

# World Triathlon Cup Lisbon 2021 Event Guide



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## 1. 2021 WORLD TRIATHLON CUP LISBON

COVID-19 continues to cause significant challenges. The transition period in which we find ourselves will be a long one and we at Portuguese Triathlon Federation, as organisers of the 2021 World Triathlon Cup Lisbon event, are committed to implementing all possible measures to comply with rules and good practice that counteract and prevent the spread of COVID-19. Our first intention is to work constantly with the local authorities and to organise a safe event. The approach is to follow all WHO and the World Triathlon recommendations, to respect and fully support the Portuguese national health directives, those issued by the Health Authority of Lisbon and Tagus Valley and those issued by the Municipality of Lisbon. The other priority is the protection of the health and safety of the participants and all the people who will take part in the organization of the event.

Our goal is to provide appropriate measures to protect the health of participants and ensure their access to timely medical care. Preventive measures will be put in place to limit the transmission of infection and preventive measures to minimise this risk.

The purpose of this document is to define the duties of the various parties operating in the context of the event, in order to limit the risk produced by COVID-19.

The first measure of protection on which all others depend is the sense of responsibility of each one.

The defined guidelines must be implemented not only by all participants, World Triathlon officials, Portuguese Triathlon Federation (FTP), volunteers and staff of the organization, but also by external parties (suppliers, visitors, etc.).

## 2. PURPOSE

**The purposes of this document are:**

- a) Take technical and organisational measures to contain the circulation of the virus;**
- b) Manage participants, delegations, volunteers and staff with virus symptoms;**
- c) Take measures to avoid possible situations of assemblage;**
- d) Minimize the presence of Staff and Volunteers and Technicians through:**
  - The prohibition of access to the operational areas of the event by persons whose presence is not strictly necessary;
  - The implementation of the agile working mode;
  - The implementation of the system of remote meetings;
  - Protect the weaker categories;

- Punctual health management.

**(e) Ensuring health protection;**

**(f) Stimulating correct actions;**

**(g) Strengthen cleaning and sanitation cycles;**

**h) Update the emergency plan with COVID-19.**

### **3. VALIDITY**

The content of this document is valid for as long as national or local emergency conditions continue and in any case unless otherwise communicated by the Organization.

### **4. RISK ASSESSMENT AND RISK REDUCTION**

The organization is implementing its activities in order to comply with local health authority protocols and minimize the risk of pandemic spread, keeping participants and the public safe and healthy.

We would split operational personnel and Officials into teams and reinforce personal hygiene such as hand washing, hand sanitizers and promote use of personal protective gear.

A careful management of the timetable and access times of the participants will be implemented in order to access the competition areas with an adequate social distancing and an immediate exit once finished.

The waiting areas will be restricted and controlled by volunteers.

Data collection systems (addresses - Phone - Mail) will be used in order to manage the contacts of all participants (except the public) who will be present at the event. This includes athletes, race officials, coaches, managers, executives, volunteers and race staff. This would ensure that we can trace back to the people potentially involved if a suspicious case is identified. Once confirmed, all isolation procedures and reporting to health authorities will be activated.

### **5. INDIVIDUAL RESPONSIBILITY**

- Have a biosafety plan for travel (mask, personal hand sanitizers, individual food and drink and avoid stopping in crowded places);

- Participants must be careful to always keep a distance of at least 2 meters from other people, especially those who show that they are not feeling well, have a cough or sneezing or may have a fever;
- If participants have symptoms showing acute breathing problems before, during or after the trip, they must seek medical assistance and inform their health care provider of their movements and travel history;
- People who feel sick (fever, cough) should stay at home and stay away from people until the symptoms resolve. In case of illness, you should stay away from the event!
- Participants must bring their own equipment (water bottle, towels, masks, etc.);
- Participants must wash their hands frequently with soap and warm or alcohol-based water (at least 65-70%) and rub their hands for 20 seconds;
- Avoid shaking hands, hugging, high fives or fun engagement.
- Avoid steam baths or sauna;
- Avoid touching the mouth, nose or eyes;
- The sharing of equipment is prohibited. Always use your own towel and water bottle;
- Before and after the training activities, participants must shower and change their clothes at home or in their hotel rooms;
- There must be no physical contact between participants, coaches or competition officials;
- People over 69 years of age and all people with suboptimal health conditions must avoid taking part in the event;
- Participants' travel insurance should cover medical treatment, return home and cancellation of the trip.

## **6. PRE-TRAVEL QUESTIONNAIRE, MEDICAL CERTIFICATE AND COVID-19 TEST**

### **a. PRE-EVENT QUESTIONNAIRE**

Athletes and coaches should submit their test to their profile in the World Triathlon system. For those who doesn't have it, must complete the questionnaire.

### **b. MEDICAL CERTIFICATE**

Due to the current situation of the COVID-19, the World Triathlon Medical Committee has made mandatory for all athletes to submit a pre-event medical certificate for participating in the event:

- The medical certificate must be issued in English by the National Federations' medical staff or a personal doctor and be uploaded to the Athlete's Profile in the World Triathlon system.

- The certificate must declare that the athlete has been examined and he/she has not tested positive to PCR nasopharyngeal swab test and/or is not in quarantine and has been without any COVID-19 symptoms for the previous 14 days;
- The certificate must be signed by a doctor and the athlete and should be produced no later than 72hs before the person's travel day to the event;
- In case of previous positive PCR nasopharyngeal test, the athlete must provide two negative PCR tests:
  - One must take place prior to the medical examination in order for the doctor to take in consideration for signing the certificate;
  - The second must be issued as close as possible to the event's date;
  - Please note that we are requiring the athletes to submit PCR test results, ONLY in the case of a previous positive PCR test. In all the other cases, the athlete must submit only the medical certificate;
- A sample of the Pre-Travel Medical Certificate can be found in Appendix 1 of the World Triathlon COVID-19 guidelines;
- In cases where this certificate is not provided, the athlete will not be allowed to compete.

#### c. PRE-TRAVEL COVID-19 TEST

Perform an Antigenic or PCR swap pre-travel test 72 hours before the athletes' travel to the event or no later than 6 days before the event for local athletes/team support and NTOs. Tests that must currently be taken to gain entry to a country are valid as pre-travel tests.

The test result should be uploaded to the Athlete's Profile in the World Triathlon system.

## 7. COVID-19 TEST

- Staff and TO's will perform an Antigenic Covid-19 test Thursday afternoon. In case of a positive result, a PCR test will follow and the person will stay in quarantine until the result of the PCR test is issued
- To enter the race all athletes must perform an Antigenic pre-race test at the arrival in the hosting city. This test will be done Thursday afternoon, just before Race Package Distribution, following the order defined for that procedure
- If the Antigenic test is positive, the athletes must undertake a PCR Covid-19 test and stay at their hotel room in quarantine until the result of the PCR test is issued
- The organization can provide PCR tests at the site and its cost must be paid by the athlete
- The organization can help scheduling a covid-19 test at a clinic near the venue, for those who need a Covid-19 test to travel back home after the race.

|  | Pre-event questionnaire      | COVID-19 test before traveling | Medical certificate          | COVID-19 test at event       | Daily health screening |
|--|------------------------------|--------------------------------|------------------------------|------------------------------|------------------------|
| Elite athletes                             | yes                          | yes                            | yes                          | yes                          | yes                    |
| U23 athletes                               | yes                          | yes                            | yes                          | yes                          | yes                    |
| AG athletes                                | yes                          | no                             | follow public health request | follow public health request | yes                    |
| Coaches/team medical/ support NF personnel | yes                          | yes                            | follow public health request | yes                          | yes                    |
| TDs /ITOs/NTOs                             | yes                          | no                             | follow public health request | follow public health request | yes                    |
| IF Staff                                   | yes                          | no                             | follow public health request | follow public health request | yes                    |
| LOC/ Contractors                           | follow public health request | follow public health request   | follow public health request | follow public health request | yes                    |

## 8. USE OF MASK/MOUTH-NOSE FACE COVERING

- The use of face masks/face protection and personal hand sanitizers is mandatory for volunteers, competition officials, federation staff and collaborators in various capacities;
- Participants must wear face masks/face protection during any non-competitive activity and apply hand sanitizer every time they enter any event structure;
- The organisation will provide all volunteers and all staff involved with surgical masks, as well as an emergency number for medical needs;
- The organization will provide daily surgical masks to the athletes. It will be given at the COVID-19 control point at the entrance of the Athletes Lounge and must be used during their stay at the venue;
- The organization will provide hand sanitizer at the athlete's lounge, transition entrance and exit, race office, bathrooms, medical tents and all different structures and the athletes are suggested to use it as much as possible.



## 9. COVID-19 REGISTRATION TENT

- Every people involved in the event organization, including athletes, coaches and national representatives must sign daily at the COVID-19 registration Tent.
- This tent will be mounted at the venue access near Race Office.
- Every delegation member must submit to temperature and oxygen level check daily:
  - If your temperature is higher than 37,5°C, you will have to measure it again in 5 minutes. If the temperature doesn't go below 37,5°C the procedure will be repeated one more time and, if it maintains the same you will be taken to the Isolation Tent
  - If your oxygen level is lower than 95%, you will face same procedure and, if the level does not change after 3 attempts, you will be taken to Isolation Tent
- After checking temperature and oxygen level you will have to fill and sign the Responsibility Term attesting you have no COVID-19 symptoms or background.
- If everything is ok you will receive a daily bracelet that you must use during your stay at the venue.
- Athletes are only allowed to remove that bracelet at the line up and a new one will be given at Recovery zone, after the finish.
- If athletes have a social mask a new surgical sealed mask will be provided and it is mandatory to use surgical masks at the Race Venue.

## 10. ISOLATION TENT AND SUSPICIOUS CASE

- During the event, if a Suspicious Case is identified:
  - A surgical mask will be applied (provided or used?), preferably by the own Suspicious Case (need to clarify if athletes/team members must have their own and spares);
  - That person will be taken to the Isolation Tent by a staff member;
  - The Doctor in charge of the Isolation Tent will call the National Health Service (808 24 24 24) and follow the given procedure.
- The definition of a Suspicious Case is defined by the Health National Head Direction as "someone who shows an acute respiratory situation with cough, temperature above 37,9°C or dyspnoea/breathing problems".
- There will be a special doctor assigned to the Isolation Tent that will only interact with the Suspicious Case if the person doesn't feel well or needs special attention;
- The Isolation Tent will be provided with exclusive bathroom, sealed water and food, surgical masks, hand sanitizers and alcohol solution wipes.

## 11. HEALTH SCREENING OF PARTICIPANTS

- Athletes must continuously monitor their health status (including temperature detection and monitoring of any symptoms) from 14 days before and during the event;
- Pre-travel and pre-event health checks for all athletes and incoming staff guarantee the exclusion of people with potential additional risks (comorbidities, drugs);

## 12. ACCESSES TO THE EVENT

The venue and the premises will be organized in such a way as to ensure the physical separation (at least 2 meters) of athletes, officials, spectators (if present) and support staff. In the areas defined by the organizer as "Public Areas" spectators will also be invited to follow the rules of social distancing. The entrances to the public areas and the premises used for the operational management of the event will be one-way.

Security company and local police will help managing spectators and make sure Health measures are followed.

Spectators will be allowed but their presence won't be promoted, which means there won't be spectator facilities at the Venue such as Stands or public toilets.

## 13. AMBIENTS

**The maximum capacity - communicated with special signs - of:**

- Meeting rooms;
- Race office;
- Athletes Lounge;
- PMA;
- Hospitality.

The sessions will be positioned in such a way that the distance of at least 2 meters between people is respected.

Air exchange is guaranteed by opening the windows throughout the day.

In common areas, specific signs are affixed to indicate the minimum interpersonal distance of 2 meters.

**14. SECRETARIAL AREAS OF COMPETITION, MEETINGS AND ORGANIZATION ACTIVITIES**

- Surface sanitizing material (disinfectant and paper) is available;
- The use of microphones or other promiscuous devices is reduced to the minimum and must be individualized or sanitized before and after every use;
- Where possible, the room must be adequately ventilated before, during and after the meeting;
- Every tent and container will be disinfected daily with a Covid-19 UV system;
- In case food or drink is provided:
  - all food must be packaged at origin to avoid possible contamination;
  - The delivery person must be provided with a surgical mask;
  - hot and cold drinks must not be available in self-service mode;
  - When using cutlery and crockery, preference should be given to disposable cutlery and crockery delivered in a sterile bag;
  - waste must be properly separated and promptly removed and deposited in areas specially equipped for this purpose.

**15. COMMON BEHAVIOURS**

- Check the body temperature yourself before entering the seats;
- Physical contact (e.g. handshakes and hugs) is prohibited;
- The capacity of the premises must be respected, as well as reduced according to the containment measures of the COVID-19;
- The minimum interpersonal distance of 2 meters must always be respected;
- Where it is not possible, due to technical or productive impediments, to respect the minimum interpersonal distance of 2 meters, all compensatory measures must be taken (surgical masks, hand cleansing gel and sanitising products);
- Constant personal hygiene with frequent hand washing;
- Any requirements imposed by health authorities must be communicated to the organisation;
- It is mandatory to inform those responsible for the organization of any influenza symptoms that may appear during the organizational and set-up activities, also contacting the competent Doctor;
- Avoid touching your mouth, eyes and nose with your hands;
- Keep the doors open (except for fire doors);
- Avoid the use of lifts (except for people with disabilities);
- The use of company equipment and means is prohibited unless previously sanitized.

## 16. CLEANING AND SANITATION

In addition to the cleaning and sanitization measures already in place in common workplaces, further cleaning and sanitization of surfaces that most commonly come into direct contact with people are planned.

In specific entrance areas, products (disinfectant and paper) are supplied to perform self-sanitization of vehicles and workstations.

### RACE PREPARATIONS

Equipment (e.g. microphones, Bike Racks, transition baskets, tables, chairs, etc.) will be sanitized between races.

### USE OF THE RACE WHISTLE BY OFFICIALS AND VOLUNTEERS

- Use the whistle only if necessary;
- Use a short and effective whistle blow and not long and strong blows;
- Avoid turning the whistle blow towards athletes.

### WE WOULD ALSO IMPLEMENT:

- That all those who enter the premises accept the health guidelines;
- Accelerate the entry and exit processes of public areas and premises to minimize contact;
- Minimize equipment sharing;
- Event schedule divided in blocks throughout the day, preventing mass gatherings
- Keep the complete database of people involved in the event up to date;
- There will be no opening/closing ceremonies to avoid gatherings.

## 17. SERVICES TO ATHLETES

### a. AIRPORT TRANSFER

- The service will be carried out for Elite athletes, Delegations and Guests of the Event.
- The transfer between persons who do not belong to the same delegation or group of persons will be reduced as much as possible. **The use of mask is mandatory.**

### b. TRAINING FACILITIES

- The Vale Fundão swimming pool will be available for training from May 18<sup>th</sup> to May 20<sup>th</sup>, from 11h00 to 16h00.
- It is a 25m swimming pool with 6 lanes and it is 1km from the venue.
- The pool capacity is just 6 athletes and respective coaches. If a team has more than 6 athletes it is possible to train together as long as they have a certification from their NF stating they belong to the same group.

- Athletes and groups are only allowed to train for 1 hour. In case the pool is vacant it is possible to extend the training session to 1,5 hours.
- Booking must be done until may 16<sup>th</sup> to [joao.costa@federacao-triatlo.pt](mailto:joao.costa@federacao-triatlo.pt)
- <https://informacoeseservicos.lisboa.pt/contactos/diretorio-da-cidade/piscina-do-vale-fundao>



#### c. BRIEFING FOR ATHLETES AND COACHES

- At World Triathlon events, all coach briefings are cancelled;
- The Elite athletes' briefing is not mandatory;
- All information about the race will be provided through online systems.

#### SPECIAL RULES FOR THE 2021 WORLD TRIATHLON CUP LISBON:

- The online briefing will be held on a date and time consistent with the World Triathlon Competition Rules and will take place online through the Zoom platform;
- Participants will attend the TD presentation and have the opportunity to contribute questions or feedback through the online Q&A function. If people cannot attend the session in real time, the presentation will be recorded and published on the World Triathlon website for later viewing;

- There are no penalties for those who arrive late or miss the online briefing;
- The TD of the event must send the presentation of the race briefing to World Triathlon Entries [entries@triathlon.org](mailto:entries@triathlon.org) two days before the date of the event and the file will be immediately uploaded on this page and made available to the athletes and trainees.
- The TD will be available for any clarifications in the pre-race period and can be reached by phone through an Italian telephone number made available to the organizer. The telephone number of the TD will be communicated to all athletes through the "Athlete Guide" and the event page at [www.triathlon.org](http://www.triathlon.org).

#### d. REGISTRATION AND ACCREDITATION

- All credits for the athletes, coaches and doctors of the team will be distributed in a time window established by the organizer;
- At the registration tent all athletes and coaches will receive a sealed surgical mask that they have to wear at all times in the venue, except during swim familiarization or competition;
- The assigned time slot and the distance of 2 meters between the athletes must be respected inside the recording room;
- If an athlete is not present and there is a waiting list, the athlete must be replaced according to standard procedures;
- The problem should be reported to World Triathlon Entries [entries@triathlon.org](mailto:entries@triathlon.org);
- During the accreditation phase the figures of the "Head Referee" and/or "Technical Delegate" must be present at the race pack pick-up.

#### RACE PACK DELIVERY

- The athlete must pick up the race pack in person and within a time window of one hour at the place indicated by the organization. The pick-up time will be communicated by the organization according to the World Triathlon Competition Rules (2.7);
- During registration, all Elite Athletes will be required to wear masks.

#### COMPOSITION OF THE RACE PACK:

- The preparation of the package and its packaging will be carried out following appropriate hygienic and sanitary measures;
- The timing chips and velcro will be disinfected according to the manufacturers' recommendations (both timing chips and velcro must be machine washed at 60 degrees Celsius for one hour);
- Only materials essential for the race (e.g. no promotional materials) will be included in the race package to reduce the packaging as much as possible.

**e. ARRIVE ON VENUE**

- Participants to arrive no more than 60 minutes before their race unless scheduled differently
- Participants and officials cannot enter the venue area earlier than the designated time prior to their race/duty or before the participants and officials of the previous race have departed.
- Use of waiting areas should be minimized before going to transition set up or in start area. Objective is to reduce contact between groups.
- Waiting time should be minimised with people asked not to arrive more than :
  - 120 minutes before their race on the venue
  - 90 minutes before their race in transition area
  - 15 minutes and less than 5 minutes before their start time in Start area.
- On arrival, participants would have their temperature checked. Venue will display clear instructions and signage to inform participants of the Health Risks of COVID-19 and rules of entry into the venue. Hand sanitizer would be available at the entry.

**f. ATHLETES LOUNGES**

- All volunteers in the Athletes Lounges will wear surgical masks;
- Inside the premises and in the waiting lines, the athletes will be enforced a distance of 2 meters. The distance will be indicated by signs and marked with a delimiter tape on the floor. The athlete must deposit his bag at the point assigned to him;
- Athletes will be required to store their equipment and fittings inside a disposable bag provided by the organiser;
- All Athletes will be required to wear masks.
- The athletes lounge will be divided in smaller compartments for each teams/delegations and nobody is allowed to enter this compartments besides members of the team/delegation or authorized staff.
- The flow in the athletes' lounge will marked on the floor.
- Each compartment will have a personal storage furniture where all personal items must be stored. Nobody is allowed to leave personal items unattended.
- At the Athletes Lounge entrance will be bike racks also identified by team/delegation. You must leave your bike on the respective bike rack.
- There will be a COVID-19 table at the entrance and exit of the tent with alcohol-based solutions and wipes that you will have to use every time you enter or exit the lounge.
- Toilets will be available at the Athletes Lounge and it will be cleaned and sanitized every hour.



#### g. ATHLETES CHECK-IN

- All the activities will be simplified and carried out in the shortest possible time with the aim of avoiding crowds;
- All volunteers, technicians and staff will be required to wear surgical masks and personal hand sanitizers;
- Inside the premises and in the waiting lines, the athletes will be enforced a distance of 2 meters. The distance will be indicated by signs and marked with a delimiting tape on the floor;
- Any checks of the equipment and competition equipment used by the athletes must be carried out visually;
- Officials may need to carry out a manual check of equipment and fittings. In this case, hygienic wipes will be available for the athletes to clean the equipment after the race officials have checked it;
- All athletes will be required to wear surgical masks during this phase;
- There will be a COVID-19 table at the entrance and exit of Transition with alcohol-based solutions and wipes that you will have to use every time you enter or exit the lounge.

#### h. COURSE FAMILIRIZATIONS

The trials of the Bike and Swim route will take place only and exclusively if authorized by the local authority and if it will be possible to close the areas to local traffic to ensure the safety of the participating athletes.

#### i. CONTROL OF THE INCOMING AND OUTGOING TRANSITION ZONE

- In the entrance row to the Transition area athletes must always keep a distance of 2 meters;
- All equipment checks must be performed as visual checks;
- Officials may need to do a physical check. In this case, sanitary towels will be available for athletes to clean the equipment after the officials have checked the equipment;
- All athletes will be required to wear surgical masks during this phase;
- Athletes must respect the check-in times in the time slots listed in the Athletes Guide;
- Athletes are requested to check out immediately after the end of the race.

#### j. START RACE

- At the start the athletes will be lined up keeping a distance of 2 meters between them.
- It will be a beach start and the athletes will have at least a 1m box for each other
- Athletes are only allowed to remove their mask when they are called to the start. A trash bin will be on the start area entrance
- After warmup organization will provide new sealed surgical masks for all the athletes to use in the Line Up



**k. TRANSITION AREA**

- The format of the transition area included in the Organizers' Manual actually provides an adequate distance between athletes (1,5m)

**l. HYGIENE DURING THE RACE**

- To reduce the risk of infection during the race where there is likely to be accidental contact between people, disinfectant gels will be placed in the transition, finish and start areas.

**m. AID STATIONS**

- The aid stations will be managed with a larger number of volunteers and according to World Triathlon rules;
- A team of volunteers will take care of the management of the aid stations and another one for the collection of bottles and/or glasses used by the athletes;
- All volunteers will wear masks;
- There will be hand sanitizers available at the aid stations for volunteers to keep their hands sanitized;
- The length of the aid stations will be increased compared to the ITU rules in force;
- Only sealed water will be provided at the aid stations.

**n. PENALTY BOX**

- The penalty box will be managed according to World Triathlon regulations for World Cup races;
- They will be organised and positioned in such a way as to ensure social distancing;
- There will be hand sanitizers available for referees to keep their hands sanitized.

**o. FINISH LINE**

- The finish area will be divided into 1.5m wide lanes to prevent athletes from approaching beyond this distance;
- The finish tape will be disinfected between trials;
- The photographers and cameramen will be positioned at a distance of 20 meters;
- After the finish line the organization will provide a new sealed surgical mask that the athletes must use from that point on;
- After the finish line, the athletes will be directed to an area where they will find drinks;
- At the final refreshment point there will be volunteers serving the athletes and the athletes are not allowed to take food or drinks by themselves;

- Adjacent to the arrival area will be placed an advanced PMA medical tent;
- Athletes will be absolutely forbidden to sit or lie on the carpet (except in cases of medical and health problems). The arrival area will be managed with an adequate number of volunteers.

p. MEDAL CERIMONIES

- The possibility of having the award ceremony held will be carefully considered.
- If it takes place, it will be organised as follows:
  - The podium will have a distance of 2 m between the medallists.
  - The athletes will take the podium and collect their medal from the medal stand by themselves. Flowers and champagne are not allowed. Athletes are advised to wear disposable masks during this activity.
  - Only one VIP will be admitted to the prize-giving stage for each ceremony, who will not be able to get in contact with the athletes and will always have to wear the mask.
  - Only one volunteer is involved in the ceremonies, who prepares the trophies on separate trays for each athlete. The volunteer must wear a mask.
  - The volunteer must disinfect the trays between the podiums.
  - Handshakes or hugs between athletes should always be avoided.
  - The VIP and the athletes can take off the mask during the photo at the end of the ceremony.

q. COMPETITION JURY

- The audition with the Jury will take place in a room where the distance of 2 meter between people is guaranteed;
- All members of the Competition Jury will maintain a distance of 2 meter from each other.

r. PUBLIC AREAS

- The public areas will be located adjacent to the departure and arrival area and the transition area;
- Seats in the grandstands (if present) or standing places in the public areas will be occupied in such a way as to respect the distance between people of 1 meter and accesses will be managed according to the size of the areas and coordinated by incoming and outgoing volunteers.

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