immediately.

Complete the **COVID-19 Assessment and Testing Reporting Tool**

<https://covidassessment.nlchi.nl.ca/> . If you cannot access the self-assessment tool, please contact **1-833-951-3859**.

Do not visit your family physician's office and only go to your Emergency Department if it is an emergency.

To learn how to **self-isolate**, use the **Self-Isolation Assessment Tool**

<https://www.gov.nl.ca/covid-19/public-health-guidance/self-isolation/assessment-tool/>



If you receive communication that **you** have been identified as a **close contact**.

Monitor for **symptoms** of COVID-19

Follow the **Close Contacts Flowchart**

<https://www.gov.nl.ca/covid-19/files/Covid-Exposure-Flowchart-2021-FINAL.pdf>

If you are considered to have COVID-19:

- You test positive on a rapid test.
- You test positive on a PCR test.
- You live with someone who has COVID-19, **and** you have **symptoms**.
- You are a close contact of someone who has COVID-19, **and** you have **symptoms**.

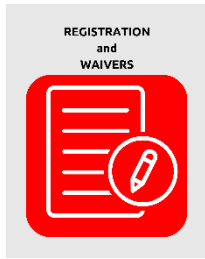
You will:

- **Notify** your Club Coordinator immediately that you are considered to have COVID-19.
- Follow Public Health **Guidance for Positive Cases** <https://www.gov.nl.ca/covid-19/public-health-guidance/testing/if-you-test-positive/>

If you cannot access information online have a support person help you.

ATTENDANCE PROTOCOL for COMMUNITY CLUBS

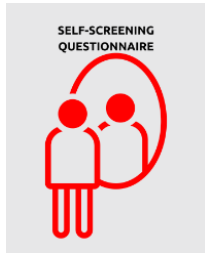
BEFORE PARTICIPANTS ATTEND:



STEP 1: *(Only required once per program year)*

Ensure **Athletes and Volunteers** are registered, and the Participation Waiver is completed.

Ensure **Non-Registered Individuals** (parent, caregiver, 1 on 1 support) complete the Event Participation Waiver.



STEP 2: *(Required before each program session or competition)*

All participants (staff, athletes, volunteers, parents/caregivers, 1 on 1 support, etc.) have received the **Self-Screening Questionnaire** <https://www.gov.nl.ca/covid-19/life-during-covid-19/screening/>

If a participant does not have online access, provide a printed copy of the Self-Screening Questionnaire where possible.

If a participant answers **YES** to any question on the Self-Screening Questionnaire. They are to **Stay at Home** and complete the **COVID-19 Assessment and Test Reporting Tool** <https://covidassessment.nlchi.nl.ca/> or contact **1-833-951-3859** if they do not have online access.

NOTE:

Participants are NOT to attend a program or competition if:

- They have **ONE** of the COVID-19 **symptoms**.
- They test positive on a rapid test.
- They test positive on a PCR test.
- They live with someone who has COVID-19, **and** they have **symptoms**.
- They are a close contact of someone who has COVID-19, **and** they have **symptoms**.
- They have been advised to self-isolate (including modified isolation) for any reason.

Symptoms: <https://www.gov.nl.ca/covid-19/public-health-guidance/covid-19/symptoms/>



STEP 3:

(Required before each program session or competition)

Ensure all volunteers understand the **Attendance Protocol** and **COVID-19 Emergency Action Plan**.

Ensure the safety volunteer has the required **COVID-19 Screening Questions**.

Each Head Coach must review and update their Emergency Action Plan (EAP). Head Coaches or program designate should contact the facility to ensure that any changes in protocols within the facility are included within the updated EAP. [EAP Template here.](#)

POTENTIAL COVID-19 CASE PROCEDURES

If symptoms of COVID-19 are identified upon check-in with a safety volunteer:

Role of Safety Volunteer:

- Immediately signal Head Coach of the potential issue.
- Identify any participants who travelled or reside with the participant declaring symptoms.
- Isolate participant declaring symptoms and those who may have been exposed to participant declaring symptoms in a designated area.
- Instruct all participants to maintain physical distancing, sanitize their hands, and wear a mask when it is safe to do so.
- Contact parent/caregiver/emergency contact of participant declaring symptoms and any additional exposed participants.
- Remain with participant(s), maintaining physical distancing, until their transportation arrives.
- Participant(s) and parent/caregiver(s) advised to complete the **COVID-19 Assessment and Testing Referral Tool** <https://www.qov.nl.ca/covid-19/public-health-guidance/self-isolation/assessment-tool/> or contact **1-833-951-3859** if they cannot access the online tool.
- Perform all required sanitization as needed.

Role of Head Coach:

- Upon being notified of potential concern by Safety Volunteer, immediately cease all activity.
- Appoint assistant coach or another volunteer to support participant check-in process.
- Resume activity provided that a minimum of two coaches are still available to continue with the program and the Safety Volunteer and Head Coach feel it is safe to do so.
- Once the program has ended and all have departed, Head Coach or Safety Volunteer to notify the Club Coordinator of the concern.
- Club Coordinator will contact SONL Executive Director or Program Director for the next steps as needed.

If symptoms of COVID-19 are identified during the program:

Role of Head Coach:

- Immediately cease all activity.
- Notify Safety Volunteer of concern.
- Appoint assistant coach or another volunteer to support Safety Volunteer as needed.
- If participants are still arriving, advise them of the situation as needed.
- Resume activity provided that a minimum of two coaches are still available to continue with the program and the Safety Volunteer and Head Coach feel it is safe to do so.
- Once the program has ended and all have departed, Head Coach or Safety Volunteer to notify the Club Coordinator of the concern.

- Club Coordinator will contact SONL Executive Director or Program Director for next steps as needed.

Role of Safety Volunteer:

- Identify any participants who travelled or reside with the participant declaring symptoms.
- Isolate identified participant with symptoms and those who may have been considered a close contact and exposed to identified participant with symptoms in a designated area.
- Instruct all participants to maintain physical distancing, sanitize their hands, and wear a mask when it is safe to do so.
- Contact parent/caregiver(s) of identified participant(s) and any additional exposed participants.
- Remain with the participant(s), maintaining physical distancing, until their transportation arrives.
- Participant(s) and parent/caregiver(s) advised to complete the **COVID-19 Assessment and Testing Referral Tool** <https://www.gov.nl.ca/covid-19/public-health-guidance/self-isolation/assessment-tool/> or contact **1-833-951-3859** if they cannot access the online tool.
- Once the program has ended and all have departed, Head Coach or Safety Volunteer to notify the Club Coordinator of the concern.
- Club Coordinator will contact SONL Executive Director or Program Director for the next steps as needed.

Red Cross First aid protocols and considerations for an ill or injured person during COVID-19

<https://www.redcross.ca/training-and-certification/first-aid-tips-and-resources/first-aid-tips/first-aid-protocols-and-considerations-for-an-ill-or-injured-person-during-covid-19>



Club: _____ Date: _____

Program: _____

Participant First & Last Name	Role (Athlete, Coach, Volunteer, Caregiver, Staff, 1:1 Support, etc.)	Phone Number	Waiver Received (Y/N)	Screening Questions Asked (Y/N)	Signs or Symptoms of COVID-19 (Y/N)	Currently isolating for any reason? (Y/N)	Initial Here

Signature of individual(s) that completed attendance protocol and tracker

Printed Name: _____ **Signature:** _____
Printed Name: _____ **Signature:** _____

If any participant answers YES "Y" to Signs or Symptoms or COVID-19 or currently isolating for any reason, document and send copy of Attendance Tracker to SONL Executive Director, Trish Williams, trishw@sonl.ca