



## **Coach and Site Monitor: COVID-19 Onsite Checklist**

### **Coach, Volunteer Responsibilities:**

- Complete Special Olympics New York “Return to Activities Training” for Class A Volunteers
- Complete “COVID-19 Code of Conduct and Participant Risk Assessment Form”
- Comply with State, Local & National Guidance including \*high risk participants
- Know how to communicate potential cases to Special Olympics New York
- Review the Return to Activity Protocol and SONY Addendum
- Educate any participants about the signs and symptoms of COVID-19

### **Before Practice:**

- Designate a “Site Monitor” for set-up, check-in and activity (See “Site Monitor Responsibilities” below)
- Have all participants sign: “COVID-19 Code of Conduct and Participant Risk Assessment Form” before attending in-person activity. (Coaches must have these forms on file before athlete/volunteer can participate)
- Have your screening protocol in place prior to participant arrival
- If possible, provide visual cues (i.e. cones, dots, lines) to demonstrate distancing and safety protocols
- Make sure area is sanitized (esp. bathrooms)
- Have masks, gloves & hand sanitizer available and all signs posted prior to participant arrival
- All participants should bring their own food, water bottles, towels and sports equipment if possible
- Try to create single and separate entry and exit points to your outdoor (recommended) training area

### **Signage:**

- Reminder about social/physical distancing – remain 6’ apart
- Reminder to wash hands or use hand sanitizer frequently
- Reminders to wear Personal Protective Equipment (PPE) or masks
- Reminder not to share ANYTHING (water, snacks, food, uniforms, towels)

### **During Practice:**

- All activities MUST comply with distancing guidelines – everyone must maintain at least 6’ distance



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- No direct or indirect contact is allowed
- No touching (high fives, fist bumps, handshakes, hugs, etc.) is allowed
- Participant groups should remain the same throughout practice
- No spectators should be present (unless athlete requires essential 1:1 support)
- Frequently clean commonly touched objects with an antibacterial cleaner

### **Site Monitor Responsibilities:**

- Ensure participants maintain 6' physical distance while awaiting COVID screening upon arrival
- Inform participants of high-risk conditions and the risks of participation, assure all participants have a COVID-19 Code of Conduct and Risk Assessment Form on file
- Inform participants that if they have any symptoms, they must stay home and see their doctor
- Inform participants how many people can gather (phase 1 no more than 10, phase 2 no more than 50)
- Assure all participants are using appropriate, personal protective equipment (PPE), facemasks, handwashing and 6' physical distancing
- Conduct onsite check-in, including maintaining a daily list of participants, including health and contact details (Onsite Screening and Tracking Form)
- Take temperature of each participant upon arrival
- Ask each participant the relevant health questions (>100.4° temp, cough, exposure, etc.)
- Know how to communicate any potential cases to Special Olympics New York

### ***Once screening is complete, continually remind the participants of the following:***

- Remind participants to wear their masks (if and when necessary)
- Remind participants to wash/sanitize their hands
- Remind participants to maintain the 6' physical distance
- No sharing or ANYTHING – towels, water bottles, food or snacks
- Sanitize equipment after each use
- Maintain a daily log book that contains all records of participant monitor form from each gathering