COVID PROTOCOL SOAP

STATUS: Approved

AUTHORS: Soph, Ash & Kebs

DATE approved by HR Committee on 2/6/2022

WHY: How to navigate the two main scenarios for COVID 19 when it comes to Skate Like a Girl team members:

> **Scenario #1:** Team member has been in close contact with an individual that has a confirmed case of COVID

> **Scenario #2:** Team member has tested positive for COVID **OR** is experiencing potential symptoms of COVID

STEPS

Scenario #1: Team member has been in close contact with an individual that has a confirmed case of COVID19 - whether in a Skate Like a Girl program or personal life.

1. Supervisor removes Team Member from programming and communicates this information out to anyone who potentially had close contact with the Team Member - this includes participants, partners, and Skate LIke a Girl Team Members.
   a. Supervisor communicates out a general message informing anyone potentially exposed to Team Member (they worked or were present at the same program as the person who is sick or tested positive). Supervisor will not list specific Team Member's name unless they gave consent for Skate Like a Girl to do so.
   b. Supervisor finds substitutes for staff member and/or cancels programs if needed.
2. Team member follows next steps:
   a. Quarantine for 5 full days post exposure. Day 1 is the day after exposure.
   b. Obtain an antigen (not PCR) test after 5 days of quarantine if possible
      i. If negative and no symptoms, able to return to work
      ii. If positive, cannot return to work yet
   c. If a test is unavailable, quarantine for 10 total days post exposure. Day 1 is the day after exposure. Return to work after 10 day quarantine if no symptoms.
   d. If a test is unavailable and symptoms still persist past 10 days, Team Member communicates with supervisor to plan return to work when possible.
3. Team Member completes the Post Exposure Return to Work Jotform.
4. Supervisor puts Team Member back on the schedule.

1. Team Member immediately communicates to Supervisor that they are experiencing an illness or has tested positive for Covid 19.
   a. Supervisor briefly responds with the most high needs questions:
      i. *"Thanks for letting me know. I will find you subs for the next 5 days. If you are not feeling symptoms, please try to get a test on *5 days later* . I will call you on *5 days later* to check in on how you're feeling and if you have been able to get a test."*
      ii. *"Did you come in [close contact](#) with participants or any other Team Members at a Skate Like a Girl program?"*
      iii. *Do you give us permission to share who you are and any other detailed information with Skate Like a Girl Team Members or participants? This is not required, but would be helpful to ensure our Skate Like a Girl coaches are as safe as possible as they continue to interact in-person with the community."*
2. Supervisor removes Team Member from programming and communicates this information out to anyone who potentially had [close contact](#) with the Team Member - this includes participants, partners, and Skate LIke a Girl Team Members.
   a. Supervisor communicates out a general message informing anyone potentially exposed to Team Member (they worked or were present at the same program as the person who is sick or tested positive). Supervisor will not list a specific Team Member's name unless they gave consent for Skate Like a Girl to do so.
   b. Supervisor finds substitutes for staff member and/or cancels programs if needed.
3. Team member follows next steps:
   a. Quarantine for 5 full days after symptoms began or after testing positive. Day 1 is the day after symptoms start or date of positive test. If a Team Member has a date of symptoms that is different from the date of test with positive result, Team Member should abide by the date that is most recent. (Ex: If you test positive on Monday, and symptoms develop on Tuesday, your day 1 would be Wednesday)
   b. Obtain an antigen (not PCR) test after 5 days of quarantine if possible
      i. If negative and no symptoms, able to return to work
      ii. If positive, cannot return to work yet
   c. If a test is unavailable, quarantine for 10 total days post when symptoms began or date of test. Day 1 is the day after symptoms or test. Return to work after 10 day quarantine if no symptoms.
   d. If a test is unavailable and symptoms still persist past 10 days, Team Member communicates with supervisor to return to work when possible.

4. 5 days of quarantine later, Supervisor checks in with Team Member to see if they are still feeling sick and/or if they were able to obtain a COVID test yet.

       a. If Team Member has obtained a test
           i. If negative and no symptoms, able to return to work
           ii. If positive, cannot return to work yet continue to quarantine
       b. If a test is unavailable, instruct Team Member to quarantine for 10 total days post exposure. Day 1 is the day after exposure. Return to work after 10 day quarantine if no symptoms.
       c. If a test is unavailable and symptoms still persist past 10 days, Team Member communicates with supervisor to plan return to work when possible.

5. Team Member completes the Post Exposure Return to Work Jotform
6. Supervisor puts team member back on the schedule

AVOID/TIPS/BEST PRACTICES

- Try not to ask too much of folks who are sick, remember they may be experiencing very severe symptoms.This is why we have you ask high needs questions clearly right away, then check in with them about next steps once they are feeling better.
- Personally reach out to all other team members that may have been in close contact.
- Keep in mind that if someone has COVID-19 this is confidential medical information and should not be shared unless there is permission given.
- When in doubt air on the side of caution and wait a total of 14 days or more if needed
- Close contact is defined as:
  - you took your mask off around each other within 6 feet or less
  - touching of any kind
  - sharing of food or beverages

RESOURCES

- [Post Exposure Return to Work Jotform](#)
- [Guidance on Isolation](#) [and Quarantine for COVID-19 Contact Tracing (ca.gov)](#)
- [Communication language examples](#) - refer to this