Contents

1. INTRODUCTION
2. RISK ASSESSMENT AND MITIGATION CHECK-LIST
3. COMMUNICATION TO THE TEAMS AND OTHER PARTICIPANTS
4. REPORTING POLICY IN CASE OF A SUSPECTED COVID-19 CASE
5. FIELD OF PLAY SET-UP AND SERVICES
6. ACCREDITATION
7. ARRIVAL/DEPARTURE & OTHER TRANSPORT SERVICES
8. ACCOMMODATION & MEAL SERVICES
9. SPECIFIC SERVICES FOR OTHER GROUPS (e.g. TV & MEDIA PARTNER, TIME-KEEPING PARTNER)

ANNEXES

ANNEX 1 – INFORMATION ABOUT THE VIRUS
ANNEX 2 – GENERAL PROTECTION MEASURES & INDIVIDUAL RESPONSIBILITY
ANNEX 3 – HAND-WASHING
ANNEX 4 – WEARING A MASK
ANNEX 5 – TEMPLATE HEALTH QUESTIONNAIRE FOR ACCREDITED PERSONS

APPENDIX 1 – ISMF WC CHECK-LIST_COVID-19
APPENDIX 2 – SPECIFIC MEASURES & PRACTICES_UPDATED_11.01.2021
APPENDIX 3 – TECHNICAL ANNEX ABOUT THE STARTING PROCESS
1. INTRODUCTION

ISMF Covid-19 Prevention Guidelines for LOCs, teams and staff

The ISMF recognises the importance of maintaining the safety and health of everyone involved during ISMF events, including the athletes, coaches, ISMF staff, Local Organising Committees members, volunteers and spectators.

The Covid-19 outbreak will require the integration of additional measures to avoid spreading the virus in connection with an event.

These ISMF Covid-19 Prevention Guidelines for LOCs, teams and staff provide advice relevant for the ISMF events based on information and publications from the World Health Organisation (WHO) and the IOC Medical Department, as well as best practices gained by ISMF, its technical staff, the Medical Committee and other International Federations. The advice is designed to assist setting up various processes for the care and welfare of all participants at the Event.

The LOC shall ensure that adequate measures are in place to protect the health of all participants and that they can have access to immediate medical care. Preventative measures to stop transmission of infection as well as mitigation measures to minimise the risk of infection shall be put in place.

The LOC is required to include relevant local Health Authorities to support its work with establishing the appropriate measures, and to stay updated in terms of latest developments and local regulations.
ISMF Covid-19 Prevention Guidelines for LOCs, teams and staff

Please also refer to latest information and ISMF communications on the dedicated section created:

ISMF website page dedicated to the Covid-19 pandemic

ISMF is at your disposal for support and assistance wherever possible. For questions in relation to these Guidelines, please contact the ISMF Medical Committee C-19 at c19assistance@ismf-ski.org
2. RISK ASSESSMENT AND MITIGATION CHECK-LIST

Please make yourself familiar with the following WHO publications:

Questions & Answers: Mass gatherings

Key planning recommendations for Mass gatherings in the context of the current COVID-19 outbreak

Considerations for sports federations/sports event organisers when planning mass gatherings in the context of COVID-19


Decision tree (assessment overview)

Management of ill-travellers

Water, sanitation, hygiene, and waste management for the COVID-19 virus
3. COMMUNICATION TO THE TEAMS AND OTHER PARTICIPANTS

Every Local Organising Committee is required to compile a document summarising the Covid-19 prevention measures planned and undertaken that are established in accordance with local rules and regulations. To aid them in this task, a dedicated check-list to Covid-19 prevention measures is available for LOCs in Appendix 1.

It is necessary to check with the local health authorities which useful links have to be sent to the coaches of each National Federation participating in the event, in order to keep them updated with what they need to do, so that they can anticipate potential future problems. Please repeat this procedure one month, then 10 days and finally 5 days before the event. Furthermore, the ISMF Medical Committee C-19 has to be kept updated regarding the entire Covid-19 plan that the LOC will use during its event. This Commission’s members have to validate it after asking for eventual changes or amendments. We ask that this document be sent three weeks prior to the start of the event.

A communication of the measures shall also be published and sent to all other accredited persons (e.g. Sponsors, TV & Media Partner, Time-keeping Partner, etc.). It is crucial that all provisions in place have been communicated to all participants in advance through adequate channels.

The LOC has to make a list of the contacts of every person (including coaches and other eventual accompanying people, etc.) participating in the event or present in the race venue. This is essential in order to be able to keep a check on everybody involved up to eight days after the event. We ask that a hotline be made available to everyone, so that they can notify in case of symptoms appearing after the event. Everyone falling sick after the race must indicate it to the LOC or the ISMF.

The communication shall include contact details of the LOC designated Covid-19 Coordinator for the medical response plan, as well as exact provisions of the local procedures and contact details in case of Covid-19 related symptoms (telephone hotline, or similar). Make sure that the local procedures are applicable for international participants (in some countries the contacts may be different for nationals vs. non-nationals of the respective country).

It is asked that eventual updates in the local COVID guidelines be mentioned during Team Captain Meetings once the event has started.

As regards the isolation before or after the event or the quarantine to be followed or not, please refer to the rules and regulations of the country where the event took place.
Key pillars – PROMOTE:

- **Hand Washing**
- **Respiratory Hygiene**
- **Distancing**
  - Responsible – (where not possible) to use the mask
- **Daily health self-assessment**
- **Availability of contact details for rapid contact tracing**
- **Reporting Policy for the case of falling ill**
4. REPORTING POLICY IN CASE OF A SUSPECTED COVID-19 CASE

The LOC must have direct contact to local health authorities to assist teams and other participants with an immediate medical care as well as access to Covid-19 testing if required, and be aware of the local Covid-19 regulations (if possible, indicating costs of the testing if applicable). In case of need to carry out the test, the expense will be charged to the National Federation of belonging of the tested athlete.

The LOC shall issue a Reporting Policy in its Covid-19 prevention measures document listing the required behaviour of team members and other participants in line with national regulations. The policy shall be clearly communicated to the teams and other participants, as well as provided to ISMF for publication prior to the event, as part of the event information on the ISMF Website calendar section.

Make it clear in the communication, that all participants are required to fully comply with the respective Policy communicated by the LOCs.
The ISMF recommended reporting line is as follows. It may require adaptation according to national regulations and available medical coverage:

1. Participant experiences Covid-19 symptoms, or feels otherwise ill with related symptoms
2. Participant shall immediately inform the own COVID-19 responsible, who will contact then the local medical care (without name to protect identity in line with medical protocols)
3. Follow the instructions given by the local health authority (e.g. hotline) & Isolate the participant asap
4. If requested, the LOC Covid-19 Coordinator to assist with isolation (under strict protection of identity of the participant)
5. Inform LOC Covid-19 Coordinator of the test result (if test done)
If the test result returns **positive for Covid-19**, then:

- **Further steps** to consider in the event of a positive Covid-19 case:
  - The ISMF together with respective National Federation / Participant to issue a communication to the teams (without identity)
  - Media communication only at discretion and issued by the respective NF or participant group
5. FIELD OF PLAY SET-UP AND SERVICES

In accordance with Health Authorities instructions and local regulations, ensure hand-washing access (soap and paper towels), alcohol-based hand-gel and hygiene facilities at multiple locations throughout the venue facilities. Review waste management and cleaning plan.

Install hygiene reminders across all venues, changing rooms, wing facilities (accredited zones, as well as spectator areas). The display (where present)/speaker shall remind everyone to maintain a high level of personal hygiene, including hand-washing and minimising physical contact.

The use of the mask is always compulsory in any common area of the event. It is highly recommended the use of the FFP2 mask.

Anyone aged >65 years or reporting an illness like obesity or diabetes should avoid to take part in the event in all its parts (races, meetings, Team Captain Meetings, etc.) unless this person is essential. In this case he/she has to wear a FFP2 mask throughout.

Strictly limit and control the number of people in each zone (especially start and finish areas), depending on discipline and facilities/requirements, and review the venue set-up to minimise flow of people in all areas. During the upcoming particular winter season, accompanying people (fan clubs, friends, families, etc.) will be asked not to travel with the teams. Only essential people are allowed to be present and, in any case, they have to comply with preventive and protection sanitary measures and to avoid as much as possible the interaction with athletes. The distance of at least 1,5 m between each person has to be respected.

The ISMF Event Manager is the chief operating officer, under the assistance of the LOC Covid-19 Coordinator and the ISMF Medical Committee C-19 with its Coordinator.

The following recommendations are examples to be considered which may be necessary to implement based on health authority regulations and guidance when establishing the set-up organisation of the various areas.
Team Hospitality

- In Venue: Review alternative options to buffet service, e.g. ready food bags, prepared lunch/meal plates; limit interaction between volunteers and team members
- Food management to follow hygiene provisions by local regulations
- Prepare sufficient amount of water, soft drinks, etc. in individual bottles, or for filling own dedicated containers for teams and keep refilled
- Regularly cleaning and air changing when team members are not present

Waiting areas / Changing tents

- Review space to respect appropriate distancing
- Minimise volunteers in the area to essential ones in areas with limited distancing
- No changing tent in the finish, athletes should leave the common area asap
- Review clothes transportation logistics from start to finish - to be cancelled or carried out only by team staff

Equipment preparation areas

- Establish limit for number of persons
- Establish limit for entry to dedicated preparation zones per team (particularly start area)
- Special care for handling of race bibs, time chips, etc. before and after the race. These tools have to be disposed in single plastic boxes and touched only by the athlete who has used them.
- Encourage the use of visible name tags on all personal equipment (skis, poles, but also food packages, bottles, etc.), in order not to touch somebody else’s gear and contaminate it.

Lift access (if applicable)

- Restrict access to persons with essential functions
- Reduce to a single use in case of multiple seats/places
- Separate lift access for athletes, LOC, ISMF and team officials
Possible solutions for start / finish areas

If possible, the ISMF would like to maintain the typical standard of traditional competitions, trying as much as possible not to modify it and therefore in compliance with the ISMF regulations. In case of different provisions related to Covid-19 and local rules, it is thinkable to opt for the following solutions:

- Vertical Race: * the mass start option remains possible with different start by category
- Individual Race: * the option of mass start is preferable with different start by category
- Sprint Race: * no particular changes with regards the qualifications times
  * for the heats, distance of 1,5 m among the athletes, or changing the format of the heats (e.g. each athlete goes around the track twice, and his qualifying time is the cumulative time of those two laps)
- In case of mass start: * different gates to conduct the athletes in the proper aisle and starting position is highly recommended
  * use of the mask until 60 seconds before the start and then put it into the backpack. At the arrival it is compulsory for the athletes to wear again the mask when entering the check material zone and to keep it up to returning the hotel. A second mask must be carried in the backpack. The use of buff in place of a mask is not allowed
- all age categories (SM + U23M; SW + U23W; U20M; U20W; U18M; U18W) will have a separate start
- Nobody can be in contact with the athletes, except for the coach (only one for each team)
- Three corridors used for the material check
- Two corridors used for a quick flow

Please refer to the new specific Technical Annex about the starting process.

Training & warm-up before the race

Training and warm-up sessions shall be done divided by Nation as much as possible. The temperature will not be taken during or after any training or warm-up as the result could be false due to the cold or the warming-up of the body. It will be instead taken at breakfast, dinner or at any other occasion at the discretion of COVID-19 coordinators.

Refreshment points

- Very difficult to organise them along the race track (coaches will be allowed to assist their own athletes)
- Start/finish area: in the refreshment points, it is better the presence of ready closed bags
Race Office

- Use of online systems where possible, such as for competition entries, start lists, results, weather forecasts, etc.
- All information shall be available digitally including the organisation of a digital Team Captain Meeting (if possible)
- If TCM takes place: Limit number of attendees to minimum required participants (e.g. 1 per NF) in relation to the room size to comply with distancing regulations

Winner Photos / Ceremonies

- Athletes must wear the mask at any ceremonies also when on the podium, pictures of the athletes will be taken with the mask on
- Top 3 pictures respecting distancing
- No-handshaking policy at winner/medal ceremonies
- Athletes to remain on own podium step: 1st, 2nd, 3rd

Mixed-Zone

- Review set-up of the mixed zone to provide adequate distancing
- Rules for interaction and social distancing between athletes and TV & Media Partner
- Discuss additional measures with TV & Media Partner (e.g. using “selfie-stick” for microphone to respect distance, changing the microphone boom after every interview; separate microphones for interviewer and athlete for live stations)
- Wearing of masks (mouth-nose face covering) when closer interaction with people in line with national regulations

Officials’ areas (Jury, Time-keeping Partner, Referees)

- Review facility set-up to provide adequate distancing
- Limit access to the dedicated staff members in agreement with ISMF

TV & Media Partner centre and hospitality

- Set up of working places with sufficient distance
- Online press conferences or manage in mixed zone interviews
- Limited number of photographers and TV & Media Provider
Anti-Doping Control (please keep in touch with the Anti-doping service provider)

- Review waiting area space
- Each Sample collection agency must confirm it follows the WADA Guidelines fulfilling the necessary measures
- Sample collection agency to be supported with additional measures as necessary (similar to other venue areas, additional hand washing and/or disinfection, waste management, cleaning)

Spectator areas (if present)

- Social distancing in the areas where spectators are located between the other participants and spectators (double net with a distance of 2.5 m between spectators areas and the start / finish area)
- All flows within the venue one-directional
- Spectators zone separate from accredited zones (keep separate)

VIP / Press / Guests area (if present)

- Social distancing should be respected in such areas
- No buffet style, service on plates only
- Antigen or RT-PCR test compulsory
- To provide the negative COVID-19 test results to the ISMF/LOC COVID-19 Coordinator
- To provide the duly filled and signed health questionnaire for accredited persons (pag. 24) to the ISMF COVID-19 Coordinator
6. ACCREDITATION

Specific questionnaire to be completed by all accredited persons (see Template Health Questionnaire in the Annex 5).

TEMPLATE HEALTH QUESTIONNAIRE FOR ACCREDITED PERSONS

Name (as in passport):
Permanent Address:
Address at the event:
Telephone number (cell phone):
Email:
Countries you have visited in last 14 days:

- Have you had any cold symptoms (cough, runny nose, sore throat, difficult breathing) during the last 14 days?
- Have you had any of the following symptoms during the last 14 days:
  0 Fever
  0 Chest pain
  0 Headache
  0 Nausea/Vomiting
  0 Diarrhoea
- Have you been in contact with someone with a proven infection with Covid-19?
- Have you been in quarantine during the last 14 days?
- Have you tested negative to the PCR (Polymerase chain reaction) or antigen test within 72 hours before entering the Event Country?

Signature:

If there is evidence of an acute infection you will be provided with a mask, the medical personnel are equipped and isolation will be required. The local public health authority will be notified, and their protocols will be followed. An accreditation will not be issued until you have been cleared by the local public health authority.

Athletes and accredited persons should be reassured that declaring travel from high risk area will not preclude participation, but that they should expect to be more closely monitored.

The personal information provided is treated strictly confidentially by the Local Organising Committee and ISMF. It will only be used for the purpose of assessing whether the applicant can be granted or maintain accreditation in view of the Covid-19 outbreak. Local and global public health requirements will determine the length of time the data is retained.
7. ARRIVAL/DEPARTURE & OTHER TRANSPORT SERVICES

Review the logistics plans with the following considerations:

- Limit number of persons per transportation to allow required distance in the bus/car/mini-van
- Transportation plan to separate teams/groups
- Re-confirm with teams/groups whether own transport can be organised
- Minimise grouping of different teams/groups in one transportation
- Consider for LOC-appointed drivers and all passengers (if not belonging to the same team) to wear a mask
8. ACCOMMODATION & MEAL SERVICES

It is recommended that the LOC has early contact with the accommodation management to review their policies. Hotels are already required to establish the necessary measures to protect the health and welfare of their guests. Depending on the facilities additional options may include for effectively separating teams from each other, as well as from hotel personnel, and other hotel guests. These may include:

Accommodation

- Teams accommodated on the same floor, access to hotel facilities through stairs (to avoid elevators); try to separate from other hotel guests if possible
- Twin-bedded rooms preferred to keep beds distanced
- Separate access to hotel (if possible)
- Additional cleaning plans/disinfection prior to arrival
- Hand disinfection and paper towels at multiple locations throughout the accommodation, including the rooms
- Cleaning of rooms to be avoided when team members are in the accommodation (avoid contact with cleaning personnel)
- Provision of isolation rooms
- Rules for the use of joint facilities (gym, meeting rooms) such as the wearing of the mask
- Cafés & bars in the hotel shall be closed

Meals

- Separate dining rooms/areas from other hotel guests with sufficient space
- Prepare as much as possible in the dining area/s before the team arrives
- Sufficient water/drinks already available on the tables
- Avoid buffet style meals
- Preferable self-service of prepared plates, alternatively table service
- Cleaning the table preferably after dining when an entire table has left, not during the meal
9. SPECIFIC SERVICES FOR OTHER GROUPS (e.g. TV & MEDIA PARTNER, TIME-KEEPING PARTNER)

- Most of the above partners and service providers have prepared or are in the process of establishing company-specific regulations for their employees (instructions on travelling, quarantine, on-site behaviour, etc.)

- As all other venue areas, the working places/areas of these groups need to be regularly cleaned equally

- Additional aspects relative to their tasks to be reviewed directly with LOC

**HARD SURFACES:**

1. **CLEAN**
   Remove organic material for effective disinfection.

2. **RINSE**
   Rinse of detergents.

3. **DISINFECT**
   Use a properly registered disinfectant.

**FREQUENTLY TOUCHED OBJECTS:**

Consider providing disposable wipes
ANNEX 1
INFORMATION ABOUT THE VIRUS

What is Coronavirus?
Coronaviruses (CoV) are a large family of viruses that cause illness ranging from a common cold to severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). The novel coronavirus (Covid-19) infection was first identified in December 2019.

Transmission
People can catch Covid-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with Covid-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch Covid-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch Covid-19 if they breathe in droplets from a person with Covid-19 who coughs out or exhales droplets. This is why it is important to stay more than 1 meter (3 feet) away from everyone, especially from those who are sick.
Studies suggest that the virus that causes Covid-19 is mainly transmitted through contact with respiratory droplets rather than through the air.

Symptoms
The most common symptoms are: fever, tiredness, dry cough. Eventually: aches and pains, nasal congestion, runny nose, sore throat, loss of taste, or diarrhoea.
Symptoms develop gradually, some people become infected but do not develop any symptoms. Most people recover from the disease without needing special treatment (around 80%). For those developing severe symptoms, medical advice must be sought according to the local public health authority recommendations in relation to Covid-19.
ANNEX 2

GENERAL PROTECTION MEASURES & INDIVIDUAL RESPONSIBILITY

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water
- Maintain at least 2 meters (6 feet) distance between yourself and anyone who is coughing
- Avoid touching eyes, nose and mouth
- Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze
- Avoid physical contact such as handshaking - non-physical greetings are recommended
- Stay home if you feel unwell (self-isolated). If you have fever, cough and difficulty breathing, seek medical advice and call in advance. Stay away from the event if you are ill!
- If symptoms (as outlined above) occur before, during or after travel to the event, participants are requested to contact the local health authority in line with the LOC Reporting Line communicated
- If symptoms occur during the event, do not come to the venue or other team/participant areas (including hotel group facilities), but stay in your room and take asap immediate contact with your team manager/group leader and follow instructions
- Follow directions of the national and local authorities who have the most up to date information on the situation in the respective area

Wearing a Mask

Even if people are asymptomatic, so do not present respiratory symptoms, such as cough, the wearing of a mask is compulsory in any event site/area and each individual shall replace it twice during the day. When the mask is replaced the dirty one shall be put in a dedicated and hermetically sealed plastic bag. The most effective way to protect yourself is to replacing the mask at least twice per day and to washing regularly your hands, and follow the guidelines above. Buffs/scarves or any other type of protection which is not a mask is not admitted.

Read further:

Questions & Answers: COVID-19

Clean Hands protect against infection

When and How to use masks
ANNEX 3
HAND-WASHING

How do I wash my hands properly?
Washing your hands properly takes at minimum 20 seconds
ANNEX 4
WEARING A MASK

Do's
- Wash your hands before touching the mask
- Inspect the mask for tears or holes
- Find the top side, where the metal piece or stiff edge is
- Ensure the colored-side faces outwards
- Place the metal piece or stiff edge over your nose
- Cover your mouth, nose, and chin
- Adjust the mask to your face without leaving gaps on the sides
- Avoid touching the mask
- Remove the mask from behind the ears or head
- Keep the mask away from you and surfaces while removing it
- Discard the mask immediately after use preferably into a closed bin
- Wash your hands after discarding the mask

Don'ts
- Do not use a ripped or damp mask
- Do not wear the mask only over mouth or nose
- Do not wear a loose mask
- Do not touch the front of the mask
- Do not remove the mask to talk to someone or do other things that would require touching the mask
- Do not leave your used mask within the reach of others
- Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.
ANNEX 5

TEMPLATE HEALTH QUESTIONNAIRE FOR ACCREDITED PERSONS

Name (as in passport):
Permanent Address:
Address at the event:
Telephone number (cell phone):
Email:
Countries you have visited in last 14 days:

- Have you had any cold symptoms (cough, runny nose, sore throat, difficult breathing) during the last 14 days?
- Have you had any of the following symptoms during the last 14 days:
  o Fever
  o Chest pain
  o Headache
  o Nausea/Vomiting
  o Diarrhoea
- Have you been in contact with someone with a proven infection with Covid-19?
- Have you been in quarantine during the last 14 days?
- Have you tested negative to the PCR (Polymerase chain reaction) or antigen test within 72 hours before entering the Event Country?

Signature:

If there is evidence of an acute infection you will be provided with a mask, the medical personnel are equipped and isolation will be required. The local public health authority will be notified, and their protocols will be followed. An accreditation will not be issued until you have been cleared by the local public health authority.

Athletes and accredited persons should be reassured that declaring travel from high risk area will not preclude participation, but that they should expect to be more closely monitored.

The personal information provided is treated strictly confidentially by the Local Organising Committee and ISMF. It will only be used for the purpose of assessing whether the applicant can be granted or maintain accreditation in view of the Covid-19 outbreak. Local and global public health requirements will determine the length of time the data is retained.
APPENDIX 1

Please refer to the separate ISMF WC CHECK-LIST_COVID-19
APPENDIX 2

Please refer to the separate SPECIFIC MEASURES & PRACTICES updated on 11.01.2021
APPENDIX 3

Please refer to the separate TECHNICAL ANNEX ABOUT THE STARTING PROCESS updated on 11.01.2021
The health and safety of all participants at ISMF Events including the athletes, team members, officials, volunteers, service providers and spectators has the highest priority. The organisers and medical services are sincerely thanked for their engagement to enable the safe organisation of ISMF competitions.