



NATIONAL GUIDELINES FOR RETURN TO SPORT & PROGRAMS FOR PROGRAMS

July 2020



FOR PROGRAMS

Program Requirements for Return to Sport and Programming

These areas of operation for programs should be given consideration as part of a Chapter's plan to return to sport and programming. All programs should consider the actions set out in each phase and consider the framework for Special Olympics Canada's return to sport and programming is the health, safety and wellbeing of our community, especially athletes.

Each program should conduct the following actions to allow a return to training at Phase 2 and 3:

Area	Program Requirements (for activities under Phase 2)	Program Requirements (for activities under Phase 3)
Approvals	<ul style="list-style-type: none">• Provincial/Territorial Government approval of the resumption of community/school sport and programs.• Relaxation of localized public gathering restrictions to enable training/programming to occur.• Local government/venue owner approval to training at venue.• Special Olympics Chapter approval of return to training/programs.• Insurance arrangements confirmed to cover programming, training and competition (if applicable).• Declaration and Waiver forms signed by each participant (athlete, coach, volunteer, 1:1 support, etc.)• Training/Education plan in place for athletes, coaches/volunteers, staff and other key stakeholders.	<ul style="list-style-type: none">• Relaxation of public gathering restrictions to enable training/programming to occur.• Continued local government/venue owner approval to training/competition at venue, if required.• Special Olympics Chapter approval to return to training and competition.• Insurance arrangements confirmed to cover competition.
Personal Health	<ul style="list-style-type: none">• Recommend a graded return to sport to avoid injury.• Advise all players, coaches, volunteers that they are not to attend if unwell (including any signs/ symptoms of cold, flu, COVID-19 or other illness).	<ul style="list-style-type: none">• Requirements continue from Phase 2.

Personal Health	<ul style="list-style-type: none"> • Personal hygiene encouraged (e.g. wash hands prior to training, no spitting or coughing, no shared uniforms). 	
Training Process	<ul style="list-style-type: none"> • Ensure all sports are adhering to “Get in, train, get out” process. • Arrive already dressed in appropriate attire. • Separate entrance/exit designated (with signage) when possible. • Staggered arrival/departure times. • Recommend coaches review length and scheduling of training sessions to reduce overlap. • Only small groups permitted for all program activities. Maximum number of persons as advised by your Provincial/Territorial health authority • Separate spectators from athletes. Pick up/drop off should be encouraged. • No physical contact including high fives, hand shaking, no socializing or group meals. • Circulate correct conduct of hygiene principles such as sanitizing requirements, hand washing and treatment of shared equipment. • Provide cleaning equipment for treatment of shared sporting equipment E.g. alcohol-based sanitizer, wipes, sanitize equipment before, during, after sessions. • Personal hygiene encouraged. 	<ul style="list-style-type: none"> • Full sporting activity can be conducted in groups of any size including full contact. • For larger team sports, consider maintaining some small group separation at training. • Limit unnecessary social gatherings. • Access to treatment from support staff. • Sanitizing requirements continue from Phase 2. • Treatment of shared equipment continues from Phase 2. • Personal hygiene encouraged (e.g. wash hands prior to training, no spitting or coughing). • Attendance protocol and tracker must be completed after each session.

Training Process	<ul style="list-style-type: none"> • Guidance for travel arrangements for athletes with special travel arrangements. E.g. physical distancing on public transport and use of masks, limit car pool, taxi, Uber use. • Attendance protocol and tracker must be completed after each session. 	
Hygiene	<ul style="list-style-type: none"> • Adopt safe hygiene protocols. • Distribute information and posters for safe hygiene. 	<ul style="list-style-type: none"> • Requirements continue from Phase 2.
Communication	<ul style="list-style-type: none"> • Communicate to athletes, coaches, members, volunteers and families/caregivers the return to programming/training protocols including hygiene protocols. • Ensure compliance with safe sport rule of two. • Reinforce hand washing and general hygiene etiquette. 	<ul style="list-style-type: none"> • Requirements continue from Phase 2.
Facilities	<ul style="list-style-type: none"> • Verify availability of facilities and their adherence to all Phase 2 restrictions. • Ensure coaches and volunteers have provision of appropriate health and safety equipment, Personal Protective Equipment (PPE) and personal hygiene cleaning solutions. • Ensure venue promotes good personal hygiene in facilities (ideally with visuals/posters). 	<ul style="list-style-type: none"> • Understand requirements for return to full use of Program facilities. • Requirements continue from Phase 2.
Management of unwell participants	<ul style="list-style-type: none"> • Review guidelines for management of COVID-19 with all coaches and volunteers. • Remind all participants to not attend if unwell (including any signs/ symptoms of cold, flu, COVID-19 or other illness). 	<ul style="list-style-type: none"> • Requirements continue from Phase 2.

PROGRAM CHECKLIST



PROGRAM CHECKLIST

- ☐ Provincial/Territorial Government approval of the resumption of community sport.
- ☐ Declaration form and Waiver have been signed by each participant.
- ☐ Chapter has approved return to training/programming for program.
- ☐ Relaxation of public gathering restrictions to enable training to occur.
- ☐ Local government/venue owner approval to training at venue.
- ☐ Ensure venue promotes good personal hygiene in facilities (ideally with visuals/posters).
- ☐ Ensure participants are aware of any health screening measures for entry into training facilities.
- ☐ Insurance arrangements confirmed to cover training, programming and competition (if applicable).
- ☐ Emphasize principle of “Get in, train, get out” to all participants.
- ☐ Provide guidance for travel arrangements (e.g. physical distancing and use of masks on public transit, limit car pool/taxi/Uber use).





PROGRAM CHECKLIST CONTINUED

- ☐ Advise all participants to not attend if unwell. Adopt safe hygiene protocols for all program events.
- ☐ Parent/caregivers are only in attendance when absolutely necessary. Encourage drop off/pick up of athletes.
- ☐ Parents/caregivers/spectators to observe physical distancing requirements (at least 2m or 6ft).
- ☐ Ensure attendance protocol and tracker is being completed at each session for every program.
- ☐ Sufficient program materials/supplies (i.e. PPE, and sanitizing products) are readily available for programs.
- ☐ Training (including coaches, volunteers, athletes, and other stakeholders) has taken place.



SPECIAL OLYMPICS CANADA RECOMMENDATIONS FOR ACTIVITIES

General Changes

PHASE 1	PHASE 2	PHASE 3
<p>Online coaching and resources.</p> <p>Virtual programming</p> <p>No physical contact of any kind between athletes, coaches and volunteers.</p> <p>No handshakes, hugs, and high fives.</p> <p>No equipment sharing.</p> <p>EAPs should be updated to reflect new protocols.</p>	<p>As per Phase 1 plus: Small groups permitted. Maximum number of persons as advised by your Provincial/Territorial health authority</p> <p>Programs must have cleaning and first aid kits (including masks and gloves). Clear face shields for coaches/volunteers working with athletes who are deaf or hard of hearing. Cleaning of shared equipment and surfaces should be done regularly.</p> <p>Some sharing of equipment with easily cleaned surfaces. (e.g. kicking a soccer ball).</p> <p>Recommend masks should be worn as much as possible. This includes when you arrive and depart from your program.</p> <p>Independent skills and drills should be primary activities.</p> <p>Indirect contact (e.g. through a ball in the hand) may occur but no deliberate contact.</p> <p>Indoor venues/sports permitted if they comply with above.</p> <p>Virtual programming still available</p> <p>Declaration and waiver forms signed by each participant (athlete, coach, volunteer, etc.).</p>	<p>As per Phase 2 plus: Full sporting activity allowed including contact.</p> <p>Larger teams consider maintaining smaller training groups.</p> <p>Training may still be affected by commercial operation of facilities.</p> <p>Virtual training may still occur.</p> <p>Limit unnecessary social gatherings.</p> <p>Review and update EAPs as required</p>

	<p>Attendance protocol must be followed and attendance taken at each session.</p> <p>Review and update EAPs as required</p> <p>Areas for bags, jackets, etc. should be designated and maintain physical distancing</p>	
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General Hygiene Measures

PHASE 1	PHASE 2	PHASE 3
<p>No sharing of equipment or communal facilities.</p> <p>Strictly apply personal hygiene measures.</p>	<p>Maximum number of persons as advised by your provincial/territorial health authority.</p> <p>Communal facilities can be used after a risk assessment and mitigation process is completed. Plan should be in place for cleaning of washrooms.</p> <p>'Get in, Train and Get out' training process. Train and leave straight away, no social engagement. Arrive already dressed in appropriate attire.</p> <p>Separate entrance/exit designated (with signage) when possible.</p> <p>Staggered arrival/departure times.</p> <p>Maintain 2m (or 6ft) distance where possible.</p> <p>Cleaning protocols in place for all equipment. Recommend a thorough full body shower with soap before and after training (at home).</p>	<p>Continue hygiene as per Phase 2.</p>

	<p>Hand sanitizer or hand washing station available on arrival and when leaving.</p> <p>Have reminders/signage posted that reinforces use proper hygiene, physical distancing and use of PPE.</p> <p>Coaches and/or volunteers should consider splitting responsibilities (attendance, cleaning, etc.)</p> <p>No sharing of drink bottles (encourage labeling with the athlete's name).</p> <p>Do not attend if unwell, have a pre-existing condition or have someone at home who may be at greater risk.</p> <p>No spitting, yelling, singing or whistle blowing.</p>	
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Spectators, Additional Personnel

PHASE 1	PHASE 2	PHASE 3
	<p>Spectator access based on group size restrictions and venue layout.</p> <p>Separate spectators from athletes.</p> <p>Pick up/drop off should be encouraged.</p> <p>Social distancing of at least 2m (or 6ft), hygiene and use of PPE (including masks) should be maintained.</p>	<p>Minimum contact of non-essential surfaces and hands on treatment for essential personnel only.</p> <p>Non-essential personnel discouraged from change rooms.</p>

Active Start & FUNdamentals

PHASE 1	PHASE 2	PHASE 3
<p>Program Leaders offer virtual programming and/or provide online resources to athletes where available.</p>	<p>Active Start programs suspended – online only.</p> <p>FUNdamentals programs with limited participants.</p> <p>All athletes must have their own equipment (no equipment sharing).</p> <p>Athletes and volunteers must social distance (individual drills and activities only).</p> <p>One parent/caregiver can attend with the athlete and must maintain social distancing – no siblings.</p>	<p>Active Start and FUNdamentals programming resumes.</p> <p>Games with minimal physical contact is encouraged.</p> <p>SO to provide additional equipment to reduce equipment sharing (if possible).</p>

Athlete Leadership (AL) & NCCP Delivery

PHASE 1	PHASE 2	PHASE 3
<p>Some modules/courses offered online.</p> <p>Social Clubs online (AL).</p> <p>SOC governed in-class courses suspended.</p>	<p>Modules/courses continue online.</p> <p>Social clubs online (AL).</p> <p>SOC governed courses may be in classrooms with limited participants per course and modified delivery where necessary.</p> <p>Participants do not stay overnight (local trainings only).</p> <p>Participants bring their own lunch and water.</p> <p>All participants must maintain social distancing of at least 2m (or 6ft).</p>	<p>Athlete Leadership and NCCP courses resume as normal based on local health recommendations.</p>

Healthy Athletes

PHASE 1	PHASE 2	PHASE 3
<p>No in-person screenings.</p> <p>Strong Minds resources available online.</p> <p>Healthy at Home resources available online.</p>	<p>Modified in-person screenings may be offered with an emphasis on social distancing practices, use of PPE and no transmission of equipment:</p> <p>Medfest Fun Fitness Fit Feet Health Promotion Healthy Hearing Strong Minds</p> <p>Clinical Directors should consult the SOI disciplines guidelines as developed for phased return.</p> <p>Online resources remain available + Self-assessment tool for Special Smiles.</p> <p>Limit travel of Clinical Directors to avoid possible transmission.</p>	<p>In-person screenings may return in full for all 8 disciplines with a continued focus on hygiene practices.</p> <p>Online resources remain available as supplementary.</p>

SAFE SPORT

The focus of these guidelines is the safe return to play while continuing to focus on the Safe Sport movement and ensuring that our athletes, volunteers, coaches and other stakeholders are all protected. Although the overall Safe Sport movement covers a number of topics and issues (Canadian SafeSport Hotline, concussion policy and protocol, training, etc.) in the context of this resource, the focus is on supervision and responsible coaching during all contexts of a phased return to sport and programs.

All programs, coaches, volunteers and staff should visit <https://coach.ca/sport-safety> for additional information

As taken from Coaching Association of Canada (CAC):

Rule of Two

To be considered and followed in all phases of program delivery.

The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions in emergency situations.

Phase 1

Rule of Two in a Virtual Setting:

These specifics have been included in the guidelines as there is a change to implementation based on the delivery of programs in Phase 1.

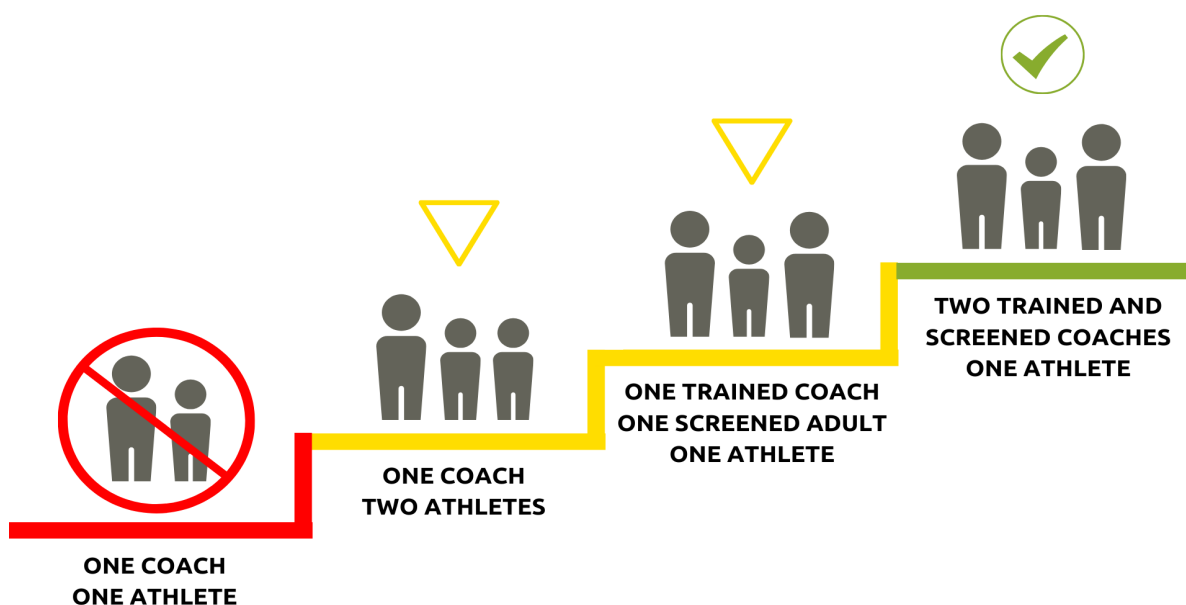
- The Rule of Two should continue to apply to all minor athletes in the virtual environment during the COVID-19 pandemic (additionally, for those athletes under age 16, a parent or guardian should be present during the session where possible);
- We recommend applying the Rule of Two to non-minor athletes, as well, in the current circumstances;
- For every session, the Rule of Two would require two adult coaches be present, or one coach and one adult (parent, guardian, volunteer, program administrator) – one-on-one sessions should be prohibited;
- Parents/guardians should be fully informed beforehand about the activities undertaken during the sessions, as well as the process of the virtual session;

- Parents/guardians should be required to consent to virtual sessions prior to each session, if irregularly scheduled, or prior to the first session if there is a series of regularly scheduled sessions;
- Communication during each session should be in an open and observable environment (i.e., avoid bedrooms) in the athlete's home (athlete's parents'/guardians' home), and the coach must initiate the session from an appropriate location (i.e., avoid bedrooms or "overly personal"/unprofessional settings);
- Prohibit one-on-one texting, emailing or online contact between coach and athlete – any texting, emailing or online contact should be limited to group text/email that includes at least two adults (two coaches or one coach and one adult (parent, guardian, volunteer, program administrator), and limited to coaching (non-social) matters, and parents of minor athletes should be provided the opportunity to receive these texts/emails;
- Social media contact by coach to athlete should be prohibited (including the sharing of memes, non-training video, etc.);
- Encourage parents/guardians to debrief with U-16 athletes about virtual training on a weekly basis.

In addition, care should also be taken to ensure that appropriate security settings have been set for virtual, videoconferencing arrangements, including password protected videoconference invitations.

Phase 2 and 3

Additional information related to current practices for implementing the Rule of Two:



Good Rule of Two implementation practices:

- The coach is never alone and out of sight with a participant without another screened coach or screened adult (parent or volunteer) present.
- Allow training environment to be open to observation.
- Ensure a participant rides in a coach's vehicle with another adult present.
- Consider the gender of the participant(s) when selecting the screened coached and volunteers who are present.
- Eliminate one-to-one electronic messaging. Ensure that all communications are sent to the group and/or include parents.

Learn more: coach.ca/responsiblecoaching



The phased return to play should not impact the required training and screening for all coaches and volunteers. There remains an importance and focus on the three key areas (Rule of Two, Background Screening, Ethics Trainings) within the responsible coaching movement. For more details please access resources at <https://coach.ca/three-steps-responsible-coaching>.

Quota: As per the SOC Quota Policy, the organization uses the guidelines of 3:1 (winter sports) and 4:1 (summer sports) ratio of athletes to coach at competitions. Throughout return to play and the focus on getting back to programs the suggested ratios are recommended to stay in place. In addition, as P/T Health ministries put restrictions on group size, it is essential to ensure that the Rule of Two remains in place and that a coach/volunteer position is not sacrificed for an athlete opportunity.

GUIDELINES FOR MANAGEMENT OF COVID-19

Prevention:



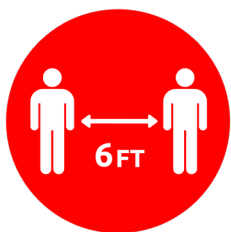
Educate/train volunteers, coaches, athletes and other stakeholders



Complete forms (declaration, waiver and attendance)



Implement/encourage **personal hygiene** measures



Enforce **physical distancing**



Sanitize shared equipment



Monitor, review and **update** Chapter plans

Management if someone feels ill:



Do not attend training or program



Advise family/caregiver (if applicable) and the Chapter designate



Seek appropriate **medical treatment**



Obtain **medical clearance** before returning



Follow P/T government **guidelines for isolation** if required



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 Chapter designate 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 Chapter designate.
- Immediately inform the Chapter designate.
- The Chapter designate 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 Chapter Designate is notified of a positive COVID-19 case, they must:

- Respect privacy laws and only reveal the name to the Chapter CEO.

- Inform the Local Coordinator for that program that there has been a positive test.
- Inform the Chapter CEO and Communications Manager of the case.
- 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.

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

- Advise the Chapter 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).

When the Chapter 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 14-day quarantine period, the Chapter designate 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 Chapter designate		
Head Coach	Notify Chapter designate of the confirmed case		Follow up with other participants to ensure there are no additional positive tests
Chapter Designate and Head Coach		Initiate plan to notify program participants of the case	
		Pause program	
Chapter Designate	Notify Local Coordinator of case and process	Circulate key messaging to staff and the Local	Follow up with the participant re: their recovery
	Notify CEO and Communications Manager of the case		Notify Local of their ability to resume the program
Chapter CEO	Notify Chapter Board of Directors of the case		
	Notify CEO, SOC		
Chapter Communications Manager		Develop key messaging	

ATTENDANCE PROTOCOL AND TRACKER

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 be encouraged to contact their healthcare provider if they are feeling unwell.
- Before the start of any Special Olympics event/practice/training/competition (during Phases 1 and 2), 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 contact tracing is needed.

DISCLAIMER:

This Attendance Protocol and Tracker is provided by Special Olympics Canada for informational and general guidance purposes only. It is intended to assist Chapters in developing their own policies and procedures. It is the responsibility of Chapters to ensure that their policies and procedures comply with current public health guidelines as well as all provincial, territorial and municipal guidelines and legal requirements. While Special Olympics Canada has endeavoured to provide the most up-to-date guidance, this document cannot be exhaustive, nor is it meant to be taken as either medical or legal advice.

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.

- 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.

Throughout the event/practice/training/competition, remind participants of infection prevention protocols (e.g. facemasks, physical distancing, hygiene, and disinfection/sanitation).

****Note:** Signed Declaration and Waiver forms need to be received from each participant prior to them participating in their first sport/program. Participants will only need to sign the waiver form once but will need to submit a signed declaration form prior to the start of each program they are in. Participants will be required to go through the SOC attendance protocol at each program, training session, event, etc. they attend.

July 2020

SPECIAL OLYMPICS (INSERT CHAPTER) ATTENDANCE TRACKER

Name of Event/Program: _____ Date of Event/Program: _____

Location: _____

PARTICIPANT FIRST AND LAST NAME	PARTICIPANT TYPE (ATHLETE, COACH, VOLUNTEER, STAFF, UNIFIED PARTNER)	EMERGENCY CONTACT NAME & PHONE NUMBER	DECLARATION FORM RECEIVED (Y/N)	WAIVER RECEIVED (Y/N)	PROTOCOL QUESTIONS ASKED (Y/N)	SIGNS OR SYMPTOMS OF COVID-19 (Y/N)
Declaration and Waiver forms need to be received prior to the participant's first sport/program. Once received you can mark these columns as N/A.						

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

Printed Name: _____ Signature: _____

Printed Name: _____ Signature: _____

****Note:** Signed Declaration and Waiver forms need to be received from each participant prior to them participating in their first sport/program. Participants will only need to sign the waiver form once but will need to submit a signed declaration form prior to the start of each program they are in. Participants will be required to go through the SOC attendance protocol at each program, training session, event, etc. they attend.

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