

Appendix 8

Meeting and Social Gathering Guidelines



Prior to hosting an in person meeting or social gathering the objective and desired outcomes should be reviewed to determine if it would be possible to achieve these outcomes by conducting the activity virtually. If so, virtual would be preferred. If an in-person event is necessary, then proceed as follows:

These guidelines only apply if your county is in Pennsylvania's Green phase. If your county reverts back to Pennsylvania's Yellow or Red phase, you must go back to Phase A of Special Olympics Pennsylvania's (SOPA) plan which only permits virtual meetings or gatherings.

SOPA safety protocols must be followed if you plan on holding an in person meeting or social gathering for SOPA participants. Participants are defined as all athletes, Unified partners, coaches, volunteers, family members, caregivers, staff or others in attendance of an activity. Refer to the SOPA **Return to Activities Plan** for full safety guidelines.

Prior to hosting an in person meeting or social gathering:

- COVID-19 Coordinator should be identified to ensure safety protocols are followed.
- COVID-19 Coordinator must submit [Site Registration and Advancement Form](#) for approval before the meeting or social gathering can take place.
- Participants must fill out the [COVID-19 Code of Conduct and Risk Assessment Form](#)

Basic Safety Protocol for In Person Meetings & Social Gatherings:

- If athletes are in attendance, the **Screening and Tracking Report Form** must be completed by all participants.
- Face masks should be worn.
- Participants must follow current guidelines around social distancing.
- Ensure clean spaces by frequently cleaning and sanitizing commonly touched objects with antibacterial cleaner.
- Food should not be served unless individually wrapped. Attendees are not able to share cups or other paper products.
- Every attempt should be made to meet in the safest venue possible (Example: outside or in a larger venue that would allow adequate social distancing).
- Only required participants should attend meeting. Anyone outside the required group should not be at the meeting (Example: If you have subcommittees, consider only the lead attend in person, family members should not be there in person).
- [High Risk participants](#) should not attend. They may participate virtually if that is an option.
- If you feel sick, or are showing symptoms, stay home.
- Adhere to all SOPA protocols for transportation to and from the meetings or social gatherings. Remind participants that during transportation to activities, they need to be wearing a face mask if on public transportation or carpooling with someone not living with them.
- Precautions should be taken to limit outside guests such as speakers, vendors or sponsors.
- *When hosting a meeting*, all meeting materials should be sent electronically so that each person is responsible for their own items. There should be no sharing of items such as pens, pencils and other supplies.
- *When hosting a social gathering*, any prizes, gifts or tokens of appreciation must be individually wrapped and cannot be shared.