



ICF CSP PROTOCOL GUIDE
September 2021

COVID-19

INTRODUCTION

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 purpose of this document is reducing the risk of:

- Infected individuals attending the competition
- Infected individuals transmitting the disease to others

KEY PRINCIPLES

1. 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.
2. Negative test prior the access to a competition venue
3. Intermediate test
4. Capacity of testing at the venue in case of emergency
5. Test, Trace and Isolate during competition access period
6. Departure test
7. ICF recommendations for accommodation / meals management
8. Vaccination

PRIOR TO THE ACCESS PERIOD

Final decision to run the competition

The ICF continuously review the situation with the Host National Federation (HNF) and the Host Organising Committee (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).

Access to the host country

Legal requirements may be imposed, such as a COVID-19 testing prior or on arrival. This will be guided by Governmental and WHO advice or legal requirements and will not be made by the ICF.

The HOC will provide all updated information in a document published on the ICF website: <https://www.canoeicf.com>

Accreditation Centre

Accreditation will be with an indication of the maximum number present, with a minimum distance between people of 1.5m. A one-way system will be in operation and will be clearly marked.

Accreditation staff will wear masks and additional PPE if requested by local or national PPE policy.

Access to the competition

All National Team Members, Officials, ICF Personnel, Members of the HOC will be required to provide minimum the following in order to be accredited:

- A negative PCR test done not earlier than 72h prior. (the results is recommended to be sent electronically to the HOC prior the arrival and the originals to be provided during the accreditation for final approval);
- PERSONAL HEALTH CHECK INFORMATION FORM in English language. The template in appendix 2.

Vaccination

The ICF recommends to all accredited people to be vaccinated.

However, the vaccination will not remove any ICF countermeasures. Vaccination doesn't eliminate virus transmission.

Participating National Federations

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.

Each Participating National Federation is responsible for all costs (including medications) 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 HNF and the HOC will try to support the concerned person as much as they can.

ICF responsibility

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.

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.

Host National Federation and Host Organising Committee responsibility

The HNF and HOC will respect all the recommendation and obligations imposed by their Government and local authorities to reduce the risk of transmission.

They do not accept any responsibility for COVID-19 infection that occurs before, during or after the competition.

A COVID-19 Manager will be appointed for the competitions by the 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 COVID-19.

His/her role will be as follows:

- The COVID-19 Manager will have ultimate responsibility and command of the COVID-19 Health and Safety procedures at the Venue.
- Prior to the competition to ensure that the venue is compliant with the regulations set out here.
- Ensure that HOC staff is appropriately trained in relation to COVID-19.
- Coordinate and verify compliance at the venue with the provisions and protocols set out within this document during preparation, training and competition days.
- Liaise with ICF and relevant local authorities.
- Report COVID-19 related incidents to the ICF
- The COVID-19 Manager will be informed of any person on the venue site who becomes unwell with suspected COVID-19. He/she 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.

Transportation service

All 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. 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 masks. For constituted groups (e.g., couple, people traveling together), social distancing is not mandatory.

Each vehicle must be cleaned with disinfectant between trips.

ITOs accommodation

The ITOs accommodation needs to be organised in single rooms as much as possible.

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.

PRECAUTIONARY MEASURES INSIDE THE VENUE DURING THE ACCESS PERIOD

Entry points of athletes' area

At each Entry point the body temperature will be measured of every person entering. People with a temperature above 38°C will not be allowed access. They will be reported to the COVID-19 Manager.

Face mask

All accredited persons MUST wear a face mask indoor and outdoor (dry land) except when eat, drink or exercise (dry land warm-up, warm-down and recovery from race). The face masks MUST be worn over the mouth and nose.

Hand sanitisers

Alcohol-based hand sanitiser will be available at multiple locations around athletes' area, finish tower and other places such as at the entry points of the athletes' area, each building and room, boatsheds, team rooms/tents, dining area, sanitary facilities, etc.

Social distance measures

Social distance should be kept all the time. The recommended minimum distance between people is 1.5m for indoor area and 1m for outdoor area.

All persons attending the competition should avoid close contact such as handshakes and embraces.

If there are planned opening or closing ceremonies, they should be planned without participation of athletes, NFs and ICF members.

Cleaning and sanitising

Regular disinfectant cleaning and sanitising the premises are the fundamental actions that, together with interpersonal distancing, can avoid the spread of the virus.

The HOC ensures the periodic cleaning, disinfection and sanitising of all the premises and areas affected by the sporting event.

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.

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.

Personal Protective Equipment (PPE)

- Masks will be provided for all ITO's and all technical staff who are required to work indoor or within 2m of another person.
- There should be provided one mask per person for each session (one for the morning and one for the afternoon sessions).
- Spare masks for replacement will be available at any time.
- Face masks for the team members and other participants should be provided by themselves and must conform to WHO and host Government recommendations and rules.

Contact lists

Each section requires a full contact list of their part of the organisation in order to facilitate Track and Trace if needed:

- a. ICF: staff, ITOs, board members, team leaders of participating National Federations, ICF providers.
- b. Participating National Federations: all members of their delegations.
- c. HOC: HOC staff, accredited VIP, accredited media, volunteers, providers.

Close Contacts

Close contacts are those who have prolonged contact (for 15 minutes or more) with a person who has a confirmed positive COVID-19 test, within one meter, without wearing a face mask. This is particularly applicable when such contact happens in enclosed spaces such as hotel rooms or vehicles.

External providers

Anyone participating as an external employee (cleaning staff, food handlers, drivers etc.) must wear a face mask and gloves.

Medical services and COVID-19 tests

- A medical team will be present at the regatta course doing every-day checks.
- A COVID-19 laboratory/collection centre will be present at the course.
- A PCR test on a regular basis will be done for all accredited people staying longer than five (5) days during the access period. (ICF covers that cost)
- Timeline to agree depending on the duration of the access period and stay period.

Compulsory COVID-19 testing schedule with no positive cases

For people arriving from 14.09 – one test on Wednesday 15.09. For people arriving between 11-13.09 they will need to perform 2 tests (one on 13th and one on 15th September).

*in case of positive cases, additional testing will be performed as explained in this document

- Presence of first aid and medical services, including designated medical providers who are able to triage and refer suspected cases for COVID-19 testing throughout the duration of the event.
- At any time ICF can decide to launch a series of tests in case of suspicion and / or positive test.
- Anybody in close contact with the positive person will be tested.
- Any team member of the positive person will be tested.
- PCR test for the concerned person and likely infected persons.
- PCR for the contact case based on health authorities' requirements for wider population.
- Mandatory departure tests for accredited people who will travel directly to another ICF competition or returning home where a negative test is required. (Paid by individuals or their NF)
- Non-mandatory departure tests when an accredited person is returning home or travelling to a place where a negative test is not required. (Paid by individuals or their NF)

Signage on site

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. The recommended signage will be used (see appendix 1).

Team Leaders meeting

The team leaders meeting will be run as a videoconference.

Sport information office

All technical information will be available electronically and published at the information boards. No paper copies to be provided to the TLs.

Info desk

The people at the Info desk will be protected with a plastic shield (e.g. as used in a supermarket).

Athlete village

- Where is possible each National Team will be allocated an area for their team that will be separated from other team areas with greater distance.
- Possibility for teams to place their own tent.
- Hand sanitiser will be made available for the athlete area, but team members **MUST** also provide their own hand sanitiser and disinfectant wipes.
- Toilet facilities for teams will be cleaned on an hourly basis.

Pontoons for embarkation and disembarkation

Pontoons will be disinfected at regular intervals (at least twice a day).

- Only athletes will be allowed on the pontoons.
- Paracanoe athletes can be accompanied by the coach who is obliged to wear a mask.
- Spacing must be respected while waiting for embarkation and disembarkation.

Boat and equipment control

First boat control is a self-check.

Second boat control procedure will be:

- Boats will arrive at designated areas for each boat (not on top of each-other).

- Volunteers will take the boats with no physical contact with the athletes and their paddles.
- Athletes will be given masks if they wish.
- During the boat control athletes must stay at the designated areas on the pontoon.
- After the boat control the volunteers will return the boats to the pontoon.
- The volunteers and the ITOs must wear masks and check the boats and equipment without physical contact where possible or by using gloves.

Mixed zone and media operation

The mixed zone will be adapted to allow social distancing.

Award Ceremony

- The awards ceremony will take place in an area in which only the awarded athletes and at the most one companion with a face mask will enter.
- Masks will be always worn by all participants.
- 1m distance will be maintained between all participants.
- Medals will be disinfected prior to the ceremony then placed on a tray.
- The medal presenter will use hand sanitiser before the start of the award ceremony.
- Each athlete will take the medal from the presenter and place it around their own neck.
- There will be no handshakes, hugs or embraces.

Catering area and lunch services

Lunch services for National Federations:

- a. It is preferable to suggest that lunch boxes are delivered to each team.
- b. No common lunch area

Lunch for all other accredited person:

- a. Catering area organised with one-way system OR
- b. Lunch box

Car park for National Federations

A dedicated area will be identified and not accessible to the public.

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

The following principles need to be considered:

- 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.
- The distance between officials at their place of work indoors must be minimum 1.5m.
- 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.
- Risk of infection is reduced if there is free airflow through an indoor area. Consider which windows or doors can be kept open.
- 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.

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 does not respect it, the relevant NF or organisation (ICF, HOC, Partner company, etc.) will be penalised with 200€ fine (per person).
- If multiple penalties per one NF, or an entire team does not respect the protocol, the ICF/HOC **may deny access** to the venue to the concerned person/team.

Grandstand

- The competition will be organised with/without or reduced number of public spectators based on the current Government rules and regulations.
- A separate part of the stands will be provided for the participants.

MANAGEMENT OF A SICK INDIVIDUAL WHERE COVID19 IS SUSPECTED

- If a person is suspected to be infected on arrival at the entry point, he/she will be reported to the COVID-19 Manager. An antigen test must be done. If positive a PCR test to be done and will be return to their accommodation. If positive he/she, will be isolated and must follow the directions of the relevant authority according to local or national guidelines.
- If a person falls ill on the competition venue with symptoms suggestive of COVID-19, they will be escorted immediately to an isolation facility, by a member of technical staff. There will be no interaction with any other person. Their team leader and the COVID-19 Manager will be informed. The COVID-19 Manager will examine the individual and advise on triage, according to the local government guidelines. An antigen test must be done. If positive a PCR test to be done and will be returned to their accommodation. If positive, he/she will be isolated and must follow the directions of the relevant authority according to local or national guidelines.

In case of positive test or suspicion:

A clear process for each group will be defined.

- NFs members:
 - ✓ One case in a team, immediate isolation for the whole team.
 - ✓ Assessment of needed actions with local health authorities & ICF medical committee representative.
 - ✓ All members must be tested and if negative, athletes can compete but will be restricted to minimal movements (special bubble for contact people with negative tests)
 - ✓ If three (3) or more positive case in one team, the whole team will be isolated and quarantined.
- Other people from ICF, HOC, ITOs, Media, security, volunteers:
 - ✓ Immediate isolation and testing for all contact people.
 - ✓ Assessment of needed actions with local health authorities & ICF medical committee representative.

- ✓ If negative result, they can operate but will be restricted to minimal movements.

All expenses for isolation or needed quarantine must be paid by the concerned entity.

Management of the communications flow for a covid-19 positive test during the access period

Should an individual directly involved with any ICF World Cup competition tests positive for Covid-19, the following procedures will be implemented to ensure the communication flow. This applies to all accredited person at the competition: athletes, team staff, equipment technicians, ICF providers, ITOs, ICF representative, HOC members, etc.

- Upon receipt of a positive test, the team/individual shall immediately inform the Covid-19 Manager.
- The Covid-19 Manager will inform the ICF/HOC coordination group (HOC general manager, HOC technical organiser, 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.
- 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.
- Once the assessment is made and next steps define, 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.
- 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.
- Should timing be appropriate, and all parties agree, the information can also be communicated by the ICF to all Team Leaders to facilitate additional communication to the key stakeholder group, namely the athletes.
- 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.

- At this time, the teams/individuals may also put out information to the media with more detail about the positive case, if desired, whilst maintaining confidentiality of the affected person.
- 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.

APPENDIX 1 – SIGNAGE / POSTERS

- How to wear a medical mask safely

<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

- Wearing and removal of PPE

https://www.who.int/csr/resources/publications/ppe_en.pdf?ua=1%2021%20of23

- Instructions for participants:

- 📌 Wear a mask indoor and where is possible outdoor!
- 📌 Wear a face mask while travelling on shuttle buses and avoid public transport!
- 📌 Maintain a distance of 1.5-2m from other people!
- 📌 Avoid close contacts such as handshakes and hugging!
- 📌 Avoid touching your eyes, mouth and nose with hands!
- 📌 Wash your hands often with soap and water and use an alcohol-based hand sanitiser!
- 📌 Clean items that can be touched by other people!
- 📌 Do not share personal items such as towels, water bottles, etc. with others!
- 📌 Frequently ventilate indoor spaces!
- 📌 When coughing or sneezing, cover your mouth and nose with tissue! If you don't have a tissue, cough or sneeze into your elbow - sleeve (not your hands).
- 📌 If you have persistent fever, cough or difficulty in breathing, put on a mask and go to a health clinic!
- 📌 Avoid contact with sick people, including avoiding close contact with those suffering from acute respiratory infections!

APPENDIX 2 - PERSONAL HEALTH CHECK INFORMATION FORM

Name <i>(As shown on passport or ID card)</i>		
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		
	NO	YES
Have you had any of the following symptoms during the last 14 days: <ul style="list-style-type: none"> • Cough • Fever • Sore throat • Severe fatigue • Aching muscles or joints • Difficulty breathing • Loss of taste or smell • Headache • Nausea/vomiting • Diarrhoea 		
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: