**Pre-Event Awareness Email Template**

Cut and paste the below information into your email.

Be sure you tailor it to your practice/competition in the yellow highlighted areas

Dear coaches, athletes, and volunteers:

We will be having a training/competition for (insert sport) on *provide location, time and date of training/competition here and details about registration for sport if this is a competition.*

As a reminder, there are some of our participants who may be at higher risk for contracting COVID-19 and should remain safe at home through all phases of the SO READY plan. To see who might be considered high risk please read the [high risk fact sheet](http://www.specialolympicsarkansas.org/uploads/1/6/6/8/16687598/high_risk_participation_form_7.7.pdf).

Other participants who should remain safe at home include those who have been diagnosed with COVID-19, been exposed to COVID-19 in the 5 days prior to the training or competition, or have COVID-19 symptoms that include a history of recent (last 10 days) temperature > 100.4 F/ 37.8C.

*\*Select wording here based on whether you are emailing about training or competition.*

***What to Expect UPON ARRIVAL***

There will be a check in process once you arrive for training. It is highly recommended that family members and/or caregivers drop off and pick-up when possible, or stay in the car during practice or activities. Each participant should arrive wearing their own mask, with their own water bottles and equipment. Each participant will be screened on arrival for temperature and COVID-19 symptoms. Athletes will meet their coach at X entry to have their temperature taken.

There will be a check in process once you arrive for competition. All participants should arrive wearing their own masks, with their own water bottles and equipment. Each participant will be screened on arrival for temperature and COVID-19 symptoms.

**BEFORE YOU ARRIVE:**

**If you are able please complete the** [**code of conduct**](http://www.specialolympicsarkansas.org/uploads/1/6/6/8/16687598/code_of_conduct_7.1.pdf) **and** [**Covid questionnaire**](http://www.specialolympicsarkansas.org/uploads/1/6/6/8/16687598/covid_screening_questions__1_.pdf)  **for every participant traveling with you. Bring a copy of each with you for each participant.**

**For competition Coaches please bring** [**Covid Reporting Roster**](http://www.specialolympicsarkansas.org/uploads/1/6/6/8/16687598/team_covid_reporting_roster.pdf) **for your team to expedite your registration process**

\*\*If a COVID-19 case is suspected at any training or competition, the lead coach or participant will report that information to the SOAR staff. SOAR staff will make all necessary public statements.