TRI🍁THLON
CANADA

COVID–19 Recommendations
for Domestic Community Events
May 25, 2020

Table of Contents

Introduction

This document includes recommendations for operation of domestic community events taking into account new safety protocols resulting from the COVID-19 pandemic. All sports will be shifting delivery of events to best provide a safe environment for athletes, staff, volunteers and spectators.

Adherence to the recommendations provided does not constitute Triathlon Canada's approval to operate an event. All event organizing bodies must work with their local health authorities, permitting bodies and provincial sanctioning bodies to ensure that risk mitigation planning is appropriate and comprehensive for local conditions.

Additional risk assessment tools can be found at: www.triathloncanada.com/covid-response/

OBJECTIVES
- Prioritize the health and safety of the Triathlon Canada Nation – including all athletes, volunteers, spectators, race organizers and staff
- Provide Return-to-Play recommendations that align with the Government of Canada, the Canadian Olympic Committee, the Canadian Paralympic Committee and Own the Podium
- Provide Return-to-Play recommendations for Race Organizers that can be adapted to the local conditions and requirements of the local Health Authorities

DEFINITIONS
Mass Gathering: an event is considered a "mass gathering" if the number of people it brings together is so large that is has the potential to strain the planning and response resources of the health system in the community where it takes place.

Risk Management: is a collaborative process and should not be carried out by a local organizing committee in isolation. It is imperative that a process for including local health authorities is established.

Maintaining Safe Competition Bubbles

Social distancing and limited travel will continue to be important to prevent the spread of infection, and a safe return to sport must consider these key factors. Where some form of competition is a possibility, the days of large international competitions are a long way off. A phased approach will be required.

Canada is a very large country, and the impact on communities caused by COVID-19 varies considerably from region to region. Local Health Authorities should be the primary resource for establishing criteria such as participation caps and the acceptable range from which participants should travel to the event.

Access

The gateway to all events is the registration process. This is managed by a wide variety of service providers in Canada, and most of them have tools built in that can be used to set parameters around access. **All organizers need to ensure that event waivers are updated to include communicable diseases** *(inclusive of athletes, volunteers, staff, and spectators)*.

REGISTRATION RECOMMENDATIONS

Events should accomplish the following as part of their online registration process:

1. Provide and collect data from the standardized "Pre-Event Health Form"
2. Limit registration by geographical area

NATIONAL TRIATHLON REGISTRATION SYSTEM

Triathlon Canada has a National Triathlon Registration System *(NTRS)*, which is available to all race organizers as a mechanism for managing registration. A national system has many benefits, but even more so as we work to provide consistent and airtight safety parameters. Scrutiny and oversight from permitting bodies is likely to increase dramatically, and insurance providers will be looking for additional safeguards. Advantages of using the NTRS include:

- Shared oversight of registrants
- A uniform process for containing competition bubbles
- Access to standardized pre-event forms
- Consistent reporting structure for permitting bodies
- Ability to nationally track and manage issues

Athlete Services

REPORTING AND WITHDRAWALS:

Everyone *(regardless of role, and including athletes/participants)* has a responsibility to stay away from others if they are experiencing symptoms of respiratory illness. This should be heavily communicated to all stakeholders, and participants should be given a clear process for reporting and withdrawing as a result of illness. Participants should NOT be penalized for withdrawals under these circumstances *(proven by doctor's note within a reasonable time-frame).*

RACE BRIEFINGS:

Large gatherings must be avoided as much as possible. The following should be considered:
- Briefings conducted online *(Zoom etc.)*
- Briefings recorded so that they can be accessed for several days prior to the event
- Set times where participants have access to staff to answer questions online
- No penalties for being late/missing briefings

RACE PACKAGE MATERIALS

Cross-contamination from race materials must be mitigated as much as possible.
- Consider providing a digital package where possible
- Only competition essential materials should be included in packages
    - Race bibs, bike stickers, wristbands, check-out tickets etc.
- Timing chips and straps should be disinfected prior to distribution
    - Straps should be single-use only where possible

RACE PACKAGE PICK-UP / CHECK-IN

Social distancing must be maintained throughout the check-in process.
- Establish registration times to manage crowds
    - Distance markers (2m) should be clearly provided on the floor
    - Organize time slots according to numerical or alphabetical order
        - *Bib numbers should be provided in advance*
    - Calculate time slots based on the size of the check-in facility and the number of athletes registered
    - Ensure crowd control plans account for line-ups outside of the check-in venue
- Avoid collecting cash on site

- Day licenses / insurance should be fully verified prior to the event
- A "back-up" payment listing should be created that is easily accessible from a personal mobile device *(avoid sharing computers or touch-screen devices)*
- Ensure proper hygiene is maintained
    - All volunteers should wear gloves and masks
    - Sanitizer should be available at the entrance and at each "station"

GEAR BAGS

As much as possible the need to transfer personal gear should be avoided. Athletes should be allowed to keep their equipment at their transition space in accordance with the ITU Competition Rules. If a gear bag drop is required:

- Volunteers should wear mask/gloves
- 2m must be respected inside the tent/room with spacing marked on the floor

Venue

GENERAL
All processes should be simplified with the goal that participants are spending as little time as possible at the venue. Events must be able to show that they are able to maintain appropriate social distancing:
- The established safe distance is 2 meters from other people
- Sharing equipment is prohibited

Recommendations for hand hygiene
Events should be able to show that they are able to facilitate a high level of hand hygiene. Participants should be able to frequently wash their hands using soap and hot water or alcohol-based *(minimum 65-70%)* hand sanitizer. Additional recommendations include:
- Hand sanitizer *(65-70% alcohol)* available at the entrance of each tent/room
- Hand washing facilities in all key accredited zones *(lounge, VIP, media, event office, etc.)*
- Key contact points disinfected in all areas several times per day
    - Door handles, toilet handles, bathroom faucets, etc.
- Room doors to remain open if possible
- Closed bins to be provided in all rooms for safe disposal of hygienic materials
    - Tissues, towels, etc.

Recommendations for use of masks/face-coverings & gloves:

- Mandatory for all volunteers, officials, staff *(to be provided by LOC)*
- Mandatory for athletes in all non-competition activities *(to be provided by participants)*
    - LOC to communicate on proper use of masks and gloves
    - Event to provide PPE for volunteers, staff and to cover the event medical needs

COMMUNICATION

Keeping all participants informed on risk management strategies is absolutely critical.

- All provisions should be communicated clearly to all participants and spectators in advance
    - Website, direct email, social media etc.
- Health advisories should be displayed at the venue
    - Encourage high levels of personal hygiene
    - Advice on hand-washing and minimizing physical contact
- Identify a media contact

ACCREDITATION

Accreditation should be used as a tool to control crowding:

- Access should be granted to the absolute minimum number of people, and always be in compliance with social distancing regulations
- Those not following proper safety precautions should have their accreditation removed and be asked to leave the venue
- Any participant not complying with the established prevention procedures should not be allowed to participate and should be asked to leave the venue

SPECTATING

Crowd control needs to take into consideration physical distancing for spectators. Recommendations include:

- Venue layout that offers viewing opportunities from multiple locations
- Crowd control at any areas it is possible to congregate
- One-directional flows that prevent stopping in narrow corridors
- Grandstands compliant with social distancing, maintaining 2m distance between seats
- Offer ways to engage as a spectator virtually
    - Live tracking, live feeds at set location etc.

Field of Play

TRANSITION CHECK-IN

Transition check-in should be managed to prevent crowding and cross-contamination of equipment.. Recommendations include:

- All athletes should wear masks/gloves *(athlete's responsibility to provide)*
- Establish check-in times to manage crowds
    - Plan windows based on the size of the transition zone, the number of registered athletes and the number of check-in gates
    - Consider the best way to manage this process
        - *Numerical order: may provide additional control as each section of the transition area will be filled systematically*
        - *Alphabetical order: may help keep families in the same time block and may result in a more spread-out pattern for dropping bikes and gear*
- Ensure all participants can maintain 2 meters of distance
    - Both during check-in and as they wait to access the transition zone
- Limit any contact with personal equipment
    - Visual inspections for equipment check only
    - If a physical inspection is required, sanitary wipes must be provided to disinfect all contacted surfaces

SWIM START

There are several key strategies that should be implemented to start open water events:

- A waiting area for participants should be provided that respects social distancing requirements
    - All participants awaiting their start should be required to stay away from the start area until called forward
- All events should implement a rolling start system with specific waves
    - Exact time intervals must be given to all participants
    - Participants should not be allowed to line up outside of their designated time

SWIM EXIT

Provide a wide enough exit chute so that athletes are able to achieve adequate spacing.

TRANSITION ZONE

Spacing in transition must be maintained to ensure an appropriate distance and avoid contact as much as possible.

- It is recommended that the LOC adhere to the following:
    - Provide each athlete with a minimum of 2 meters of space
    - Maintain a distance of 5 meters between rows of racks
- Alternating racking may be used

CHANGING TENTS / GEAR RACKS

Social distancing must take priority over providing access to changing areas.

- Changing tents should not be provided, as they are not able to be compliant with distancing requirements
- Athletes should be allowed to keep their equipment at their transition space
- Athletes must not expose their torso and nudity is strictly forbidden, as per the ITU Competition Rules
- Gear racks may be allowed if there is a run-through process in which there is enough space *(open air space)*

BIKE COURSE

As much as possible, bike course design should favour single-loop courses that avoid overlap.

- All courses should be non-drafting only until social distancing protocols are eased
- Provide the best possible athlete distribution to facilitate distancing
- Technical officials on motorbikes should wear an open-faced helmet with a mask

RUN COURSE

Run course design should favour single-direction loops with as few laps as possible.

- Athletes should be informed to avoid running directly behind another athlete at a distance of less than 4 meters
- If the distance is less than 4 meters, it is recommended to be either at a 45-degree angle or alongside the other athlete and to avoid facing each other

AID STATIONS

General:

- All volunteers should wear masks and disposable gloves
- For standard-distance events and shorter:
  - Only water should be provided
- For any other distance:
  - Only food in packing should be provided
  - Food management should follow the hygiene provisions set out by the local health authorities
- An athlete should not be in a position to touch anything else on the aid station serving table than what he/she has selected
- Proper food hygiene practices for catering purposes for athletes must be followed

Bike course:

- Aid stations should be operated according to the existing plans with the provision of additional volunteers
- Volunteer teams should be divided into two groups with no cross-over between roles:
  - Those serving athletes
  - Those collecting used bottles/equipment

Run course:
- Should operate on a self-servicing basis

PENALTY BOX AREA
It is recommended that penalty boxes be removed. Any time penalties should be added on to the participant's finish time. Notifications will still be given on course as per the ITU Competition Rules *(verbal and coloured card)*. All penalties should be reported to and clearly posted at the finish line. Any protests should be filed immediately upon finishing the race.

FINISH AREA
There are several risk management strategies that should be applied to the finish area:
- Finish chute should be split into 2-meter wide finishing lanes to prevent athletes from coming closer than this distance
- Finish line tape should not be used
- Post-finish area should be a minimum of 20 meters from the finish line to the photographer's stand
- Athletes must avoid lying or sitting down in the finish area *(without any medical need)*
- A minimum number of volunteers should be available to support athletes and make sure that athletes are not congregating in the post-finish area
    - These volunteers should wear gloves/masks
- Stopping for photos in the post finish area should not be permitted
- Relay teams should not be allowed to congregate in the finish area

RECOVERY AREA
Following the finish, all athletes should be directed to an open space where they can have access to recovery drinks and food.
- Multiple stations should be provided within this space for distribution of supplies *(including post-race nutrition, finisher medals/shirts etc.)*
- All recovery stations should be self-serve, or a transparent panel should isolate the athlete from the volunteer
- All food provided should be individually wrapped
- Proper food hygiene for catering purposes should be followed including the Five Keys for Food Safety *(see appendix)*
- The medical tent should be attached to the recovery area
- Cold water tubs *(where applicable)* should be replaced with cold water showers

AWARDS CEREMONIES
Creating large congregations of people should be avoided, so the need for holding a medal ceremony must be assessed carefully. It is recommended that ceremonies be avoided and medals/awards be made available for pick-up post-race for a set amount of time from a location where hygiene and distancing can be maintained.

OTHER SOCIAL ACTIVITIES
Avoid additional ceremonies/social activities to minimize gatherings.

Resources

COVID-19 PUBLIC HEALTH ADVISORIES BY REGION		
AREA	**ENGLISH**	**FRENCH**
Federal	Click here	Click here
Alberta	Click here	Click here
British Columbia	Click here	*English only*
Manitoba	Click here	Click here
New Brunswick	Click here	Click here
Newfoundland & Labrador	Click here	Click here
Northwest Territories	Click here	Click here
Nova Scotia	Click here	Click here
Nunavut	Click here	Click here
Ontario	Click here	Click here
Prince Edward Island	Click here	Click here
Quebec	Click here	Click here
Saskatchewan	Click here	*English only*
Yukon Territories	Click here	Click here

EDUCATION AND AWARENESS TOOLS		
TOPIC	**ENGLISH**	**FRENCH**
Government of Canada Resource Library	Click here	Click here
About COVID-19	Click here	Click here
Cleaning and disinfecting public spaces	Click here	Click here
Guidelines for cleaning hard surfaces	Click here	Click here
Hand Hygiene	Click here	Click here
Use of Masks	Click here	*English only*
5 Keys to Safer Food Manual (WHO)	Click here	Click here

REGISTRATION EXAMPLE

Recommendations:

Social distancing must be maintained throughout the check-in process.

- Establish registration times to manage crowds
    - Distance markers (2m) should be clearly provided on the floor
    - Organize time slots according to numerical or alphabetical order
        - *Bib numbers should be provided in advance*
    - Calculate time slots based on the size of the check-in facility and the number of athletes registered
    - Ensure crowd control plans account for line-ups outside of the check-in venue
- Avoid collecting cash on site
    - Day licenses / insurance should be fully verified prior to the event
    - A "back-up" payment listing should be created that is easily accessible from a personal mobile device *(avoid sharing computers or touch-screen devices)*
- Ensure proper hygiene is maintained
    - All volunteers should wear gloves and masks
   - Sanitizer should be available at the entrance and at each "station"

TRANSITION LAYOUT EXAMPLE

Recommendations:

Spacing in transition should be maintained to ensure an appropriate distance and avoid contact as much as possible. Ensure that each athlete has a minimum of 2 meters space, and maintain a distance of 5 meters between rows of racks. Alternating racking may be used.

10 foot racks
Alternating racking

1. Swim In

4. Run Out

5 meters

Single direction of travel

3. Bike In

2. Bike Out
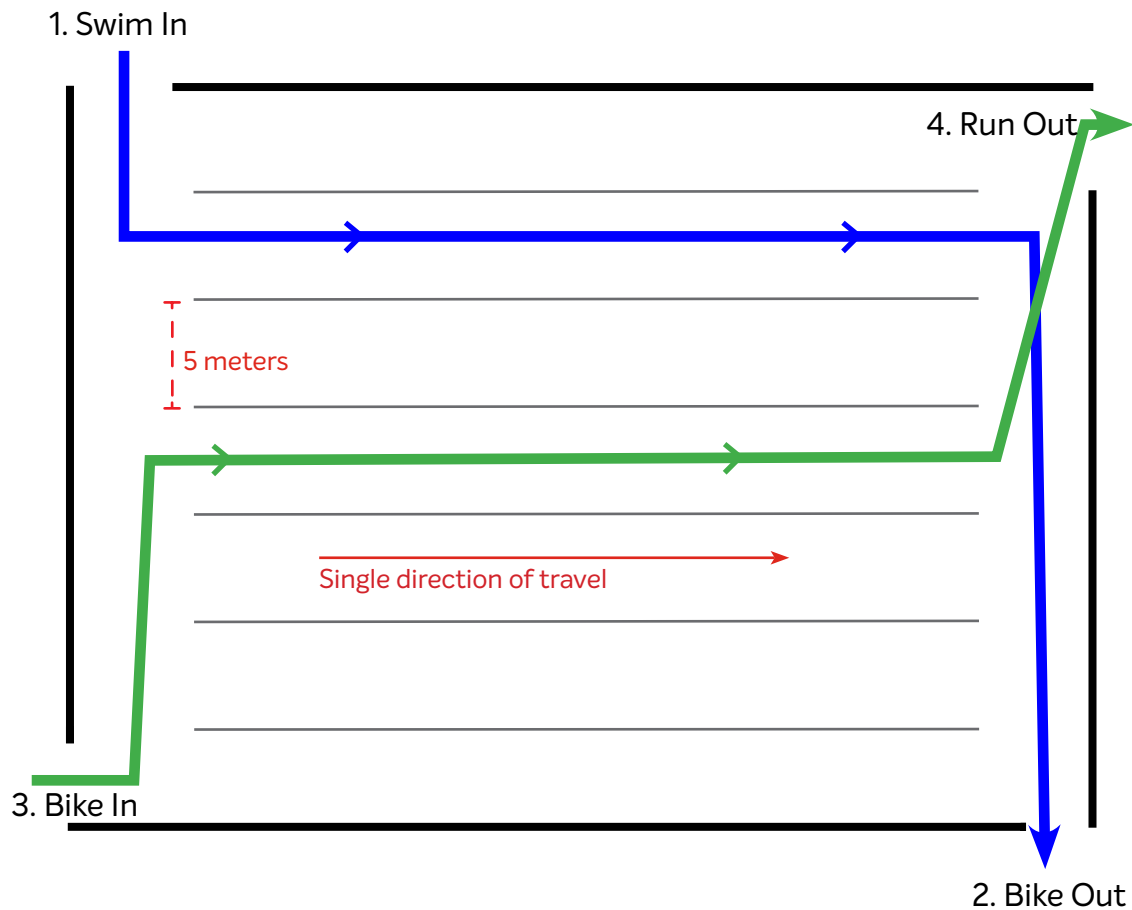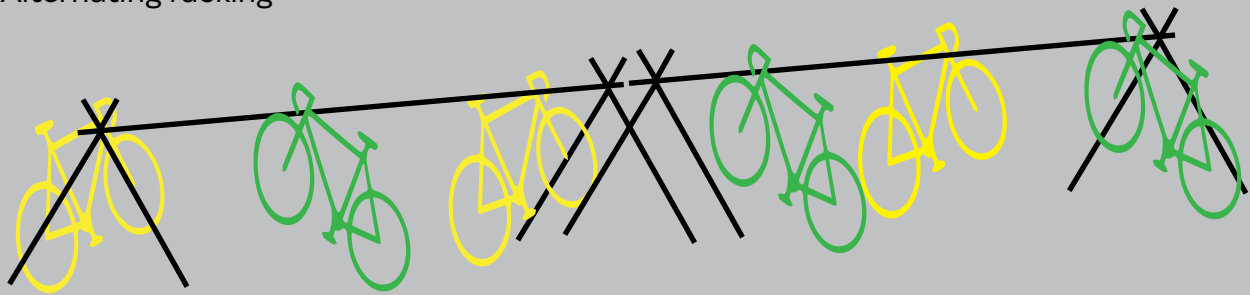
SWIM START EXAMPLE

Recommendations:

A waiting area for participants should be provided that respects social distancing requirements of 2 meters. All participants awaiting their start should be required to stay away from the start area until they are called forward.

A rolling start format should be used with identified waves. Race time begins when the athlete crosses the timing mat at the swim start. Exact timelines should be provided to all participants, including when they should arrive at their designated waiting area.

Waiting Area D

Waiting Area C

Waiting Area B

Waiting Area A

TIMING MAT
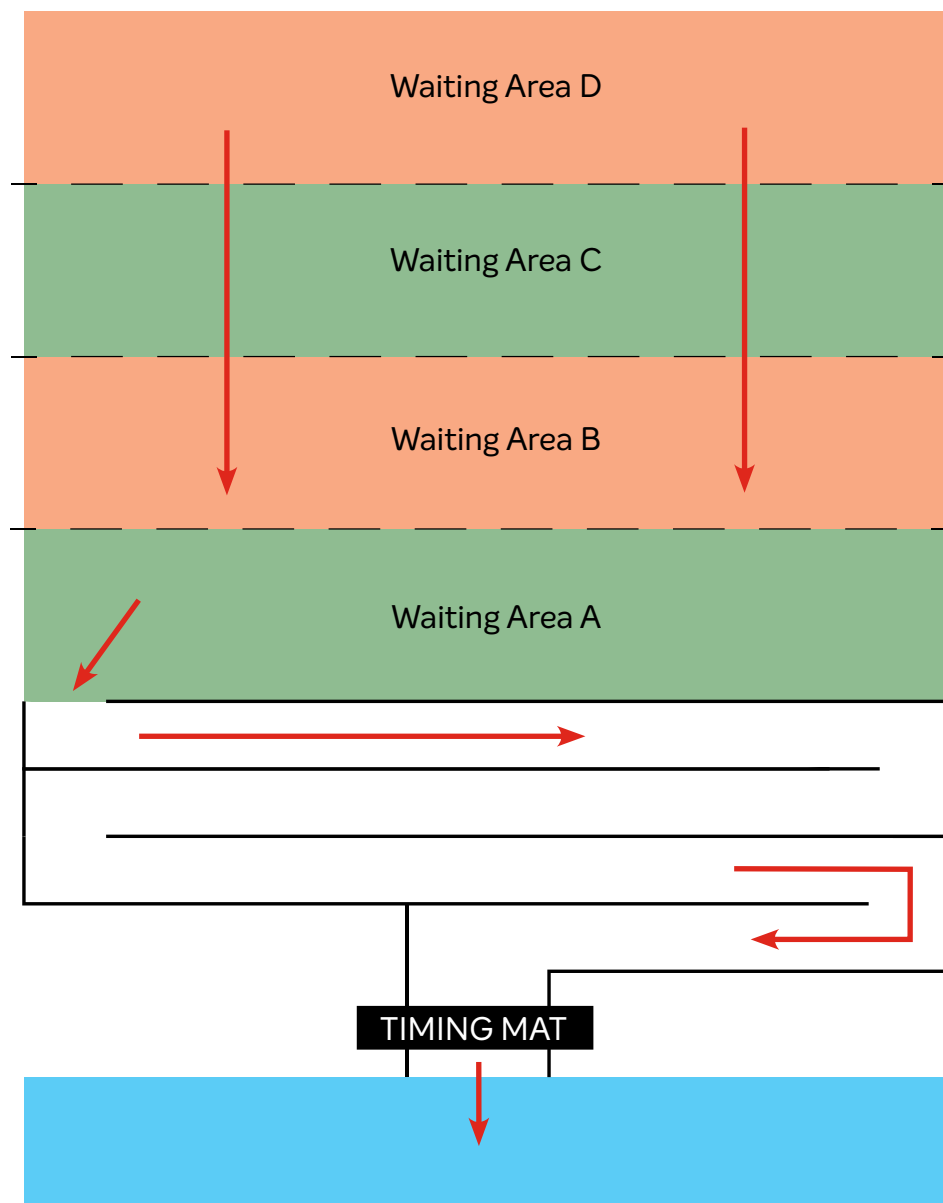
RUN SAFE RECOMMENDATIONS

Following directly behind
Avoid running directly behind another athlete at a distance of less than 4 meters.
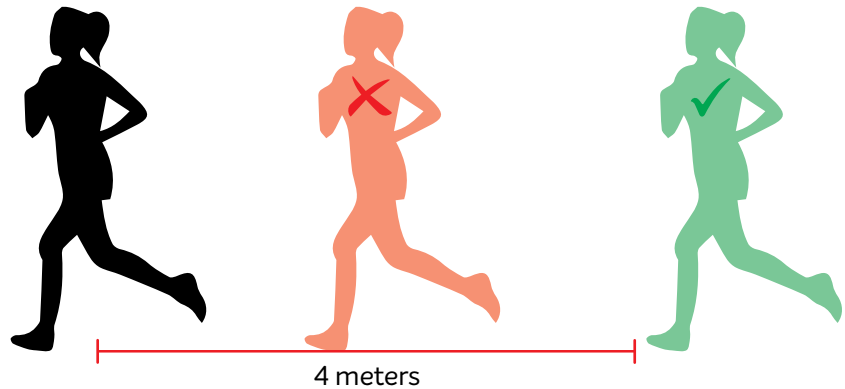
4 meters

Within 4 Meters
Maintain a minimum of 2 meters distance at all times
If you are within 4 meters, run position should be:
- at a 45-degree angle, or
- alongside the other athlete.

Avoid facing each other

45°

2 meters