

**Cycling Ireland**

**COVID-19**

**Event Organisers Guidelines**

## General

COVID-19 continues to cause significant challenges. The transition period following the outbreak will be long and clubs will be asked to implement all possible measures for respecting the social distancing and hygiene requirements. Our sport will be affected as well and we need to look into ways of conducting training and racing in a safer way for the participants, the organising committee and the spectators. We need to be creative and adapt to new ideas that should be shared among the entire cycling family for everyone's benefit.

This guide is meant to provide advice, suggestions and options for events of all sizes. Not all elements and recommendations will be applicable to every event. Cycling Ireland is following all the recommendations from the Government of Ireland, Northern Ireland and the UCI.

The UCI has advised that during the evolving COVID-19 outbreak, effective protection of the health and safety of athletes must remain a priority. Under the UCI regulations, we must ensure all athletes are covered by adequate measures to protect their health and that they have access to prompt medical care while participating. Preventative measures must be in place to stop the transmission of infection and put in place mitigation measures to minimise the risk of infection. You must ensure that any athlete or participant in an event, who needs immediate medical care is given access to medical facilities.

## ABOUT COVID-19

### WHERE DO I GET THE LATEST INFO ABOUT COVID-19 (CORONAVIRUS)?

The Health Service Executive (HSE) <https://www2.hse.ie/coronavirus/> is the first place you should go for official information. Here you'll find detail on the disease itself, how to protect yourself, the Alert System, latest Government updates, information for communities and other resources.

### WHAT ARE THE SYMPTOMS OF COVID-19?

The HSE lists symptoms of COVID-19 as one or more of the following:

- a cough
- a high temperature (at least 38°C)
- shortness of breath
- sore throat
- sneezing and runny nose
- temporary loss of smell

These symptoms do not necessarily mean you have COVID-19. The symptoms are similar to other illnesses that are much more common, such as cold and flu.

### WHAT DO I DO IF I THINK I'M GETTING SICK?

Firstly, if you feel ill at any stage you should self-isolate.

In case of symptoms suggestive of acute respiratory illness before, during or after travel, you are encouraged to seek medical attention and share travel history with your healthcare provider. (Standard Infection Protection and Control precautions emphasise the vital importance of hand hygiene and respiratory etiquette for every person.) For every structured cycle documentation of who participated must be recorded on the Contact Tracing Sign on/Booking System.

**RISK ASSESSMENT AND MITIGATION CHECKLIST FOR GROUP COMPETITION IN THE CONTEXT OF COVID-19**

- 1) Adhere to general guidelines on hand hygiene, cough etiquette and social distancing
- 2) Complete risk assessment before undertaking group competition
- 3) Participants to complete self-assessment form
- 4) Participants to register online and use the check in facility
- 5) All volunteers to be added to the Contact Tracing Sign on/Booking System

Cycling Ireland strongly recommends that each club activity is assessed using the Risk Assessment and Mitigation Checklist for Gatherings in the context of COVID-19 (mandatory for all Cycling Ireland training sessions or groups rides). This is an operational tool that offers guidance for clubs during the COVID-19 outbreak and that should be accompanied by the COVID-19 Generic Risk Assessment Excel file. Cycling Ireland strongly advises that clubs complete risk assessment in cooperation with counterparts especially with local Public Health Authorities.

The level of risk for each factor is a function of two variables: the probability of a threat occurring and the consequences (impact) of the activity. This is often mapped on a risk matrix. Decision making on acceptable levels of risk should be determined primarily by human health considerations. Other factors could also be considered, particularly when determining risk management of the mitigation measures to be undertaken.

Characterisation of risks depends on the question that is being asked (Likelihood and Vulnerability Assessment). For example, many questions that characterise risk could be asked of any potential public health threat:

- What is the impact on the event?
- What is the impact on public health?
- What is the impact on personal Health & Safety and the Road Traffic Network?

Answers could be:

- **VERY LOW** – Overall risk of transmission and further spread of COVID-19 in relation to the activity is considered very low. Little or no risk of creating a hazard for participants or members of the public on the road network.
- **LOW** – Overall risk of transmission and further spread of COVID-19 in relation to the activity is considered low. Little or no risk of creating a hazard for participants or members of the public on the route selected. Recommend checking if mitigation measures can be strengthened or if an alternative route can be selected to ensure safety of participants on the road network.
- **MODERATE** – Overall risk of transmission and further spread of COVID-19 in relation to the activity is considered moderate. Moderate risk of creating a hazard for participants or members of the public on the route selected (eg public roads where social distancing could create a hazard and be unsafe for participants). Recommend significant efforts to improve mitigation measures or reduce risk of transmission (to decrease risk assessment score) and select an alternative route where social distancing can be maintained safely. Some controlled impact on the club and reputation for the host. Death and/or severe illness (e.g. COVID-19) cases occur. Public health and medical services are strained.

- **HIGH** – Overall risk of transmission and further spread of COVID-19 in relation to group competition is considered high. High risk of creating a hazard for participants or members of the public on the route selected (eg public roads where social distancing could create a hazard and be unsafe for participants). Recommend significant efforts to improve both mitigation measures and reduce risk of transmission (to decrease risk assessment score) and select an alternative route where social distancing can be maintained safely. A risk-based decision to postpone or to cancel the activity should be considered. Disruptive to the club and reputation of the host. Many deaths or illnesses are associated to COVID-19 cases. Disrupts public health and medical services.
- **SEVERE** – Overall risk of transmission and further spread of COVID-19 in relation to group competition is considered very high. Causes cancellation of the activity. Significant adverse impact on the club and host reputation. Substantial loss of life and serious illness. Widespread disruption of local services and infrastructure.

Cycling Ireland advises you to conduct the event only if the risk falls into the Very Low or Low risk category.

It is strongly recommended that anyone organising or attending a cycling activity complete the following e-learning COVID-19 Course developed by Sport Ireland – <https://www.sportireland.ie/covid19/course>

#### **PARTICIPANTS HEALTH SCREENING (ATHLETES, COACHES, OFFICIAL, LOCAL ORGANISING COMMITTEE (LOC) STAFF)**

- Athletes racing in a cycling event must monitor their health status continuously (including taking their temperature and monitoring for any symptoms) from 14 days before the event.
- Cycling Ireland strongly recommends that all athletes, coaches, officials and LOC staff participating in an event should complete the Self-Assessment Personal Screening Questionnaire before the event commences.
- The purpose of this is to identify incoming event participants who may need to have their participation deferred.

#### **USE OF MASKS/MOUTH NOSE FACE COVERING AND RUBBER/DISPOSABLE GLOVES**

- Cycling Ireland strongly recommends the use of masks/mouth-nose face covering and rubber/disposable gloves by volunteers, officials and other accredited clients that are in contact with athletes (e.g. start area, post finish area).
- Athletes are advised to wear masks/mouth-nose face covering and rubber/disposable gloves during any non-competition activity. (Please be reminded when wearing rubber/disposable gloves and masks/mouth-nose face covering you still need to disinfect.)
- The LOC is only responsible for providing masks/mouth-nose face covering and rubber/disposable gloves to its volunteers and staff along with a contingency amount for medical needs. All other accredited clients must bring their own equipment.

**PRELIMINARY CONSIDERATIONS**

In the COVID-19 environment there are several considerations that should be taken into account when planning an event:

- COVID-19 status: When assessing your event, it is critical that you understand the current status of COVID-19 at a national, regional and local level. This does not mean a one-time check – it should be monitored on an ongoing basis. The situation may change at any time and organisers should remain and stay updated with most current information.
- Economics: The changing economic conditions will decrease the disposable income available for discretionary activities. Consider keeping the entry costs as low as possible without decreasing event safety. One way to consider is through the reduction or removal of prize money.
- Permits: Initially, the ability to secure permits may take additional time and require demonstrated planning on how organisers will comply with COVID-19 restrictions. Courses that require no permit should be considered as an alternative. Organisers should discuss with the venue owner or authority (road) at the earliest possible opportunity to understand any additional restrictions that they may have in place.
- Fitness: While virtual training and racing have been available for some members, racing fitness will have been lost. Event distances should be scaled back initially.
- Officials: The number of officials should be limited to only those who are critical to the conduct of a safe event. Any Commissaires in the High Risk categories should not be used until direction from the Government/HSE allows this.
- Cleaning and Sanitising Requirements: Taking measures to regularly professionally clean and sanitise any surfaces used. This may add extra time and cost to those putting on an event.
- Consider an Incremental Return to Normal Operations: There is a need to have an incremental return over a staged process to normal operations. Any events should slowly progress implementation and if in doubt take a cautious approach.
- Local Requirements: Follow the specific measures set by the Government/HSE at that time about conducting events in a COVID-19 Environment.

**MEDICAL PROVISIONS AND RECOMMENDATIONS TO THE EVENT ORGANISER**

- Hand sanitisers should be accessible to entrance and exit from the common areas and especially in the medical treatment areas.
- Recommend that towels are for single-use only.
- Ensure availability of thermometers (e.g. infrared) to check all accredited clients' temperatures.

- The medical staff attending persons who are ill should follow their own medical protocols for handling patients.
- Cycling Ireland will notify all involved parties of a case and COVID 19 situation.
- Predetermine emergency contacts with local authorities.

**RISK COMMUNICATION AND AWARENESS**

- It is important that all the provisions in place are communicated clearly to all participants and spectators in advance through social media and club websites.
- Display health advisories at-venue and in all possible venue facilities and access routes, reminding everyone and encouraging to maintain high levels of personal hygiene, including advice on hand washing, and minimising physical contact.
- LOCs should develop a risk communication strategy for COVID-19 before the event.

**PARTICIPANTS CONDUCT**

- The following measures are recommended to be in place:
  - Health screening of participants. (Complete Self-Assessment Personal Screening Questionnaire)
  - Spectators should follow the social distancing rules that are requested by the public health authorities.
  - Please be reminded when wearing rubber/disposable gloves and masks/mouth-nose face covering you still need to disinfect.
  - Sharing of equipment should be prohibited, in particular ensuring that water bottles and cups are not shared.
  - Anyone due to participate in the event who is feeling ill should not come to the venue.
  - Detailed contact details of each participant must be available to the organising committee.

**VENUE FACILITIES**

- All working spaces and provided facilities must be organised in a way that social distancing is respected.
- At the entrance and exit of the venue, alcohol-based hand sanitisers must be available.
- Provide disinfectant wipes and advise venue cleaning staff to disinfect door handles, toilet handles, bathroom sink handles, etc. in all areas several times per day.
- Room doors must remain open if possible and if not should be managed by volunteers for not allowing different clients to touch the door handles.

- Closed bins for safe disposal of hygienic materials (e.g. tissues, towels, sanitary products) in all rooms must be provided.

**SOCIAL ACTIVITIES**

Pre and Post refreshments should not be planned so as to minimise the opportunities of mass gathering in small spaces.

**STAFFING**

- The social gathering of the LOC team and its volunteers must be kept to an absolute minimum.
- All training sessions should take place via online platforms or on site while respecting social distancing.
- The number of volunteers must be reviewed and kept down to the absolute necessary.
- The working conditions must follow the recommendations from the local Health Authorities. [LINK](#)
- Prepare a contingency plan for absenteeism among volunteers and staff.

**SPECTATORS FLOWS**

The close proximity of people cheering on riders, which is normally a sign of a successful and exciting event, may now not be permitted under COVID-19 restrictions. The initial stages of the return to events in a COVID-19 environment will be discouraged. Once spectators are allowed to return in minimal numbers the following should be considered:

- Provide safe sanitation and facilities for the crowds.
- Social distancing should be respected in all the areas where spectators are located [LINK](#). In this regard, the LOC is recommended to create a venue layout where the event can be viewed from multiple locations.
- All the flows within the venue must be one-directional. Spectators are advised not to stop in narrow sections of the corridors. In headquarters where this is not possible, a minimum number of people into the building needs to be determined and managed by the LOC
- Put up signage providing guidance on: [LINK](#)
  - Physical Distancing Guidelines
  - COVID-19 Symptoms
  - Physical Distancing Markings
  - Venue Specific Movements
  - Hygiene Guidelines
  - Medical Locations

**MEDIA SERVICES**

- Accredited media representatives must be limited, taking into account social distancing and the available space.

**TECHNICAL OFFICIALS**

- Cycling Ireland will review and if possible, optimise the size of the technical officials' team and number of staff traveling to an event.
- Accommodation arrangements should consider the social distance and Cycling Ireland will prefer arranging single occupancy where possible.

**ATHLETE'S SERVICES****GENERAL**

The LOC must look into ways of conducting the race briefings, all briefing material should be made available electronically, so as to reduce pre-race social interaction.

- An online briefing may be organised on the Zoom platform, or other similar platform, at a time and date according to the Cycling Ireland Competition Rules around briefings' timelines.
- The attendees will be view-only and watch the presentation by the Race Director, they will have the opportunity to contribute questions or feedback by the online Q&A feature.
- No penalties will be given for arriving late to, or missing, the online briefings
- The Race Director must be available for any clarifications during the course familiarisations or by phone at a local telephone. The Race Director's contact telephone number will be made availability.

**MEDAL CEREMONIES/PRIZE GIVING'S**

- The Winner should be awarded with the Cup/Trophy, as long as social distancing guidelines are adhered to.
- Prizes, where applicable, should be by bank transfer or posted.

**WHAT MUST CLUBS DO TO KEEP PARTICIPANTS SAFE?**

Your safety is our number one priority.

- Group Competition numbers will be limited as per government guidelines [LINK](#)
- Ensure adherence to current government social distancing rules [LINK](#)
- Sufficient First Aid cover in place
- Assign a COVID-19 Liaison Officer
- Online entry only (to assist with Contact Tracing) and sign on will be replaced by online check in, both facilities available through the Cycling Ireland events portal
- No prize giving ceremonies
- No gatherings for refreshments

**PRE-EVENT GUIDANCE**

- Provision for changing facilities, emphasis on hygiene and a control on entry numbers.
- Toilet facilities – hot water with hand sanitiser available
- Potential for people gathering, car parking to be laid out to comply with social distancing



- Participants to use their own race numbers
- Participants are to arrive in their kit and change again at home.

**DURING THE EVENT**

- The starting arrangements will remain the same but ensuring all outside parties adhere to all government guidelines.
- Ensure all support vehicles that require two people are social distanced by placing the second person in the back-passenger side of the vehicle. Face coverings are always used, and vehicles are well ventilated.
- It is recommended that all officials/marshals wear the appropriate face cover if they desire. Social distancing to be always maintained
- To ensure the public and spectators have a movement flow at the various viewing points.

**AFTER THE EVENT**

- Ensure all roles carried out by the Judging team are within current government guidelines in relation to social distancing [LINK](#).
- Provision for changing facilities, huge emphasis on hygiene
- Toilet facilities – hot water with hand sanitiser available
- Refreshments will not be available

**WHAT HYGIENE ETIQUETTE DOES EVERYONE HAVE TO FOLLOW?**

We ask that every member takes responsibility for personal hygiene and also respects the space of others. That means washing / sanitising hands, covering coughs and sneezes, ensuring adherence to current government social distancing rules and bringing your own filled drink bottle / helmet, and not sharing any equipment.

**DO I NEED TO WEAR A MASK?**

The wearing of a mask is recommended [LINK](#).

**WHAT ABOUT SOCIAL DISTANCING?**

Ensure that social distancing adheres to current government social distancing rules [LINK](#).

**Self-Assessment Personal Screening Questionnaire**

This is a self-assessment form for your personal use. If you answer YES to any of the questions below you should stay at home, DO NOT ATTEND ANY CYCLING ACTIVITIES and inform your medical practitioner if you have not already done so.

**Date:**

**Name:**

**Contact details:** (email/contact number)

- |                                                                                                             |        |
|-------------------------------------------------------------------------------------------------------------|--------|
| <b>1. Are you currently diagnosed with or believe you may have COVID-19?</b>                                | YES NO |
| <b>2. Have you had any of these symptoms of COVID-19 in the past 14 days <a href="#">LINK</a>?</b>          |        |
| → High temperature (fever)?                                                                                 | YES NO |
| → A new continuous cough?                                                                                   | YES NO |
| → New unexplained shortness of breath?                                                                      | YES NO |
| → A sore throat?                                                                                            | YES NO |
| → Loss of smell?                                                                                            | YES NO |
| <b>3. Have you been in contact with a COVID-19 confirmed or suspect case in the previous 14 days?</b>       | YES NO |
| <b>4. Have you provided direct care for COVID-19 patients in the past 14 days?</b>                          | YES NO |
| <b>5. Have you visited or stayed in a closed environment with anyone with COVID-19 in the past 14 days?</b> | YES NO |
| <b>6. Have you travelled together with COVID-19 patient in any kind of conveyance in the past 14 days?</b>  | YES NO |
| <b>6. Have you abided by Government guidelines in relation to traveling into the country?</b>               | YES NO |

*\*Healthcare or frontline workers wearing full PPE, in line with HSE/NHS guidelines are permitted to participate provided their employer has not advised self-isolation.*