



# 2021 ICF Covid19 protocol

---

*TEMPLATE FOR  
CANOE SLALOM & WILDWATER CANOEING  
COMPETITIONS*

**Table of contents**

- I. Introduction..... 4**
  - A. What is COVID19?..... 4
  - B. Why this protocol?..... 4
  - C. World Health Organisation (WHO), a reference for sport events organisation..... 4
  - D. 2021 ICF philosophy and COVID19 countermeasures during competitions ..... 5
  - E. Publication and review policy..... 5
- II. Prior to the competition ..... 6**
  - A. Final decision to run the competition ..... 6
  - B. Access to the host country ..... 6
  - C. Participating National Federations ..... 6
  - D. Vaccination ..... 6
- III. Responsibility ..... 7**
  - A. International Canoe Federation (ICF)..... 7
  - B. Host National Federation and Host Organising Committee ..... 7
- IV. Failure to comply with the protocol..... 7**
- V. Key persons to implement COVID 19 protocol ..... 7**
- VI. The HOC Covid Manager ..... 8**
  - A. Appointment and position within the HOC structure ..... 8
  - B. Needed skills ..... 8
  - C. Role prior to the competition ..... 8
  - D. During the competition..... 8
- VII. COVID19 tests – policy and operation..... 9**
  - A. Negative PCR test prior to access to a competition venue..... 9
  - B. Intermediate(s) antigen test ..... 9
  - C. Capacity of testing at the venue in case of emergency..... 9
  - D. Departure PCR test..... 10
  - E. Timeline of testing for this competition (IVREA 2021)..... 10
  - F. Testing centre at the venue and results management..... 10
  - G. Management of a sick individual where COVID19 is suspected ..... 12
  - H. “Close contact” definition ..... 12
  - I. Management of a positive case within a NF delegation..... 13
  - J. Management of a positive case within the people from ICF, HOC, ITOs, Media, security, volunteers: ..... 13
- VIII. General behaviour at the venue for all accredited person ..... 14**
  - A. Social distancing measures ..... 14
  - B. Face mask..... 14
  - C. Hygiene ..... 15
  - D. Contact Tracing App ..... 15

---

<b>IX. Access to the venue: process and data management</b>	<b>16</b>
A. Personal Health Check Information form	16
B. National Federations written declaration	16
C. Daily temperature check	16
D. Contact lists	17
<b>X. Facilities, operations and services management: precautionary measures</b>	<b>18</b>
A. Athlete village	18
B. Car park for National Federations	18
C. TVS distribution service	18
D. Team Leaders meeting	19
E. Award Ceremony	19
F. Opening and closing ceremony	19
G. Field of Play, course construction and demonstration run	19
H. Pontoons (e.g. embarkment, start, disembarkment)	20
I. Water rescue team	20
J. On Venue Result Room	20
K. Sport information office	21
L. Enquiry desk	21
M. Boat and equipment control	21
N. Accreditation Centre	22
O. Signage on site	22
P. Catering area and lunch services	22
Q. Offices, media centre, technical areas and lounges (e.g. ITOs lounge, ICF office)	23
R. Cleaning and sanitising	24
S. Human resources (e.g. HOC staff, ICF staff, volunteers)	24
T. Public spectators	24
U. Mixed zone and media operation	25
V. Accommodation	25
W. Transportation	25
<b>XI. Management of the communication flow for a Covid-19 positive test during the access period</b>	<b>26</b>
<b>XII. Management of the communications flow for a Covid-19 positive test after a competition</b>	<b>27</b>
<b>APPENDIX 1 – Signage / WHO posters</b>	<b>28</b>
<b>APPENDIX 2 – Personal Health Check Information form</b>	<b>29</b>
<b>APPENDIX 3 – Signed National Federations written declaration</b>	<b>30</b>

## I. INTRODUCTION

### A. What is COVID19?

SARS CoV-2 is the virus that causes the illness COVID19. It is a newly described coronavirus that is currently causing a global pandemic.

It is highly infectious with infection occurring after inhalation of respiratory droplets and airborne particles.

Contagion is also possible after touching a surface onto which virus has fallen from either the air or respiratory droplets and which is then transferred to the face, nose or mouth by the hand.

### B. Why this protocol?

This protocol is therefore aimed at reducing the risk of:

- i. Infected individuals attending the competition.
- ii. Infected individuals transmitting the disease to others.
- iii. Exposing people at higher risk of Covid19 disease to potential infection.

### C. World Health Organisation (WHO), a reference for sport events organisation

This document is produced based on **WHO Interim guidance for sport federations and event organisers** when running competition in the context of COVID-19.

We would like also to refer HOCs to the **WHO Key Planning Recommendation for Mass Gatherings** in the context of COVID-19.

The 2021 COVID-19 protocol is based on the 2020 version with reinforced measures (e.g. testing).

### D. 2021 ICF philosophy and COVID19 countermeasures during competitions

- i. Regular testing
- ii. Early warning system
- iii. Each National Federation is responsible for implementing measures in order to minimize contact outside of their group and to reduce as much as possible potential “close contact” cases.
- iv. In coordination with local health authorities
- v. Constant review of the protocols

### E. Publication and review policy

- i. Each Covid19 Health and Safety protocol will be **published 4 weeks** prior each competition, subsequent to any decisions as per above.
- ii. The protocol will be **subject to change at short notice**, depending on the evolving pandemic situation.
- iii. **A final protocol** will be available **at the team leaders meeting**. Any major changes will be notified electronically to team leaders and National Federations.
- iv. At any time, local or national policy in term of Personal Protective Equipment or any health and safety measures may lead to a quick evolution of this protocol to allow safe organisation of the event.

*All items highlighted in Yellow need to be completed by the organisers and the ICF for each competition.*

## II. PRIOR TO THE COMPETITION

### A. Final decision to run the competition

- i. The ICF will continuously review the situation with the Host National Federation (HNF) and the Host Organising Committee (HOC).
- ii. Any decision will rely on current advice specific to the host country Government and advice on the pandemic globally, according to the World Health Organisation (WHO).
- iii. Taking i

### B. Access to the host country

- i. Legal requirements may be imposed, such as COVID-19 testing prior to or on arrival. This will be guided by Governmental and WHO advice or legal requirements and will not be made by the ICF.
- ii. The HOC will provide all updated information which will be published on the dedicated ICF website: **XXXXXXXXXXXX**

### C. Participating National Federations

- i. Each Participating National Federation will be expected to have undertaken their own risk assessment and have a Covid19 safety protocol in place and will require to have taken the precautionary measures prior to travel.
- ii. Each Participating National Federation is responsible for all costs (including medication) should any member of their Team be required to go into quarantine at any time from arrival to departure and/or be hospitalised or to return to the country of departure.
- iii. The ICF, the Host National Federation and the Host Organising Committee will try to support the concerned person as much as they can.

### D. Vaccination

- iv. The ICF recommends that all people be vaccinated as soon as possible.
- v. Vaccination will not remove any ICF countermeasures.
- vi. There is no guarantee that vaccination eliminates virus transmission.

### III. RESPONSIBILITY

#### A. International Canoe Federation (ICF)

- i. The ICF does not accept any responsibility for COVID-19 infection that occurs before, during or after the competition but will take all advised precautionary measures to reduce the risk of transmission.
- ii. The ICF is responsible for all costs (including medication) should any member of their "Family" (nominated ITO's, ICF VIP, ICF employees, etc.) be required to go into quarantine at any time from arrival to departure and/or be hospitalised or to return to the country of departure.

#### B. Host National Federation and Host Organising Committee

- i. The HNF and HOC will respect all the recommendations and obligations imposed by their Government and local authorities to reduce the risk of transmission.
- ii. They do not accept any responsibility for COVID-19 infection that occurs before, during or after the competition.

### IV. FAILURE TO COMPLY WITH THE PROTOCOL

National teams, including all technical officers, staff and athletes will be expected to comply with this protocol.

If an individual, or an entire team, does not respect it, the ICF will deny access to the venue to the concerned person/team after a 1<sup>st</sup> verbal warning, then a final warning sent to the team leader.

### V. KEY PERSONS TO IMPLEMENT COVID 19 PROTOCOL

The ICF will define an ICF COVID19 LIAISON OFFICER for each ICF competition to support the HOC COVID19 MANAGER and to liaise with the ICF medical committee designated liaison person and the requested ICF representatives (e.g. Secretary General, ICF media manager...).

ICF COVID LIAISON OFFICER	
ICF MEDICAL COMMITTEE LIAISON REPRESENTATIVE	

## VI. THE HOC COVID MANAGER

### A. Appointment and position within the HOC structure

- i. A Covid Manager will be appointed for the competitions by the host National Federation and / or HOC.
- ii. The Covid Manager will be part of the ICF / HOC coordination group.
- iii. The ICF will add to the daily run sheet a specific venue tour dedicated to COVID 19 countermeasures implementation prior to the 1<sup>st</sup> day of official training.

HOC COVID MANAGER	
-------------------	--

### B. Needed skills

This person will have training in Health and Safety and will have detailed knowledge of the procedures required to prevent and contain the spread of Covid19.

### C. Role prior to the competition

- i. They coordinate with the HOC staff and host Country NGB to ensure that the venue is compliant with the regulations set out here.
- ii. Ensuring that HOC staff are appropriately trained in relation to Covid19.

### D. During the competition

- i. During preparation, training and competition days they will coordinate and verify compliance at the venue with the provisions and protocols set out within this document.
- ii. The Covid Manager will have ultimate responsibility and command of the Covid Health and Safety procedures at the Venue.
- iii. The Covid Manager will be informed of any person on the venue site who becomes unwell with suspected Covid.
- iv. They will be responsible for ensuring the immediate isolation and testing procedures for that individual and will liaise with the local health authorities regarding further treatment or isolation according to the national guidelines.
- v. Reporting Covid-19-related incidents to the ICF
- vi. Liaison with ICF and relevant local authorities.



## VII. COVID19 TESTS – POLICY AND OPERATION

### A. Negative PCR test prior to access to a competition venue

- i. It is requested to **each accredited person** in a competition provides a **negative PCR test 72 hours prior to first access** to the venue during the access period.
- ii. Evidence must be shown to the HOC to get accredited at the accreditation centre.

### B. Intermediate(s) antigen test

- i. Antigen tests on a regular basis for all accredited people staying longer than five (5) days during the access period.
- ii. Timeline to be agreed on depending on the duration of the access period and stay period.
- iii. The ICF will financially support these antigen tests based on an agreement with the HOC.

### C. Capacity of testing at the venue in case of emergency

- i. **When?** → At any time, the ICF can decide to launch a series of tests in the case of suspicion and / or a positive test.
- ii. **Who needs to be tested?** → Anybody in close contact with a positive person and any team member of a positive person.
- iii. Which kind of test?
  - PCR for the concerned person and likely infected persons.
  - Antigen or PCR for the contact case based on health authorities requirements for the wider population.
  - The ICF will support financially these emergency tests based on an agreement with the HOC.

**D. Departure PCR test**

- i. Mandatory if an accredited person is travelling directly to another ICF competition.
- ii. Non-mandatory when an accredited person is returning home or travelling to a place where a negative test is not required.
- iii. Service organised by the HOC and paid by the participant.

**E. Timeline of testing for this competition**

M-07	T-08	W-09	T-10	F-11	S-12	S-13	M-14	T-15	W-16	T-17	F-18	S-19	S-20
<b>World Cup - Prague</b>							<b>World Cup - Markkleeberg</b>						
Official Training				Competition			Official Training				Competition		
PCR 1		AG 1			PCR 2/3				AG 2			PCR 3	
Organised by NF Paid by NF		Organised by HOC Paid by ICF			Organised by HOC Paid by NF				Organised by HOC Paid by ICF			Organised by HOC Paid by NF	

**It is an example. The timeline is defined by the ICF one month prior the competition**

- i. PCR 1 & 2:
  - o To be provided by each person before having accreditation.
- ii. AG 1 and AG2:
  - o Antigenic test mandatory for all accredited person.
  - o **Mandatory wristband or sticker on accreditation to access to the venue the following day.**
- iii. PCR 3: departure test to be allowed to go home.

**F. Testing centre at the venue and results management**

- i. A COVID-19 collection centre must be set at the competition venue by the HOC.
- ii. All test results must be accessible for the ICF Covid Liaison Officer and the HOC Covid Manager.
- iii. A positive test must be reported immediately to these persons.
- iv. Tests will be undertaken by a person experienced in COVID19 test sample collection.



## **G. Management of a sick individual where COVID19 is suspected**

*a) If a person is suspected to be infected on arrival at the entry point (body temperature >38 degree):*

- i. They will be reported to the HOC COVID-19 Manager.
- ii. They will be isolated, and a PCR test will be conducted follow the directions of the relevant authority according to local or national guidelines.
- iii. Upon a negative PCR test results, they will be able to come back to the venue.
- iv. If the PCR test result is positive, please refer to the section I "Management of a positive case".

*b) If a person falls ill on the competition venue with symptoms suggestive of COVID-19:*

- i. They will be escorted immediately to an isolation facility, by a member of technical staff.
- ii. There will be no interaction with any other person.
- iii. Their team leader and the COVID-19 manager will be informed.
- iv. A PCR test will be conducted follow the directions of the relevant authority according to local or national guidelines.
- v. Upon a negative PCR test results and local authorities agreement, they will be able to come back to the venue.
- vi. If the PCR test result is positive, please refer to the section I "Management of a positive case".

## **H. "Close contact" definition**

- i. A close contact is anyone who has had direct contact or was within 1 metre for at least 15 minutes with a person infected with COVID-19 without face mask.

*This definition needs to review with local authorities and amended if requested*

### **I. Management of a positive case within a NF delegation**

- i. One case in a team, immediate isolation for the whole team.
- ii. Assessment of needed actions with local health authorities & ICF medical committee representative.
- iii. Review with the concerned team leader to define the “close contact” list and “non close contact list” by the HOC COVID19 manager and the health local authorities.
- iv. For the “non close contact” list:
  - o A PCR test will be conducted follow the directions of the relevant authority according to local or national guidelines.
  - o Upon a negative PCR test results and local authorities agreement, they will be able to come back to the venue but will be restricted to minimal movements.
  - o If the PCR test result is positive, please refer to the next paragraph.
- v. For the positive case and the “close contact” list:
  - o Isolation and test according to local or national guidelines.
  - o No access to the venue until local authorities give a green light.

### **J. Management of a positive case within the people from ICF, HOC, ITOs, Media, security, volunteers:**

- i. Immediate isolation and testing according local authorities policy for all “close contact” people.
- ii. Assessment of needed actions with local health authorities & HOC COVID19 manager.
- iii. For the positive case and the “close contact” list:
  - o Isolation and test according to local or national guidelines.
  - o No access to the venue until local authorities give a green light.

## VIII. GENERAL BEHAVIOUR AT THE VENUE FOR ALL ACCREDITED PERSON

*"Act as you want others to act"*

### A. Social distancing measures

- i. Social distance should be kept all the time. The recommended minimum distance between people is 2m for indoor area and outdoor area (1 meter with mask).
- ii. Gatherings of individuals outside buildings will be limited to **XX** people or less.
- iii. Gatherings of people outside of their own group must be limited to the minimum.
- iv. All persons attending the competition should refrain from close contact such as handshakes and embraces.
- v. A one-way system is recommended to be set in indoor areas to minimise close contact with others. This will be marked out with tape or painted lines on the ground. Signs will assist understanding of the system.

### B. Face mask

#### *a) Where and when a mask must be worn?*

- i. All accredited persons **MUST** wear a face mask at **all times** when **indoors** or **outside** except when eating or drinking and for athletes, when they are on the water.
- ii. The face mask **MUST** be worn over the mouth and nose.

#### *b) When does a mask need to be changed?*

- i. One mask will be used for each session i.e. one in the morning and one in the afternoon.
- ii. A mask should be changed if it becomes wet or soiled in any way.

#### *c) Who provides the mask?*

- i. Face masks worn by any accredited person will be provided by themselves.
- ii. The HOC will provide extra face masks in certain circumstance.

### *d) What kind of mask?*

- i. Face masks need to be either high quality manufactured masks with three layers, surgical masks or of higher standard (FFP2 etc.) without valves.
- ii. Buffs/scarves etc. **are not considered** as face masks.
- iii. A face visor on its own **does not provide** sufficient protection from others and will not prevent expelled viral particles from being emitted by the wearer.
- iv. If wished, participants and others can wear a face visor, but this must be in addition to a mask.

### *e) Are there any exceptions?*

- i. No exceptional permissions/exemption certificates will be accepted at ICF competitions.
- ii. Wearing of a face mask is mandatory and those who cannot wear a face mask due to any reason cannot participate.

## **C. Hygiene**

- i. Wash your hands regularly and properly.
- ii. Use provided disinfection dispensers (hand sanitiser) regularly and properly. Have own disinfection with you for safety reasons.
- iii. Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze.
- iv. All participants will be made aware of the importance of complying with the rules of hygienic-sanitary behaviour to help maintain the maximum cleanliness and healthiness of these environments.

## **D. Contact Tracing App**

- i. In the case where a national Contact Tracing App is available for download, please download it and activate it.
- ii. **Link to the App for the competition:**

---

**IX. ACCESS TO THE VENUE: PROCESS AND DATA MANAGEMENT****A. Personal Health Check Information form**

- i. All National Team Members, Officials, ICF personnel, Members of the HOC will also be required to complete a personal Health Check Information Form (in the English language) prior to obtaining their accreditation and access to the competition venue. See template in appendix 2.
- ii. This form will be presented to the HOC at the accreditation centre. This information will be stored confidentially by the ICF technical representative and will only be made available should medical treatment be required.
- iii. The Health Check Information Forms will be stored confidentially by the ICF COVID liaison officer and destroyed thirty days following the conclusion of the competition.

**B. National Federations written declaration**

- i. Each Team Leader needs to sign for his team that they will not bring any team member with any sign of a sickness to the competition site. See template in appendix 3.
- ii. The National Federations written declaration will be stored confidentially by the ICF COVID liaison officer and destroyed thirty days following the conclusion of the competition.

**C. Daily temperature check**

- i. All people attending the competition venue will have their temperature checked at the entry point.
- ii. The number of entry points may need to be adapted to avoid congestion.
- iii. People with a temperature above 38°C will not be granted access to the site and will be advised to return immediately to their accommodation, self isolate and to contact their doctor.
- iv. Staff at the entry points will wear PPE in accordance with local or national PPE policy.



- v. Hand sanitiser will be available at the entry point and all people entering will be asked to use it on entry.
- vi. Teams and officials must allow sufficient time for this enhanced screening at entry. If queues form, there will be active management to ensure a distance of 2m between waiting individuals. Masks must be worn by those waiting in line for entry.

*Each HOC can add: device sample use for temperature check and additional measure e.g. (E.g. Fogging disinfection gate at the entry point).*

### **D. Contact lists**

- i. Each entity is required to manage a full contact list of their part of the organisation to facilitate track and trace if needed:
- ii. ICF:
  - a. For staff, ITOs, board members, team leaders of participating National Federations, ICF providers.
  - b. The ICF COVID liaison officer is in charge of preparing and updating it and must be ready to provide it upon request.
- iii. Participating National Federations:
  - a. For all members of their respective delegation.
  - b. The Team leader of each National Federation is in charge of preparing and updating it and must be ready to provide it upon request.
- iv. HOC:
  - a. For all HOC staff, accredited VIP, accredited media, volunteers, providers.
  - b. The HOC COVID manager is in charge of preparing and updating it, and must be ready to provide it upon request.

## **X. FACILITIES, OPERATIONS AND SERVICES MANAGEMENT: PRECAUTIONARY MEASURES**

### *Athletes and their National Federations*

#### **A. Athlete village**

- i. Each National Team will be allocated an area for their team that will be separated from other team areas. Team members must not visit other team areas.
- ii. There may be the possibility for teams to put up their own additional tent (to be confirmed by each HOC).
- iii. Hand sanitiser will be made available for the athlete village but team members **MUST** also provide their own hand sanitiser and disinfectant wipes.
- iv. Toilet facilities for teams will be cleaned on an hourly basis. There needs to be either a one-way system for entry and exit or a 'one in, one out' system to reduce potential close contact between athletes or officials from different teams. Handwashing is essential and there **MUST** always be hand soap available.
- v. All National delegation members should be discouraged from intermingling in the athlete village.
- vi. Athletes or NF staff who have finished their duty, should leave the competition venue wherever possible. A streaming feed will be available for the whole competition.
- vii. Ideally 1 meter between each tent to allow ventilation and air circulation.

#### **B. Car park for National Federations**

- i. A dedicated area must be identified and not accessible to the public.

#### **C. TVS distribution service**

- i. A TVS feed will be available for all competitions and demonstration run.
- ii. Only a download solution will be available to avoid gathering in the normal TVS room.
- iii. Each National tent will be equipped with their own download cable.

### **D. Team Leaders meeting**

- i. The team leaders meeting will be run as a videoconference or outdoor with social distancing.
- ii. All documents will be sent on the WhatsApp group prior to the meeting.

### **E. Award Ceremony**

- i. The award ceremony will take place in a restricted area. Only the award-winning athletes and the presenting official will have access to the area.
- ii. Access to the award ceremony area will be by a one-way system to limit interaction with other participants or personnel.
- iii. Masks will be worn by all participants at any time.
- iv. A distance of 1m will be maintained between all participants
- v. Medals will be disinfected prior to the ceremony then placed on a tray.
- vi. The athlete will take the medal from the tray and place it around his or her own neck.
- vii. The medal presenter will use hand sanitiser before the start of the award ceremony.
- viii. There will be no handshakes or embraces.

### **F. Opening and closing ceremony**

- i. There will be no opening or closing ceremony.
- ii. Virtual ceremonies may be organised by the HOC.

### *Field of Play*

### **G. Field of Play, course construction and demonstration run**

- i. All demonstration runs will be organised as full length to give athletes and coaches more space.
- ii. All TVS feeds from demonstration runs will available to download.

### **H. Pontoons (e.g. embarkment, start, disembarkment)**

- i. Only athletes will have access to the dock / pontoon or boarding area
- ii. Only one boat will be allowed access to the pontoon at a time.
- iii. Pontoons will be disinfected at regular intervals.
- iv. It is mandatory that athletes wear a mask until the embarkation pontoon and keep their mask with them (in a dry pocket) so that it can be worn at disembarkation.
- v. Athletes must warm down sufficiently that they are no longer breathing heavily by the time they get to the disembarkation pontoon.
- vi. Any items such as boat or paddle, that is handled by more than one person, will require disinfection by the participating personnel.

### **I. Water rescue team**

- i. The members of the water rescue team will wear a mask on the bank if social distancing is not possible.
- ii. The rescued athlete will be provided with a mask to wear as soon as possible after rescue.
- iii. A record will be kept of rescued individuals and rescuers in case of later requirement for Track and Trace.

## *Competition*

### **J. On Venue Result Room**

- i. The two video judges have been removed for the 2021 season.
- ii. Some positions need to be protected with a plastic shield (e.g. as used in a supermarket)

### **K. Sport information office**

- i. Bib numbers will be delivered in a closed bag (the bagging operations will be done following local or national PPE and sanitary policy).
- ii. If a set of bib numbers is used twice during a competition for different individuals, each bib must be disinfected.
- iii. All technical information will only be available electronically and published in the sport information office.
- iv. Only the Start list will be printed on demand, in a limited number, per National Federation.
- v. The dedicated WhatsApp group for each competition will be the main information point.

### **L. Enquiry desk**

- iii. The desk needs to be protected with a plastic shield (e.g. as used in a supermarket)

### **M. Boat and equipment control**

- i. Equipment control will be organised in a 'light' version: less person controlled and only boat weight and buoyancy aid check. Details will be confirmed at the team leaders meeting by the chief-judge.
- ii. There will be a one-way system for boat measurement.
- iii. The technical officials must wear a mask and check the boats and equipment without physical contact or by using gloves or sanitising gel before and after the check.
- iv. All post competition boat and equipment control will be organised without athlete / ITOs interaction. If needed, the athlete will be called, and athletes will be requested to wear a face mask.
- v. Self-check sessions prior to the competition will be organised under the overview of one volunteer to ensure safety measures:
  - a. Athletes must use hand sanitiser before and after touching any device.
  - b. The volunteer will disinfect devices after each athlete.

## Venue

### **N. Accreditation Centre**

- i. Accreditation will be under a tensile structure or in a ventilated room with an indication of the maximum number present, with a minimum distance of 2m. A one-way system will be in operation and will be clearly marked.
- ii. Accreditation staff will wear a mask and additional PPE if requested by local or national PPE policy.

### **O. Signage on site**

- ii. Signs with basic public health measures of wearing a mask or face covering correctly, social distancing, hand washing and other will be emphasised across all areas.
- iii. The recommended signage will be used (see appendix 1).
- iv. All basic public health measures can be displayed regularly on the videoboard.

### **P. Catering area and lunch services**

- i. Lunch services for National Federations (optional service):
  - It is preferable to suggest that lunch boxes are delivered to each team tent.
  - No common lunch area
- ii. Lunch for all other accredited person:
  - Catering area organised with one-way system.
  - Lunch box
  - It is recommended to avoid as much as possible any communal lunch area

### **Q. Offices, media centre, technical areas and lounges (e.g. ITOs lounge, ICF office)**

The following principles need to be taken into account:

- i. Hand sanitiser will be available at all entry points and within each room. Anyone entering or leaving an office or room must use hand sanitiser.
- ii. The distance between officials at their place of work indoors must be maximised to allow at least 2m between each person.
- iii. The number of officials at each technical area will be reduced to the minimum required. No-one will be allowed to enter a technical area unless required for operation of the event.
- iv. Risk of infection is reduced if there is free airflow through an indoor area. Consider which windows or doors can be kept open. Fire doors must not be kept open.
- v. Disinfectant sprays or wipes must be available in each area to clean equipment such as keyboards, headsets, walkie-talkies regularly and this **MUST** be done between users. Each area will be cleaned regularly throughout the day and this cleaning schedule will be agreed with the technical officers and the HOC.
- vi. Officials should be discouraged from intermingling in enclosed areas and those whose shift has finished, should leave the site wherever possible.

### **R. Cleaning and sanitising**

- i. Regular disinfectant cleaning and sanitising the premises are the fundamental actions that, together with interpersonal distancing, can avoid the spread of the virus.
- ii. The HOC ensures the periodic cleaning, disinfection and sanitising of all the premises and areas affected by the sporting event.
- iii. The HOC will pay particular attention to cleaning the common areas (toilets, change rooms, etc.) and installations like doors, handrails, windows, handles, benches, hangers, taps, sinks, toilets, chairs etc. where the frequency or the possibility of contact is greater.
- iv. All people who are cleaning high risk areas such as toilets must respect local and / or national PPE policy.

### **S. Human resources (e.g. HOC staff, ICF staff, volunteers)**

- i. The number of accredited people, outside of NFs delegation, will be kept to the minimum needed to run the competition and all linked services, to a high level, in a safe environment.
- ii. It is recommended to limit the number of accredited persons not yet vaccinated over 60 or having underlying health conditions.

## *Spectators*

### **T. Public spectators**

- i. The ICF agree to run the competition without spectators.
- ii. If the HOC and local authorities agree to welcome public spectators, they must:
  - Organise the venue and the flow to allow accredited people to not cross public spectators.
  - Organise the public spectator flow and COVID-19 measures in line with the local authorities policy.



## Media

### U. Mixed zone and media operation

- i. The mixed zone will be adapted to allow social distancing.
- ii. The celebration area will be limited to the leader of the event.

## ICF family (ITOs, ICF staff, ICF BoD, ICF providers)

### V. Accommodation

- i. The accommodation needs to be organised in single rooms as much as possible
- ii. Twin rooms can be considered if:
  - a. They usually live together.
  - b. They travel together to the competition.

### W. Transportation

- i. All coaches, buses, minibuses and cars used to transport the ICF Board Members, ICF Officials and all other HOC appointed competition personnel must be operated in accordance with the required 'Social Distancing' and hygiene measures.
- ii. These measures must include a limit on the number of persons to be transported in each respective vehicle. Additionally, seats must be 'closed off' to ensure the required social distancing between each passenger. All occupants of the transport, including the driver, must wear a mask.
- iii. Each vehicle must be cleaned with disinfectant between trips.
- iv. All participants being transported by the Organisers must wear protective face masks throughout the journey and in all public areas in and around their respective hotels. Anyone who does not comply with this regulation will be denied access to the transportation services.
- v. All personnel using the transportation provided by the Organiser must provide their own protective face masks and hand sanitisers.
- vi. The measures detailed above shall be applied for all transportation between hotels and other venues such as the competition venue.

---

## **XI. MANAGEMENT OF THE COMMUNICATION FLOW FOR A COVID-19 POSITIVE TEST DURING THE ACCESS PERIOD**

- i. Should an individual directly involved with any ICF competition test positive for Covid-19, the following procedures will be implemented to assure the communication flow.
- ii. This applies to all accredited person at the competition: athletes, team staff, equipment technicians, ICF providers, ITOs, ICF representative, HOC members.
- iii. Upon receipt of a positive test, the team/individual shall immediately inform the ICF technical manager or ICF Chief Official.
- iv. The ICF technical representative or ICF Chief Official will inform the ICF/HOC coordination group (HOC general manager, HOC technical organiser, HOC Covid19 manager, ICF Chief Official, ICF Technical manager and ICF Media manager) of the situation, who will assess the next steps necessary with the Local health and Sanitary Authorities.
- v. No external communication may be made by the team/individual until the ICF/HOC coordination group has assessed the circumstances and next steps necessary with the local Public Health and Infection Control Authorities.
- vi. Once the assessment has been made and the next steps defined, official information (to be done by ICF media manager) to be sent firstly to the designated contact for the positive case (e.g. team leaders), outlining the intended communication flow.
- vii. The first external information will be made through the ICF Official Communication. It will not contain names of individuals involved, or details. It is meant strictly to inform that a person has tested positive and any necessary next steps involved.
- viii. Should timing be appropriate, and all parties agree, the information can also be communicated by the ICF technical manger to all Team Leaders to facilitate additional communication to the key stakeholder group, namely the athletes.

- ix. Following any announcement to all team Leaders, the ICF Official Communication will still be sent and, if cleared, information about the person involved.
- x. At this time, the teams/individuals may also put out information to the media with more detail about the positive case, if desired.
- xi. Following the Official Communication, the ICF will only answer media inquiries that pertain directly to the competition and any impact on the competition. All health and team-related questions will be referred to the team/individual/group involved.

Please note these guidelines refer only to the external communication of a positive test. Informing the local authorities should follow the government guidelines in place at the time and in the region.

## **XII. MANAGEMENT OF THE COMMUNICATIONS FLOW FOR A COVID-19 POSITIVE TEST AFTER A COMPETITION**

- i. Should an individual directly involved with any ICF competition test positive for Covid-19 on return home the procedures defined in section XI will be implemented to ensure the appropriate communication flow.

## APPENDIX 1 – SIGNAGE / WHO POSTERS

- How to wear a medical mask safely:

[https://www.who.int/images/default-source/health-topics/coronavirus/masks-infographic---final-\(a4---web---rgb\).png?sfvrsn=cb3153cf\\_11](https://www.who.int/images/default-source/health-topics/coronavirus/masks-infographic---final-(a4---web---rgb).png?sfvrsn=cb3153cf_11)

or

<https://healthservice.hse.ie/filelibrary/staff/safe-mask-wear-a4-poster.pdf>

- How to hand wash:

[https://www.who.int/gpsc/5may/How\\_To\\_HandWash\\_Poster.pdf?ua=1](https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1)

- Wearing and removal of PPE:

[https://www.who.int/csr/resources/publications/ppe\\_en.pdf?ua=1](https://www.who.int/csr/resources/publications/ppe_en.pdf?ua=1)

**APPENDIX 2 – PERSONAL HEALTH CHECK INFORMATION FORM**

Name (as shown on passport or ID card)		
National Federation		
Permanent place of residence		
Address during the event		
Mobile Phone Number		
e-mail address		
Countries that you visited or stayed in during the last 14 days		
	<b>NO</b>	<b>YES</b>
<p>Have you had any of the following symptoms during the last 14 days:</p> <ul style="list-style-type: none"> <li>• New or persistent cough</li> <li>• Fever</li> <li>• Loss of sense of taste or smell</li> <li>• Shortness of breath</li> <li>• Headache</li> <li>• Aching muscles beyond that expected in training</li> <li>• Severe fatigue</li> <li>• Loss of appetite/Nausea/vomiting/diarrhoea</li> </ul>		
Have you been in contact with someone with a proven infection with Covid-19?		
Have you been in quarantine during the last 14 days or told to self-isolate?		
Have you tested positive to the PCR (Polymerase chain reaction) test during the last 14 days?		

SIGNATURE and DATE:

## APPENDIX 3 – SIGNED NATIONAL FEDERATIONS WRITTEN DECLARATION

Name (as shown on passport or ID card)	
Team leader for which National Federation	
Phone Number	
e-mail address	
<p>I hereby declare that, as National Federation representative, I will not bring to the competition venue any delegation member having the following symptoms during the training period and competition period:</p> <ul style="list-style-type: none"><li>• New or persistent cough</li><li>• Fever</li><li>• Loss of sense of taste or smell</li><li>• Shortness of breath</li><li>• Headache</li><li>• Aching muscles beyond that expected in training</li><li>• Severe fatigue</li><li>• Loss of appetite/Nausea/vomiting/diarrhoea</li></ul> <p>Furthermore, I declare, as National Federation representative, we accept the COVID-19 protocol for the concerned competition, and we will apply strictly all applicable countermeasures.</p>	

SIGNATURE and DATE: