

# LETR Days hosted by Schnucks Safety & Social Distancing Best Practices

## #LETRdays



The Illinois Law Enforcement Torch Run is excited to team up with [Schnucks Grocery chain](#) to raise funds and awareness for the athletes of Special Olympics Illinois. During this event, law enforcement personnel and volunteers will staff tables (where allowed) near the main entrance of their local Schnucks store to sell merchandise and collect donations from patrons.

The safety and wellbeing of our volunteers and athletes is always our first priority. It is the responsibility of the LETR coordinating officer to ensure that all possible precautions are taken to ensure the safety of participants.

**All volunteers MUST SIGN this [Waiver of Liability](#) prior to helping at the event.**

Completed waivers should be returned to Special Olympics Illinois within 1 week of the event.

Below is a listing of Safety Best Practices when coordinating a LETR Days event.

### **Best Practices**

LETR Coordinating Officer should work with their local Schnucks management to determine a location to set-up the event. **All Illinois locations are required to set-up outside of their Schnucks entrances** in order to adhere with Schnucks protocols. Tables must not impede customer traffic and may only be placed near one store entrance or exit. With the exception of the Normal, IL location all 2021 Illinois LETR Days locations are eligible to utilize 1 table, 2 chairs and a pop-up tent if desired.

All volunteers must wear a mask for the duration of their scheduled time.

Volunteers are asked to wear gloves when handling items that are available for purchase or touched by the general public (i.e. t-shirts, hats, raffle tickets, pens, etc.)

Wipe down all pens with sanitizing spray or wipes after each use.

Ensure no more than 2 volunteers are staffing the table at any time. All volunteers must be 18+ years of age.

Ensure social distancing is maintained when individuals are waiting to make a donation/purchase an item.

Only place 1 of each item on display. All other items should be kept behind the table and/or in boxes. Items should only be accessible to volunteers.

**Coordinating officers are asked to provide the below items for their event:**

- Masks
- Gloves
- Hand Sanitizer
- Items to sanitize table/area with

# LETR Days hosted by Schnucks Safety & Social Distancing Best Practices

## #LETRdays



### Weather Guidelines

LETR Days is a rain or shine event. If any of the following conditions exist, any outdoor activity should be suspended and individuals moved to a safe location:

1. The facility lightning detection device provides an alert
2. If no lightning detection device then, the first flash of lightning, clap of thunder and/or other criteria such as increasing winds or darkening skies

Outside activity may not be resumed for at least 30 minutes after both the last sound of thunder and last flash of lightning.

### If an accident/injury occurs please:

- Immediately use your cell phone and Dial 911 stating the type of emergency and location
- Assign someone to meet and lead the medical person to the individual having the crisis
- If applicable for the event, contact on-site medical to assist with First Aid/CPR
- If there is no on-site medical, commence First Aid/CPR, if you are competent to do so...if not, determine those in the immediate vicinity who are.
- Make the individual comfortable (move the public away from the area where this person is located)
- Assign someone to stay with the person
- If applicable, alert venue security
- If the Department Liaison is not a part of this situation by this point, alert them now

### Department Liaison will make all decisions or designate someone to make decisions from this point

- If this has not occurred yet, assess the situation and whether to continue or cancel the event
- Identify if there is a need for a family member to be notified of the persons condition (this may also be done by the medical personnel on site)
- Contact Special Olympics Illinois immediately:
  - Sandy Nash, Director of Development – Torch Run,  
Cell: 618-974-9010  
[snash@soill.org](mailto:snash@soill.org)
- Complete a First Report of Accident/Incident and email to [Special Olympics Illinois](#) within 12 hours of the accident/injury

### How to handle media:

#### Department Liaisons, volunteers and staff not authorized to speak on behalf of Special Olympics Illinois.

During or after an incident, if Media approach you please respond with..."I am not authorized to comment, but I can have someone contact you soon". Then immediately let [Jim/Sandy](#) know that the media approached you and they will take it from that point. Never say, "No Comment" as that indicates that we have something to hide and we do not. Under any circumstances, you are not required to answer any questions from the media.