

Appendix 1

COVID-19 Coordinator Responsibilities



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.
- Must check email on a regular basis for weekly email from a SOPA Field Director on COVID-19 community transmission rate (low, moderate or significant) of county as well as a summary of the Return to Activities plan which includes the mitigation protocols.
- Implement the required mitigation protocols weekly depending on the COVID-19 community transmission rate (low, moderate or significant).
- Educate participants on 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/3r7C4wV>
- 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.
- 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.
- See the CDC website for more information: <https://bit.ly/39Z6SHy>
- Have signage posted that reinforce hygiene practices and physical distancing.
- Submit the Site Registration Form to SOPA prior to the start of the activity. Access the form here: <http://bit.ly/2YuvENV>
- 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.

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**Special
Olympics**
Pennsylvania



- Collect **COMMUNICABLE DISEASES PARTICIPANT (ATHLETE AND VOL UNTEER) RISK ASSESSMENT, CODE OF CONDUCT, AND WAIVER** from all participants prior to the start of the in-person activity. Access the form here: <https://bit.ly/31zr5S7>
- Set-up a space for screening that maintains physical distance (6ft) during screening.
- Ask required screening questions.
- 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 of the activity.