

GUIDELINES FOR ISU EVENTS DURING THE COVID-19 PANDEMIC

Sport Specific Annex – Figure Skating

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A. GENERAL REQUIREMENTS

The following general requirements are additional to those outlined in the general Guidelines for ISU Events during The Covid-19 Pandemic.

1. Masks / Face Nose Protection – Exceptions

Masks / Mouth-Face Nose Protection do not need to be worn in the following cases only:

- Skaters in the Warm-up area
- Skaters on the ice for practice / competition / Victory Ceremony / Exhibition Gala
- Skaters about to take the ice and being near to the Skaters On the ice area (for practice and competition) and from Skaters Exit to Kiss&Cry
- Skaters in the Kiss & Cry
- Skaters while giving interviews in the Mixed Zone
- Skater(s) in the Green Area
- Skaters giving a Press Conference
- Referee, Judges and Technical Panel Members during officiating (on the Judges Platform).
- If a picture has to be taken for accreditation in the Accreditation Room/Station
- While eating in the dining room
- Official Announcer when giving announcements.

2. No Gifts & Flowers to Skaters

It is not permitted to throw any items to the ice at any time. If Skaters will be offered gifts/flowers, they shall refrain from accepting them politely. Organizers shall inform spectators in advance not to bring any gifts/flowers.

B. FIELD OF PLAY SETUP, ORGANIZATIONAL ITEMS AND SERVICES

1. Hand Sanitizers / Disinfection Gel

The OC must ensure the following places are equipped with hand sanitizers / disinfection gel:

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| <ul style="list-style-type: none"> • Transportation on Bus/Vehicle (Event Shuttle, Arrival/Departure transportation) • Medical Check-points: Entrance/Exit • Accreditation Rooms: Entrance/Exit • Hotel Meeting Rooms • Hotel Check-in desk & OC Info Desk • Hotel Dining Room: Entrance/Exit • Body Temperature Check-points <ul style="list-style-type: none"> ○ Team Entrance Arena ○ Hotel Entrance (if requested) ○ Spectator & Media Entrance (if applicable) • Skating Lounge: Entrance/Exit | <ul style="list-style-type: none"> • Judges Room • Technical Panel Room • Next to Result Monitors for common use <ul style="list-style-type: none"> ○ Skating Lounge ○ Way out from K&C ○ Quick Quote Place (if applicable) ○ Press Center ○ Mixed Zone ○ ISU/OC Lounge ○ Premier Lounge (IMG, if applicable) • Draw & Press Conference Room: Entrance/Exit, Head Table • Physiotherapy Room |
|---|---|

- Dressing Rooms: disinfection gel & paper towels
- Medical Room
- Anti-Doping Control Room
- Warm-up Area: disinfection gel & paper towels
- Rink-Side Area: Entrance & Exit to the area
- Kiss&Cry: disinfection gel & paper towels
- Person who collects personal items from skater before their skate in a basket: disinfection gel & paper towels
- Waiting area backstage: disinfection gel & paper towels
- Mixed Zone: Entrance/Exit
- Make-up / Costume Repair (if applicable)
- Hospitality Lounge: Entrance/Exit (ISU/OC/VIP/Premier Lounge (IMG), Volunteers Lounge)
- Isolation Room (Ice Rink + Hotel)
- Press Center: Entrance/Exit and disinfection gel & paper towels
- Press Tribune: disinfection gel & paper towel
- Working Offices
 - ISU President (if applicable)
 - ISU Representative
 - ISU Director General Office (if applicable)
 - ISU Event Coordination
 - ISU Office (if applicable)
 - ISU Sport Director
 - OC Offices (incl. copy room)
 - Announcer & Music Rooms
 - Result Service Provider Office
 - IMG Office
 - Ice Crew
 - Ceremony Staff & Flower Kids

2. Accreditation Room

The accreditation room and flow can be done as usual for Figure Skating events; however, keeping the required minimum distance between people and accreditation stations. The Organizing Committee shall make the flow clearly visible (stickers, signs, etc.) to have a one-way direction only, if possible. Every newly accredited person shall leave the area as quickly as possible after completion of all required steps.

At the entrance of the accreditation room, an access control needs to be set up to control the number of people inside the room, to check if all entering event participants have successfully completed the medical check and to stop people from entering the room if the permitted maximum number of allowed persons is about to be transgressed.

Additional setup requirements:

- No cash payments
- Luggage shall be left outside the accreditation room (luggage area to be provided by Hotel/OC)

3. Chaperones

Chaperones will be part of the team delegations for Junior Competitions only. In that case, Chaperones would need to pass the medical check upon arrival and a negative Covid-19 test result is highly recommended. Logistical and organizational matters on periodic health checks, shuttle bus access and access to the venue would need to be discussed with the ISU Event Coordination Team and/or the ISU Medical Commission member onsite.

4. Technical Panel Stand (rink side)

If possible, the TP stand shall be built by keeping the required distance. If this is not possible due to space limitations, a see-through plastic-wall/glass shall be installed between the seats of the TP Members. The Result Service Provider is responsible to set up such plastic-wall/glass.

The Result Service provider is also responsible to have a plan on the usage of headsets for the Technical Panel. Any disinfection, cleaning and exchange of equipment (e.g. headset, screen, keyboard, belt-packs, mouse, etc.) to be used for the Technical Panel is the responsibility of the Result Service Provider.

If the Technical Panel requests to use the equipment during practices, it must inform the Result Service Provider in advance.

The place and table of the Technical Panel stand must be cleaned after each competition/practice by the OC.

5. Judges Stand (rink side incl. Music/Announcer Position)

If the minimum required distance cannot be kept between the Referee and the Result Service Provider Calculation Operator, a see-through plastic wall/glass must be set up by the Result Service Provider. The same applies for the Referee and the Timekeeper as well as for the Music/Announcer/ISU EC positions.

All technical equipment used by the Judges/Referee must be disinfected by the Result Service Provider after each competition. The table/chair needs to be cleaned by the OC.

The Walky-talky for the Referee/Time Keeper (to communicate with the Chief Medical Officer) must be disinfected by the OC after each competition.

Photographers on the Judges Stand for the Victory Ceremony shall only be allowed if time allows it between two competitions. To be discussed by the ISU Event Coordination Team.

6. Starting Order Draw

The Starting numbers will not be drawn by the competitors but by the Technical Controller. The Referee shall conduct the draw as usual, while the Technical Controller holds the bag and draws the numbers. The draw numbers will be disinfected, and the Technical Controller is advised to use hand sanitizer before and after the draw procedure.

7. Judges Seating Order Draw

The numbers for the Judges seating order draw will be taken by only 1 person, to be appointed by the Referee, who also holds the bag. The draw numbers must be disinfected, and the person appointed to do the draw must use hand sanitizer before and after the draw.

8. Dressing Room

Skaters shall already wear proper sport clothes (active wear) for warming up purposes before coming to the ice rink. The dressing room shall only be entered to drop off bags and costumes

and to change into costume before practice/competition and the Skaters shall leave the dressing room without delay.

- Access control needs to be in place to limit the number of people entering the dressing room
- Priority access is given to skaters taking the ice soon
- Skaters shall be advised by OC to clean the space used in the dressing room before and after using (incl. bench, chair, hangers etc.)
- Skaters must not leave any personal item in the dressing room after their competition/practice has finished
- The OC must provide a partition to block any view into the room.

9. Physiotherapy Service

- The OC must provide physiotherapy service according to the regulations of the public health authorities of the host country
- The OC must provide a separate room at the rink for physiotherapy service for the team medical staff.

10. Warm-up Area

Skaters are requested to use only the dedicated warm-up area when being inside the venue and to keep the minimum distance.

Additionally:

- The OC must establish access control for the warm-up area to avoid having too many people inside
 - Priority has to be given to Skaters taking the ice soon
- The Athletes must be required to clean/disinfect the equipment provided by the OC after use (e.g. stretching mats, balls, stationary bicycle, etc.)
- No other team members may enter the warm-up area.

11. Rink-side Operations

Note: The minimum required distance must be kept by all persons also at the venue at all times, including but not limited to the rink side-area, waiting spaces, Kiss & Kry, Quick Quote area, Quick TV Interview area.

11.1. General

- The Skaters' entrance/exit area must be strictly controlled to avoid having too many people in the area. The OC must provide hand sanitizers/disinfection at the entrance of the rink-side area (access control) and at the exit of the Kiss&Cry
- Skaters are requested to take only the minimum needed items to the rink-side and leave all other items in the dressing room
- Handing over personal items to team members shall be avoided (jackets, skate guards, water bottle, etc.)

- The OC must have baskets available (min. 6x) in which athletes can drop their personal items before taking the ice; a volunteer shall carry the basket to the Skaters' exit. The basket shall be disinfected by the OC after the items are taken out. For the time of the warm-up on the ice, each Skater will have his/her own basket
- The rinkboards shall not be touched
- Tissues must be thrown away immediately into trash boxes with a lid or into individual plastic bags
- Before and after using the result monitors, users are requested to use hand sanitizers (provided by the OC).

11.2. *Waiting Period before taking the ice*

- If space does not allow to keep the minimum required distance between the Skaters and their team entourage, the team entourage must be in the back of the Skaters' line and enter the rink-side area only when the Skaters are taking the ice
- Seating possibilities for Skaters, who are waiting to take the ice next, shall be provided backstage; the Team Leader is responsible for assuring that the seats will be cleaned as soon as the Skater leaves them.

11.3. *Number of Team Members at rink-side*

- During Practice:
 - The necessary minimum number of team members may be at the rink side only
- During Competition:
 - Warm-up time: only 2 Team Members per Skater and 1 Team Medical Person are allowed
 - Competition time: up to 4 Team Members per Skater are allowed (incl. Team Medical Personnel); 2 up front at rinkboard and 2 in the back
- During Victory Ceremony:
 - 2 persons per medalist are allowed at the rink-side.

The number of people allowed at the rink-side may be adjusted by the ISU Event Coordination Team at any time, depending on the facility and its space.

11.4. *Kiss & Cry Area*

- Team Members sitting with the Skater(s) in the Kiss&Cry must wear a mask
- The OC must provide seats/benches which can be disinfected quickly
- OC to clean the Kiss&Cry seats/bench after team leaves the area.

12. ISU Quick Quote Area

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

13. TV Quick Interview Area

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

14. Mixed Zone (if applicable)

Access control must be in place to avoid overcrowding of the Mixed Zone. Clear signs must be placed at the entrance of the Mixed Zone which indicate that wearing masks/face-nose protection is mandatory for journalists.

- Teams must reduce to a minimum the number of members accompanying Skaters to the Mixed Zone.
- The time spent by a Skater and any other individual inside the Mixed Zone must not be longer than 15 min.
- 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 shall be used to clearly divide the space.
- If not all journalists can enter the Mixed Zone due to space limitations, the OC is advised to put a table near the Skater's Mixed Zone position on which journalists can put their voice recorders. The OC may also have the interviews live-streamed to the Press center.

15. Green Area / Leader Cam

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.

Access to the Green Area is limited to the current Leader only.

16. Hospitality Lounges at ice rink (ISU/OC/VIP/ Premier Lounge (IMG),

If a hospitality lounge is needed, access shall be restricted to a minimum and an access control needs to be in place. The ISU Lounge will not be accessible to Judge.

- Seating arrangements need to be reduced and according to the minimum required physical distance
- The time spent in the Lounge shall be reduced to a minimum
- Result monitor: before and after usage of the equipment, hand sanitizer must be used.

17. Winner's Interview

In case a Winner's Interview takes place in the Kiss&Cry, the minimum required physical distance between the parties must be kept. The Skater and the interviewer shall NOT share the microphone.

18. Victory Ceremony

The number of people involved in the Victory Ceremony shall be reduced. The Referee & Technical Controller shall not be part of the Victory Ceremony, unless they at the same time are designated to present awards.

Persons needed in the Victory Ceremony (masks mandatory):

- 1 person will award the Medals
- 1 person will award the flowers/gifts (may be the same as the Medal presenter)
- Medal & Flower girls/boys.

Victory Ceremony procedure:

- No shaking hands, no hugs, no kisses
- Athletes to remain on their own podium step: 1st, 2nd, 3rd
- No picture with the medalists sharing the 1st podium step
- Medals will not be hung around the neck by the awarding person, but rather be given on a tray to the Medalist, who picks up the medal and hangs the medal himself around the neck; the same procedure applies for the gifts/flowers
- Photographers on the Judges Stand for the Victory Ceremony can only be allowed if time allows it between two competitions. TBD by the ISU Event Coordination Team
- 2 persons per medalist allowed at rink-side area during the Victory Ceremony.

19. Small Medals Ceremony

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 (not necessarily the top 3 of the overall result only) as well as the Referee and Technical Controller will need to attend.

The medals/gifts will not be hung around the neck by the Referee and/or award giving person but presented to the Skater on a tray from which the medalist must take the medal/gift himself. The Technical Controller extends congratulations from a distance.

- No handshakes, no hugs, no kisses
- Do not stand close to each other after receiving the medal/gift for a group picture.

20. Exhibition Gala

At any time of the Exhibition incl. its practice, as soon as several Skaters are on the ice at the same time, all athletes must pay attention to keep the required physical distance and must avoid physical contact to those, who are not their skating partners.

- Group performances for the Opening/Finale of the Exhibition Gala shall be choreographed in a way to keep the minimum required distance
- Group lining with holding hands must be avoided.

21. Press Related Items

21.1. Press Conference Room

- Access control to avoid overcrowdings
- If possible, have a different entrance/exit for Teams and Press
- If possible, separate the seating for Teams and Press
- Microphones on the head-table shall be covered and covers changed after usage
- If space does not allow, interpreters shall be sitting separately from the head-table
- Limit the number of team members attending the Press Conference to a minimum
- If possible, live stream the press conference into the Press Center for those who cannot attend the Press Conference due to space limitations.

21.2. Press Centre

If possible, the arrangement shall not have 2 people facing each other when sitting at the working table, unless enough distance can be guaranteed. Separation walls (e.g. plexiglass or others) between the working desks shall be set up in case the minimum required distance cannot be guaranteed.

Furthermore:

- Press Cafeteria: NO self-service for refreshments; OC to have a person handing out the refreshment to the guests
- Copy machine: NO self-service to make copies; OC Press Team must provide the service in case needed
- Journalists/Photographers must clean/disinfect their working desks before and after using it
- Result monitor/equipment to be cleaned by each user
- Lockers for Photographers:
 - either the locker is for one user the entire Event week and the key stays with the “owner”
 - or the key of the locker needs to be disinfected as well as the locker itself after the locker is given back for usage to the OC Press Team.

21.3. Press Tribune

- Tabled Press Seats to be cleaned/disinfected when user makes the seat available
- Result Monitors on Press Tribune: users must use hand sanitizer/disinfection before and after usage
- Access control must be in place and have hand sanitizer/disinfection available as well as paper towels.

21.4. Photographers Operations

The additional access pass to the Photo-Position rink-side will need to be disinfected by the OC Press Team after the card is returned.

Photographers 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 Photographers

allowed on the carpet will be an on-site decision by the ISU Event Coordination Team, as well as whether the remaining Photographers will be allowed to access the Judges Stand during the Victory Ceremony.

22. 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. The microphone needed to record the interview needs to be long enough but must not be shared between the Skater and interviewer.

ENG positions rink-side will be provided, and the access pass needs to be disinfected by the OC Press Team/ISU Media Team after each usage.

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 in case the operator of the equipment changes, immediately.

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.