



Communication Protocol

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, Chapters 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 the P/T Health Authority for the most up-to-date information on symptoms and recommendations.

If someone tests positive for COVID-19:

Upon confirmation of a positive test for COVID-19, within 24 hours of notification, the athlete, parent/caregiver, coach, or volunteer must:

- Inform the Head Coach and/or SOS CEO of the positive COVID-19 test.
- Follow the P/T Health Authority guidelines for self-isolation and remain self-isolated until their doctor or Regional Health Authority advises that it is safe to return to normal activities.

When the Head Coach is notified of a positive COVID-19 case, the Head Coach must:

- Respect privacy laws and reveal the name of the individual testing positive only to the SOS CEO.
- Immediately inform the SOS CEO.
- The SOS CEO and the Head Coach will work together to notify all participants (coaches, athletes, staff and 1-1's) who attended the program over the past 21 days of the positive test.



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

- Inform the Community Manager for that program that there has been a positive test. (The name of the individual will only be revealed within privacy laws to the Community Manager if there is a need to support contact tracing community protocols.)
- Inform the SOS DOP and DMD of the case.
- Provide key messaging for staff and local community members to ensure that all are providing a consistent message.
- 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 P/T Healthy Authority's website.
- Put the program on pause for a minimum of 14 days from time of last program.
- Advise the SOS Board of Directors of the case and the action taken.
- Advise CEO of Special Olympics Canada of the positive test (no further details to be provided).

Throughout the 14-day quarantine period, the SOS CEO should:

- 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



Positive Case Timeline

WHO	1-2 HOURS FROM NOTIFICATION	WITHIN 24 HOURS OF NOTIFICATION	WITHIN 14-21 DAYS AFTER NOTIFICATION
Regional Health Authority or Participant	Whoever is notified or aware of a positive test must contact the Head Coach or SOS CEO		
Head Coach	Notify SOS CEO of the confirmed case		Follow up with other participants to ensure there are no additional positive tests
SOS CEO and Head Coach		Initiate plan to notify program participants of the case	
		Pause program	
SOS CEO	Notify Community Manager of case and process	Circulate key messaging to staff and the local community membership	Follow up with the participant re: their recovery
	Notify SOS DOP & DMD of the case		Notify Community Manager of their ability to resume the program
	Notify SOS Board of Directors of the case		
	Notify SOC CEO		