

# OC GUIDELINES

## ISU EUROPEAN SHORT TRACK SPEED SKATING CHAMPIONSHIPS GDAŃSK , JANUARY 22-24 2021



# AGENDA



1. ENTRIES
2. TEST POLICY
3. TRANSPORT
4. HOTEL
5. TRAININGS
6. COMPETITION VENUE
7. MEETINGS
8. CEREMONIES
9. VOLUNTEERS
10. MEDIA



# 1. *ENTRIES*

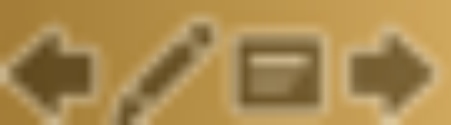


- Entries can only be made using the ISU Online Entry System for Short Track Speed Skating.
- Time schedule entries:
- Preliminary entries – December 11 ,2021
- Final entries - January 17, 2021
- Applications for accreditation according to the ISU rules



## 2. TEST POLICY

- TEAMS/ISU
- OFFICIALS
- OC
- VOLUNTEERS
- MEDIA



# TEST POLICY TEAMS / ISU OFFICIALS



- Teams/ISU Officials must share the results of an official COVID-19 PCR test with a medical certificate that is not older than 72 hours before arrival.
  - When the result of the test is negative, the team member/Official is allowed to enter the Polish territory.
  - When the result of the test is positive, the team member/Official is not allowed to enter the Polish territory.
- 2nd test upon arrival at the hotel. The results of these tests are available within 12-18 hours. During the waiting time all team members/ISU Officials will remain at their hotel rooms and food will be served to their rooms.
  - When the result of the test is negative, the team member/Official is allowed to enter the 'bubble'.
  - When the result of the test is positive, the team member/Official is not allowed to enter the 'bubble'. The team member must be quarantined in the hotel.
- 3rd test on Thursday January 21, 2021. While waiting for the result, all team members/ISU Officials will be allowed to move inside the safe bubble area and will not be required to isolate in their hotel rooms .



# TEST POLICY OC



- OC must share the results of an official COVID-19 PCR test with a medical certificate that is no older than 72 hours before arrival of competing teams.
  - When the result of the test is negative, the OC member is allowed to enter the 'bubble'.
  - When the result of the test is positive, the OC member is not allowed to enter the 'bubble'.
- All OC key functions and OC staff being in direct contact with Skaters, team Staff and Officials must pass a second PCR test on Thursday January 21, 2021.



# TEST POLICY VOLUNTEERS



- Volunteers must share the results of an official COVID-19 PCR test with a medical certificate that is no older than 72 hours before arrival of competing teams.
  - When the result of the test is negative, the volunteer is allowed to enter the 'bubble'.
  - When the result of the test is positive, the volunteer is not allowed to enter the 'bubble'.
- All volunteer key functions and volunteers being in direct contact with Skaters, team Staff and Officials must pass a second PCR test on Thursday January 21, 2021.

# TEST POLICY MEDIA



- Media representatives will have no direct contact or interaction with Skaters, Team Staff, Officials, OC or volunteers.
- Media must share the results of an official COVID-19 PCR test with a medical certificate that is no older than 72 hours before arriving at the competition venue.
  - When the result of the test is negative, the media / volunteer is allowed to enter the 'bubble'.
  - When the result of the test is positive, the media / volunteer is not allowed to enter the 'bubble'.



# DAILY MEDICAL CHECK



- All participants must perform a daily medical check and fill in the Daily Medical Check Questionnaire.
- Any participant having symptoms in particular but not limited to congestion, cough, shortness of breath, sore throat, extreme fatigue or other symptoms, shall immediately isolate and contact the ISU Medical Advisor in order to have a test organized:
  - When the result of the test is negative, the participant is allowed to leave isolation and move within the 'bubble'.
  - When the result of the test is positive, the participant must remain in isolation and follow the guidance of the Covid-19 Manager
- It is each participant's responsibility to perform a self-daily medical check and report any problem.

# TEMPERATURE CHECK TEAMS/ISU OFFICIALS



- Before departure from the hotel and entering the official transportation to the venue, everyone's temperature will be measured. When temperature is measured above 37,5 degrees, the person will be taken to the testing center, and not allowed to enter the transportation, for a COVID-19 test.
  - When the result of the test is negative, the person is allowed to use the transportation and enter the competition venue.
  - When the result of the test is positive, the person must be quarantined in the hotel.

\*If someone on the team tests positive, this person will be quarantined. Subsequently, all team members of the team will have to undergo a new COVID-19 test. The positively tested person(s) may not enter the bubble anymore. When they do come into contact with each other, it can lead to exclusion from the team.

# TEMPERATURE CHECK OC/VOLUNTEERS/ MEDIA



- Upon arrival at the competition venue, everyone's temperature will be measured. When temperature is measured above 37,5 degrees, the person will be taken to the testing center, outside the competition venue, for a COVID-19 test.
  - When the result of the test is negative, the person is allowed to enter the competition venue.
  - When the result of the test is positive, the person is not allowed to enter the competition venue. The person must be quarantined.



# FACE MASKS



- No advertising marking is allowed on face masks. Face masks may display one (1) manufacturer trademark/identification of maximum 8cm<sup>2</sup>. In addition, ISU Member's name and/or abbreviation and/or national flag and/or Skater's name may be displayed on the face mask.





# 3. TRANSPORT



- Upon arrival OC will provide a safe bus transportation from the Lech Walesa International Airport in Gdańsk to the official Hotel. Each team will travel with a separate bus. The trip takes approximately 25 minutes.

## Transport from official hotel to competition venue

- Each team will have their own bus for transport between the official hotel and the competition venue.
- The size of the bus depends on the number of people per nation.

## Transport during competition

- A transport schedule will be made for both training days and competition days. This schedule will be visible in the lobby of the hotels.
- Big busses will be used for transportation during competition days

\*Everyone must wear a facemask while in a vehicle, as well as their accreditation.



# 4. OFFICIAL HOTEL



- The Organizing Committee will provide accomodation and meals.
  - For all participating Skaters, maximum of five (5) Ladies and five (5) Men, plus one Team Leader from each participating ISU Member\*.
  - Starting with lunch **Thursday January 18, 2021, until lunch on Monday January 25, 2021.**
  - All teams arriving before Thursday **January 21, 2021**, or leaving after **Monday January 25, 2021**, must inform the OC and the respective costs will be charged based on the hotel prices in the announcement.
- The Organizing Committee provides double rooms for the teams, because we treat every nation one household. If teams want to use single rooms instead because of COVID-19, the organization will do its best to arrange this. However, the additional cost of these rooms will be charged to the Teams.
- During dining in the official hotel, all COVID-19 measures will be applied, so that breakfast, lunch or dinner can be enjoyed in a safe way in the official hotel.
- The food and drinks are served up by hotel employees to reduce contact moments

# 5. TRAININGS



## Competition Venue

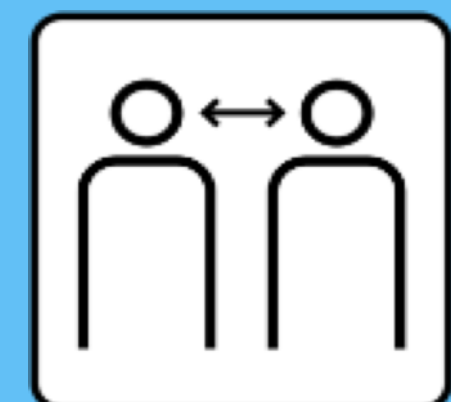
- Team members must wear a face mask at all times, unless they train on-ice.
- The skater must disinfect their hand upon entering the competition venue.
- After using any equipment (bikes, gym, etc) the skater must clean it himself/herself.
- If a skater wants to put on his / her skates, this can be done on a seat in the Heatbox, which is designated by a volunteer. The seat will be disinfected by a volunteer before the next skater comes.
- A number of volunteers will already be present to monitor all COVID-19 measures and, if necessary, address people accordingly.
- Team members must adhere to the COVID-19 measures at all times. These measures will be visible / readable in a few prominent places within the competition venue.



# 6. COMPETITION VENUE

## HYGIENE MEASURES

- The competition venue is fully furnished and facilitated to organize an event that is as safe as possible.
- There will be disinfection columns in every area where skaters need to disinfect their hands.
- Cleaners will clean 'crowded' areas more often during the day than ever before.
- Facemasks within the venue are mandatory. Exceptions are athletes on the ice and during the warm up on the ice.
- Shaking hands, giving hugs, cheering and high fiving is not allowed at any time.
- Cough and sneeze into your elbow.
- Keep 1,5m distance apart at all times. Exceptions are athletes on the ice.





## TEAM AREAS

- ① TEAMS ENTRANCE AND TEMP CHECK
- ② PHYSIO ROOM
- ③ COACHES BOX
- ④ DRESSING ROOMS
- ⑤ LUNCH DISTRIBUTION
- ⑥ HEATBOX
- ⑦ ANTI DOPING AREA
- ⑧ TECHNICAL ROOMS
- ⑨ LOST & FOUND

## MEDICAL

- ⑩ EMERGENCY ROOM
- ⑪ AMBULANCE
- ⑫ FIRST AID BOX

## ISU/JUDGES

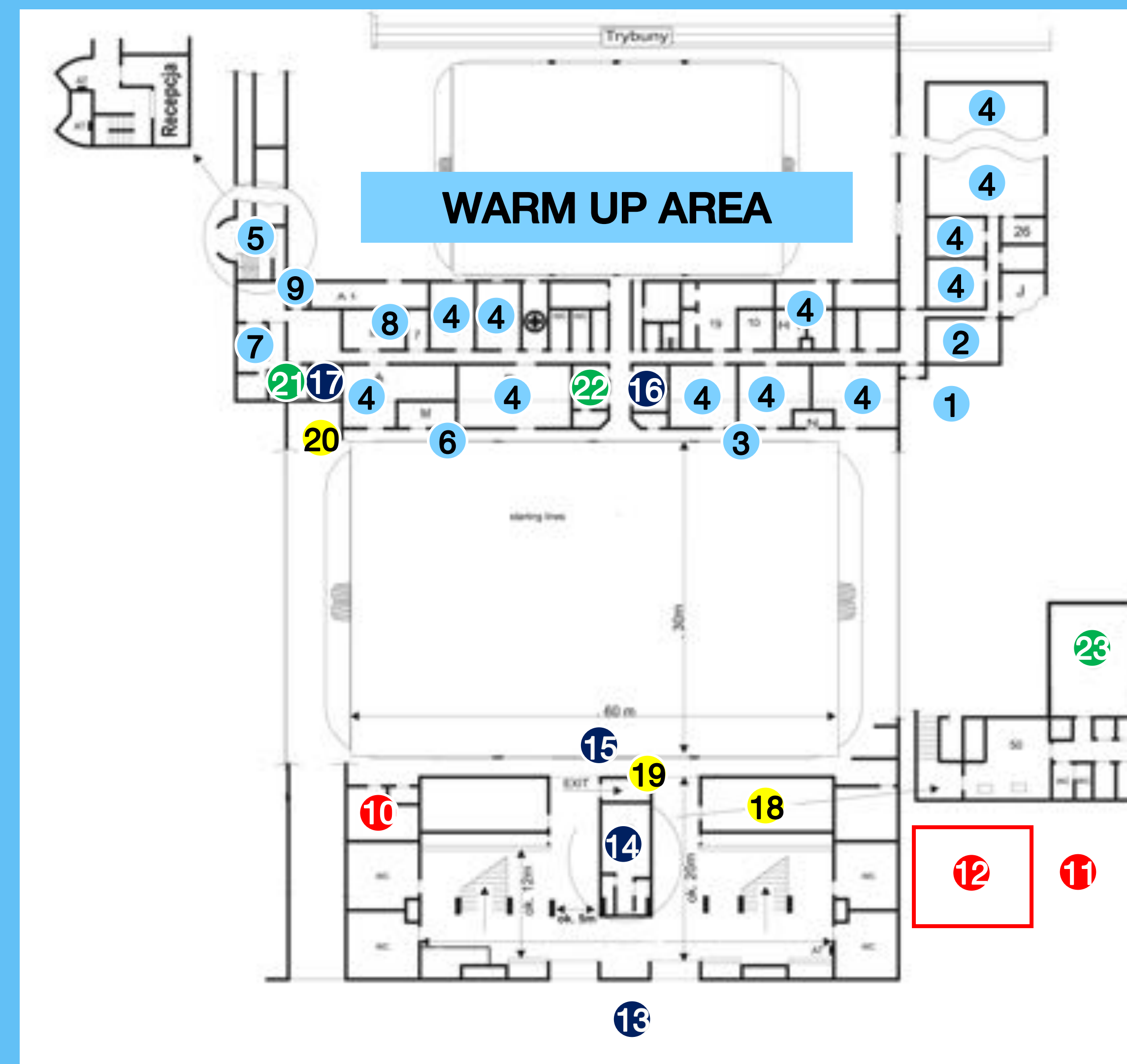
- ⑬ MAIN ENTRANCE / OFFICIALS DROP OUT AND TEMP CHECK
- ⑭ VIDEO REPLAY / REFEREES ROOM
- ⑮ JUDGES PODIUM
- ⑯ TRACK STEWARDS
- ⑰ EVENT COORDINATOR

## MEDIA

- ⑱ PRESS OFFICE
- ⑲ MEDIA PLATFORM
- ⑳ MIXED ZONE

## OC & OTHER

- ㉑ OC OFFICE
- ㉒ VOLUNTEERS ROOM
- ㉓ VIP LOUNGE FLOOR -1



# INFORMATION & ACCREDITATION



- Teams accreditation can be picked up only at the Official Hotel upon second negative PCR test result.
- At the official hotel there will be an information desk with all necessary information regarding transportation and training time schedule.
- ISU accreditations can be picked up only at the Official Hotel upon second negative PCR test result.
- Media accreditation can be picked up only at the main entry to the Venue upon negative PCR test result.





# ATHLETES LOUNGE



- The Athletes Lounge will only be used as drink & food station (grab n'go).
- There won't be any seats in the Athletes Lounge to avoid gathering of athletes.
- This area will be for Teams only. Volunteers and OC are not allowed to enter this area (unless they have a position there).
- The food and drinks are served up by employees to reduce contact moments
- All measures will be visible / readable at the entrance of Athletes Lounges
- Athletes shall consume food in their locker rooms.

# WARMING-UP AREA



- The warm up area is located on the tribune above the small Ice Arena.
- More spinning bikes will be placed next to the coaches box in the Teams Area.
- In addition, athletes can use this space to do their own exercises to prepare themselves for the races.
- Items that are used by the athletes should be cleaned by the athletes themselves with disinfectant which will be provided by the OC.
- Volunteers will monitor the athletes and intervene if necessary if it gets too busy or if measures are not enforced.



# HEATBOX IN/OUT



- All seating areas at least 1.5 meter from each other.
- One (1) volunteer who welcomes athlete and assigns position.
- The skater gets his / her own box where items can be saved.
- The skater is not allowed to move to the ice until the volunteer calls him/her.
- The skater hands over the box to the volunteer, who bring the box to the heatbox out.
- When all skaters are on the ice, the seats will be cleaned.
- After the race, the skaters are assigned their own seat by the other volunteer.
- When all skaters are ready, they may leave the heatbox on the volunteers' command.



# COACHES BOX



- The Coaches Box has been enlarged compared to previous years.
- The Coaches Box is divided into six (or more) compartments, in which one coach may take place. The compartments are 1.5 meter apart from each other.
- There is a volunteer at the Coaches Box assigning a place to each coach.
- The coaches are not allowed to leave the Coaches Box until the volunteer authorizes the coaches to leave.
- The railing of the Coaches Box is cleaned after each single race.





# OFFICIALS PLATFORM



- The platform for the officials has been fully adapted to the ISU guidelines.
- Officials are required to wear a face mask when on the platform.
- The DJ will be located in a specific position within the ice rink, not located on the platform.
- A volunteer will monitor the activity around the platform and, if necessary, instruct people accordingly.





# 7. MEETINGS



- We keep all meetings to a minimum.
- The team leaders meeting will take place at the official hotel with respecting social distance of 1,5m between the members. Only one (1) representative per participating ISU Member can attend the Team leaders' meeting
- There will be no ISU dinner.
- Medical meeting will take place at the Venue with respecting social distance of 1,5m between the present persons.



# 8. CEREMONIES



- Ceremonies will be held according to the ISU Guidelines
- Skaters will take their own medals and flowers from a stand or from a silver plate.
- No hands will be shaken during the ceremony.
- No photo of 3 athletes on the first place of the podium will be taken
- A limited number of people are allowed on the ice.



# 9. VOLUNTEERS



- The number of Championships dedicated volunteers will be kept as a minimum during the week of the Event. In addition, extra volunteers will be provided to supervise the necessary areas within the venue and enforce COVID-19 measures.
- Volunteers stay throughout the competition. No other volunteers will come, unless they have been tested.
- Volunteers must wear a face mask at all times.
- Volunteers are only admitted if they have an official COVID-19 PCR test.
- Lunch is provided through packed lunches. Volunteers can consume these in their own position. A few seats are available where you can eat.



# 10. MEDIA



- The media center is located on the ground floor. There are 30 workstations available in this space, with retaining social distance of 1,5m from each other.
- Limited number of media allowed within the competition venue.
- All media must wear a facemask within the venue.
- There will be special spots around the ice rink where photographers can take pictures. This is not permitted elsewhere in the venue.
- All media must submit a negative COVID-19 PCR test not older than 72 hours before arrival.
- All facilities related to media (mixed zone, workplaces, etc.) will be facilitated retaining social distance of 1,5m.





**THESE GUIDELINES ARE VALID  
AS OF JANUARY 4, 2021 BUT  
CAN BE UPDATED ANYTIME  
BEFORE OR DURING THE  
EVENT.**

**UPDATED GUIDELINES WILL  
BE DISTRIBUTED IMMEDIATELY  
UPON RELEASE.**



# OC GUIDELINES

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