

COVID-19 Positive Test Protocol and Timelines

Special Olympics
Alberta



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, SOA will put an immediate pause on any program or activity where a participant has been diagnosed with the virus. All volunteers will receive information and training on the Positive Case Protocols prior to the initial start of their program. Each program will keep attendance records for each practice and each meeting will keep minutes of the meeting for contact tracing should there be a positive test.

IF SOMEONE TESTS POSITIVE FOR COVID-19

When an Affiliate representative (athlete or volunteer) is notified of a positive COVID-19 case, they must:

- Immediately inform their Affiliate Chair or Head Coach*
- Respect privacy laws and reveal the name of the individual testing positive only to the Affiliate Chair or Head Coach
- Follow Alberta Health guidelines for self-isolation and remain self-isolated until your doctor or health authority advises that it is safe to return to normal activities.

When the Affiliate is notified:

- They will notify Rochelle Chamczuk, Community & Volunteer Manager at SOA at the following:
 - Phone: 780-238-6149
 - Email: covid@specialolympics.ab.ca
- The Affiliate with support from SOA as required, will work together to notify the impacted facility, all participants (coaches, athletes, staff and 1-1's) who attended the program over the past 21 days of the positive test. When notifying individuals, they must obey privacy laws and not use the individuals name and only indicate that someone at the program tested positive.

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

- Respect privacy laws and only reveal the name to the CEO of SOA.
- If not already informed they will notify the Chair of the Affiliate Management Committee for that program that there has been a positive test.
- 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 Alberta Health Services' website.
- Suspend the program for a minimum of 14 days from time of last program.
- Advise the SOA Board of Directors of the case and the action taken.
- Provide key messaging for staff and Affiliate Management Committee members to ensure that all are providing a consistent message.

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When the SOA 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 Affiliate (either Affiliate Chair or Head Coach) will:

- 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.
- Request support from SOA as required.

* Edmonton: Contact Celina Comeau, General Manager, at 780-448-2780 or Ccomeau@specialolympicsedmonton.ca

* Calgary: Contact Kathy Urquhart, Executive Director, at 403-862-8020 or kathy@specialolympicscalgary.ca

These steps are summarized in the following Positive Case Timeline.

Who	1-2 Hours after notification	Within 24 hours after notification	Within 14-21 days after notification
Head Coach or Participant	Whomever is notified or aware of a positive test must contact the Affiliate Chair and/or Head Coach		
Head Coach	Contact the Affiliate Chair or designate* (see notes below for Edmonton and Calgary offices) to advise of confirmed case		
Affiliate Chair or designate	Notify SOA's Community & Volunteer Manager of the confirmed case		
SOA C&V Manager	Notify CEO of SOA of confirmed case		
SOA CEO	Notify CEO of SOC of the case		
SOA CEO	Notify SOA Board of Directors of the case		
SOA C&V Manager and Affiliate		Initiate plan to notify program participants and facility of the case and that the program is paused	
CEO & Communications Manager		Develop key messaging	
SOA CEO & SOA C&V Manager		Circulate key messaging to staff and the Chair of AMC	
Head Coach or Affiliate Chair			Follow up with the participant regarding their recovery
Head Coach			Follow up with other participants to ensure there are no additional positive tests
SOA C&V Manager			Notify Chair of AMC of their ability to resume the program