

COVID-19 Coordinator Checklist



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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/303Tv5D>

PRIOR TO ACTIVITY

	Provide your (COVID-19 Coordinator) contact information to all participants.
	Submit the Site Registration and Advancement Form to SOPA prior to the start of the activity.
	Collect COVID-19 Participant Code of Conduct and Risk Assessment Form from all participants prior to the start of the activity.
	Educate participants on:
	High risk conditions and risks of participation
	Requirement that anyone with symptoms stay home
	Requirements for in-person gatherings including Personal Protective Equipment (PPE), hygiene, and physical distancing prior to beginning activity.
	Remind participants to bring their own PPE:
	Face masks
	Water bottle
	Towel (if needed)
	Equipment, if they have their own
	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.

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SIGNAGE	
	Entrance sign
	Exit sign
	Educational signage
	Zip ties to display signs
	Cones/tape for 6ft physical distancing
SCREENING SUPPLIES NEEDED	
	Thermometer with batteries
	Extra masks
	Hand sanitizer
	Pens
	Disinfectant spray
PICK UP AND DROP OFF	
	Instruct parents and caregivers to remain on site in their vehicles until the screening process is complete.
	Instruct participants to use a single entry point (to allow for screening process) and separate exit.
	Limit entrance and exit traffic; designate a specific entry to and exits from facilities.
	Ensure staggered pick up and drop off for activity.
	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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SCREENING AREA	
	Set-up a space for screening that maintains physical distance (6ft) during screening.
	Have signage posted that reinforce hygiene practices and physical distancing.
	Have face masks/PPE available for those who are unable to bring.
	Put up entrance and exit signs.
	Ensure high risk and symptomatic participants do not participate.
	Ask required screening questions.
	Conduct onsite measurement of temperature using the provided thermometer.
	Record all names, results, and contact information on the Screening and Tracking Form and submit to SOPA within 48 hours of the end of each activity.
HANDOUTS FOR ATHLETES/CAREGIVER	
	Fact Sheet on High Risk Participants-Appendix 3
	COVID-19 Participant Code of Conduct and Risk Assessment Form-Appendix 4
TRAINING/VENUE SAFETY	
	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 disinfected or sanitized, especially bathrooms.
	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.
	When minimum requirements are met to move to the next phase of the Return to Activities, submit the Site Registration and Advancement Form for approval.
	Resubmit Site Registration and Advancement Form , if the site has been shut down due to self quarantine.