

# **GUIDELINES FOR ISU EVENTS DURING THE COVID-19 PANDEMIC**

**(mandatory for ISU Championships, ISU Grand Prix of Figure Skating Final, ISU World Cup Speed Skating, ISU World Cup Short Track, ISU World Team Trophy and strongly recommended for all International Competitions, including individual Grand Prix events)**

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## A. INTRODUCTION

During the current Covid-19 pandemic the health and safety of all participants at ISU Events including the athletes, team members, officials, volunteers, service providers, broadcasters, media, and spectators needs to be given additional attention.

These ISU Guidelines describe the **minimum** sanitary measures that must be put in place to host an ISU Event during the COVID-19 pandemic.

These Guidelines do not, in any case, supersede additional requirements established by the National or Local Public Health Authorities of the hosting country which must be implemented in full, in particular regarding the physical distancing, hereby a minimum of 1,5 meters, but which may vary from country to country and the number of people allowed by square meter.

The instructions and sanitary requirements outlined in this document will be continuously updated, as necessary, and every accredited person needs to fully comply with the respective policy and any additional instructions given by the ISU Event Coordination Team and/or ISU Medical Commission Member onsite.

All accredited persons are required to stay within the official Event locations only (Ice Rink, Hotel, Official Transportation).

The number of accreditations by Team, for the Organizing Committee, including volunteers, of Officials and the representatives of the ISU are to be held at a minimum. Sport specific details for Speed Skating/Short Track and Figure Skating are described in the sport specific annexes.

## B. PRE-CONDITIONS ON CONDUCTING ISU EVENT

The following steps/criteria must be fulfilled in order to conduct an ISU Event:

1. A Health Plan for competition must be established in cooperation with the ISU and, if so required by national law, approved by local Public Health Authorities. Close cooperation between OC and Local Public Health Authorities is required
2. OC and ISU must know the follow up protocol for
  - a. A person with symptoms.
  - b. A person with a positive test.
  - c. The consequences to others at the competition for both a) and b).
  - d. The mandatory ability to test, trace, treat.
  - e. Whom to contact as the designated experienced person who is responsible for monitoring cases and who covers the costs of the testing and tracing.
3. OC and all Event attendees must fully comply with the ISU Covid-19 Event Guidelines.
4. Event attendees must sign a special ISU waiver.

In addition, it is strongly recommended that every Event participant shall be tested regularly in his/her home country, and latest 3 days (72h) before travelling to/serving at an Event.

## C. RISK ASSESSMENT

The OC and all Event attendees must make themselves familiar with the following WHO publication:

[Key planning recommendations for mass gatherings in the context of the current covid-19 outbreak](#)

Additionally, the ISU has developed a Risk Assessment tool based on the WHO guideline, which shall be used by any potential organizer. The documents (*General Information and Assessment Tools for Skaters return to Sport, Training & Competition* and *Risk Assessment Table*) can be found as appendix.

## D. COVID-19 CONTACT PERSON

The Organizing Committee must nominate a **COVID-19 Responsible Manager** who will be the liaison between the Public Authorities and the OC. The contact information needs to be provided to the ISU.

The ISU contact person on-site for COVID-19 matters is the **ISU Event Coordinator**.

The ISU contact person and OC COVID-19 Responsible Manager will liaise for all issues linked to these Guidelines and any outcomes related to COVID-19.

## E. GENERAL RESTRICTIONS

### 1. Hygienic Measures

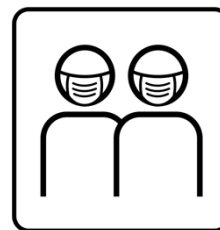
Every accredited person must follow the basic principle as shown below.



Wash your hands thoroughly.



Cough and sneeze into a tissue or the crook of your arm.



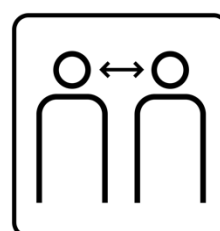
Wear a mask



Avoid shaking hands, hugging or kissing



Stay at home if you experience symptoms.



Keep your distance

#### **Please note:**

Any shared items/equipment/tools shall not be used, if possible. If shared use cannot be avoided, the user must disinfect the hands before and after usage and disinfect the item/equipment/tool afterwards.

Attention shall be paid to frequently touched objects, such as door handles, keyboards, mobile phones and hard surfaces, such as tables, working places, sinks, toilets. These objects shall be disinfected regularly.

The Organizers must provide sufficient hand sanitizers (hand-gel or similar based solutions as per WHO requirements) at multiple locations at all official Event locations (Ice Rink(s), Official Transportation, Official Hotel(s)) and review their waste management and cleaning plan.

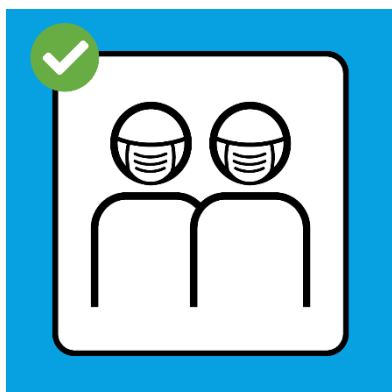
Doors of offices and rooms shall be kept open, if possible, and rooms shall regularly be aired and ventilated with fresh air. The air conditioning in all official locations shall be checked whether special filters needs to be implemented.

Paper towels and liquid soaps must be provided in the bathrooms instead of hand soap bars and ventilation hand-dryers.

Athletes shall bring their own water bottle but must be reminded not to touch the water-outlet when refilling the bottle.

## 2. Masks / Face-Nose Protection

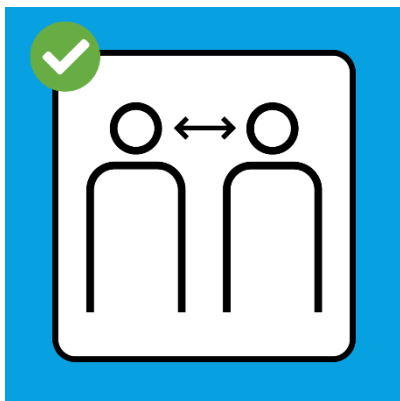
Every accredited person **MUST** wear a mask / mouth-face nose protection at any time in the official Event locations, which includes:



- Ice Rink(s)
- Official Transportation
- Official Hotel(s).

Exceptions to wearing a mask / mouth-face nose protection is outlined in the sport-specific appendices. During the time when not wearing the mask, it must be protected in a separate container/bag (e.g. sandwich Ziploc bag) which protects the mask from contact with other surfaces. Worn masks shall regularly be changed with new ones (or washed in case of multi-used mask).

## 3. Physical Distancing



A physical distancing of minimum 1,5 meters must be respected at all times (except trainings and competitions).

Keep your distance

## 4. Hub/Bubble Concept

A hub or bubble concept must be set up in order to create the safest environment for all participants. The hub or bubble concept will require participants to remain in a strict designated zone consisting of the official hotel and the ice rink, participants will not be allowed to leave that safe zone to avoid creating a safety breach. Detailed information about the hub or bubble concept at each ISU Event will be worked out with the hosting ISU Member and the National and Local Public Health Authorities to respect the local regulations and requirements.

## 5. Social Events

Until further notice, the following social events must NOT be held during ISU Events:

- Opening Reception(s)
- ISU Officials & Judges Dinner
- Closing Banquet
- Hospitality area at the hotel
- Organized Excursions (tours).

## 6. Sanitary / Disinfection Team

The Organizing Committee shall form a team who takes care of the cleaning and disinfection plan.

The following shall be implemented:

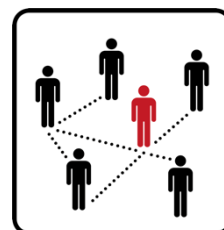
- Daily briefings
- Checklist for locations/items to be established and shared with ISU Event Coordination Team and/or ISU Medical Commission member daily
- Clean high touch areas frequently throughout the day and the general used facility areas twice a day. Individual working or sitting areas shall be cleaned before and after each individual usage by the individual.

## 7. Event Information Package for Covid-19

The Organizing Committee must provide an information package regarding their Covid-19 measures for the Event with all necessary information. This information package must be shared with all Event attendees (e.g. Teams, Officials, Media, Volunteers, Guests, Service Providers, Spectators, Sponsors, etc) prior to arrival to the Event.

The contact information of the OC appointed Covid-19 responsible Manager needs to be included in the information package as well as the plan how to protect the Event from Covid-19. Information about arrival procedures and restrictions must be included in the information package and the OC must include the protocol (action plan) if a person has symptoms, testing capabilities, a positive test and/or what the consequences of both would be.

If a "Tracing-App" is available within the host country, the Event participants shall be made aware of it, informed where to download the App and offered help in case of need. The information shall be included in the information package.





## F. OFFICIAL TRANSPORTATION

The following must be implemented (Event Shuttle, Airport pick-up/drop-off):

- Persons boarding the Event shuttle or bus, must wear a mask (signage on bus shall indicate this).
- Allow an empty seat next to a person (unless part of the same team that has trained and isolated together).
- In addition to the mask, the bus driver shall wear gloves when (un)loading luggage.
- Event Shuttle: access control mandatory at all stops.
- Hand sanitizer on bus entrance/exit.

## G. ACCREDITATION

- Medical Checkpoint must be arranged prior to entering the accreditation office/procedure.
  - Every person to be accredited or collect a pre-prepared accreditation card, **MUST** proceed to the Medical Checkpoint before receiving accreditation. The Organizing Committee must arrange a separate area prior to the Accreditation Room for the Medical Checkpoint including a few seating possibilities.
  - Only after successfully passing the Medical Check, a person can proceed to the Accreditation Room.
  - If doubts on the result of the Medical Check occur, the Organizing Committee and ISU Event Coordination Team must be immediately informed and the person must be brought to the Isolation Room for the next steps to be advised by the public authorities.
- Accreditation shall only be provided to those persons who have completed the health questionnaire, signed a waiver and at the time of accreditation have NO signs or symptoms of illness.
- Access and number of persons entering the Accreditation Office shall be regulated depending on the size of the room.
- All accreditation cards must be prepared prior the arrival of the participants, if possible. Distribution and procedure of the accreditation is outlined in the sport-specific appendix.
- For each new or additional accreditation, the ISU Event Coordinator shall be contacted for authorization.



## H. AT THE VENUE

- Equipment owned by the facility shall be maintained, sanitized and disinfected by the facility owner/personnel.
- Physical distancing signage at entrance and throughout facility for recommendations on self-protection, distancing, hand washing and coughing etiquette shall be posted in the venue.
- Clearly identify entrance and exit doors and flow through facility.
- Post physical distancing markings on floor/surface at entrance.
- All spaces within the venue must be organized in a way that physical distancing can be respected.
- Close off areas as needed to maintain physical distancing.
- In all the key accredited zones (athletes' area, VIP, media, working spaces, FOP, infield for Speed Skating), alcohol-based hand sanitizers must be provided.
- Room doors and windows must remain open if possible to create fresh air ventilation.
- Participants shall follow all signage and directions for parking, arrival, entry and exit for the facility, flow through the building, warm-up areas and training area (ice).
- An Isolation Room must be available at the rink, as near as possible to the entrance for teams. If possible, the Isolation Room shall have a separate exit from the arena to make the isolation more effective. For spectators, if applicable, another Isolation Room/Space must be guaranteed by the OC.
- When sitting on the tribune, keep the required distance from each other unless living in the same household.

### 1. Body Temperature Check

The OC must arrange daily body temperature checks with contactless thermometers for all accredited persons, unless otherwise instructed by the ISU Event Coordination Team and/or an ISU Medical Commission member.

Temperature checks must be done at the Team Entrance of the ice rink(s) for every accredited person who is allowed to enter the building from that entrance. The OC is recommended to have 3-4 stations at the entrance to take the temperature. If the Team Entrance does not offer enough space, a tent shall be put up at the Team Entrance. In case of waiting lines, ground markings shall be applied to help keep the required distance.

Body temperature checks must also be done at the Media and Spectator Entrances to the Ice Rink.

Specific information about the body temperature will come from the ISU Medical Commission prior to the Event.

## **2. Skating Lounge (Athletes' Lounge)**

- Physical distancing shall be respected in the lounge.
- It is advised not to have furniture (seats/tables) in the lounge to avoid having guests staying in the room for too long.
- Use of masks is mandatory in the lounge.
- For any food service, lunch packets or “grab and go” food is mandatory. If a buffet is proposed, an OC Staff Member shall serve the food as no self-service will be allowed.
- Personnel to hand out cutlery and dishes if needed.
- The time spent in the Skating Lounge must be kept to a minimum.

## **3. Function Rooms**

All Function Rooms shall be large enough to maintain physical distancing.

- Hand sanitizer or sink with liquid soap must be available in every room.
- Tables and chairs shall be placed in a way to guarantee physical distancing between work spaces.
- Catering (if any): The OC shall provide individual drinks and snack boxes for each official, depending on the duration of the Event, instead of open buffet in the Function Rooms. The details and time planning shall be discussed with the ISU Event Coordination Team on site. Officials shall be advised to take their own water bottle/thermos with them.

## **4. Medical Rooms**

- The Medical and First Aid Room shall be defined and controlled based on the protocol established by the Chief Medical Officer of the Organizing Committee.
- This protocol must comply with the local Public Health Authority regulations.

## **5. Doping Control Station**

- The protocol for the Doping Control Station is defined by the ISU Medical Commission in compliance with WADA COVID-19 Guidelines.

## **6. Media, Press Centre and Press Conference Room**

- Media accreditation shall be prepared in advance.

- The media representatives must go through the same health screening process as the rest of the accredited groups.
- Masks/mouth-nose face protection must always be worn in the Press Centre, Press Conference Room, Photo Positions and Mixed Zone.
- Accredited media representatives must be limited in numbers, taking into account physical distancing and the available space.
- The Media/Press Centre and Press Conference Room must be prepared with at least 1,5 meters between the seats and neighboring rows of seats.
- In the Draw & Press Conference Room, the setup of chairs must respect the appropriate physical distancing requirements. This also includes the head table.

## 7. Mixed Zone

- A clear delimitation must be drawn on the floor between the backdrop and the press barrier, so that Skaters always stay at least 1,5 meters away from media representatives. Different microphones must be used, one for the journalist and one for the Skater. The Skater's microphone shall be cleaned and sanitized after each interview.
- Same principle must apply in case of one-by-one interviews.
- Clear signage indicating the obligation to wear mask/mouth-nose face protection must be placed at the entrance of the Mixed Zone.

## 8. Field of Play

- The field of play is the whole area surrounding the ice rink, including the whole infield in Speed Skating.
- Waiting areas must be clearly identified with signage and floor markings near entrances to the ice.
- Supplemental field of play accreditation may be used to limit the number of persons having access to the field of play area.

Specific areas are explained in Sport Specific Annex.

## 9. Training

- Physical distancing between athletes and training groups shall be respected during resting times.
- Physical distancing between athletes shall be respected during warm-up / training as best as possible.
- Coaches shall wear face masks and respect physical distancing with other people when being in the same area.

- For weight room training, if applicable, the maximum number of persons allowed at the same time shall respect the local rules (based on the size of the weight room) and physical distancing of at least 1,5 meters (2 m recommended especially with increased respirations) shall apply.

Specific training details are indicated in the Sport Specific Annex.

## I. MEETINGS

### 1. Team Leaders Meeting

- Only one (1) Team Leader (or assistant) per participating ISU Member shall attend this meeting if the meeting will not be done virtually.
- The room must be prepared with at least 1,5 meters between the seats and rows of seats.
- Masks / Mouth-Nose Coverings are mandatory for all attendees.

Other Sport Specific meetings will be described in the Sport Specific Annex.

### 2. Medical Meeting

- The room must be prepared with at least 1,5 meters between the seats and rows of seats.
- In addition to the Medical Agenda, the Covid-19 guidelines and details shall be illustrated by the OC Chief Medical Officer and an ISU Representative, if present.

### 3. Event-Related Meetings

If catering is provided in the meeting room: NO self-service is allowed. Before the meeting a water bottle shall be placed at each seat. If snacks are provided, they have to be offered in individual snack boxes.

### 4. Non-Event Related Meetings

Non-event Related Meetings should not be held at an ISU Event to avoid having too many additional people accredited, which is contradictory to the policy of limiting the number of Event Attendees.

## J. HOTEL / ACCOMMODATION

Event Participants (incl. ISU Officials/Delegates) shall avoid using the gym, pool or any other offered hotel facility which are commonly used by other guests. If the hotel has no other guests than those associated with the competition and those are to be used, all hygienic measures must be carefully followed. It is strictly forbidden to use training bikes in the hotel corridors.

### 1. Rooming

The policy on sharing hotel rooms will follow the existing ISU principles, but is ultimately the responsibility of the respective Team and Organizer.

### 2. Check-in

Every person must fully comply with the policy set up by the local public authorities and the hotel. Ideally, check-in for accredited people is separated from regular hotel guests (if applicable).

### 3. Dining Room / Restaurant

The Official Dining Room must have an access control not only to check for meal vouchers, but also to observe the number of people in the room. Depending on the size of the dining room, a limited number of people can be provided access at once to avoid overcrowding. An option for the OC could be to seat the guests. If possible, the OC could keep track on the current number of people inside the dining room and make the numbers accessible to the Event Participants (e.g. through a website for the Event Participants only or on the ISU Event App). That would help people to see when the dining room is full or seats available and might help to avoid waiting lines in front of the dining room.

Additional setup to be included:

- In case of Buffet: **NO** self-service; OC or Hotel personnel must hand out the food from the buffet to the guests with keeping the distance
- Drinks: **NO** self-service; OC or Hotel personnel must hand out drinks (either served at the table or at a drink station)
- Personnel to hand out cutlery and dishes
- In order to keep distances: reduce number of chairs at the table. Moving chairs would not be permitted (provide signs to keep the seating configuration by the Hotel/OC)
- Team (those training together prior to arrival) tables shall be arranged and respected by teams at all times
- A mask / face-nose protection must be worn when entering/leaving the dining room. No mask / face-nose protection shall be put on the table while eating
- The time spent in the dining room shall be kept to a minimum
- After a person leaves the table, the OC/Hotel shall clean it
- Any additional Hotel policy shall be observed.

#### **4. Isolation Room**

- The Organizing Committee must keep a room for the purpose of an isolation.

### **K. CEREMONIES**

#### **1. Opening Ceremony**

- Opening ceremonies on ice can be held if all sanitary requirements are respected. Such option must be agreed upon between the hosting ISU Member and the ISU on a case by case basis.

#### **2. Award Ceremony**

- Award ceremonies, on ice or off ice, shall respect the physical distancing of 1,5 meters.
- No hand shaking or hugs between the medalists and / or award presenters are allowed.
- Medals are presented on a plate by the ISU Representative or other delegate. The Skater must put the medal around his/her neck by himself/herself.
- The same procedure shall be followed for flowers presentation.
- A reduced number of people shall be planned for the Medal Ceremonies.
- Skaters shall stay on their individual podium platform until the ceremony is over.
- All arrangements for award ceremonies and podium set-up must be discussed and approved by the ISU Event Coordinator.

### **L. VOLUNTEERS**

Volunteers must go through the medical check and accreditation procedure as Teams, Officials and Media will have to do. The Organizers shall arrange a separate distribution for the volunteers' accreditation cards and shall not use the official accreditation station during the main arrival days for Event participants. The required documents (e.g. medical health questionnaire, waiver, etc.) must be completed by each volunteer.

At the venue, volunteers must always wear a mask / face-nose protection and must be briefed on all hygienic measurements by the Organizers.



## **M. POLICY OF REPORTING AND ACTION PLAN IN CASE OF PARTICIPANT'S ILLNESS**

The Organizing Committee must work out an action plan with the public health authority and share the information with the ISU Medical Department, the ISU Event Coordination Team and ISU Medical Commission member onsite prior to the Event.

The Organizer and its appointed Covid-19 responsible Manager must have a direct contact to the public health authorities to help teams and other participants as quickly as possible to get the medical testing and care if needed, Covid-19 testing.

The Organizing Committee must work out a policy of reporting and explain the action plan from the public health authorities what will be done and how to behave in case an Event Participant (any accredited person) shows symptoms. This policy and plan must be clearly communicated to all Event Participants.

If an Event Participant experiences Covid-19 symptoms, or feels otherwise ill with related symptoms, he / she must inform the Team Leader of the respective team, or the supervisor of the respective service provider (media, volunteers, etc..) immediately. The Team Leader or any member of the team, the supervisor of the service provider must immediately inform the OC Covid-19 responsible Manager and / or local medical care. If a Team Leader or supervisor is not available, the OC Covid-19 responsible Manager or the ISU Event Coordination must be informed without delay. The respective person shall be brought into the Isolation Room and the follow up procedure shall be given by the local health authority.

The Organizer and the ISU will work on a common communication strategy for the situation of a positive Covid-19 case. Discretion and respecting the privacy of the respective person(s) is priority as well as informing the remaining Event Participants internally on the situation.

## **N. SANCTIONS**

If any member of the OC or any other Event Attendee does not follow these Guidelines, their accreditation card will be removed by the ISU Event Coordinator or the OC, they will be required to leave the venue immediately. In addition, violations of these Guidelines are subject to disciplinary proceedings and sanctions according to Article 25 ISU Constitution.