

# RETURN TO FUNDRAISING GUIDELINES & CONSIDERATIONS PHASE 5 OF RESTORE ILLINOIS PLAN

*Special Olympics*  
Illinois



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Throughout this document, “participants” are defined as all athletes, Unified partners, coaches, volunteers, family members, caregivers, staff, or others in attendance of a Special Olympics fundraising event in an official capacity. This excludes spectators.

Information in this document is specific to Phase 5 of the Restore Illinois Plan.

Special Olympics Illinois (SOILL) is dedicated to protecting the health and safety of our athletes, volunteers, event participants, donors, coaches, officials, staff, family members and all that contribute to the success of our athletes in training and events. The purpose of this document is to provide SOILL staff information to assist them in planning Phase 5 return to in-person fundraising events in the context of COVID-19. All return plans and timelines must be compliant with guidelines established by the CDC, the State of Illinois, your local health department and Special Olympics Illinois.

## IMPORTANT INFORMATION

- All special event insurance and waivers must be vetted by Kim Ridding. Please coordinate appropriately and allow for ample time, should our legal counsel need to review.
- Contracts must continue to be signed by COO, Kim Riddering. Closely review to be clear if contract has any COVID specific wording or requirements.
- Contact information for all event participants and volunteers for contact tracing purposes must be collected – specifically email and phone numbers. In most cases, this will already be collected through the registration process, but be sure this is a priority.
- All event participants, except spectators, are required to sign a General Liability Waiver. For events that utilize Donor Drive for registration/sign-up, this is done during the online process.
- All participants should self-screen prior to arriving at an event and should remain home if feeling unwell or displaying symptoms. This should be communicated by the event director in advance of the event.
- If SOILL is recruiting athletes, Unified Partners, family members or coaches/chaperones to attend a fundraiser on behalf of SOILL (i.e. Athlete Leader, greeter, event ambassador), SOILL must:
  - Inform these individual that even with the vaccine, there is no way of completely eliminating the risk of infection. Share the High Risk Fact Sheet so they can make an informed decision about returning to SOILL in person activities.
  - Ensure that they and anyone accompanying them in a support role has a signed COVID-19 Code of Conduct and the athlete has the new Athlete Consent Form on file.

## GENERAL INFORMATION

Some types of fundraising events or aspects of events may still require staff to get approval from their Senior Region Director and/or supervisor.



## COVID-19 Event Point Person

- Every SOILL organized event must have a COVID-19 Point Person.
- Point person is “go to” person if any COVID-19 type questions or situations arise during the event.

## Suspected Exposure or Confirmed COVID-19 Diagnosis

- Special Olympics Illinois personnel must be alerted immediately if there is a suspected exposure or confirmed COVID-19 diagnosis for a participant that attended a Special Olympics Illinois event.
- Identify a socially distanced area that can be used for participants to wait if they have to be isolated before leaving the event due to COVID concerns.
- SOILL personnel:
  - If exposure/diagnosis involved a SOILL organized event then contact the local health department where event was held to inform them of the situation and follow their directives. Alert Tracy Hilliard to the situation. Cell number is 309-530-3419.
  - If a participant who attended a SOILL organized event is then diagnosed with COVID-19 then SOILL will inform all event attendees and the facility. Contact Tracy Hilliard to determine process to inform event attendees.

## High Risk Individuals and Participation

- Even with the vaccine, there is no way of completely eliminating the risk of infection.
- Please review the *High Risk Fact Sheet* located in the SharePoint Folder.
- Special Olympics Inc. (SOI) requires Programs to communicate as widely as possible High Risk information to constituents so they can make an informed decision about returning to SOILL in person activities in Phase 5.
- Event Director must have a communication plan for all participants of the activity to inform about High Risk Factors.

## Participation Risk Awareness and Acknowledgement

- Special event participants are required to complete the General Liability Waiver prior to partaking in any fundraising activity.
- If you have athletes, family members or volunteers acting in an official role at your fundraising event, they are required to complete and return the *COVID-19 Participant Code of Conduct & Risk Form* which provides information and guidance on assessing risk and acknowledges that participation could increase risk of contracting or spreading COVID-19.
- Some participants are also required to complete the Communicable Disease Waiver. There is a “Combo Form” for those participants required to compete both.
- Please refer to the Participant Decision Tree Information to determine required paperwork for each type of participant.

## Health Screening & Potential On-Site COVID Concern

- Health Screening is **NOT** required in Phase 5.
- Event Directors must still keep a touchless thermometer on-site in case there are concerns with a participant displaying COVID symptoms.
- If there is concern that a participant is showing COVID symptoms then:
  - Isolate the individual
  - Take their temperature and if the individual has a temperature above 100.4 they must immediately leave the event.
  - Ask the COVID screening questions – if the assessment demonstrates enough indicators



exist to suspect the individual may have COVID then they must immediately leave.

### Tracing Forms

- SOILL is required to collect/produce the name and contact phone number for every participant at an event.
- SOILL staff must have a method to collect/produce contact information for any volunteers and staff that are utilized at events.
- SOILL staff must have a method to collect/produce contact information for all athletes, Unified partners and Class A volunteers that participate in an official role during their special event an event.
- SOILL staff can utilize the Tracing Form to collect tracing information (Form located in the SharePoint Folder).
- **Until further notice, Region staff must keep all Event Tracing Paperwork from previous events on file at Region offices. Instructions regarding long-term storage of paperwork is forthcoming.**

### Vaccines & Personal Protective Equipment (PPE)

- SOILL will not require participants to be vaccinated to attend in-person events nor will SOILL track the vaccination history of participants.
  - As of August 30, 2021, specific to INDOOR PUBLIC SETTINGS. **The State of Illinois issued a MASK MANDATE that requires everyone, including fully vaccinated individuals, to wear a mask in public indoor settings.** For inside events, this includes participants during completion or active exercise or activities.
- No changes have been made to outdoor events:
  - For outdoor events: Unless fully vaccinated, participants who are medically able should continue to wear a mask the majority of time while at Special Olympics Illinois activities. Participants do not have to wear a mask during active exercise.
- Participants will provide masks and other needed PPE. SOILL will not provide masks.
- SOILL will have hand sanitizer, disinfectant wipes/spray and other cleaning/sanitizing products on-site but will not provide masks to participants.
- Event Director/COVID Point Person must have a communication plan for **all** participants of the activity to inform about PPE expectations and what they must/should bring and what SOILL will provide.

### Spectators

- If Event Director wants to allow spectators at an event then they must assess if the facility/event can safely accommodate spectators and then discuss this option with and get approval from their Senior Region Director/Supervisor.
- **As of November 11, 2021, spectators are no longer required to complete the COVID Code of Conduct.**
- **Facility Considerations & Spectator Flow During Event**
  - Facility Access & Control of Spectators
    - Event Director must have a plan in place that outlines how on-site access is monitored
  - Spectators must stay in designated spectator area(s)
  - Facility Approval
    - Will the facility allow spectators?



- If allowed then is screening required? **Do not allow spectators if facility requires screening.**
- If allowed then any management or control factors required? If yes then do not allow if facility requires security personnel or extra staff to monitor spectator areas.
- Do capacity limits allow space for spectators to attend?
  - If limited spectator capacity then have a plan/method to easily cut-off spectator access when capacity is reached.
  - If no safe and reasonable method to cut-off access at capacity then do not allow spectators.
- Contained area to restrict spectator access: Spectators must be kept back from the playing surface/area to ensure distance between the spectators and the participants.
  - Does facility offer barriers to keep spectators away from competition areas? (fence around track, bleachers, balcony seating, etc.)
  - Can visual markings/cues be used to designate spectator areas?
  - Do not allow spectators if there is no way to safely socially distance them from competition venues.
- **Concerns with Spectator Behavior - Personnel Safety Considerations**
  - Consider staff and volunteer interaction with spectators. If circumstances of the event or conditions at the facility could lead to higher tension between spectators and staff/volunteers then do not allow spectators.

### **Fundraising Activities**

- Effective June 11, 2021 SOILL will move forward in offering in-person fundraising events
- Some Regions may opt to continue to offer virtual options or elements to traditional fundraising events.
- Each Region will decide what activities are most viable to offer based on their circumstances.
- Return to Fundraising Protocols are available in SharePoint Folder.

### **Information Specific to Duck Sales, T-Shirt Days, or Similar Type Events**

- All of the above information is applicable except:
  - Contact Tracking is not required for those purchasing ducks, raffle tickets, merchandise, etc.
- In addition:
  - Between each use, staff or volunteers should sanitize any equipment or supplies that the public touches during the sales process (wipe the item with sanitizer wipe).
  - Check with Sale Area venue to determine what protocols they have in place that you must follow.
  - Allow staff and volunteers to social distance at the sales table (stay at each end of table).
  - If you think there will be a group waiting to purchase ducks/items, have a system in place to allow those waiting to socially distance. (i.e. place an X or Poly Spots to mark spacing on ground/floor)
  - If possible, have flow of purchasers move in one direction so they are not crossing paths moving to and from the table.



## **Pre-Event Communication (Event Director/COVID-19 Point Person determines appropriate bullet points for advertising event opportunity and those needed when confirming participation in event.)**

- Communicate that even with the vaccine, there is no way of completely eliminating the risk of infection.
- Individuals with a higher susceptibility risk for COVID-19 are strongly encouraged to review the *High Risk Fact Sheet* (include in your communication) so they can make an informed decision about returning to SOILL in person activities.
- **Communicate that, for indoor events all participants who are medically able must wear a mask. For outdoor events participants who are medically able should continue to wear a mask the majority of time while at Special Olympics Illinois activities unless fully vaccinated. All participants are responsible for providing their own PPE.**
- Communicate event schedule.

## **Volunteers**

- Volunteers must be educated regarding High Risk Factors.
- Volunteers must complete the *Combo Form*.
- Volunteers must follow all mask and social distancing requirements in place for all attendees.

## **Souvenirs**

- Souvenir sales can be offered on-site.
- Please utilize current souvenir inventories prior to purchasing new items.
- Please adhere to budget if purchases are made.

## **Event Signage and Notices**

- **Both event and COVID-19 specific signage is required.**
- For COVID-19 signage, use the new signage sent to staff in April.
- Please refer to the SharePoint folder for information to modify the mask wording on the new signs.
- Post COVID-19 signage in highly visible locations (e.g., at entrances and exits, restroom, etc.).

## **Equipment & Supplies**

- SOILL should secure needed sanitizer wipes, hand sanitizer and other needed sanitizing supplies (disinfectant spray, paper towels, gloves, garbage bags, etc.).
- Each Region already received touchless thermometers.
- Provide hand sanitizer in general areas and as feasible in event/activity areas.

## **Water and Food**

- On-Site meal services is allowed.
- Communicate to participants beverage plan for the event:
  - If using bottled water then must have plan for safe collection and disposal of trash.
  - If using larger Gatorade type coolers and cups then put sign on cooler indicating not to reuse cups, have ample garbage containers to collect used cups and utilize volunteers to continually clean waterspouts.



SOILL Return to Fundraising Guidelines and Considerations may be shared with Third Party entities to assist them in planning activities or events benefiting Special Olympics Illinois.

SOILL Return to Fundraising Guidelines and Considerations should be shared with Law Enforcement Torch Run agencies planning events benefiting Special Olympics Illinois. All Coordinating officers are required to complete a **Combo Form** prior to hosting an event. This form is included on the event notification form at <https://www.soill.org/tr-event-notification-form/>.

