

# Covid19 Health and Safety protocol

## 2020 ICF CANOE SLALOM WORL CUP (LJUBLJANA-TACEN)

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## I. Introduction

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.

This policy is therefore aimed at reducing the risk of:

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

This Covid19 Health and Safety protocol (SOP C19) will be published 4 weeks prior each competition, subsequent to any decisions as per above. The SOP C19 will be subject to change at short notice, depending on the evolving pandemic situation. A final SOP C19 will be available at the team leaders meeting. Any major changes will be notified electronically to team leaders and National Federations.

## II. Key principles

- **At any time, local or national policy in term of Personal Protective Equipment or any health and safety measures can lead to a quick evolution of this protocol to allow a safe organisation.**
- **All items written in bold letters and red colour are set as a minimum requirement for the ICF.**

### III. Prior to the Championships

#### A. Final decision to hold a competition

- i. The ICF will make a decision regarding the viability of the championships, in terms of the risk posed by the pandemic, four weeks before the event. This 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).
- ii. The ICF will continuously review the situation with the Host National Federation and the HOC. 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).

#### B. Legal requirements – access to the host country

- i. There may be legal requirements imposed, such as a quarantine period on entry to the country or Covid19 testing prior to travel or on arrival.
- ii. This will be guided by governmental and WHO advice or legal requirements and will not be made by the ICF.

#### 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 needs to send to the COVID-19 Manager this risk assessment and Covid19 safety protocol prior to the competition.
- iii. 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. The ICF, the Host National Federation and the Host Organising Committee will try to support the concerned person as much as they can.

#### D. ICF, Host National Federation and Host Organising Committee responsibility

- i. The ICF, the Host National Federation and the Host Organising Committee does not accept any responsibility for Covid19 infection that occurs during or after the competition but will take all advised precautionary measures to reduce the risk of transmission.

## IV. The Covid Manager

**A Covid Manager will be appointed for the competitions by the host National Federation and / or HOC. This person will have training in Health and Safety and will have detailed knowledge of the preventative procedures required to prevent and contain the spread of Covid19.**

**The Covid Manager will be part of the ICF / HOC coordination group.**

**The ICF will add to the daily run sheet a specific venue tour dedicated to COVID 19 countermeasures implementation during the 1<sup>st</sup> day of official training.**

Their role will be as follows:

- Prior to the competition, they coordinate with the HOC staff and host Country NGB to ensure that the venue is compliant with the regulations set out here.
- 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.
- The Covid Manager will have ultimate responsibility and command of the Covid Health and Safety procedures at the Venue.
- The Covid Manager will be informed of any person on the venue site who becomes unwell with suspected Covid. 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.
- Reporting Covid-19-related incidents to the ICF
- Liaison with ICF and relevant local authorities.
- Ensuring that HOC staff are appropriately trained in relation to Covid19.

## V. General technical aspects of Covid19 management at the competition

### A. Failure to comply with the protocol

- i. National teams, including all technical officers, staff and athletes will be expected to comply with this protocol.
- ii. If an individual, or an entire team, does not respect it, the ICF may deny access to the venue to the concerned person/team.

### B. Public spectators

- i. The ICF and HOC agreed to run the competition without general public.
- ii. HOC and local authorities agreed to welcome limited number of invited persons. The venue will be organise on the way that accredited people flow will not cross invited persons flow.
- iii. Organise the invited persons flow and COVID-19 measures in line with the local authorities policy.

### C. Social distancing measures

- i. There will be no opening or closing ceremony
- ii. Gatherings of individuals outside buildings will be limited to 500 people or less (will need to look at host country guidance at the time).
- iii. All persons attending the competition should refrain from close contact such as handshakes and embraces.
- iv. 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.
- v. On each riverbank, small flags or marks may be placed every 2 meters (1 meter with mask) to facilitate social distancing.

#### **D. Personal Protective Equipment (PPE)**

- i. All people who are cleaning high risk areas such as toilets must respect local and / or national PPE policy.
- ii. Fluid-resistant disposable surgical masks will be provided for all ITO's and all technical staff who are required to work indoors or within 2m of another person.
- iii. One mask will be used for each session i.e. one in the morning and one in the afternoon. A mask should also be changed if it becomes wet or soiled in any way
- iv. Information posters from the World Health Organisation will be displayed across all areas to show the correct way to wear and dispose of a mask.
- v. Face masks worn by team members and other participants will be provided by themselves and will conform to WHO recommendations.
- vi. 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. If wished, participants and others can wear a face visor but this must be in addition to a mask.
- vii. Safe disposal of masks and other items of PPE will be arranged by the HOC.

#### **E. Face mask**

- i. **All accredited persons MUST wear a face mask all times when indoors or outside except:**
  - a. **When eating or drinking**
  - b. **Athletes, when they are on the water**
- ii. **Face mask MUST be worn over the mouth and nose.**

#### **F. Daily temperature testing**

- i. The Host National Federation and / or HOC must ensure that daily temperature testing of all accredited people (e.g. NFs delegation members, HOC staff, sub-contractors) is continuously carried out for those entering the competition venue and any other competition venues from the first installation day until and including the final day of competition. See detailed protocol in section VIII-A.

#### **G. Signage on site**

- i. **The basic public health measures of wearing a mask or face covering correctly, social distancing and hand washing will be emphasised across all areas. The recommended WHO signage will be used (see appendix 1).**

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

- i. **All HOC and ICF staff member and volunteers will be briefed on the protocols for a suspect and confirmed patient, on infection prevention and control measures and on where to find more information.**
- ii. The number of accredited people, outside of NFs delegation, will be kept at the minimum needed to run the competition and all linked services, to a high level in a safe environment.

## VI. Access to the host country

The HOC will provide all updated information on the ICF website in a document published on the ICF website:

<https://www.canoeicf.com/canoe-slalom-world-cup/ljubljana-tacen-2020/team-info>

or

<https://slalomtacen.com/covid-19/>

## VII. 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 center. 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 technical representative and destroyed thirty days following the conclusion of the competition.
- iv. **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.**

## VIII. Transportation service (for ITOs, ICF members)

- i. All coaches, buses, minibuses and cars used to transport the Teams, the ICF Board Members, ICF Officials and all other ICF or 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.



## **IX. Precautionary measures inside the venue during access period**

### **A. Entry point and 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  $>38^{\circ}\text{C}$  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.

### **B. 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.

### **C. 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. All technical information will only be available electronically and published in the sport information office.
- iii. Only the Start list will be printed on demand, in a limited number, per National Federation.
- iv. The dedicated WhatsApp group for each competition will be the main information point.

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

- i. The team leaders meeting will be run outdoor with social distancing of 2m.
- ii. All documents will be sent on the WhatsApp group prior to the meeting.

#### **E. Enquiry desk**

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

#### **F. 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. Possibility for teams to put up their own additional tent.
- 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 whose have finished their duty, should leave the competition venue wherever possible. A streaming feed will be available for the whole competition.

#### **G. TVS distribution room**

- 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. The detailed information will be provided in the information Bulletin.

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

- i. The field of play will be open to access 15 minutes before the start of the demonstration runs.
- ii. All demonstration runs will be organised as full length to give athletes and coaches more space.
- iii. All TVS feeds from demonstration runs will available to download.

## **I. 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

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

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

#### **K. 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.

#### **L. Mixed zone and media operation**

- i. The mixed zone will be adapted to allow social distancing.

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

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

#### **N. 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 all times.
- iv. A distance of 2m (1 meter with mask) 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.

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

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

## **P. 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.

## **Q. On Venue Result Room**

- i. The two video judges have been removed for the 2020 season.
- ii. Some positions need to be protected with a plastic shield (e.g. as used in a supermarket)

## **R. ITOs accommodation**

- i. The ITOs accommodation needs to be organised in single rooms as much as possible
- ii. Twin rooms can be considered if:
  - a. ITOs usually live together
  - b. ITOs travel together to the competition
  - c. ITOs come from the same country and agree to share a room

## **X. Management of a sick individual where Covid19 is suspected**

- i. If a person is suspected to be infected on arrival at the entry point, they will be advised to return to their accommodation, isolate and contact their doctor who will need to contact the relevant authority according to local or national guidelines.
- ii. If a person falls ill on the competition venue with symptoms suggestive of Covid19, they will be escorted immediately to an isolation facility, by a member of technical staff wearing full PPE. There will be no interaction with any other person. Their team leader will be informed. A member of the on-site medical team will be advised of the incident and asked to examine the individual (wearing full PPE) and advise on triage, according to the local government guidelines.
- iii. Each section requires a full contact list of their part of the organisation in order to facilitate Track and Trace:
  - a. ICF: staff, ITOs, board members, team leader of participating National Federations, ICF providers.
  - b. Participating National Federations: all members of the delegation
  - c. HOC: HOC staff, accredited VIP, accredited media, volunteers, providers

## **XI. Management of the communications flow for a Covid-19 positive test during the access period**

- i. Should an individual directly involved with any ICF World Cup competition test positive for Covid-19, the following procedures will be implemented to ensure the communication flow.
- ii. This applies to all accredited persons 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 Public Health Authorities.
- v. No external communication may be made by the team/individual until the ICF/HOC coordination group has assessed the circumstances and next step necessary with the Local Public Health Authorities.
- vi. Once the assessment is made and 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 manager 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 be sent. At no point, ever, will details of the infected person be released by the ICF or HOC.
- x. At this time, the teams/individuals may also put out information to the media with more details about the positive case, if desired, whilst maintaining confidentiality of the affected person.
- xi. Following the Official Communication, 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 World Cup competition test positive for Covid-19 on return home the procedures defined in section XI will be implemented to ensure the 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)

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>
Have you had any of the following symptoms during the last 14 days: <ul style="list-style-type: none"> <li>• Cough</li> <li>• Fever</li> <li>• Sore throat</li> <li>• Severe fatigue</li> <li>• Aching muscles or joints</li> <li>• Difficulty breathing</li> <li>• Loss of taste or smell</li> <li>• Headache</li> <li>• Nausea/vomiting</li> <li>• 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>• Cough</li><li>• Fever</li><li>• Sore throat</li><li>• Severe fatigue</li><li>• Aching muscles or joints</li><li>• Difficulty breathing</li><li>• Loss of taste or smell</li><li>• Headache</li><li>• Nausea/vomiting</li><li>• Diarrhoea</li></ul>	

SIGNATURE and DATE: