

Appendix 2

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.
- 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>
- 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.
 - See the CDC website for more information: <https://bit.ly/39Z6SHy>
- 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.
- 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.

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- 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 for Travelers [website](#). If the a state or country is listed under “COVID-19 Information for Travelers” then inform the participant they must quarantine for 14 days upon returning home.
- When notified a participant travels **within the state** to a county having a substantial level of community transmission of COVID-19, immediately refer to the State of Pennsylvania website. If the county is designated as substantial then inform the participant they must quarantine for 14 days upon returning home.
- 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.
- Collect **COVID-19 Participant Code of Conduct and Risk Assessment Form** from all participants **prior** to the start of the 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.
- 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.

Access the **COVID-19 Coordinator Checklist**: <https://bit.ly/32veobm>