

# **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, ISU Junior Grand Prix of Figure Skating and strongly recommended for all International Competitions, including individual Grand Prix events)**

**Changes and additions to the previous version are under lined and highlighted in yellow**

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## CONTENTS

|   |           |
|---|-----------|
| <b>A. INTRODUCTION .....</b>  | <b>3</b>  |
| <b>B. PRE-CONDITIONS ON CONDUCTING ISU EVENT .....</b>                                    | <b>3</b>  |
| <b>C. RISK ASSESSMENT .....</b>   | <b>4</b>  |
| <b>D. <span style="background-color: yellow;">OC</span> COVID-19 CONTACT PERSON .....</b> | <b>4</b>  |
| <b>E. GENERAL RESTRICTIONS .....</b>  | <b>5</b>  |
| 1. Hygienic Measures .....  | 5         |
| 2. Masks / Face-Nose Protection .....   | 6         |
| 3. Physical Distancing .....  | 6         |
| 4. Social Events .....  | 6         |
| 5. Sanitary / Disinfection Team .....   | 7         |
| 6. Event Information Package for Covid-19 .....   | 7         |
| <b>F. OFFICIAL TRANSPORTATION .....</b>   | <b>7</b>  |
| <b>G. ACCREDITATION .....</b>   | <b>8</b>  |
| <b>H. AT THE VENUE .....</b>  | <b>8</b>  |
| 1. Skating Lounge (Athletes' Lounge) .....  | 9         |
| 2. Function Rooms .....   | 9         |
| 3. Medical Rooms .....  | 10        |
| 4. Doping Control Station .....   | 10        |
| 5. Media, Press Centre and Press Conference Room .....                                    | 10        |
| 6. Mixed Zone .....   | 10        |
| 7. Field of Play .....  | 11        |
| 8. Training .....   | 11        |
| <b>I. MEETINGS .....</b>  | <b>11</b> |
| 1. Team Leaders Meeting .....   | 11        |
| 2. Medical Meeting .....  | 12        |
| 3. Event-Related Meetings .....   | 12        |
| 4. Non-Event Related Meetings .....   | 12        |
| <b>J. HOTEL / ACCOMMODATION .....</b>   | <b>12</b> |
| 1. Rooming .....  | 12        |
| 2. Check-in .....   | 12        |
| 3. Dining Room / Restaurant .....   | 13        |
| 4. Isolation Room .....   | 13        |
| <b>K. CEREMONIES .....</b>  | <b>13</b> |
| 1. Opening Ceremony .....   | 13        |
| 2. Award Ceremony .....   | 14        |
| <b>L. VOLUNTEERS, OC &amp; HOTEL PERSONNEL .....</b>                                      | <b>14</b> |
| <b>M. POLICY OF REPORTING AND ACTION PLAN IN CASE OF PARTICIPANT'S ILLNESS .....</b>      | <b>14</b> |
| <b>N. SANCTIONS .....</b>   | <b>15</b> |
| <b>O. COVID-19 RELATED EXPENSES .....</b>   | <b>15</b> |

## 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 Management Team and/or ISU Medical Commission Member onsite.

All accredited persons are recommended to stay within the official Event locations only (Ice Rink, Hotel, Official Transportation, **i.e., the competition protected environment (bubble)**).

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 and include only persons having an official function during the ISU Event and having followed the applicable Covid-19 protocol. 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 signs and symptoms of Covid-19 infection
  - b. A person with a positive Covid-19 test.
  - c. **A person with a positive PCR Covid-19 test of different origin (e.g., sick, recovered, re-infection)**
  - d. The consequences to others at the competition for both cases a) and b).
  - e. The mandatory ability to test, trace and provide treatment.
  - f. Whom to contact as the designated experienced person, who is responsible for monitoring cases and who is responsible for the costs of the testing and tracing.
3. OC and all Event attendees must fully comply with the ISU Covid-19 Event Guidelines; **additional measures applied may be stricter based on the host country national health regulations, if applicable.**
4. Event attendees must sign a specific ISU waiver.
5. OC to conduct Covid-19 antigen test on site for all Event attendees, except those fully vaccinated by a vaccine recognized by the WHO<sup>1</sup>. People are considered as fully

<sup>1</sup> WHO Covid-19 vaccinations: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/covid-19-vaccines>

vaccinated 2 weeks after their second dose in a 2-dose series, or 2 weeks after a single-dose vaccine<sup>2</sup>.

In addition, all Event attendees (even those vaccinated) must present a negative PCR test upon arrival on site, taken not more than 72h before arrival at the site of the ISU Event (unless the host country has a more restrictive deadline of less than 48 hours for entry purposes). More details will be published in the Health Regulations of the respective 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. OC COVID-19 CONTACT PERSON

The Organizing Committee must nominate an OC **COVID-19 Responsible Manager** who will be the liaison between the Public Authorities and the OC **and the ISU Event Management**. The contact information needs to be provided to the ISU. The OC Covid-19 Responsible Manager must be immediately available during all official practices and competition days.

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

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.

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<sup>2</sup> Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

## E. GENERAL RESTRICTIONS

### 1. Hygienic Measures

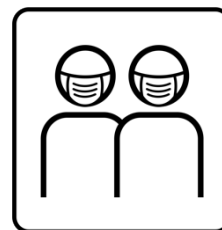
Every accredited person must follow the basic principle as shown below.



Wash your hands thoroughly.



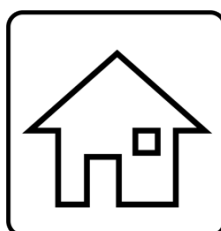
Cough and sneeze into a tissue or the crook of your arm.



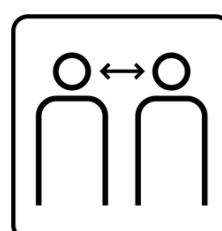
Wear a mask



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.

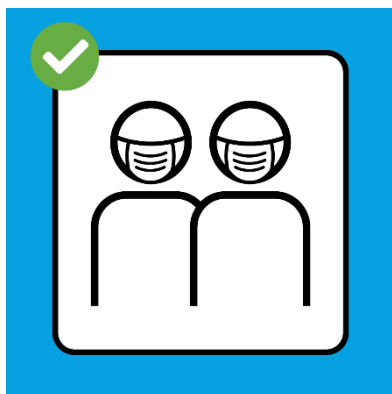
Doors of offices and rooms shall be kept open, if possible, and rooms shall regularly be aired and ventilated with fresh air. The air conditioning in all official locations shall be checked whether special filters need to be implemented. Air purifiers are recommended especially for rooms which are frequently used by different individuals and have no windows.

Paper towels and liquid soap 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:

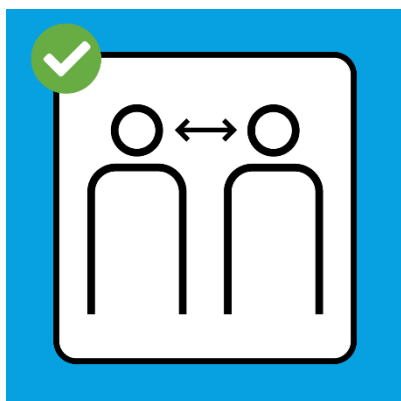


- Ice Rink(s)
- Official Transportation
- Official Hotel(s).

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.

All masks to be worn must be of the N95, FFP2 type or equivalent. NO cloth masks will be approved.

## 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. 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).



## 5. Sanitary / Disinfection Team

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

The following shall be implemented:

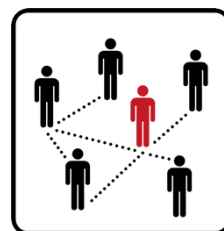
- Daily briefings
- Checklist for locations/items to be established and shared with ISU Event Management Team and/or ISU Medical Commission member daily
- Clean high touch areas frequently throughout the day and the general used facility areas twice a day. Individual working or sitting areas shall be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

## 6. 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

- An Antigen test (rapid test) will be administered to **all Event** attendees after arrival and before accreditation. Attendees will need to wait for the test results before they receive accreditation.
- The OC has the option of conducting PCR test (should be rapid PCR) instead of Antigen testing on all Event attendees prior to receiving event accreditation
- If there is a positive **rapid antigen test and/or PCR test result on the arrival test**, the person must go into quarantine while the OC/ISU will assess the situation and will follow public health regulations. Additionally, the “*PROTOCOL: **Management of Positive PCR COVID-19 test holders at ISU events***” will apply. Additional PCR test(s) may be conducted.
- If doubts on the result of the Medical Health Check occur, the Organizing Committee and ISU Event Management Team must be immediately informed, and the person must be brought to **/ continue the isolation in either the Isolation Room or their hotel room** for the next steps to be advised by the public authorities. **A possible roommate should be screened as a contact or a close contact person depending on the circumstances assessed on the spot.**
- Accreditation shall only be provided to:
  - those persons who have signed the waiver **and**
  - have received a negative result on their antigen **and/or PCR** test
  - **Or have provided** proof of a previous infection as outlined in the “*PROTOCOL: **Management of Positive PCR COVID-19 test holders at ISU Events***”, whose status was verified **as non-infectious** by the OC Covid-19 Responsible Manager onsite.
- Failure to meet these criteria will result in **NO** accreditation being provided and the guidelines of the National Health Authority will be followed.
- 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 Manager 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.



- It is advisable to have a Covid-19 testing facility with rapid antigen test and rapid PCR test options either in the arena or right next to the arena in a neighboring building; working hours should be elaborated by the OC jointly with the OC Covid-19 responsible Manager.
- 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.
- If possible, room doors and windows must remain open, 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, for the competition participants, 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.
- Additional rapid antigen testing for all competition participants is advisable on a daily basis with tracking of all participants testing status at the end of each testing day. PCR additional testing (rapid PCR should be available) can be arranged in the middle of the event as decided by the local OC Covid-19 Manager jointly with National Health Authorities.

## 1. 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
- Personnel to hand out cutlery and dishes if needed.
- The time spent in the Skating Lounge must be kept to a minimum.

## 2. 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 Management Team on site. Officials shall be advised to take their own water

- bottle/thermos with them.

### **3. 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.

### **4. Doping Control Station**

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

### **5. 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.

### **6. 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.

## **7. 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.

## **8. 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**

- It is strongly recommended to hold this meeting virtually (online). If it is not possible, only one (1) Team Official per participating ISU Member shall attend this meeting.
- 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

- It is strongly recommended to hold this meeting virtually (online). If it is not possible, 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, **OC Covid-19 Responsible Manager**, 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

In line with the ISU policy of limiting the number of ISU Event attendees, non-Event related meetings during ISU Events (comprising the period of time from the first practice day until the end of the day of the last competition or the exhibition day) may include only persons having been accredited for an official Event function and having followed the applicable Covid-19 protocol. Meeting participants without an official function at ISU Events who join meetings before or after ISU Events, shall not be accredited for these Events and such meetings including not accredited persons shall not be held in the Event venues.

## 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. **It is advisable to have a Covid-19 testing facility at a hotel, if this hotel is used for accommodation of all event participants or a major part of them.**

### 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. It is highly recommended that the hotel personnel who are in close contact with the Event attendees are vaccinated.

Additional setup to be included:

- In case of Buffet: Self-service possible with presence of disinfectant at entrance and near buffet. Minimum distance between people should be maintained and masks must be worn. Drinks: same as above
- Cutlery and dishes can either be on the table or available in bulk at the buffet. Each person must disinfect their hands prior to picking them up.
- 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 separate room for the purpose of isolation at the official hotel/s.

## 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/stand/post by the ISU Representative or other delegate and placed near to the podium. 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 Manager

## **L. VOLUNTEERS, OC & HOTEL PERSONNEL**

Volunteers, Organizing Committee Members & Hotel Personnel, who are in regular close contact with Teams and Officials must go through the same Covid-19 testing 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, if possible. The required documents (e.g. waiver) must be completed by each volunteer & OC Member.

At the venue, volunteers must always wear a mask / face-nose protection and must be briefed on all hygienic measurements by the Organizers. It is recommended that OC Members and Volunteers are fully vaccinated by the time of the ISU Event.

## **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 Management 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, including 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 (independent whether being vaccinated or not) experiences Covid-19 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 Team Covid-19 contact person**, 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 Management 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. **Contacts' tracing will be performed by the Local OC Covid-19 Manager jointly with a representative of the ISU, if the latter is available, in order to identify all close contact persons, and have them tested for Covid-19 as per the health regulation of the event.**

**A close contact is the one with whom the positively tested individual stayed for more than 15 minutes and without a mask, e.g., a roommate, a skating partner, an athlete in the same dressing room, on a bus, a person with whom the positively tested person had a dinner at the same table.**

## **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 Manager 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.

## **O. COVID-19 RELATED EXPENSES**

### **1. Expenses for PCR Tests for attendance at ISU Events**

As indicated in paragraph B. PRE-CONDITIONS ON CONDUCTING ISU EVENT, for ISU

Events during the Covid-19 Pandemic, a PCR test 72h prior to arrival on site of an ISU Event is mandatory for all attendees (vaccinated or not). The cost of these tests will be borne as follows:

- Teams (excluding Figure Skating Judges) – at their own cost
- ISU Event Officials including Judges – at ISU cost
- ISU Staff & ISU Support Staff – at ISU cost
- Chaperones (for Junior Events only) – at their own cost

For specific departure tests required for the return home, including a travel certificate, the costs will be borne in the same way as the above-mentioned tests prior to arrival.

Antigen tests (rapid tests) done onsite for those not vaccinated and any additional tests (PCR or Antigen) required on site due to the ISU and/or host government's policy will be paid by the OC but will subsequently be reimbursed by the ISU.

## **2. Other Covid-19 related expenses or reduced incomes**

The ISU Council is available to examine requests for additional ISU contributions for Covid-19 related expenses or reduced incomes by the organizing ISU Members. Such requests shall be limited to ISU Event organizers that due to the Covid-19 impact suffer a financial loss. The requests must be accompanied by detailed explanations and detailed budgets. The ISU will examine such requests on a case-by-case basis. In case of agreeing to additional ISU contributions, the ISU reserves the right to request the corresponding audited accounts for the concerned Events and/or mandate an independent auditor appointed by the ISU to perform audits of the concerned Events.