



SOA put the safety of their volunteers and staff first and foremost when determining these Return to Meeting protocols.

Any individuals who do not feel well, are experiencing any symptoms of COVID-19, or who have been advised to self-isolate are not permitted to attend meetings. Wherever possible, the option to attend meetings virtually (via video or conference call) should be provided to Affiliate Management Committee (AMC) members. Please contact SOA for access to Zoom for the hosting of virtual meetings.

Prior to setting up an in-person AMC meeting, the AMC Chair or their designate will provide SOA's Community & Volunteer Manager with details about the meeting venue to ensure it meets the requirements below.

All individuals attending an in-person AMC meeting must have signed a Participation Waiver and Promotional Media Opt-Out Form and COVID-19 Declaration and Agreement, with these forms being on file with SOA. An Attendance Protocol and Tracker for Special Olympics Canada Activities must be completed for each meeting. At each meeting, the AMC Chair or their designate must ask the following questions and receive a verbal NO confirmation. The minutes **must** include the names of AMC members in attendance and that everyone in attendance has answered NO to all of these questions.

- 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?

## **PROTOCOLS FOR OUTDOOR MEETINGS**

- Meetings must be limited to a maximum of 15 committee members. With physical distancing in mind, the AMC Chair must ensure that the meeting is productive and that all members can actively participate, hear everyone, and be heard. Only AMC members may attend. There may be no guests in attendance, other than SOA staff.
- The space must be private to ensure confidentiality of information.
- In using a public space that does not have open public washrooms, the AMC Chair will ensure the committee members are aware of this. If using a committee member's backyard, individuals comfortable to do so may use the washroom in the home. The host should ensure there is soap as well as disinfectant wipes/sprays for use by the committee members.
- All committee members must ensure physical distancing during the arrival and departure process and during the meeting. Members should not congregate prior to or after the meeting unless continuing to follow physical distancing.
- All committee members may bring their own chair. If chairs/tables are provided, the Local Coordinator must ensure that all surfaces are thoroughly cleaned with a disinfectant product prior to the meeting and at the end of the meeting.
- All members must bring their own water bottle, coffee mug, snacks, etc. There should be no sharing of food.
- The AMC Chair will provide hand sanitizer for use by all committee members.
- All other aspects of the meeting must follow the SOA AMC meetings policies and procedures.

## **PROTOCOLS FOR INDOOR MEETINGS**

- The venue may not be a home.
- Meetings must be limited to a maximum of 15 committee members. With physical distancing in mind, the AMC Chair must ensure that the meeting is productive and that all members can actively participate, hear everyone, and be heard. Only AMC members may attend. There may be no guests in attendance, other than SOA staff.
- The venue must have a COVID-19 risk assessment plan that includes cleaning protocols for all surfaces. If they have an entry and exit plan (different entrances), ensure the committee members are made aware of this prior to the meeting.
- All committee members must ensure physical distancing during the arrival and departure process and during the meeting. Committee members should not congregate prior to or after the meeting unless continuing to follow physical distancing.
- All members must bring their own water bottle, coffee mug, snacks, etc. There should be no sharing of food.
- The AMC Chair will provide hand sanitizer for use by all committee members.
- All other aspects of the meeting must follow the SOA AMC meetings policies and procedures.