



## Covid-19 Pandemic – Return to Staging Regattas

### Event Staging Guidance and Requirements for Event Organisers and Member Federations

**Version 3** March 2021

World Rowing Events Team and Sports Medicine Commission.

Thanks to the International Triathlon Union for allowing us to utilise much of their advice.

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### Summary of Updates to Guidance (version 2 160920)

Section	Summary of Changes
3. WHO Guidance	Added link to online Risk Assessment Tool
4.f. Temperature Checks	Updated recommendation due to accuracy in outdoor conditions.
9.h. Venue Facilities	Added recommendations on drinking water taps
10. Accreditation	Added recommendation for Photos/ID on accreditation card
11. Social Activities	Updated to reflect opening ceremonies/nations dinners going ahead.
14. Media/Mixed Zone	Added clarification on if Mixed Zones are required by TV production and recommendations for safe operation.
16.c. Accommodation	Added recommendation on catering in the hotels regarding buffet etiquette
16.d. TM Meeting	Updated to reflect physical TM Meetings & Draws happening
18. Victory Ceremony	Updated to include new “option C” for a contactless Victory Ceremony
New19. Post Event	Added procedure for post-event reporting in case of positive case.

### Summary of Updates to Guidance (version 3, March 2021).

All updates are indicated in **yellow highlight**.

Section	Summary of Changes
New Summary	Included summary of key requirements and recommendation.
6. Medical Provisions / Recommendations	Template documents for OCs have been produced and distributed.
7. Risk Communication	Change from “Crisis Communications” to “covid-19 response management plan”
10. Accreditation	Deleted requirement for photo on accreditation card
11. Social Activities	Change from recommendation to requirement for OC
13. Spectators	Added “if spectators are permitted”
16. Team Services	Added section on Ice Baths. Added clarification on Massage Area Added section on Changing Rooms, Toilets and Showers,
Appendix 3. WR Response Plan Templates	Included Template Response Plans for World Rowing Event OCs
New Appendix 4.	Added example role description for OC Covid Officers.
Throughout	Changed from “FISA” to “World Rowing”

## Summary of Return to Regattas Guidance for all accredited people.

### **Requirements:**

1. Follow all local public health regulations and guidance in place at the time of travel and during the event.
2. Adhere to the OC COVID-19 Response Plan at all times.
3. At the regatta venue, hotels and on the transport service:
  - a. Keep appropriate physical distance.
  - b. Wear a mask covering mouth and nose, changing masks regularly.
  - c. Regular hand washing & sanitization.
4. No physical meetings, social events or functions to be held during an event (e.g. Team Manager Meeting, Nations Dinner)

### **Recommendations:**

1. Reduce the number of people travelling to an event, where possible.
2. Daily health checks/monitoring for symptoms within teams and groups.
3. Limit contact with new/different groups (e.g. cross over of teams, interaction between non-accredited and accredited groups).

## 1. General

In light of the covid-19 global pandemic, **World Rowing** has created this guidance document in order to provide support and guidance for all organisers and participants of rowing events worldwide during 2020.

World Rowing is following the recommendations from the World Health Organisation (WHO) and respects the guidance and recommendations of the applicable Local and National Health authorities for the event location on this matter.

The IOC has advised that during the evolving COVID-19 outbreak, effective protection of the health and safety of athletes must remain a priority. Under the IOC regulations, event organisers must ensure all athletes are covered by adequate measures to protect their health and that they have access to prompt medical care while participating in the event. Event organisers must put in place preventive measures to decrease the risk of transmission of infection and mitigation measures to minimise the risk of infection and ensure access to adequate medical facilities for participants at the event.

The **World Rowing** Sports Medicine Commission has previously issued a document for returning to training as a guideline for the rowing community which can be found at:

<http://www.worldrowing.com/news/return-training-advice-for-post-peak-and-post-pandemic-periods>

World Rowing recommends vaccination against the SARS-CoV-2-Virus as a very important preventive measure and should be used for athletes and team staff. Current data show it is effective and safe. It can deliver protection in particular not good controlled situations, particular when traveling. However, access is limited. **Until immunization is not commonly available, WR will maintain these guidance for all participants whether being vaccinated or not.**

## 2. Individual responsibility

The **World Rowing** Sports Medicine Commission have issued general recommendations in line with WHO guidance in order to reduce the general risk of transmission of acute respiratory infections. The basic rules to avoid infection and transmission are:

- a. wash your hands with soap regularly at least 30 seconds with water and soap,
- b. avoid touching your eyes, nose or mouth with your hands,
- c. practice excellent cough and respiratory hygiene.
- d. practice physical distancing.
- e. isolate yourselves if you have symptoms of covid-19

## 3. WHO Risk Assessment and Mitigation Checklist for Mass Gatherings in the context of COVID-19




An event is considered a “Mass Gathering” if the number of people it brings together is so large that it has the potential to strain the planning and response resources of the health system in the community where it takes place. This extends to rowing events such as continental, regional, and national regattas or events.

World Rowing is requiring that the respective organising committees, together with **World Rowing** , assess each event using the [WHO Risk Assessment and Mitigation Checklist for Mass Gatherings in the context of COVID-19](#) and the [Considerations for sports federations/sports event organisers when planning mass gatherings in the context of COVID-19](#). These are operational tools that offer guidance

for organisers holding events during the COVID-19 outbreak, and should be accompanied by the [WHO Mass Gatherings Sports: risk assessment tools in the context of COVID-19](#) to help perform the risk assessment.

Rowing is a non-contact sport with low risk. The particular risk assessment can be done according to the World Rowing Covid-19 Pandemic Return to Training Advice for post-peak and post-pandemic periods.

These documents are available at the links above and below:

WHO Risk Assessment and Mitigation Checklist for Mass Gatherings in the context of COVID-19	 WHO-2019-nCoV-P OE mass_gathering_
Considerations for sports federations/sports event organisers when planning mass gatherings in the context of COVID-19	 WHO-2019-nCoV-M ass_Gatherings_Spo
WHO Mass Gatherings Sports: addendum risk assessment tools in the context of COVID-19	 who-covid-ra-sport s-addendum.xlsx
World Rowing Covid-19 Pandemic Return to Training Advice for post-peak and post-pandemic periods Final at 29 May 2020	Download <a href="#">Here</a>
Infectious Diseases Outbreak Management Tool for endurance mass participation sporting events:	Adami PE, Cianca J, McCloskey B, et al. Br J Sports Med doi:10.1136/bjsports-2020-103091 Accepted 3 August 2020 Br J Sports Med 2020;0:1–2. doi:10.1136/bjsports-2020-103091

In addition to the above listed documents, five major international sport federations including **World Rowing** have developed an online Infectious Diseases Outbreak Management tool for use by event organisers as part of their risk assessment during event planning. The tool is available online here: <https://idom.worldathletics.org/>.

World Rowing strongly advises organising committees to perform the risk assessment in cooperation with local stakeholders such as the local and regional Public Health Authorities. It is also important to introduce local authorities to specific mitigation measures specified in these guidelines that can be applied to rowing events.

#### 4. Participants’ health screening (athletes, coaches, officials, OC staff/volunteers, all accredited clients)

- a. Team medical staff (or if not available, the team manager) should regularly monitor the health status of their athletes and support staff on a daily basis for 14 days before and during a Rowing event. This should include monitoring for Covid-19 related symptoms.
- b. Pre-Travel and Pre-Event Health Checks for OC staff and volunteers by the OC are highly encouraged to ensure exclusion of those with potential additional risk of infection.

- c. The determination for requirement of a participant's Pre-Travel Medical Certificate or health documentation is linked to the rules of the national health authorities of the host country.
- d. If a Pre-Travel Medical Certificate is required by the local health authorities for an athlete registered to participate, the OC and World Rowing will discuss the appropriate steps to obtain these.
- e. World Rowing requires that all athletes, coaches, officials, OC staff and all accredited client groups participating in an event should fill in a Pre-Event Health Questionnaire upon arrival to the venue. A template questionnaire can be found in Appendix 3.
- f. The OC regatta doctor and medical team will be responsible for establishing this process for screening and checks at the venue entrance with the relevant local health authorities.
- g. The purpose of this screening is to identify incoming event participants who may need to have a medical assessment performed to determine if they may participate, need for on-site testing and possible referral to insure proper case management by competent authorities.
- h. Daily health screening of the athletes and team support staff should be done by the Team Doctor or Team Medical Staff. Other client groups should have a visual check at the entrance to the venue, which includes proper fit of face mask and hand disinfection, additional temperature screening. Each accreditation card must be checked on a daily basis following the health screening.

Any registered person with one of the COVID-symptoms is mandated immediately to be seen by a team doctor or the LOC medical team. The team or the LOC should then perform a rapid test for SARS-CoV-2 antigens to ensure that the person is not infectious. The respective doctor then informs the LOC COVID-officer. When appropriate, a PCR test will be ordered.

The failure to report any such symptoms or to follow the rules set out in this guidance and the OC COVID-19 Response/Protection Plans will result in sanctions being applied to individuals or teams at the discretion of the World Rowing Executive Committee (such as: disqualification from competition, removal from the event venue and withdrawal of accreditation).

## 5. Use of masks covering mouth-nose face and rubber/disposable gloves

- a. The use of suitable masks and disposable gloves at the event should comply with the local health authority's guidance and recommendations. World Rowing recommends using approved CE FFP 2 Masks.

World Rowing requires the use of masks covering always nose and mouth by volunteers, officials and other accredited clients.

- b. In areas where it is possible, it is also recommended to provide a shield or screen such as a plexi-glass screen if contact or distancing cannot be achieved. Behind such a shielding on a counter, people may work without a mask (when allowed by local guidelines) when appropriate distancing is maintained.

- c. Physical hand contact requires rubber/disposable gloves (need to be changed regularly) in areas where multiple people from different client groups are in contact with the same surfaces and areas (such as control commission for distribution of bow numbers and GPS devices).
- d. Athletes and staff are required to wear masks covering the mouth and nose during any non-competition activity. WR recommends strongly using FFP2/N95 masks during public transport during the vent and to and back form the event. (. The OC must communicate to everyone the proper use of masks. More information can be found in Appendix 2.)
- e. The OC is only responsible for providing masks covering the mouth and nose and rubber/disposable gloves to its volunteers and staff along with a contingency amount for medical needs. All other accredited clients must bring their own equipment.

## 6. Medical provisions and recommendations to the event organisers

### OC Covid Response Plan

- a. The OC must submit to **World Rowing** a clear organisation medical and hygiene plan, that is produced based on this guidance and the guidance of the local health authorities. The plan should contain a clear section on infection prevention provisions, and response to a possible or confirmed covid-19 infection at the event.
- b. The OC medical director is responsible for all medical operations and should be a key member of the OC. The OC medical director should be a certified medical doctor, should be present at the venue during venue opening hours and reachable at all other times. A deputy to the Medical Director must also be a licensed physician and must be fully briefed on all matters and duties must be fully delegated in the event that the Director needs to be represented because he is absent for important reasons.
- c. The OC's medical director should work with local health authorities, with local hospitals and health care providers on public health communication protocols, designated hospitals and contact methods, pharmacies, on call medical services and emergency services. The protocols should specifically address isolation and transport protocols for suspected covid-19 infected patients.
- d. The OC must ensure a system is in place to enable tracing of all contacts in the event of a positive case of covid-19 occurring at the regatta.
- e. The OC Medical Director will have regular (daily or on demand) meetings with the World Rowing Doctor. In addition, the OC medical director will report any relevant medical issue to the World Rowing Doctor on a timely basis.
- f. An increase in medical personnel on-site (including designated medical providers who are able to triage and refer suspected cases for covid-19 testing) will be required.
- g. Event medical centres should have adequate space for social distancing, shields between treatment places, good ventilation, hand washing stations with warm and cold running water, and an adequate supply of PPE (personal protective equipment) including facemasks, rubber/disposable gloves and protective suits.
- h. Ensure sufficient availability of thermometers (e.g. infrared) to check all accredited persons' temperatures.



- i. These recommendations are in addition to the standard **World Rowing** guidelines for regatta medical centres, outlined in the **World Rowing** Events Manual.

**World Rowing has created a Template Covid-19 Response Plan for organising committees of World Rowing events to use. These templates can be found in Appendix 03**

## Hygiene

- a. A hygiene plan should be created which identifies risk and mitigation procedures including cleaning and waste disposal plans.
- b. The OC medical director must approve the hygiene plan and receive regular reports.
- c. A schedule for regular cleaning of public spaces, toilets and showers and regular cleaning of door handles, hand rails and frequently touched surfaces should be created and maintained. A record of the cleaning performed must be kept by the OC and available to both the OC medical director and **World Rowing** Doctor.
- d. The OC medical director shall establish regular checks of cleaning.
- e. Soap and water or alcohol-based hand sanitisers and tissues should be accessible at the entrance to the venue, entrances to buildings, in all common areas and in the medical treatment areas.
- f. Disinfection liquids and paper towels should be available at the ergometer room, at the in- and out pontoons and in the weighing area.
- g. The OC must perform regular checks of the available of soap, paper towels and disinfection liquids. The regular checks should be displayed by a posted check list which is signed by time and name sign when check was performed. Only single use towels are permitted to be used.

## Provisions for COVID-19-suspected cases

- a. As part of their response plan, the OC should determine with the local health authorities the procedures for care and isolation of individuals suspected of or diagnosed with covid-19.
- b. Establish isolation room in on-site medical treatment clinics/facilities where such persons can be initially assessed, and triage should be considered.
- c. The isolation area should be equipped with the necessary supplies to facilitate hand hygiene and respiratory etiquette.
- d. The medical staff attending the room/area should be equipped according to actual guidelines, including facemasks, rubber/disposable gloves, and protective suit/ gown. The quantities should cover the anticipated shifts and should allow changing as needed. The use of the equipment is a decision of the Medical Director depending on risk assessment and medical needs, e.g. type of masks needed (surgical or FFP2/N95), use of the rubber/disposable gloves, and use of protective suit/ gowns depending on incidence and risk assessment.

- e. If a person is suspected to be ill or becomes ill while at the event, a protocol must be established and followed. This should include: 1. Isolate the person at an isolation room or area, 2. Contact OC doctor and **World Rowing** Doctor, 3. Act according to emergency plan including treatment, testing, ongoing isolation and contact tracing in the case of a positive result.
- f. A protocol should be created and shared to define how all involved parties will be notified of a potential COVID 19 situation.
- g. In the chance of a significant outbreak occurring, a place where a large number of people can be quarantined must be identified in the plan.

## 7. Risk communication and awareness

- a. It is important that all the provisions in place are communicated clearly to all participants and spectators in advance through the team managers manual, social media, websites and through the NFs communication channels.
- b. Health advisories should be prominently displayed at the regatta venue and in all possible venue facilities and access routes. The Advisories must include advice on hand washing and minimising physical contact reminding and encouraging all to maintain high levels of personal hygiene and “cough etiquette”.
- c. OCs should develop a risk communication strategy for covid-19 before the event. It is expected that a positive, or potentially positive case arising at the event would draw significant additional media attention and there is a risk that widely available and present social media could enable inaccurate and unnecessary disinformation.
- d. OCs should appoint designated person(s) (such as the OC Media/Press Officer) to work with the **World Rowing** Event Manager with respect to media activities and to be tasked with managing all external communications with national and international government officials, the general public, and the media. A **World Rowing** spokesperson will be appointed. It is advisable to set-up monitoring of social, national and international media for rumours and false information to be able to counter them early.
- e. **World Rowing** will develop an internal **covid-19 response management** plan that is managed and co-ordinated by the **World Rowing** Event Manager. Other **World Rowing** representatives at the event, the **World Rowing** Doctor and key OC members would be involved in the preparation and communication in the case of an incident.

## 8. Conduct of all attending the event

- a. The following measures are recommended to be in place:
  - i. Daily health screening of participants **where possible**.
  - ii. Physical separation of athletes, officials, spectators and support staff. Spectators should follow the social distancing and event screening rules that are requested by the public health authorities of the specific country where the event is taking place.
  - iii. Athletes are advised to wear masks during any non-competition activity.
  - iv. Sharing of equipment, especially water bottles and cups should be prohibited.
  - v. Anyone scheduled to participate in the event who is feeling ill should not come to the venue and be advised of the designated contact online or by telephone.

- vi. Everyone should be briefed, in advance, on the protocols for suspected and confirmed patients, infection prevention and control measures and available sites to find more information. This should be reviewed again at the team managers meeting.
- vii. Detailed contact information of each Team Manager must be available to the organising committee.
- viii. Inform anyone involved with the event who is over age 65 or any person with compromised health of the potential increased risk for significant health consequences if they become infected. They should be recommended to take greater preventive measures or consider not participating.

## 9. Venue facilities

- a. All working spaces and provided facilities must be organised in a way that social distancing is respected.
- b. At the entrance of each venue tent/room, alcohol-based hand sanitizers must be available.
- c. When entering catering areas or meeting rooms, hand sanitation of all entering is mandatory and must be enforced.
- d. In all of the accredited zones (athletes' areas, VIP, media, **World Rowing** /OC working spaces), hand washing facilities must be provided.
- e. Provide disinfectant wipes and require that venue cleaning staff disinfect all areas (including door handles, toilet handles, bathroom faucet handles, table tops and work surfaces) several times per day.
- f. Room doors must remain open if possible and if not, should be managed by volunteers to decrease the number of individuals touching the door handles.
- g. Bins for safe disposal of hygienic materials (e.g. tissues, towels, sanitary products) in all rooms must be provided.
- h. Options for providing drinking water should be discussed for each venue. It is recommended that drinking water taps are clearly identified as "high contact" areas and participants should disinfect the taps before and after use, if re-filling a water bottle. If possible, the organising committee should consider having a volunteer positioned to disinfect a dedicated drinking water tap after each use. The OC should provide adequate hand sanitizer or disinfection wipes at the location of the drinking water taps. If it is possible to provide bottled water to reduce the contact with drinking water taps, this should be considered.

## 10. Accreditation

- a. The number of accredited personnel should be limited, in accordance with any local health authorities' guidelines or requirements on restricted number of participants.
- b. Restrict the number of people inside an accredited area. Those with access must be limited to the absolute minimum and social distancing in relation to available venue area space must be considered when determining the numbers.

- c. If any accredited persons are not following the established prevention procedures around the covid-19, their accreditation card will be removed and will be asked to leave the venue.

## 11. Social activities

- a. In order to minimise the opportunities for mass gatherings (either at or away from the venue) World Rowing requires that no social events or functions take place during an Event. This includes, but is not limited to:
  - o Nations Dinner
  - o Opening Ceremony
  - o World Rowing / OC Receptions or Dinners
  - o Media Outing
  - o Jury Outing

This requirement will be regularly reviewed in the context of each event, local regulations in place, the status of the pandemic situation and the Organising Committee Budget.

It is advised that hygienic measures are maintained also during social activities.

## 12. OC Staffing & Volunteers

- a. The social gathering of the OC team and its volunteers must be kept to an absolute minimum.
- b. Any volunteer training sessions should take place via online platforms if possible. If training must occur on site respecting social distancing shall be enforced.
- c. The number of volunteers must be reviewed and kept down to the absolute minimum necessary.
- d. The working conditions must follow the recommendations from the local Health Authorities.

## 13. Spectator areas

- a. If spectators are permitted to attend the event, in line with the local public health regulations, social distancing should be respected in all the areas where spectators are located. In this regard, the OC is recommended to create a venue layout where the event can be viewed from multiple locations.
- b. All traffic flow within the venue must be one-directional. Spectators are advised not to stop in narrow sections of the corridors. Consideration should be given for facemask use by spectators upon entry into the venue.
- c. If grandstands are provided, 1.5 m distance (or the local distancing requirement) should be provided between the seats. Appropriate facemasks should be worn at all times by spectators (local regulations apply and will supersede the World Rowing recommendations).

## 14. Media Services

- a. Each event OC and **World Rowing** will discuss the specific measures for the media at each venue, depending on layout and size of media facilities.
- b. Accredited media representatives must be limited, taking into account social distancing and the available space.
- c. **World Rowing** and the OC will establish the total number of media accreditations permitted, based on an analysis of the space available in the media work areas. Photographers will be permitted to go to the start but will be required to respect all social distancing measures, including taking transport to the start.
- d. The media centre must be prepared with at least 1.5m between each seat and each row of seats. The regular cleaning and disinfecting routine at the venue should be applied to the media centre as part of the OC's cleaning of the venue.
- e. The wearing of masks/mouth-nose face covering and rubber/disposable gloves when interacting with people is strongly recommended to be enforced.
- f. The media representatives must go through the same health screening process as the rest of the accredited groups.
- g. It is recommended that there is no mixed zone at the event. Should a mixed zone be required at the event due to the TV production obligations, appropriate social distancing between the media and the athletes should be maintained at all times. The number of people in the mixed zone and victory ceremony area should be kept to an absolute minimum. Media are not permitted to enter the athlete waiting areas or the victory ceremony staging areas.

Opportunities for photos and interviews with athletes in a dedicated space within the boat park area will be offered to the media on an appointment basis and will be co-ordinated through the World Rowing Communications Team.

## 15. Jury and **World Rowing** Services

- a. Total Numbers – If possible, reduce the number of representatives travelling to an event.
- b. Guests – **World Rowing** strongly discourages the attendance of guests (e.g. spouses or partners) of **World Rowing** Council, Commission and Jury Members to limit the number of people travelling to the event as well as to reduce risk in accommodation and on transport services.
- c. Single Rooms – Accommodation arrangements should consider the social distance and be single occupancy where possible.
- d. Meals in hotel – Jury and **World Rowing** people should take extra care to distance during meals.
- e. Meals outside of the hotel – Jury and **World Rowing** people should also distance in restaurants and consider room service for one or more of the nights to minimise exposure
- f. Transport – continue with masking even in private cars during the regatta and sit only two in the back seats of the private cars.
- g. The jury should be organised in teams which work together in the same areas and rotate between positions if any possible as teams, particularly in scenarios where social distancing is not possible (e.g. in the umpire's launch or in the Finish Tower), the movement/rotation of personnel should be limited.
- h. Disinfection – All areas (including in launches/motorboats and regatta facilities) should be cleaned and disinfected thoroughly at the end of each day by the OC.

## 16. Teams Services & Logistics

**a. Airport transfers**

- i. The OC should plan to minimise the mixing of teams during airport transfers. If not possible, there should always be empty seats between the different teams on transport services.
- ii. It is strongly recommended for the Teams to send only the necessary support staff and try to reduce its size to the absolute minimum.

**b. Transport**

- i. Transport operations at the event should comply with the local health authorities' guidance and recommendations in relation to social distancing.
- ii. OCs should assess the capacity of their current planned transport service and calculate the number of people permitted on each bus to comply with social distancing. This calculation should then be used to determine the number of buses and the schedule of the transport operation.

**c. Accommodation**

- i. Any accommodation planning should be based on local health authorities' guidance and recommendations. Where possible, social distancing guidance should be adhered to in the accommodation/hotels.
- ii. It is recommended that the Teams should still have the options of where they stay, in line with their budgets.
- iii. It is recommended that for Hotel catering operations, the buffet facility should not be "open" or self-service. Where possible, the buffet should be covered, and staff should serve the food to the participants to ensure good hygiene.

**d. Team Manager Meeting(s) & Draw**

- i. It is recommended that a physical/in-person Team Manager meeting and Draw **are not held. If the meeting is held in person** appropriate social distancing should be followed, and the room/facilities should be big enough to allow this. In this situation a limit may be placed on the number of people who can attend the meeting from each team.
- ii. **The Team Manager meeting and Draw will be live streamed on World Rowing's Social Media Channels. Team Managers will have an opportunity to submit questions and comments to be raised during the Team Manager meeting.**
- iii. Team Manager Meeting presentation slides and the notes of the meeting will NOT be distributed in print. These will be distributed electronically via email and/or WhatsApp to Team Managers and published on the event page on [www.worldrowing.com](http://www.worldrowing.com).

**e. Bag Storage**

- i. Volunteers are strongly recommended to wear a mask and rubber/disposable gloves.
- ii. Rules for social distancing between athletes must be respected inside the tent/room and at the waiting area outside the tent/room. The spacing must be marked on the floor by the organising committee. The maximum number of athletes should be predetermined/communicated in the tent/room (based on its size).
- iii. Athletes must anticipate delays as they may encounter queues to drop off or pick up bags.

**f. Registration / Accreditation**

- i. See point 10 above.
- ii. Teams should only send one representative (Team Manager) of the team to collect accreditation and check the entries for the whole team.

**g. Team Tents, Athlete Rest & Massage Area**

- i. Teams are responsible for their own Team Tents and should clean and disinfect these regularly at the venue.
- ii. The OC should keep the athlete rest areas cleaned and disinfected.
- iii. The layout of the rest areas should adhere to social distancing requirements. It is recommended to operate a "one-way" flow for entry and exit of the space.

- iv. The massage area should follow the same spacing and disinfection as the rest area, including being well ventilated.
- v. Massage beds should be set up in an open environment with adequate ventilation and spacing.
- vi. While using the massage area, the athlete and the team staff performing massage or treatments should both be wearing masks.

#### **h. Warm Up Area (ergometers/bikes)**

- i. The layout of the warm-up areas should adhere to social distancing requirements according to risk assessment (only operational, when risk is low, green, see World Rowing guideline, otherwise closed). Good ventilation is mandatory, tents should be side open, and windows open.
- ii. The distance between equipment should be 1.5m, ergometers should not be mounted one after the other, but side to side.
- iii. There should be a “one-way” flow for entry and exit of the warmup space.
- iv. The OC are required to clean and disinfect the warm-up area thoroughly (including all rowing ergometers and other provided machines) daily in the morning and in the evening (i.e. before and after use).
- v. Disinfectant wipes should be available for athletes to clean the equipment before and after use. The OC should monitor the cleaning of machines and if possible have volunteers to clean the machines between each athlete using the machine.

#### **i. Ice Baths / Cooling Solutions**

- i. Teams are not permitted to use ice baths at events in order to reduce the risk of transmission and to maintain appropriate hygiene standards.
- ii. Teams are able to make use of cooling vests, ice chips and other appropriate cooling methods, within their team.
- iii. No ice baths will be provided by the OC to teams (with the exception in cases of emergency medical treatment).

#### **j. Changing Rooms, Toilets and Showers**

- i. It is recommended that showers at the venue are not used. If sufficient ventilation and cleaning/disinfection is provided, the use of showers at the venue could be considered.
- ii. Changing rooms should be clearly marked with the maximum safe capacity that can use that space at the same time. If possible the OC should provide volunteers to monitor control the access to the changing rooms.
- iii. Toilets and changing rooms should be regularly cleaned and thoroughly disinfected.

## **17. Classification (Para-Rowing)**

- a. Classifiers will have the option to delay scheduled classification appointments in order to ensure that there is sufficient time between appointments to air out the classification room which must have windows, and to clean and disinfect the test bench, ergometer, fixed seat, and any other surfaces touched during the classification appointment.

- b. General requirements for classification have been shared with the OC and contain the main provisions for hand sanitiser and disinfectant wipes to clean down the examination bench or VI Equipment.
- c. Waiting areas will need to be clearly marked and allow for the required social distancing. Athletes should not arrive more than 30 minutes prior to their scheduled appointment in order to minimise the number of people in the waiting area.
- d. No trainee or mentee classifiers will be permitted in an Athlete Evaluation during this period in order to minimise the number of people in the classification room.
- e. The Chief Classifier will make the final decisions on the required provisions to ensure safety of the environment.
- f. Disposable face masks, and rubber/disposable gloves should be available to classifiers for each athlete session.
- g. It is recommended that classifiers wear masks covering mouth and nose and rubber/disposable gloves during the classification process.
- h. NFs and athletes must adhere to the classification schedule according to the FISA Rules of Racing.
- i. Where possible, physical contact by the classifiers will be kept to the minimum (for Physical and Visual Classification). Some physical contact is required, however, in order to properly complete the Athlete Evaluation.

## 18. Victory Ceremonies

- a. The need for holding a ceremony must be assessed carefully. Final decisions on the staging the Victory Ceremonies, taking in to account the current requirements and guidance from the local health authorities, will be made at the venue.
- b. Option A: Victory Ceremonies held as normal (risk category low or none)
  - i. The victory ceremony for each boat class will be held, as normal, following the Final A of that event.
  - ii. The Medal Presenter will be required to wear a mask and disposable gloves and will hand over the medal to the athlete rather than placing it around their neck.
  - iii. Social distancing regulations should be adhered to, where possible, throughout the victory ceremony.
- c. Option B: Victory Ceremonies held at the end of Racing
  - i. Following all Finals A of the regatta, the victory ceremonies will be held together as one block.
  - ii. Athletes will finish their Final A and be able to get their boat off the water and have time to shower and prepare themselves before the victory ceremony.
  - iii. The VC area will operate a “one-way” system and the athletes will be staged before their ceremony.
  - iv. Only the Medal Presenter will be permitted as part of the victory ceremony in addition to the medallists.
  - v. The Medal Presenter shall not be permitted to shake hands with the athletes or to place the medal around their neck.
  - vi. Only one volunteer is involved with the ceremonies who prepares the medals on separate trays for each athlete. The volunteer is strongly recommended to wear rubber/disposable gloves and a mask.
  - vii. The volunteer must disinfect the trays between victory ceremonies.
  - viii. Water bottles used in the mixed zone and Victory Ceremony waiting area should be immediately disposed of in a covered bin.



- d. Option C: “Contactless” Victory Ceremonies to take place
  - i. 3 tables are used on the VC stage (with a placard in front indicating gold, silver, bronze). Medal and gift trays are placed on these tables ahead of each ceremony. Trays etc. are disinfected between the ceremonies.
  - ii. Athletes come from the waiting area and mixed zone in the usual way and stand, distanced behind their table, in front of the backdrop.
  - iii. No medal presenter/gift presenter is required to participate in the ceremony, but may stand at the side of the
  - iv. Athletes collect their own medals and gifts from the tray on the table, as the athlete name is announced.
  - v. Athletes would have to wear a mask, except for during crew photos.
  
- e. Option D: No Victory Ceremonies held at the regatta
  - i. No victory ceremonies will be held at the regatta.
  - ii. Team Managers will be able to collect medals for medal winning crews from the registration/accreditation desk at the venue following the Finals A.

## 19. Post Event Procedures

Following attendance at an event, it is recommended that if possible, participants should take a covid-19 test upon returning to their home country.

Within 14 days after returning home from the event, if any event participant shows covid symptoms, and/or receives a positive test result: they should follow their local health authority’s rules in force at the time (for example, going into self-isolation). Additionally, they should immediately inform the event Organising Committee and **World Rowing**, by emailing the specific covid OC email address provided, with copy to the relevant **World Rowing** Event Manager. The participant who has tested positive will be asked to provide details of their movements and close contact with other people during their time at the event.

The OC and FISA will take appropriate actions to inform those who may have come into close contact with the participant who tested positive. It is recommended that those who have been in close contact with the confirmed positive case should immediately start isolation, get tested themselves and follow local guidelines and reporting for possible exposure in their home country.

## 20. References

- a. [FAQs on Mass Gatherings and COVID-19 including Sporting Events FAQs](#)
- b. [Key planning recommendations for Mass Gatherings during COVID-19](#)
- c. [Generic Risk Assessment and Mitigation Checklist](#)
- d. [WHO interim guidance on how to use risk assessment and mitigation checklist](#)
- e. [Decision tree flowchart for mass gatherings in context of COVID-19](#)
- f. [Sports addendum risk assessment and mitigation checklist](#)
- g. [International Traveling Health Guidelines](#)
- h. [Advice on Use of Masks](#)
- i. [WHO interim guidance - “Considerations in adjusting public health and social measures in the context of COVID-19”](#)
- j. [International Triathlon Union: Guidance for Event Organisers, Covid-19](#)
- k. [World Rugby: COVID-19 return to rugby guidelines](#)
- l. [British Rowing: Managing Covid-19: Advice for the Rowing Community](#)

## 21. Appendices

### Appendix 1: Proposed Medical Certificate Covid-19 Outbreak

Name of the Person examined: \_\_\_\_\_

Born (date/city/country) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Passport Number: \_\_\_\_\_

Address/city/country: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

National Rowing Federation: \_\_\_\_\_

I hereby certify that I have examined the above-named person on (date): \_\_\_\_\_

From the information to health being declared by the person and my clinical examination I certify that:

- He/she has not tested positive to PCR nasopharyngeal test; and
- He/she is not in quarantine and has been without any COVID 19 symptoms for the previous 14 days.

He/she is currently in good health.

Date: \_\_\_\_\_

Patient Signature: \_\_\_\_\_

Doctor Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

## Appendix 2: Instruction Posters

1. Proper Handwashing

[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)

2. How to wear a mask

[https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493\\_2](https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493_2)

Example information poster:



## Appendix 3: Covid-19 Response Plan Template for Event OCs

### 2021 World Rowing, European Rowing and Olympic & Paralympic Qualification Events:

#### Covid-19 Response Plan Template for Event Organising Committees

##### GUIDANCE NOTES

This template has been developed by World Rowing to help Organising Committees (OCs) of 2021 World Rowing and European Rowing events prepare a thorough and detailed covid-19 response plan. This document and the local requirements/regulations should be discussed and approved by the relevant local public health authorities in the host country of the event. Once started, the OC should use this as a “live” document and update it regularly through the planning of the event to reflect any updated restrictions or changes. This should become the main policy document for the OC; however summaries are suggested in a short format such as a “Participant Guide” or to be included in the Team Manager Manual.

The OC should provide more detail on the measures that they will take for the event, in the boxes under each of the headings below, using the **blue text** as a guide.

World Rowing will provide guidance and recommendations to OCs based on the latest information from the World Health Organisation (WHO), International Olympic Committee (IOC) and best practice from other major events, and international sport federations. The latest World Rowing guidance (version 2 at 18 September 2020) can be found online here:

[http://www.worldrowing.com/mm//Document/General/General/14/28/56/FISAReturntoRegattasGuidance-Version2180920\\_Neutral.pdf](http://www.worldrowing.com/mm//Document/General/General/14/28/56/FISAReturntoRegattasGuidance-Version2180920_Neutral.pdf)

World Rowing and the OC will agree on the publication timeline of each event covid-19 response plan – it is important that the event covid-19 response plan is published to all client groups attending the event, and it is recommended that the OC have a dedicated area of their website where the latest information can be published.

##### CONTACT

Any questions or comments on this template or in general about covid-19 response planning, please contact the relevant member of the World Rowing Events Team:

- Cameron Allen ([cameron.allen@fisa.org](mailto:cameron.allen@fisa.org))
- Prateek Gumber ([prateek.gumber@fisa.org](mailto:prateek.gumber@fisa.org))
- Christine Jacobsen ([christine.jacobsen@fisa.org](mailto:christine.jacobsen@fisa.org))
- Matt Evans ([matt.evans@fisa.org](mailto:matt.evans@fisa.org))

[EVENT LOGO]

[EVENT NAME]

[EVENT DATE]

## COVID-19 RESPONSE PLAN

Version XX, at [DATE]

### 1. INTRODUCTION

- Give an overview of the current local situation in the city/country and the scope of this plan, where it applies, does not apply etc.

### 2. LOCAL GOVERNMENT / PUBLIC HEALTH GUIDELINES

- Include the relevant (latest) information or links to the local regulations on covid-measures and/or travel restrictions.
- What are the guidelines on staging of sport events in the host country?

### 3. CONTACT INFORMATION

- The OC should appoint an OC Covid Officer, reporting to the OC Regatta Medical Officer: separate from other operational roles in order to be the point of contact for covid planning, and to take responsibility for monitoring / evaluation of covid measures on site. Where possible this person should be a medical doctor/practitioner.
- Provide the Name and Contact details.
- Give the details of who the teams should contact if they have any questions related to covid measures, if different to the OC covid officer.

### 4. GENERAL MEASURES AT THE REGATTA VENUE

- Include general measures that apply to all client groups at the venue (e.g. all accredited people must/should wear a mask, keep distance etc. while at the venue).
- Include any limits on capacity at the venue in line with local government recommendations.
- Highlight any key changes to normal events and then cover more detail further down (e.g. There will be reduced team information services at the event to limit the contact between different client groups).

### 5. ACCREDITATION & ACCESS TO THE EVENT

- Explain the approach to accreditation for the event – are numbers capped in total? Are there limits on different group? Are names and photos needed on the accreditation?

- For events where there is not normally accreditation (e.g. WRCup regattas), would you consider putting in place for 2021 to help the tracking/tracing/monitoring of the situation at the venue?
- State requirement for submitted forms before accreditation is issued and explain the process – Pre-Event Health Questionnaire and Member Federation Consent Form (see WR templates).
- If travel restrictions are in place, can teams request an exemption? What is the process for this, and who should the teams contact?
- Any Testing requirements and details on the required test certificate.

## 6. COMPETITION AREAS

- Explain the specific measures or processes that will be in place at:
  - Control Commission / Boating Pontoons
  - On the water for racing/training/warm up

## 7. TEAM / ATHLETE FACILITIES & SERVICES

- Explain the specific measures or processes that will be in place for:
  - Accreditation and Team Registration Centre
  - Boat racking
  - Bag drop
  - Athlete Weighing
  - Boat Weighing
  - Team Information Centre
  - Showers/Toilets/Changing Rooms
  - Warm up ergos
  - Team Tents and Ice Baths
  - Team Massage areas
  - Athlete Rest area
  - Athletes and Coaches viewing area – Grandstands, biking paths etc
- Include details of any regulations that the OC would require teams to follow.
- Include details of recommendations for teams to carry out temperature testing and checks on their team daily.

## 8. MEDIA AND BROADCAST

Include the detailed measures, processes or information for the following areas/groups:

- Media Centre – layout, limit on numbers, space available
- Photographers & Photo Positions
- Mixed Zone
- Media Access to the boat park and athlete areas and possible interview areas
- Victory Ceremony protocols

## 9. WORLD ROWING (INCLUDING ITOs)

- Any specific measures relating to the WR group (including jury and contractors etc.)?

- Working space – limits/layout changes/measures:
  - World Rowing Office
  - Jury Meeting Rooms
  - Finish Tower (Timing/Results, Commentary/Sport Presentation)

## 10. SPECTATORS, VIPS & HOSPITALITY

- Will there be spectators, VIP, and hospitality? Is the concept changed?
- Plan for keeping these groups separated from accredited personnel to minimise the cross over of different groups.
- Any changes to the grandstand layout or layout of VIP facility? Entry/exit points etc?
- Any regulations that spectators will need to follow if they are coming into our event?
- What are local government considerations on “track and trace” – will a record be kept of all spectators / non-accredited people?

## 11. ORGANISING COMMITTEE STAFF AND VOLUNTEERS

- Include details of any measures being taken with the OC staff and volunteer team
- Information on measures in OC work areas

## 12. LOGISTICS, MEETINGS AND SOCIAL ACTIVITIES

- Measures to be followed in the following areas:
  - Accommodation
  - Transport
  - Catering Areas
- Include details of any planned changes to schedules or timings for catering or transport, or if the teams would need to request these in a different way.
- In line with the latest WR Guidelines, include information on the plan for the Team Manager Meeting and other activities.
- Include information on the opening ceremony (where relevant) and any special covid measures or processes that need to be followed.

## 13. REPORTING AND COMMUNICATIONS

*Each OC will work on the specific reporting procedures and requirements for each event to develop the Crisis Management and Communications Protocol documents with their respective World Rowing Event Manager.*

Include the details of the protocols that should be followed:

- Pre-Event – done through use of “Pre-Event Health Questionnaire”
- During-Event:
  - Process for reporting a suspected case
  - Actions on suspecting a case (team, OC, WR)
  - Timeline for reporting
- Post-Event:
  - Process and Timeline for reporting suspected or positive cases
  - Actions on a positive case
  - Contact details to be able to track/trace

#### 14. ADDITIONAL INFORMATION OR MEASURES

OC to add additional sections here relevant to their event.

For example:

- Para rowing specifics, classification measures
- Doping Control procedures



[EVENT NAME]  
[EVENT DATES]

**MEMBER FEDERATION CONSENT FORM – COVID-19 RESPONSE PLAN**

To be completed before entering the venue, when collecting accreditation for the team.

<b>Member Federation</b>	
<b>Team Manager's Full Name</b>	
<b>Team Manager's Telephone Number</b>	
<b>Team Manager's Email Address</b>	
<b>Other Team Covid Contact(s), in addition to Team Manager</b>	
<b>Team size – Athletes</b> <i>(incl. spare athletes)</i>	
<b>Team size – Support Staff</b> <i>(coaches, physio, etc.)</i>	
<b>Address of the Team during event</b>	

- I accept to be the Member Federation's single point of contact concerning matters related to the OC's COVID-19 Response Plan at the [EVENT NAME].
- I will ensure that the participants from my team will comply with the OC COVID-19 Response Plan.
- I accept these regulations can only minimise the infection risk and the OC, World Rowing cannot be liable for any potential infection.
- I confirm that my national federation is ready to pay any costs related to a potential infection within my team (e.g. testing / hospitalisation / hotel / hotel quarantine).
- I consent to the Organising Committee and World Rowing collecting and storing the provided data, according to GDPR.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Team Manager

[EVENT NAME]

[EVENT DATES]

### PRE-EVENT HEALTH QUESTIONNAIRE

To be completed by all accredited participants and submitted by [DATE] before arrival at the event. Once completed and signed, this form can be scanned and sent to: [XXX@organisingcommittee.html]

<b>Everyone</b>	<b>Last Name</b>	
	<b>First Name</b>	
	<b>Telephone Number</b>	
	<b>Email Address</b>	
	<b>Countries visited in last 14 days</b>	
	<b>Group:</b> <input type="checkbox"/> Teams <input type="checkbox"/> World Rowing <input type="checkbox"/> OC <input type="checkbox"/> Media <input type="checkbox"/> Other: _____	
<b>Teams only</b>	<b>Member Federation</b>	
	<b>Team Manager's Name</b>	
	<b>Address during event</b>	

Within the past 14 days, have you...	
Had close contact with anyone diagnosed as having Coronavirus disease COVID-19?	<input type="checkbox"/> yes <input type="checkbox"/> no
Provided direct care for COVID-19 patients?	<input type="checkbox"/> yes <input type="checkbox"/> no
Visited or stayed in a closed environment with any patient having Coronavirus disease COVID-19?	<input type="checkbox"/> yes <input type="checkbox"/> no
Worked together in close proximity, or sharing the same classroom environment with COVID-19 patient?	<input type="checkbox"/> yes <input type="checkbox"/> no
Travelled together with COVID-19 patient in any kind of conveyance?	<input type="checkbox"/> yes <input type="checkbox"/> no
Lived in the same household as a COVID-19 patient?	<input type="checkbox"/> yes <input type="checkbox"/> no
Been in quarantine?	<input type="checkbox"/> yes <input type="checkbox"/> no
Tested positive to the swap PCR test?	<input type="checkbox"/> yes <input type="checkbox"/> no
Experienced any of the following symptoms now and/or in the previous 14 days: Fever, Dry Cough, Shortness of breath, Disturbed or loss of smell and taste, Mild diarrhoea, inflammation of the eyes – conjunctivitis, Sore throat, Congestion, Headache, Chills, Muscle and Joint Pain	<input type="checkbox"/> yes <input type="checkbox"/> no

- TEAMS: I confirm that I will report to the Team Medical Staff as soon as my health status changes, even if it is a minor change.**
- I confirm that I will agree and comply with the Covid Response Plan of the Organising Committee.**
- I am aware these regulations can only minimise the infection risk and neither the OC nor World Rowing can be made liable for any potential infection.**
- I consent to the Organising Committee and World Rowing collecting and storing the provided data according to GDPR.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Please complete and submit this form by [date], 1-2 days before arrival and accreditation.

## Appendix 4: OC COVID-19 Officer – Example Role Description

*Adapted from the Example Role Description provided by British Rowing in the latest guidance document.*

### **Role Overview**

- The OC COVID-19 Officer is responsible for all COVID-19 matters for the event and will be responsible for liaising with key stakeholders and other organisations in preparation and delivery of an event's COVID-19 response plan.
- The position can be held by an existing member of the Organising Committee (OC), however we strongly suggest that this is a standalone role to provide effective mechanisms to appropriately challenge the OC's planning.
- The OC COVID-19 Officer should ensure that all event participants (including OC volunteers and service providers) adhere to the COVID-19 response plan set by the OC.

### **Main Tasks and Responsibilities**

- Act as the main point of contact for all stakeholders with regards to COVID-19, liaising with the OC Medical Director and the World Rowing Doctor.
- Oversee the preparation and implementation of the OC COVID-19 Response Plan and the relevant risk assessments.
- Keep up to date with the latest local public health authority, government and World Rowing requirements and guidance on COVID-19.
- Communicate internally to other OC departments about any COVID-19 matters that have been raised concerning the event.
- Review the event COVID-19 Response Plan and risk assessments and recommend changes when necessary with regards to staging the event as safely as possible.
- Promote good practice to event stakeholders and remind them of protocols where necessary.
- Ensure pre-event health questionnaires are completed and recorded for all participants attending the event (including all teams, media, World Rowing officials and volunteers).
- Support the World Rowing Sports Medicine Commission, Events Team and other representatives with any related COVID-19 issues.

### **Relevant Skills and Experience**

- Good level of English (verbal and written).
- Understands and respects confidentiality.
- Possibly a Medical or Public Health related background.
- Able to contribute to the work of the OC in the preparation of the event.
- Understanding of event OC structure and event planning process.
- Knowledge of local public health authority and World Health Organisation (WHO) recommendations and risk assessment processes, as well as World Rowing COVID-19 guidance documents.