



# SPECIAL OLYMPICS PENNSYLVANIA

## Return to Activities

Updated: 9/13/21

### NORTHAMPTON COUNTY

### SPECIAL OLYMPICS PENNSYLVANIA

**Special  
Olympics**  
Pennsylvania



## Special Olympics Pennsylvania Return to Activities Plan

**Special Olympics Pennsylvania** (SOPA), like the rest of society, needed to determine the safest and most prudent way to reopen after the shutdown caused by Coronavirus Disease (COVID-19). After thorough consultation and deliberation, a **Return to Activities** plan has been developed which prioritizes the health and safety of everyone involved.

The plan aligns with guidance set forth by the State of Pennsylvania, the Centers for Disease Control and Prevention (CDC), and Special Olympics International (SOI).

**Throughout this document “participants” are defined as all Athletes, Unified Partners, Coaches, Officials, Volunteers, HODs, SO Staff, and families/caregivers if they will not exclusively be in spectator-only spaces.**

### GUIDING PRINCIPLES

- The health and safety of all members of the Special Olympics movement is paramount.
- Beyond a sports organization, Special Olympics is a movement for and by people with intellectual disabilities (ID), and its guidance must be inclusive and directed at the unique needs and abilities of people with ID.
- Relevant State of Pennsylvania, Centers for Disease Control and Prevention (CDC), and Special Olympics International (SOI) guidelines serve as minimum standards. In addition, consideration should be given to local and community authorities in that if there are more conservative/restrictive guidelines, these should be followed.
- Guidance is based on current medical information available at the time of publication. As knowledge of COVID-19 is changing rapidly, guidance will continue to evolve.
- Guidance takes a phased approach that is dependent on local transmission rates, vaccination rates as well as testing/monitoring/contact tracing/health system capacity.

## **SUMMARY**

- All SOPA Local Programs inclusive of sport training, competition, meetings, social gatherings and Young Athletes are required to follow all of the guidance and requirements in the SOPA Return to Activities plan.
- As per the State of Pennsylvania and SOI's requirements, SOPA must designate a COVID-19 Coordinator to keep current with phases and all compliance requirements, coordinate response, and monitor for COVID-19. This individual will be Chelsea Hammell ([chammell@specialolympicspa.org](mailto:chammell@specialolympicspa.org)).
- Each site must have a designated COVID-19 Coordinator. This individual will receive training resources from SOPA.
- Special Olympics Pennsylvania is monitoring COVID-19 new cases daily per 100,000 people through the Pennsylvania Department of Health. The state of Pennsylvania must maintain a "low" COVID-19 community transmission rate of less than 10 new cases daily per 100,000 people or "moderate" COVID-19 community transmission rate of 11 to 15 new cases daily per 100,000 people. If a county in the state of Pennsylvania reverts to a "significant" COVID-19 community transmission rate of more than 15 new daily cases per 100,000 people, the percentage of fully vaccinated participants will be evaluated. If less than 80% of participants are fully vaccinated, the site must comply with the "significant" mitigation protocols.
  - The SOPA Field Director will email Local Program Managers and COVID-19 Coordinators on a weekly basis with the COVID-19 community transmission rates (low, moderate or significant) of each county as well as an abbreviated version of the Return to Activities plan which includes the mitigation protocols.
  - The COVID-19 Coordinator is expected to implement the required mitigation protocols weekly depending on the COVID-19 community transmission rate (low, moderate or significant).

**LOW COVID-19 COMMUNITY TRANSMISSION RATE: < 10 new cases daily per 100,000 people**  
**MODERATE COVID-19 COMMUNITY TRANSMISSION RATE: 11-15 new cases daily per 100,000 people**

<b>Protocols</b>	<b>Mitigation</b>
<b>Event Size and Venue Type</b>	Size and venue allowable per State of Pennsylvania and local authority regulations.
<b>Type of sport/activity</b>	<p>All SOPA Local Programs can return to sport training, competition, meetings, and social gatherings in accordance with the State of Pennsylvania and local authority regulations.</p> <p>All SOPA Local Programs inclusive of sport training, competition, meetings and social gatherings are required to follow all of the guidance and requirements in the SOPA Return to Activities plan.</p>
<b>COMMUNICABLE DISEASES PARTICIPANT (ATHLETE AND VOLUNTEER) RISK ASSESSMENT, CODE OF CONDUCT, AND WAIVER</b>	Every participant (Athletes, Unified partners, Coaches, Officials, Volunteers, HODs, SO Staff, and families/caregivers if they will not exclusively be in spectator only spaces) is required to complete the <a href="#">COMMUNICABLE DISEASES PARTICIPANT (ATHLETE AND VOLUNTEER) RISK ASSESSMENT, CODE OF CONDUCT, AND WAIVER</a> prior to the start of the in-person activity.
<b>COVID-19 Coordinator</b>	<ul style="list-style-type: none"> <li>&gt; The site must designate a primary point of contact for all questions related to COVID-19, and all participants must be provided the person's contact information.</li> <li>&gt; The COVID-19 Coordinator must submit the Site Registration Form.</li> <li>&gt; The COVID-19 Coordinator must communicate potential cases to the local health authorities for testing and to SOPA (within privacy laws).</li> <li>&gt; The COVID-19 Coordinator must conduct the screening protocol and complete the Screening and Tracking Report Form for all participants.</li> </ul>
<b>Site Registration Form</b>	<ul style="list-style-type: none"> <li>&gt; The COVID-19 Coordinator must submit the <a href="#">Site Registration Form</a>, which is found on the SOPA <a href="#">website</a>.</li> <li>&gt; The purpose of this form is to register a Local Program in-person activity.</li> <li>&gt; This form must be completed and submitted by the COVID-19 Coordinator prior to the start of the activity.</li> </ul>
<b>Onsite Screening</b>	<ul style="list-style-type: none"> <li>&gt; The COVID-19 Coordinator must screen and monitor all participants for symptoms.</li> <li>&gt; Signage on preventive measures (handwashing, social distancing and masking) and education on symptoms and reminder to stay home if sick or any symptoms.</li> </ul>
<b>Positive COVID-19 test or previous COVID-19 disease</b>	<ul style="list-style-type: none"> <li>&gt; No participation within 10 days of COVID-19 positive test and 7 days of any symptoms.</li> <li>&gt; Participants who test positive for/have COVID-19 must provide written medical clearance before returning to activity.</li> </ul>

<b>Masking</b>	<p>Low risk: Unvaccinated participants are <b>required</b> to wear masks indoors and outdoors, except when actively engaged in sports training and competition. Masks are <b>strongly recommended</b> for vaccinated participants, especially when indoors, except when actively engaged in sports training and competition.</p>
	<p>Moderate risk: Masks are <b>required</b> for ALL participants except when actively engaged in sports training and competition.</p>
<b>Social Distancing</b>	<p>Take active measures to ensure social distancing as much as possible when not actively engaged in sports training and competition, especially in indoor spaces.</p>
<b>Travel and Transportation</b>	<p>Travel permitted with precautions as outlined on pages 11 and 12 of the Return to Activities plan.</p>
<b>Competition Events</b>	<p><b>Single day events</b> Participants are not required to be vaccinated, unless required by venue.</p> <p><b>Overnight events</b> All delegation members, technical delegates (sport directors, etc), and any additional individual housed by SOPA are required to be vaccinated.</p> <p>SOPA Housing policy will be followed.</p>
<b>Non-Competition Events</b>	<p><b>Single day events</b> Participants are not required to be vaccinated, unless required by venue.</p> <p><b>Overnight events</b> Unvaccinated participants from different households may not room together. If one individual is unvaccinated max of two per room.</p>
<b>Vaccination</b>	<p>&gt;Participants are considered fully vaccinated when:              &gt;2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or              &gt;2 weeks after a single-dose vaccine, such as Johnson &amp; Johnson’s Janssen vaccine</p> <p>&gt; If an event requires participants to be vaccinated, proof of vaccination is required.          &gt; Process to obtain proof of vaccination to be determined.</p>
<b>Sanitization</b>	<p>Follow sanitization protocol for all communal shared areas (e.g., bathrooms, meal areas) and frequently touched surfaces and shared equipment between uses.</p>
<b>Spectators</b>	<p>&gt; Permitted per State of Pennsylvania and local authority regulations.          &gt; Separation from participants as much as possible and not permitted in athlete areas.</p>
<b>Meals</b>	<p>&gt; No self-serve buffet meals.          &gt; Stagger mealtimes and cohort groups as much as possible, especially when indoors.          &gt; Participants bring their own water bottles.</p>
<b>Non-Sport Gatherings (during Competitions)</b>	<p>Follow size restrictions, venue options and risk mitigation guidance per above.</p>

<b>Ceremonies</b>	<ul style="list-style-type: none"> <li>&gt; Follow size restrictions, venue options &amp; risk mitigation guidance per above.</li> <li>&gt; For award ceremonies, strongly recommend outdoors.</li> </ul>
<b>Young Athletes</b>	<ul style="list-style-type: none"> <li>&gt; Children, coaches and volunteers must wear masks during Young Athletes activities.</li> <li>&gt; Social distancing and outdoor activities are highly encouraged.</li> <li>&gt; See Appendix for more guidance on Young Athletes.</li> </ul>
<b>School-Based Activities</b>	<p>School-based activities led by schools are considered separate from this framework and should comply with guidance from schools/districts.</p>
<b>Fundraising Events</b>	<ul style="list-style-type: none"> <li>&gt; Fundraising events are considered separate from this framework.</li> <li>&gt; Activities must follow local guidelines around group gatherings.</li> <li>&gt; See Appendix for more guidance on Fundraising Activities.</li> </ul>

**SIGNIFICANT COVID-19 COMMUNITY TRANSMISSION RATE: >15 new cases daily per 100,000 people AND <80% of participants are fully vaccinated**

<b>Protocols</b>	<b>Mitigation</b>
<b>Event Size and Venue Type</b>	<p>Entirely Outdoors (except restrooms): Size and venue allowable per State of Pennsylvania and local authority regulations.</p> <p>Indoors or Mixed Indoors/Outdoors: <math>\leq 50</math> participants</p> <p>NOTE: Mixed venue=Events that still have indoor components (e.g., meals) even if primary activity is outdoors.</p>
<b>Type of sport/activity</b>	<ul style="list-style-type: none"> <li>&gt; Individual sports and indirect contact sports only for competition play.</li> <li>&gt; No competitive play for contact sports – drills only.</li> <li>&gt; For non-sport (meetings and social gatherings): Social distancing and no direct contact.</li> </ul>
<b>COMMUNICABLE DISEASES PARTICIPANT (ATHLETE AND VOLUNTEER) RISK ASSESSMENT, CODE OF CONDUCT, AND WAIVER</b>	<p>Every participant (Athletes, Unified partners, Coaches, Officials, Volunteers, HODs, SO Staff, and families/caregivers if they will not exclusively be in spectator only spaces) is required to complete the <a href="#">COMMUNICABLE DISEASES PARTICIPANT (ATHLETE AND VOLUNTEER) RISK ASSESSMENT, CODE OF CONDUCT, AND WAIVER</a> prior to the start of the in-person activity.</p>
<b>COVID-19 Coordinator</b>	<ul style="list-style-type: none"> <li>&gt; The site must designate a primary point of contact for all questions related to COVID-19, and all participants must be provided the person’s contact information.</li> <li>&gt; The COVID-19 Coordinator must submit the Site Registration Form.</li> <li>&gt; The COVID-19 Coordinator must communicate potential cases to the local health authorities for testing and to SOPA (within privacy laws).</li> <li>&gt; The COVID-19 Coordinator must conduct the screening protocol and complete the Screening and Tracking Report Form for all participants.</li> </ul>
<b>Site Registration Form</b>	<ul style="list-style-type: none"> <li>&gt; The COVID-19 Coordinator must submit the <a href="#">Site Registration Form</a>, which is found on the SOPA <a href="#">website</a>.</li> <li>&gt; The purpose of this form is to register a Local Program in-person activity.</li> <li>&gt; This form must be completed and submitted by the COVID-19 Coordinator prior to the start of the activity.</li> </ul>
<b>Onsite Screening</b>	<p>The COVID-19 Coordinator must screen and monitor all participants for symptoms.</p>
<b>Positive COVID-19 test or previous COVID-19 disease</b>	<ul style="list-style-type: none"> <li>&gt; No participation within 10 days of COVID-19 positive test and 7 days of any symptoms.</li> <li>&gt; Participants who test positive for/have COVID-19 must provide written medical clearance before returning to activity.</li> </ul>
<b>Masking</b>	<p>Masks <b>required</b> at all times for <b>ALL</b> participants, except when actively engaged in sports training and competition.</p>

<b>Social Distancing</b>	Social distancing required at all times.
<b>Travel and Transportation</b>	<ul style="list-style-type: none"> <li>&gt; Not permitted outside of the Local Program.</li> <li>&gt; See page 11 and 12 of the Return to Activities plan for the Transportation guidance.</li> </ul>
<b>Accommodations</b>	Overnight events with accommodations are not permitted.
<b>Vaccination</b>	<ul style="list-style-type: none"> <li>&gt;Participants are considered fully vaccinated when:               <ul style="list-style-type: none"> <li>&gt;2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or</li> <li>&gt;2 weeks after a single-dose vaccine, such as Johnson &amp; Johnson’s Janssen vaccine</li> </ul> </li> <li>&gt;If an event requires participants to be vaccinated, proof of vaccination is required.</li> </ul>
<b>Sanitization</b>	Follow sanitization protocol for all communal shared areas (e.g., bathrooms, meal areas) and frequently touched surfaces and shared equipment between uses.
<b>Spectators</b>	Not permitted.
<b>Meals</b>	<ul style="list-style-type: none"> <li>&gt; Participants bring their own meals and water bottles and/or pick-up only.</li> <li>&gt; Stagger mealtimes and cohort groups.</li> </ul>
<b>Non-Sport Gatherings (during Competitions)</b>	<ul style="list-style-type: none"> <li>&gt; Limit additional non-sport gatherings (e.g. Olympic village) occurring during competitions.</li> <li>&gt; No large social gatherings (e.g., Victory Dance) occurring during competitions.</li> <li>&gt; If held, follow size restrictions, venue options and risk mitigation guidance per above.</li> </ul>
<b>Ceremonies</b>	<ul style="list-style-type: none"> <li>&gt; No in-person opening/closing ceremonies.</li> <li>&gt; For award ceremonies, maintain size limits, masking, sanitization, and social distancing requirements outlined above. Find alternatives to placing medals around the athletes’ necks to maintain social distancing.</li> </ul>
<b>Young Athletes</b>	<ul style="list-style-type: none"> <li>&gt; Children, coaches and volunteers must wear masks during Young Athletes activities.</li> <li>&gt; Social distancing and outdoor activities are highly encouraged.</li> <li>&gt; See Appendix for more guidance on Young Athletes.</li> </ul>
<b>School-Based Activities</b>	School-based activities led by schools are considered separate from this framework and should comply with guidance from schools/districts.
<b>Fundraising Events</b>	<ul style="list-style-type: none"> <li>&gt; Fundraising events are considered separate from this framework.</li> <li>&gt; Activities must follow local guidelines around group gatherings.</li> <li>&gt; See Appendix for more guidance on Fundraising Events.</li> </ul>



**REQUIREMENTS FOR ALL COVID-19 COMMUNITY TRANSMISSION RATES  
(LOW, MODERATE OR SIGNIFICANT)**

To conduct in-person activities SOPA Local Programs **must adhere to the following:**

- The site must designate a primary point of contact for all questions related to COVID-19. This individual will receive training resources from SOPA. All participants must be provided the individual’s contact information. The COVID-19 Coordinator must communicate potential cases to the local health authorities for testing and to SOPA (within privacy laws). It is the responsibility of the COVID-19 Coordinator to 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 ([chammell@specialolympicspa.org](mailto:chammell@specialolympicspa.org)).
  
- SOPA will offer a one-time 6 month extension if an Application for Participation (“medical”) has expired provided that the athlete, family member or caregiver reports the following to the Local Program:
  - The athlete has not had any major changes in their health status since their last valid Application for Participation was completed.
  - The athlete has not been infected with the COVID-19 virus (as this would require medical clearance).
  - The athlete does not experience any of the following symptoms at rest or during exercise: difficulty breathing, chest pain, shortness of breath, loss of consciousness, lightheadedness, dizziness, visual changes, headache, cough, skipped heartbeats, irregular heartbeat or any other unpleasant physical symptoms.
  - If the athlete reports any of the above, they are required to have a full Application for Participation (“medical”) submitted prior to in-person activities. The SOPA Field Director will share a listing of athletes eligible for an extension with Local Program Managers.
  - If an athlete were to travel to an invitational, regional, sectional or state competition, they will be required to have a new/current Application for Participation (“medical”) to be completed and submitted in advance of travel. Extensions will not be accepted. Extensions will be accepted for local training and competition.
  
- **COMMUNICABLE DISEASES PARTICIPANT (ATHLETE AND VOLUNTEER) RISK ASSESSMENT, CODE OF CONDUCT, AND WAIVER:** Prior to returning to any in-person activities, all participants are required to complete and return a [\*\*COMMUNICABLE DISEASES PARTICIPANT \(ATHLETE AND VOLUNTEER\) RISK ASSESSMENT, CODE OF CONDUCT, AND WAIVER\*\*](#) which provides information and guidance on assessing risk and acknowledges that participation could increase risk of contracting or spreading COVID-19.

- **Screening Protocol and Screening and Tracking Form:** The COVID-19 Coordinator must screen and monitor all participants for symptoms. Prior to entering an activity, practice, event, or gathering, the COVID-19 Coordinator:
  - Must set-up a space for screening that maintains physical distance (6ft/2m) during screening.
  - Must ask the following questions (reinforced through visuals and verbally, such as a paper with icons):
    - In the last 14 days, have you had contact with someone who has been sick with COVID-19?
      - If yes, individual should be instructed to self-quarantine per local regulations.
    - 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)?
    - Have you been vaccinated for COVID-19?
    - If you have been vaccinated for COVID-19, which type of vaccine did you receive (Pfizer, Moderna OR Johnson & Johnson) AND which dose number have you received (1 OR 2)?
  - Must record all names, results and contact information and keep in case needed for contact tracing or reporting.
    - If yes to any symptom 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 must wait 7 days after symptoms resolve to return to activity OR must provide written proof of physician clearance to Special Olympics Pennsylvania to return earlier.
    - Participants who test positive for/have COVID-19 must provide written medical clearance before returning to in-person activities.
  
- If a participant has tested positive and/or has been diagnosed with COVID-19, the participant must provide written proof of clearance from their healthcare professional prior to returning to in-person activities to Chelsea Hammell ([chammell@specialolympicspa.org](mailto:chammell@specialolympicspa.org)).

- If a participant has been exposed, tested positive and/or been diagnosed with COVID-19 while actively participating in current in-person activities, in an abundance of caution, the site must shut down for at least 14 days to self-quarantine. The site COVID-19 Coordinator must follow these steps:
  - Notify SOPA's COVID-19 Coordinator by phone immediately at 215-630-7859.
  - Notify the Program Manager/Team Leader by phone immediately after notifying SOPA's COVID-19 Coordinator.
  - As appropriate, SOPA's COVID-19 Coordinator will notify SOPA's Vice President of Communication.
  - SOPA's COVID-19 Coordinator will notify the appropriate SOPA Field Director or Regional Staff.
  
- **Transportation:**
- **Public transportation**
  - When using public transportation, a rideshare service, taxis, or commercial air or train/rail for transportation, all individuals (or via their caregivers/families) should be educated about and willing to abide by any safety/masking requirements in place by the transportation operator.
  - Individuals should also be aware of the potential consequences of not following the operator's required practices.
  - Hand hygiene/sanitization should be followed.
  - Strongly recommend wearing a mask.
  
- **Personal transportation**
  - When securing personal transportation, SOPA recommends the following:
    - When traveling with family, caregivers, or individuals with whom the participant lives, masks are not required.
    - When carpooling with someone outside of the household, masks and social distancing are recommended.
      - Social distancing can be accomplished by limiting 4 per car maximum and 6 per vehicle maximum provided there are three rows of seats.
  - Encouraged as much as possible for local/regional events.
  - Hand hygiene/sanitization should be followed.
  
- **Special Olympics provided transportation (as recommended by SOI):**
  - When traveling to SOPA sponsored activities in a carpool:
    - Masks are required for everyone (except when eating/drinking)
    - Social distancing:
      - If all riders are vaccinated not required in the carpool

- If not all vaccinated, can be accomplished by limiting 4 per car maximum and 6 per vehicle maximum provided there are three rows of seats.
  - When traveling to SOPA sponsored activities in busses or vans:
    - Masks are required for everyone (except when eating/drinking)
    - Social distancing:
      - If all riders are vaccinated not required in busses or vans
      - If not all vaccinated requires no side by side seating:
        - Van - an empty seat between each participant
        - School bus - one person per seat
        - Coach bus - one person per 2 seats
    - This will limit capacity and may require more vehicles than usual.
- **Policies for all transportation:**
  - Every vehicle must have a designated individual to monitor for compliance at all times.
  - Onsite screening of all participants must occur prior to boarding busses or vans.
  - No shared food, use only individually packaged items. Masks must be placed over the nose and mouth whenever not actively eating or drinking.
  - Hand hygiene/sanitization should be followed.
  - Local Programs should thoroughly understand what COVID-19 safety protocols the bus company or third-party transportation vendor they are going to contract with is implementing. For example: Are all drivers fully vaccinated and/or regularly tested (and how often, if so)? What are they doing to restrict/control entry onto the bus by others who aren't cleared personnel or approved SOPA participants? What are their vehicle cleaning regimens? Will they/the driver play any role in enforcing COVID-19 safety requirements or would the Local Program be expected to do that?
- **School-provided transportation:**
  - If a school is using its buses/vehicles to transport school-based athletes to a school or school district event, then the athletes and teachers would be subject to the school or school district's protocols and liability. If a school is using its buses/vehicles to transport school-based athletes to a sanctioned SOPA sponsored event, the Local Program must be aware of the school's protocols and complement with guidance above for third party transportation providers.
- First aid should absolutely be provided by coaches, volunteers, or staff if required during an activity, even if physical distancing is not feasible during the aid. If it is a medical emergency, call the local emergency medical services or 911. If it is a non-medical emergency, but basic first aid is needed, individuals providing care should follow proper hand hygiene and wash hands with soap and water or hand sanitizer and put on a surgical facemask and disposable gloves prior to administering first aid. If the athlete is breathing and conscious, they should also be wearing a face

covering. Administer the first aid and then properly dispose of all supplies and gloves. After care is provided, ensure individuals follow proper hand hygiene and wash their hands with soap and water or hand sanitizer. All activities should have a basic first aid kit on site which should also include a surgical facemask, disposable gloves, and hand sanitizer/disinfectant. A face shield or protective eye wear may also be useful.

- SOPA Field Directors will serve as the primary points of contact for Local Programs and answer questions related to the process.

### **APPROVAL PROCESS**

- The COVID-19 Coordinator must submit the [Site Registration Form](#), which is found on the SOPA website. The purpose of this form is to register a Local Program in-person activity. This form must be completed and submitted by the COVID-19 Coordinator **prior** to the start of the activity.
- SOPA will respond to registration requests within 48 hours (excluding weekends). The COVID-19 Coordinator must receive approval from SOPA prior to the start of the activity.
  - The SOPA Field Director will email the Program Manager to endorse the site and COVID-19 Coordinator.
  - After receiving Program Manager endorsement, the SOPA Field Director will email COVID-19 Coordinator and Program Manager with the final site decision.
- Every participant (Athletes, Unified Partners, Coaches, Officials, Volunteers, HODs, SO Staff, and families/caregivers if they will not exclusively be in spectator only spaces) is required to complete the [COMMUNICABLE DISEASES PARTICIPANT \(ATHLETE AND VOLUNTEER\) RISK ASSESSMENT, CODE OF CONDUCT, AND WAIVER](#) prior to the start of the in-person activity.
  - The [COMMUNICABLE DISEASES PARTICIPANT \(ATHLETE AND VOLUNTEER\) RISK ASSESSMENT, CODE OF CONDUCT, AND WAIVER](#) must be electronically signed and submitted via Google Forms.
  - If a participant does not have access to submit electronically or ability to send a photo of the completed form to the site COVID-19 Coordinator, participant must schedule a call with the site COVID-19 Coordinator at least 24 hours prior to the first in-person activity to verbally provide their answers to the site COVID-19 Coordinator.
    - Site COVID-19 Coordinator will enter form electronically based on information provided by participant.
    - Participant must bring a completed paper form to the

first in-person activity and provide to the site COVID-19 Coordinator upon arrival at first practice.

- SOPA will provide the COVID-19 Coordinator with a list of submitted forms prior to the start of the activity.
  - The COVID-19 Coordinator is responsible for ensuring that forms have been submitted to SOPA for all participants.
- The COVID-19 Coordinator is responsible for completing the **Screening and Tracking Report Form** at each site.
    - The **Screening and Tracking Report Form** will be an electronic form in Google Sheets and will be specific to each site.
    - The link to the electronic **Screening and Tracking Report Form** will be shared with the COVID-19 Coordinator before the start of the activity.
    - Programs will have the option of a paper version for tracking onsite if they do not have digital access to the electronic version.
    - If the COVID-19 Coordinator completes a paper version, they **MUST** transfer that data to the electronic form **within 48 hours** of the end of the activity.

## **APPENDIX**

1. COVID-19 Coordinator Responsibilities
2. Fact Sheet on Who is at Higher Risk from COVID-19
3. COMMUNICABLE DISEASES PARTICIPANT (ATHLETE AND VOLUNTEER) RISK ASSESSMENT, CODE OF CONDUCT, AND WAIVER
4. Screening and Tracking Report Form
5. Signage and Educational Posters on Precautions & COVID-19 Symptoms
6. Fundraising Activities
7. Young Athletes