Training sites must follow all of the required guidance and processes set forth in the Return to Activities plan.

- **Now**: SOPA programs are in Return to Play in Phase A.
  - Phase A, at-home virtual training, is an option available at all times throughout the year.

- **Throughout July**:
  - Weeks of July 6 and 13: Pilot programs to be conducted in different parts of the state.
  - Week of July 20:
    - SOPA communicates and widely disseminates its Return to Activities plan with resource materials.
    - Interactive webinars are scheduled.

- **August 1 (fall season)**: SOPA programs that are located in counties designated by the State of Pennsylvania as being in the Green phase, are eligible to offer programming delineated in Phase B.
  - The only options available in the fall season will be Phase A (if a county is designated by the State of Pennsylvania as being in the Red or Yellow phase) or Phases B or C (if a county is designated by the State of Pennsylvania as being in the Green phase). SOPA is proceeding cautiously and prudently for the first rollout of reopening, so Phases D and E will not be available in the fall.

- **September until November 8**: Virtual local competitions are conducted between training sites; Virtual Sectionals are held on October 3; and Virtual Fall Fest takes place from November 6-8.

- **December 1 (winter season)**: SOPA programs that are located in counties designated by the State of Pennsylvania as being in the Green phase, are eligible to offer programming delineated in Phases A, B, C, or D.
  - A county is permitted to offer training and competition in Phase D provided that they have already completed phases B and C and received SOPA approval.

- **January through early March**: Depending on a county’s phase, either virtual or in-person (up to 50 participants) competitions can be conducted only within the Local Program. Sectional and State Games will be conducted using a virtual format.
• **March 15 (spring season):** SOPA programs that are located in counties designated by the State of Pennsylvania as being in the Green phase are eligible to offer programming delineated in Phases A, B, C, D, or E.
  o A county is permitted to offer training and competition in Phase E provided that they have already completed phases B, C and D and received SOPA approval.

• **April through Summer Games:** Depending on a county’s phase, either virtual or smaller in-person (up to 50 participants) or larger in-person (up to 150 participants at any single facility) local competitions and invitationals are conducted between training sites. Determination of the format for State Sectionals and State Games (Phase B, C, D, or E) is dictated by the prevalence of COVID-19 cases and following the guidance of the State of Pennsylvania.
The COVID-19 Coordinator is the site's point of contact for all questions related to COVID-19, and all participants must be provided the persons contact information. The COVID-19 Coordinator responsibilities are outlined below.

- Must have access to home computer and internet with a basic understanding of Google products (Forms & Sheets) to complete forms.

- Educate participants on high risk conditions and risks of participation, requirement that anyone with symptoms stay home, and requirements for in-person activities including Personal Protective Equipment (PPE), hygiene, and physical distancing prior to beginning. Access the PPE Fact Sheet here: [https://bit.ly/2XPwaTD](https://bit.ly/2XPwaTD)

- Ensure any participant who is considered as high risk is not permitted to return to Special Olympics in-person activities until Phase E. To access the high risk definitions and descriptions, see Appendix 3.

- Remind participants to bring PPE and, if used, their own water bottle, towel, and equipment. Have face masks/PPE available for those who are unable to bring.

- Whenever possible, ensure equipment and other personal items are separated and not shared. If equipment must be shared, ensure all equipment is properly disinfected between participants.

- Ensure participants avoid shaking hands, fist bumps, or high fives before, during or after training and competition. Limit unnecessary physical contact with participants.

- Ensure that the venue is cleaned and disinfected, especially high touch surfaces such as tables, doorknobs, light switches, toilets, faucets, sinks, etc.
  - Wear disposable gloves to clean and disinfect.
  - Clean indoor surfaces using soap and water, then use an EPA registered household disinfectant, following instructions. Diluted household bleach solutions may also be used if appropriate for the surface and intended for disinfection. Leave solutions on for at least one minute.
  - Outdoor areas generally require normal routine cleaning, but do not require disinfection. High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely. Cleaning and disinfection of wooden surfaces (benches, tables) is not recommended.

- Ensure participants maintain appropriate social distancing at all times possible, including in the field of play, locker rooms, sidelines, dugouts, benches, and workout areas. During down time, ensure participants do not congregate.
Appendix 2
COVID-19 Coordinator Responsibilities

- Instruct participants to use a single entry point (to allow for screening process) and separate exit. Limit entrance and exit traffic, designate specific entry to and exits from facilities. Ensure staggered pick up and drop off for training and competition; participants are not congregating while awaiting pick up; congregation or crowding does not occur on drop off. Pickups and drop offs should remain outside.

- Have signage posted that reinforce hygiene practices and physical distancing.

- 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.

- When notified a participant travels outside of the state, immediately refer to the Department of Health website. If the state or country is listed under “COVID-19 Information for Travelers” then inform the participant they must quarantine for 14 days upon return. When notified a participant travels within the state, immediately refer to the Department of Health website. If the county is Yellow or Red on the “COVID-19 Early Warning Monitoring System Dashboard” then inform the participant they must quarantine for 14 days upon return.

- Submit the Site Registration and Advancement Form to SOPA prior to the start of the activity. Access the form here: https://bit.ly/38ibfN7

- When the minimum requirements are met to move to the next phase of Return to Activities, submit the Site Registration and Advancement Form for approval.

- Report any concerns about the safety of continuing activity, such as a spike in the number of newly reported cases in their county, to Chelsea Hammell at chammell@specialolympicspa.org. For ways to track COVID-19 data in your county, access the following link: https://bit.ly/30nLLdL

- Resubmit Site Registration and Advancement Form if the site has been shut down due to self quarantine.


- Set-up a space for screening that maintains physical distance (6ft) during screening.

- Ask required screening questions.

- Conduct on-site measurement of temperature using the provided thermometer.

- Instruct parents/caregivers to remain on site in their vehicles until screening process is complete.

- Record all names, results and contact information on the Screening and Tracking Form and submit to SOPA within 48 hours of the end.

Who is at higher risk of COVID-19?

Everyone is at risk for getting COVID-19 if they are exposed to the virus. Some people are more likely than others to become severely ill. More is learned about COVID-19 every day, and the latest information is available here: “CDC: People Who Are at Increased Risk for Severe Illness.”

As of July 17, 2020, the CDC notes that people of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from blood, bone marrow, or organ transplant; HIV; use of corticosteroids; or use of other immune weakening medicines
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, e.g. heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

Current clinical guidance and information from the CDC also indicates that people who live in a nursing home or licensed long-term care facility are at risk for severe illness from COVID-19. Residents of PA-licensed Intermediate Care Facilities (ICFs) or Personal Care Homes are not permitted to participate in Special Olympics in-person activities at this time.

The CDC notes that children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19.

If you have any condition the CDC notes places you at higher risk of serious illness from COVID-19 or if you live in a nursing home/licensed long-term care facility, you are not permitted to return to Special Olympics in-person activities at this time. You are welcome and encouraged to participate in virtual activities such as “Commit to Fit.”

Additional factors and considerations:

Everyone should consider the following information when determining whether they should return to SOPA activities at this time so as not to put yourself, your family, or your teammates at risk.

COVID-19 is a new disease. Currently there are limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what we know at this time, people with the following conditions might be at an increased risk for severe illness from COVID-19.

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus
The CDC also states that as you get older, your risk for severe illness from COVID-19 increases. For example, people in their 50s are at higher risk for severe illness than people in their 40s. Similarly, people in their 60s or 70s are, in general, at higher risk for severe illness than people in their 50s. The greatest risk for severe illness from COVID-19 is among those aged 85 or older.

Individuals with disabilities might be at increased risk of becoming infected or having unrecognized illness as follows:

- People who have limited mobility or who cannot avoid coming into close contact with others who may be infected, such as direct support providers and family members
- People who have trouble understanding information or practicing preventive measures, such as hand washing and social distancing
- People who may not be able to communicate symptoms of illness

The CDC notes that risk of infection (infection, not necessarily serious illness) with COVID-19 is higher for people who are in close contact with someone known to have COVID-19, such as healthcare workers, direct support providers, and household members. Other people at higher risk for infection are those who live or have recently been in an area with ongoing spread of COVID-19.

If you have been diagnosed with COVID-19, you should consult with a healthcare professional for written medical clearance before returning to Special Olympics in person activities as serious cardiac, respiratory, and neurological issues may develop as a result of COVID-19. In the setting of prior severe illness or concerning symptoms, consider an EKG, echocardiogram and high sensitivity troponin for evaluation of myocarditis from COVID-19.
I understand I could get Coronavirus through sports, training, competition and/or any group activity at Special Olympics. I am choosing to participate in sports, competition and/or other Special Olympics activities at my own risk.

During the time these precautions are needed, I agree to the following to help keep me and my fellow participants safe:

More is learned about COVID-19 every day. The latest information is available on the CDC’s webpage for “People Who Are at Increased Risk for Severe Illness.” As of July 17, 2020, the CDC notes that people of any age with the following conditions are at increased risk of severe illness from COVID-19: Cancer, Chronic kidney disease, COPD (chronic obstructive pulmonary disease), Immunocompromised state (weakened immune system) from solid organ transplant, Obesity (body mass index [BMI] of 30 or higher), Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies, Sickle cell disease, Type 2 diabetes mellitus.

I am a high risk participant as I have one or more of the conditions mentioned above.

☐ Yes
☐ No

☐ I know that if I have a high-risk condition, I have more risk that I could get sick or die from COVID-19. If I have a high-risk condition, I cannot go to Special Olympics events in person, until there is little or no Coronavirus in my community.

☐ If I have COVID-19 symptoms, I will stay at home and NOT go to any activities until 7 days after all of my symptoms are over. If I am exposed to COVID-19 and have no symptoms, I can return 14 days after exposure.

☐ I know that before or when I get to a Special Olympics activity, they will ask me some questions about symptoms and exposure to COVID-19. They may also take my temperature. I will answer truthfully and participate fully.

☐ I will keep at least 6 ft/2m from all participants at all times.

☐ I will wear a mask at all times while at Special Olympics activities. I may not have to wear it during active exercise.

☐ I will wash my hands for 20 seconds or use hand sanitizer before any activities. I will wash my hands any time I sneeze, cough, go to the bathroom or get my hands dirty.

☐ I will avoid touching my face. I will cover my mouth when I cough or sneeze and immediately wash my hands after.

☐ I will not share drinking bottles or towels with other people.
COVID-19 Participant Code of Conduct and Risk Assessment Form

☐ I will only share equipment when instructed to. If equipment must be shared, I will only touch the equipment if it is disinfected first.

☐ I will report to the site COVID-19 Coordinator if I traveled or plan to travel to a state other than Pennsylvania, country or county outside of my residency within PA.

☐ If I get or have had COVID, I will not go to any in-person Special Olympics events until 7 days after my symptoms end. I will go to my doctor and get written clearance before returning to any sport or fitness activities.

☐ I understand that if I do not follow all of these rules, I may not be allowed to participate in Special Olympics activities during this time.

I HAVE READ THIS AGREEMENT/HAVE HAD IT READ TO ME AND AGREE TO FOLLOW THESE ACTIONS

PARTICIPANT FULL NAME: _____________________________________________________

Phone: __________________________ Email: __________________________

Circle one: Athlete Staff Unified Partner Coach/Volunteer Family/Caregiver

PARTICIPANT SIGNATURE (required for adult (age 18+) participants, including adult athlete with capacity to sign)

By signing this, I acknowledge that I have completely read and understand the information in this form.

Signature: __________________________ Date: ________

PARENT/GUARDIAN SIGNATURE (required for participant who is a minor (younger than 18) or lacks capacity to sign)

I am a parent or guardian of the athlete/participant named above. I have read and understand this form and have explained the contents to the participant as appropriate. By signing, I agree to this form on my own behalf and on behalf of the participant.

Parent/Guardian Signature: __________________________ Date: ________

Printed Name: __________________________

Relationship: __________________________


If a participant does not have access to submit electronically, they must bring a completed paper form to the first activity and provide to the COVID-19 Coordinator upon arrival.
REMINDERS:

- All participants to 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, a screening of all participants must be conducted 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 contract tracing is needed.

SCREENING PROTOCOL:

1. Must set-up a space for screening that maintains physical distance (6ft/2m) during screening.
2. Must ask the following questions (reinforced through visuals and verbally, such as a poster/paper with icons):
   - In the last 14 days, have you had contact with someone who has been sick with COVID-19?
   - Have you had a fever in the last week (temperature of 100.4°F/37.8°C or higher)?
   - Do you have a cough and/or difficulty breathing?
   - Do you have any other signs or symptoms of COVID-19 (fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea)?
3. Should conduct onsite measurement of temperature using thermometer (preferred non-touch thermal scanning thermometer if possible).
   - Fever equals temperature of 100.4°F/37.8°C or higher.
   - If high, may re-test after 5 minutes to ensure temperature is accurate.
4. Must record all names, results and contact information and keep in case needed for contact tracing or reporting.
   - 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.
   - Participants who are found to have COVID-19 symptoms must wait 7 days after symptoms resolve to return to activity OR must provide written proof of physician clearance to Special Olympics to return earlier.
   - Participants who test positive for/have COVID-19 must provide written medical clearance before returning to sport and fitness activities.
If the COVID-19 Coordinator completes this paper version they MUST transfer that data to the electronic form within 48 hours of the end of the activity. The link to the electronic form can be found here: [https://bit.ly/31wk1FX](https://bit.ly/31wk1FX)

Programs will have the option to use this paper version for tracking onsite if they do not have digital access to the electronic version.
BE AWARE
If you need to sneeze or cough, use the inside of your elbow or a tissue instead of your hands. Try not to touch your face. If you do, wash your hands or use hand sanitizer before and after!

PRACTICE PHYSICAL DISTANCING
We love hugs and high fives as much as you do, but at this time, it is important to stay 6 feet apart. Special Olympics events will look a little different for a while to help everyone stay safe.

WASH YOUR HANDS
Wash your hands for 20 seconds with soap and water. You can also use hand sanitizer with an alcohol content of 60% or more.

KEEP IT CLEAN
Frequently clean and sanitize commonly touched objects with an antibacterial cleaner.

FACE MASKS
Wear a face mask outside of your home, especially if you have a cough, runny nose, or are sneezing. At Special Olympics practice and events, you will be expected to wear a face mask, except during active physical activity.

STAY HOME
If you feel sick, or are showing symptoms, stay home and call your healthcare provider for evaluation.

For additional information and resources, visit www.specialolympicspa.org
If you feel sick, or are showing symptoms, stay home and call your healthcare provider for evaluation.

For additional information and resources visit www.specialolympicspa.org
FOLLOW LOCAL GOVERNMENT GUIDANCE
Follow your local government’s activity guidance. Understand that just because other facilities may be open, it does not mean it is safe for you to have a training session.

EDUCATE YOUR ATHLETES AND VOLUNTEERS
Educate your athletes, unified partners, coaches and volunteers on the signs and symptoms of COVID-19. Set up a communication mechanism should one of your group become ill.

MAINTAIN PHYSICAL DISTANCING
Ensure physical distancing is possible at your practice facility. Mark sections of the field so athletes and volunteers understand and pay attention to distances between each other and between other groups that may be using the practice field.

MAKE HAND WASHING FACILITIES AVAILABLE
Ensure the training facility has adequate hand washing facilities. If not, make sure hand sanitizer is available.

PARTICIPANTS SHOULD WEAR PERSONAL PROTECTIVE EQUIPMENT (PPE)
Athletes, coaches, volunteers and Unified partners should wear PPE if they are able and practice accommodations are made to allow them to do so.

SET ASIDE SPACE TO SCREEN PARTICIPANTS
You must set aside space away from the practice area to collect answers to the symptom survey and take the temperature of all participants. Consider having volunteers dedicated specifically to screening athletes.

FOR ADDITIONAL INFORMATION AND RESOURCES VISIT
WWW.SPECIALOLYMPICSPA.ORG
KEEP IT CLEAN
Frequently clean commonly touched objects with an antibacterial cleaner. Ensure the facility you are using has a consistent cleaning schedule, including for restrooms and hand washing areas.

ENTRANCE AND EXITS FROM FACILITY
Participants should be able to get in and out of the facility and still maintain physical distancing. This should include the parking lot. Families may need some guidance on where to park to maintain adequate distance.

TRAINING FACILITY SPACE
Remember you need enough space within your group to safely maintain the 6 foot physical distancing recommendation between people and you should maintain a reasonable distance between your training group and any other groups who may be using the facility.

EMERGENCY ACTION PLANNING
Each coach should have an Emergency Action Plan that covers what tasks need to be done and by whom in case of a medical emergency, inclement weather, or if a training participant arrives with or contracts COVID-19 during the training season.

PARTICIPANTS BRING THEIR OWN EQUIPMENT
All participants should bring to training sessions their own sports equipment, water bottles, towels and any other personal items. Have sanitizing supplies, if there is a situation where shared equipment might be used and sanitize in between uses.

FOR ADDITIONAL INFORMATION AND RESOURCES VISIT WWW.SPECIALOLYMPICSPA.ORG
The purpose of this Honor Code is to communicate the meaning and importance of athletic integrity to all members of the Special Olympics Pennsylvania (SOPA) community and to articulate and support the interest of the athletes and coaches in maintaining the highest standards of conduct in virtual competition.

SOPA embodies a spirit of mutual trust and honesty. As a coach I promise to:

- Give athletes one attempt to record their competition score as is done in-person. Providing multiple attempts to try and submit a higher score is illegal and violates the integrity of virtual competition.

- Follow and enforce the competition rules for each sport which includes calling any illegal attempt or violation.

- Have my athletes use the same course, field, court, and equipment for divisioning, as well as all virtual competitions.

- Submit the exact time, distance, score, or other performance measurement for each athlete for divisioning and all competitions.

- Follow all virtual competition guidelines and standards provided by Special Olympics Pennsylvania.

- Meet all deadlines for submission of scores.

- Ensure the athletes I coach have the proper equipment and practice facilities which provide them with the best opportunities to succeed.

This Honor Code summarizes the expected standards of conduct in virtual athletic competitions. The Honor Code is an addendum to the existing SOPA Code of Conduct to ensure equality in competition during any time in person competitions cannot be offered.

The “Virtual Competition Review Committee” will make sure athletes and coaches follow the rules of the Honor Code. The committee will consist of SOPA and members of the Local Programs, and will not tolerate any violation of the Honor Code.
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 (see Page 5 [Appendix 3]). 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.
Because fundraising activities are focused around engagement with the general public, **fundraising activity guidelines are different than those outlined in the Special Olympics Pennsylvania (SOPA) Return to Activities plan.** The below guidelines are aligned with the guidelines of the Centers for Disease Control and Prevention (CDC), State of Pennsylvania and Local Governments and Special Olympics International (SOI). All SOPA Local Program and Region fundraising activities must comply.

It is the responsibility of the fundraising activity lead to ensure these guidelines are followed. Additionally there must be an understanding that guidelines can change, possibly impacting the ability to move forward with a fundraising event.

Please refer to the [State of Pennsylvania](#) and [CDC](#) guidelines for the most up-to-date information.

**Guidelines for Fundraising Activity**

- All fundraising activity must follow the State of Pennsylvania and Local guidelines around group gatherings. Guidelines for indoor and outdoor events differ. The total occupancy number must include participants, volunteers, venue staff and SOPA staff.

- Individuals interested in hosting an event must submit an intent to host a fundraising activity form to SOPA’s State Office via the [Fundraising Activity and Mitigation Form](#).

- Fundraising Activity and Mitigation Forms are reviewed every Wednesday by SOPA’s State Office. Forms must be submitted by COB Tuesdays to ensure they are reviewed the following day. A decision will be emailed by the close of business Wednesday to the individual submitting the Fundraising Activity and Mitigation Form.

- If a SOPA representative (athletes, athlete leaders, program volunteers, management team, LETR, SOPA staff) wishes to participate in a fundraising activity as a paying entrant/registrant, like any other supporter, they are welcome to do so; however, they will assume all liability for their own health and safety, just as all other event participants/members of the general public.

- For SOPA representatives who are playing a specific role in the fundraising activity, the following requirements must be met:
  - SOPA representatives who meet [SOPA’s high risk criteria per the CDC](#) may not participate in any capacity;
  - SOPA representatives may not be pressured or made to feel they have to participate on behalf of the Local Program, Region or State;
  - The number of SOPA representatives should be kept to essential participants with specific roles only (e.g. Global Messenger, Key Volunteer Role etc.);
  - Each SOPA representative (or their legal guardian) must sign [SOPA’s COVID-19 Participant Code of Conduct and Risk Assessment Form](#);
  - Upon arrival, each SOPA representative on-site must be screened for symptoms and exposure by the COVID-19 Coordinator at the fundraising activity;
  - Upon arrival, each SOPA representative will receive education about the expected health and safety behaviors they will need to demonstrate. Additionally, they will be held accountable for adhering to them.
Type of Activity

- Fundraising activity managed by or receiving strong volunteer/staff support from a Local Program, Region or SOPA State Office must submit a [Fundraising Activity and Mitigation Form](#) and receive approval from the State Office. We ask that forms are submitted a minimum of four (4) weeks in advance of the activity.

- Third Party Activities are any events that are NOT managed or strongly supported by the Local Program, Region or State Office but provide financial benefits or proceeds. These activities are required to submit a [Fundraising Activity and Mitigation Form](#) but are not required to be approved from the State Office unless a SOPA representative has been requested to play a specific role.

- If the activity is hosted by a third party and SOPA representatives are being invited to attend, the third party host organization assumes all responsibility. While SOPA would defer to the rules and regulations of the third-party host, it is recommended that SOPA understand the safety and health measures the host will be implementing in order to help participants determine if they would feel safe attending.

- The possibility of high-risk conditions in populations within the Special Olympics movement should be conveyed to leaders/authorities of third-party host.

Food and Beverage

- Participants should bring their own food and beverage if needed. There should be no shared food nor shared water jugs/beverage dispensers – individual bottles and packages only. Additionally, no self-service buffets, salad bars or beverage stations are allowed. Participants should be served prepackaged “grab and go” meals in a bag with disposable utensils, a napkin and hand wipe included. Condiments should be in individual packages -not large bottles for group use. Volunteers distributing food should be wearing gloves and masks (for phases as required by local regulations); there should be a hand-washing station close to the meal area; and there will be marked spaces where the individuals will eat showing 2m/6ft separation. Spacing between each person may need supervision.

Meetings

- It is recommended all planning meetings with a committee or vendor take place virtually.

- If meetings are unable to take place virtually, all social distancing guidelines must be followed.