

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

FOR MEDIA**

CONTENTS

A. INTRODUCTION	3
B. PRE-CONDITIONS ON ATTENDING AN ISU EVENT.....	3
C. GENERAL RESTRICTIONS	4
2. Hygienic Measures	4
3. Masks / Face-Nose Protection.....	5
4. Physical Distancing	5
5. Hub/Bubble Concept.....	5
6. Event Information Package for COVID-19	6
D. ACCREDITATION.....	6
E. FIELD OF PLAY SETUP, ORGANIZATIONAL ITEMS AND SERVICES.....	6
1. Starting Order Draw	6
2. Rink-side Operations	6
3. Use of monitors within the venue	7
4. Distribution of information.....	7
F. MEDIA FACILITIES AT THE VENUE	7
1. TV Quick Interview Area	7
2. Mixed Zone (if applicable)	7
3. Green Area / Leader Cam (Figure Skating only).....	7
4. Press Conference Room.....	8
5. Press Center	8
6. Press Tribune	8
7. TV Related Items.....	8
G. PHOTOPGRAPHERS' OPERATIONS	9
1. Photographers Operations.....	9
2. Small Medals Ceremony (Figure Skating only)	9

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.

[ISU Guidelines for ISU Events During the COVID-19 pandemic](#) have been put into place describing the **minimum** sanitary measures that must be put in place to host an ISU Event during the COVID-19 pandemic.

The ISU 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 the ISU Guidelines will be continuously updated, as necessary, and every accredited person needs to fully comply with the respective policy and any additional instructions given.

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

The number of media accreditations issued per event will be restricted and will depend on the venue and the restrictions of the host nation. Priority will be given to media residing in the host nation.

The ISU will not be held responsible for any travel restriction or delay, even if an accreditation request has been approved.

B. PRE-CONDITIONS ON ATTENDING AN ISU EVENT

In order for any media accreditation request to be considered members of the media must:

1. read the [ISU COVID-19 Event Guidelines](#)
2. sign a special ISU waiver
3. fill in the medical questionnaire
4. apply for media accreditation as per indicated by the Organizing Committee and/or the ISU here: <https://www.isu.org/media-centre/accreditations/media>
5. read the relevant Media Information package available here: <https://www.isu.org/media-centre/accreditations/media>

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

All accredited media must make themselves familiar with the following World Health Organization (WHO) publication:

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

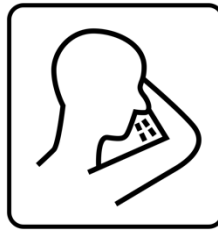
C. GENERAL RESTRICTIONS

2. Hygienic Measures

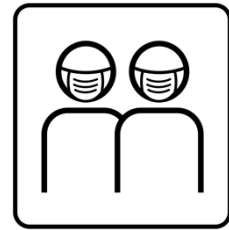
Every accredited person must follow the basic principle as shown below.



Wash your hands thoroughly.



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



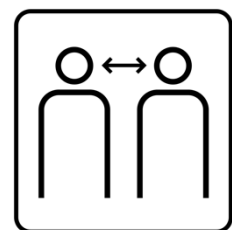
Wear a mask



Avoid shaking hands, hugging or kissing



Stay at home if you experience symptoms.



Keep your distance

Please note:

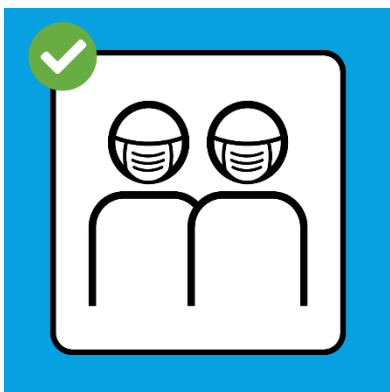
Any shared items/equipment/tools shall not be used, if possible. If shared use cannot be avoided, the user must disinfect the hands before and after usage and disinfect the item/equipment/tool afterwards.

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 Organizing Committee will 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)).

3. Masks / Face-Nose Protection

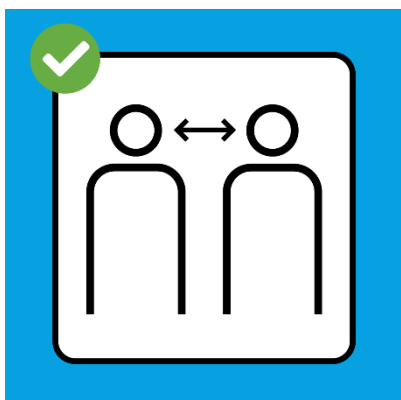
Every accredited media representative must wear a mask / mouth-face nose protection at any time in the official event locations. Any person not wearing a mask could have their accreditation removed.



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

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

4. Physical Distancing



A physical distancing of minimum 1,5 meters must be respected at all times.

Keep your distance

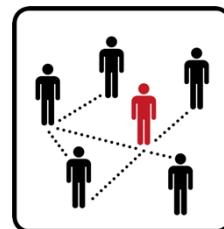
5. Hub/Bubble Concept

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

6. Event Information Package for COVID-19

The Organizing Committee will provide an information package regarding their COVID-19 measures for the Event with all necessary information and will be provided prior to arrival to the Event.

If a “Tracing-App” is available within the host country, the members of the media will be made aware of it and informed how to download the App and are encouraged to use such an App.



D. ACCREDITATION

- Medical Checkpoint will be arranged prior to entering the accreditation office/procedure.
 - Every person to be accredited or collect a pre-prepared accreditation card, MUST proceed to the Medical Checkpoint before receiving accreditation.
 - Only after successfully passing the Medical Check, a person can proceed to the Accreditation Room.
 - If doubts on the result of the Medical Check occur, the Organizing Committee and ISU Event Coordination Team/ISU Media & Communications Manager will be informed immediately and the person will be brought to the Isolation Room for the next steps to be advised by the public authorities.
- Accreditation will only be provided to those persons who have completed the health questionnaire, signed a waiver and at the time of accreditation have NO signs or symptoms of illness.
- Body temperature checks will be done at the Media and Spectator Entrances to the Ice Rink.

E. FIELD OF PLAY SETUP, ORGANIZATIONAL ITEMS AND SERVICES

1. Starting Order Draw

For Figure Skating Events, TV Right Holders could attend the draw space permitting, however a pre-defined location has to be agreed with the ISU Event Coordination Team or if not on location, with the Organizing Committee.

To avoid overcrowding, all other media will not be able to attend the draws.

For Speed Skating and Short Track Events, media will not be able to attend the draws.

2. Rink-side Operations

The minimum required distance must be kept by all persons at the venue at all times, including but not limited to the rink side-area for photographers, the Host Broadcaster and TV Right Holders but also waiting spaces (such as the mixed zone), Quick Quote area, Quick TV Interview area etc.

3. Use of monitors within the venue

Before and after using the Result Monitor and its equipment, the user must use hand sanitizers.

4. Distribution of information

Distribution of starting orders, results sheets, etc. will not be via paper, but will only be done electronically or via information boards.

F. MEDIA FACILITIES AT THE VENUE

1. TV Quick Interview Area

In the TV Quick interview boxes for TV Right Holders, the TV crew is to be limited to 2 persons maximum (camera person plus interviewer). The interviewer must not stand directly next to the Skater but rather near the camera operator and must respect a distance of 1.5m. Microphones must not be shared between interviewer and Skater. The Skater's microphone must be protected, and the protection exchanged and disinfected after each interview. Skaters microphone should be on a tripod/stand to avoid any handling.

Interview opportunities for TV Right Holders will be limited and must be conducted in the dedicated areas only.

2. Mixed Zone (if applicable)

Access control will be in place to avoid overcrowding of the Mixed Zone. Priority will be given to media from a Skater's nation.

- The time spent by a Skater and any other individual inside the Mixed Zone must not be longer than 15 min. Therefore, interview times will be limited.
- The number of journalists in the Mixed Zone must be reduced to a minimum according to the space given.
- Markings on the ground or barriers will be used to clearly divide the space.
- If not all journalists can enter the Mixed Zone due to space limitations, the OC is encouraged to find solutions to facilitate the media, for example if possible putting a table near the Skater's Mixed Zone position on which journalists can put their voice recorders. The OC may also provide an alternative to the media to conduct interviews.
- At some ISU Events only a digital mixed zone may be available.
- Interview opportunities for the media will be limited and must be conducted in the dedicated areas only.

3. Green Area / Leader Cam (Figure Skating only)

During the Free Skating/Dance, the current leader will be followed by a Leader Camera from the Host Broadcaster (HB) backstage through the Mixed Zone to the Green Area. The Host Broadcaster must use only the minimum number of personnel necessary for this purpose.

Apart from the Leader camera, no other camera or staff will be permitted in the Green Area without prior agreement from the ISU Event Coordination Team.

4. Press Conference Room

Access control to avoid overcrowding will be applied and media will not be permitted to access or use the room without the agreement of the Press Officer and/or the ISU.

Members of the media are to sit in a separate area than the teams and are to respect the relevant physical distancing rules.

There will be no opportunity after press conferences for “huddles” or one on one interviews with Skaters. One on one interviews can be arranged separately by making arrangements with the athletes’ Team Leader.

The Organizing Committee may find alternative ways to conduct press conferences, e.g. phone or digital press conferences.

Skaters microphone should be on a tripod/stand to avoid any handling. Microphones should be covered and the cover should be changed after each Skater.

5. Press Center

The media are to respect the procedures implemented by the Organizing Committee and are not permitted to move equipment.

Although the press center will be cleaned and disinfected on a regular basis, members of the media will be responsible for cleaning and disinfecting their working desks before and after using it.

6. Press Tribune

Access control will be in place in order to avoid overcrowding. Although the tabled press seats will be cleaned on a regular basis, members of the media will be responsible for cleaning and disinfecting their working desks before and after using it.

Users must use hand sanitizer/disinfectant before and after usage of the Result Monitors on the Press Tribune (and any other location within the venue).

7. TV Related Items

TV stations are requested to reduce the number of on-site team members to a minimum still allowing a quality TV operation on-site. In particular, the number of TV crew members per TV station at the Field of Play must be reduced to a minimum. Whenever a TV station is conducting a hand-held TV camera operation, the TV station shall limit it to 1 camera operator with max. 1 assistant.

The time spent at a certain location shall be reduced to a minimum. The TV Quick Interview boxes are to be entered only when needed and must not turn into a resting area for TV crew members.

In the TV Quick interview boxes, the interviewer must not stand directly next to the Skater but rather near the camera operator. Microphones must not be shared between interviewer and Skater. The Skater’s microphone must be protected, and the protection exchanged and disinfected after each interview.

ENG positions rink-side will be provided and can be accessed only with an additional pass (available from the Host Broadcaster or ISU Press Officer).

Stand-up positions will also be provided unless the required minimum physical distance cannot be guaranteed.

Each TV station is responsible to clean/disinfect its own equipment regularly and immediately in case the operator of the equipment changes.

TV crews will be granted access to the Victory Ceremony at the Photographers carpet on ice, but the minimum required physical distance must be kept. The number of TV crew members per TV station needed to be on the carpet must be reduced to a minimum. The number of TV stations allowed on the carpet will be an on-site decision by the ISU Event Coordination Team.

Please note that due to the travel restrictions, the ISU cannot guarantee the availability of the Commentator Information System for all Events. For further information please contact media@isu.ch.

G. PHOTOPGRAPHERS' OPERATIONS

1. Photographers Operations

The additional access pass to the Photo-Position rink-side (for Figure Skating Events) will be disinfected by the OC Press Team after the card is returned. The arm bands and bibs in Speed Skating and Short Track will be given out for the entirety of the event and for sanitary reasons cannot be exchanged.

Photographers will be granted access to the Victory Ceremony at the Photographers carpet or area, but the minimum required physical distance must be kept. The number of Photographers allowed on the carpet or in the area will be an on-site decision by the ISU Event Coordination Team. In Figure Skating access to the Judges Stand during the Victory Ceremony will be decided on an event per event basis. If there is an event with limited or no public, photographers may be granted seated positions in the stands behind the judges and no access to the Judges Stand.

Lockers for Photographers will be available and further information will be provided on an event basis.

2. Small Medals Ceremony (Figure Skating only)

The small medals ceremony Short Program/Rhythm Dance will take place at the occasion of the Starting Order Draw Free Skating/Dance.

The small medals ceremony Free Skating/Dance will NOT be held in the public area. The ceremony will take place directly after the Victory Ceremony before the Press Conference starts in the Draw & Press Conference Room. Skaters having won a small medal (not necessarily the top 3 of the overall result only) and the 3 overall winners are to attend.

Photographers could be allowed to attend the small medals ceremony if the venue permits, information will be provided at each Event.