



## POSITIVE CASE PROTOCOLS

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, SONL will put an immediate pause on any program or activity where a participant has been diagnosed with the virus.

All volunteers will receive information on the Positive Case Protocol prior to the initial start of their program. Each program will be required to keep attendance records for each program session, event etc. Within 24 hours of program ending these attendance records **MUST** be entered into the [Online Portal database](#). If records are not up to date, SONL will immediately shut down the program until records can be updated.

Any individual experiencing COVID-19 symptoms, or who has been advised to self-isolate, is not permitted to attend a program. Please consult [Public Health](#) 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, caregiver, volunteer, participant must:

- Inform either SONL **Executive Director** or **Program Director** of the positive COVID-19 test.
- Follow [Public Health Guidance](#) for self-isolation and remain in self-isolation until their doctor or medical professional advises that it is safe to return to normal activities.

### **When the Executive Director or Program Director is notified of a positive COVID-19 case, they must:**

- Respect privacy laws and reveal only to the Club Coordinator that a positive case has been identified.
- Work with Club Coordinator to notify all participants in a timely manner that a positive case has been identified and advise participants to monitor for signs of illness.
- Participants are to be informed to follow [Public Health Guidance](#) regarding exposure to COVID-19. <https://www.gov.nl.ca/covid-19/exposed/>
- Put the program on pause for a minimum of 14 days from time of last session date, unless directed otherwise by Public Health.

### **The SONL Executive Director will also:**

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



**When the Club Coordinator is notified of a Positive COVID-19 case, they must:**

- Notify the Venue Manager in a timely manner of the positive case identified.
- Work with SONL Management to notify all participants in a timely manner that a positive case has been identified and advise participants to monitor for signs of illness.
- Participants are to be informed to follow [Public Health Guidance](https://www.gov.nl.ca/covid-19/exposed/) regarding exposure to COVID-19. <https://www.gov.nl.ca/covid-19/exposed/>
- Pause the program for a minimum of 14 days from time of the last session date, unless directed otherwise by Public Health.

**Throughout the quarantine period, SONL Management in conjunction with the Club Coordinator will:**

Contact the individual who tested positive and all program participants for a wellness check and to ensure they have the support they require.

**POSITIVE CASE TIMELINE:**

WHO	TIME FROM NOTIFICATION	ACTION
Public Health or Participant	Within 1-2 hours	<ul style="list-style-type: none"> <li>• Whomever is notified or aware of a positive test must contact SONL, Executive Director or Program Director</li> </ul>
SONL Executive Director or Program Director	Within 24 hours	<ul style="list-style-type: none"> <li>• Notify Club Coordinator of confirmed case</li> <li>• Communicate immediate pausing of program</li> </ul>
SONL Management & Club Coordinator	Within 24 hours	<ul style="list-style-type: none"> <li>• Initiate plan to notify participants and advise them to follow current Public Health Guidance regarding exposure to COVID-19</li> <li>• SONL Management develop key messaging and circulate as needed</li> </ul>
SONL Management & Club Coordinator	Within 14-21 Days (after notification)	<ul style="list-style-type: none"> <li>• Complete wellness checks with individual who tested positive and all program participants</li> <li>• Notify Club of their ability to resume the program (based on Public Health Guidance)</li> </ul>

EXECUTIVE DIRECTOR,  
 TRISH WILLIAMS  
 709-738-1923 (OFFICE) 709-690-8335 (CELL)

PROGRAM DIRECTOR,  
 KIM MCDONALD-WILKES  
 709-293-1444 (CELL/OFFICE)

**IMPORTANT NOTE:**

Be aware of member privacy when disclosing information. The name of the individual will not be announced, only that a suspected or confirmed case of COVID-19 has occurred at a program.