

RETURN TO PLAY

Participant Pre-Assessment Resource Guide

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Return to Play

Participant Pre-Assessment Resource

As programs consider returning to in-person programming, many are finding pre-assessment essential to a safe and efficient program.

Whether re-tooling existing virtual protocols or starting from scratch, this resource guide is designed to give you some general tools that can help minimize risk and maximize the experience for participants, staff, and volunteers.

“By failing to prepare, you are preparing to fail.”

~Benjamin Franklin

This resource guide will focus on three main areas: Participant Pre-Assessment, On-Site Programming Protocols, and Communications.

Additional resources are available on the Move United Return to Play SharePoint site. To gain access to this private site, please contact Kyleen Davis, Member Services Manager at kdavis@moveunitedsport.org.

Section 1 – Participant Pre-Assessment

Prior to COVID-19, many programs implemented some form of pre-assessment intake protocol. Whether a registration form or interview, it is imperative for programmers to collect and process information that will assist them in preparing for an athlete’s arrival and participation. This information will inform program staff on needs, experience, and goals and help ensure the participant maximizes their experience.

Beyond the standard needs/experience assessment of these standard intake protocols¹, the advent of COVID-19 related regulations and guidelines have made it even more necessary to conduct pre-screening of athletes, volunteers, and even staff.

What follows are examples of additions/modifications to standard intake protocols to assist staff in creating a safe environment by limiting face-to-face interaction, while also communicating the importance organizations/programs place on participant health and safety:

<i>Additional Screening</i>	<i>Purpose</i>	<i>Application</i>
<i>COVID-19 Screening Questions</i>	Screen for illness/exposure	<ul style="list-style-type: none"> • Online Registration² • Waiver³ • Screening phone call
<i>Clear programmatic parameters/EEC⁴</i>	Set parameters for safe participation based on programming limitations	<ul style="list-style-type: none"> • Online posting • Pre-event call/email
<i>Caregiver/Companion Training</i>	Conduct training for caregiver who may be assisting participant on-site; Inform them of onsite safety protocols and cover where and when	<ul style="list-style-type: none"> • Online training prior to programming • Review training points on day of event/program

¹ Ex. [Wasatch Adaptive Sports Intake Form](#)

² Ex. [Oregon Adaptive Sports COVID-19 Pre-screening Questionnaire](#)

³ Ex. [Team River Runner Pre-Event COVID-19 Screening Form](#)

⁴ Ex. [Oregon Adaptive Sports Equipment Loan Program EEC](#)

Virtual Fittings

they may be needed to help with transfers, positioning and fittings

Limit face-to-face interaction
Visually assess
Collect Measurements⁵

- Zoom, Teams, FaceTime

⁵ Ex. [Oregon Adaptive Sports Virtual Fit Up Measurement Guide](#)

Section 2 – On-site Programming Protocols

Having a solid plan for the execution of safe programming will help minimize risk, but also communicates to participants/staff/volunteers that your program is taking their health and safety seriously.

Below are examples of on-site COVID-related practices programs could add to their existing protocols to help reduce risk during programming:

<i>Protocols</i>	<i>Purpose</i>	<i>Examples</i>
<i>Cleaning/Sanitizing</i> ⁶	Create protocols to address cleaning/sanitization and handling of equipment and shared space	<ul style="list-style-type: none"> • Equipment sharing • High touch spaces (i.e. desk/table tops) • Equipment Rental/Loan Programs • Hand washing/sanitizing stations at high traffic areas (i.e. registration, transfer areas, etc.)
<i>Mask Usage</i> ⁷	Determine when masks are required, and account for possible mask loss or compromise	<ul style="list-style-type: none"> • Back up masks carried with First Aid supplies • Supply plastic baggy for mask storage (open water)
<i>Scheduling</i> ⁸	Adjust traditional scheduling to decrease capacity and offset group start times	<ul style="list-style-type: none"> • Staggered arrival/start times • Smaller groups or “Cohorting” with Staff/Volunteer rotation to help keep exposure to a minimum • Adjusted programming menu (i.e. easily distanced sports - hiking, cycling, etc.)

⁶ Ex. [Oregon Adaptive Sports Equipment Sanitation Protocol for Loan Program](#)

⁷ Ex. [Oregon Adaptive Sports COVID-19 Safety Precautions](#)

⁸ Ex. [Oregon Adaptive Sports 2020 Scheduling Protocol](#)

<i>Screening</i> ⁹	Define for all what is expected and what happens as a result of showing symptoms	<ul style="list-style-type: none"> • Repeat pre-screening question • Temperature reading • Printed list of symptoms available for reference
<i>Social Distancing</i> ¹⁰	Practices that enable all to easily practice and enforce social distancing guidelines	<ul style="list-style-type: none"> • Low contact fittings • No-contact pick up for equipment loans/rentals • Spatial barriers/signage
<i>Transportation</i>	Identify whether transportation services will be safe and appropriate to continue offering	<ul style="list-style-type: none"> • Only those with personal transportation may attend program
<i>Volunteer Assignments</i>	Create volunteer positions that will support the above listed protocols	<ul style="list-style-type: none"> • “Gear Guru” assigned to handle equipment • Social Distance Compliance

⁹ Ex. [Oregon Adaptive Sports COVID-19 Safety Precautions](#)

¹⁰ Ex. [Oregon Adaptive Sports COVID-19 Safety Precautions](#)

Section 3 – Communications

Having a plan in place is no good if no one knows about it. This final section focuses on communications.

“Know before you go”

Communicating your reopening plans, including protocols, rules, guidelines, etc. to your participants, staff, and volunteers will accomplish the following:

- Ensure comprehension of and compliance with all new or updated rules/regulations
- Demonstrate the safety measures you have put in place
- Allow all to make an informed decision in advance about whether they feel comfortable participating

Below are examples of communications you should consider implementing within your program:

<i>Protocols</i>	<i>Purpose</i>	<i>Examples</i>
<i>Assumed Risk</i>	Make clear to all the ways in which communicable disease may impact the assumed risk inherent in participation	<ul style="list-style-type: none"> • Update waiver language¹¹
<i>Guidelines/Expectations</i> ¹²	Clearly post all guidelines and rules, and communicate the measures for those who do not or cannot comply ¹³	<ul style="list-style-type: none"> • Post to landing page on website • Share via social • Post printed signage
<i>Pre-Program Check-In</i>	Screening Reminder Confirm Lesson time/location Arrival Check-In Procedure Review what to expect	<ul style="list-style-type: none"> • Phone call • Video chat • Email

¹¹ Ex. [Move United HQ Waiver and Media Release - Connect with insurance provider or Move United Insurance Program Manager \(for those participating in the Move United Insurance Program\)](#) to establish appropriate waiver content.

¹² Ex. [Wasatch Adaptive Sports - Reopening Policies for In-Person Programs](#)

¹³ Ex. [UCO Return to Training Guidelines](#)

		<ul style="list-style-type: none"> • Letter¹⁴/Memo¹⁵
<i>Protocols</i>	Help participants/staff/volunteers understand everything you're doing to create a safe environment	<ul style="list-style-type: none"> • Equipment Protocols¹⁶
<i>Staff & Volunteer Communications</i>	Provide tools for staff and volunteers to understand updates to protocols and procedures	<ul style="list-style-type: none"> • Reopening Plan¹⁷ • Addendum to existing Staff/Volunteer handbook/training¹⁸
<i>Post-Event Evaluation</i>	Survey participants and volunteers to determine worked well and what could be modified to support performance in activity; Evaluation of situation and protocols should be continual	<ul style="list-style-type: none"> • Online survey • Phone call check-ins

¹⁴ Ex. [Wasatch Adaptive Sports – Cycling Student Lesson Info](#)

¹⁵ Ex. [UCO Community Member Reopening Memo](#)

¹⁶ Ex. [OAS Equipment Sanitation Protocol](#)

¹⁷ Ex. [UCO Department of Wellness and Sport Reopening Playbook](#)

¹⁸ Ex. [UCO Return to Training Addendum](#)

Closing

We hope you find this resource helpful. The landscape around in-person programming will continue to change, so we encourage you to constantly evaluate and re-evaluate the conditions around which in-person participation may be conducted, and make adjustments that best suit the needs and safety of your participants/staff/volunteers.

Continue to monitor the Move United Return to Play SharePoint site for additional resources. If you have any questions, please contact Kyleen Davis, Member Services Manager at kdavis@moveunitedsport.org.