GUIDELINES
FOR ISU EVENTS DURING
THE COVID-19 PANDEMIC

Sport Specific Annex –
Synchronized Skating

December 13 2021
CONTENTS

A. GENERAL REQUIREMENTS ........................................................................................................................................... 3
  1. Masks / Face Nose Protection – Exceptions ........................................................................................................... 3
  2. No Gifts & Flowers to Skaters ................................................................................................................................... 3

B. FIELD OF PLAY SETUP, ORGANIZATIONAL ITEMS AND SERVICES ........................................................................ 3
  1. Hand Sanitizers / Disinfection Gel ............................................................................................................................ 3
  2. Accreditation Room ................................................................................................................................................... 4
  3. Technical Panel Stand (rink side) ............................................................................................................................. 5
  5. Starting Order Draw ................................................................................................................................................... 5
  6. Judges Seating Order Draw ........................................................................................................................................ 6
  7. Dressing Room ........................................................................................................................................................... 6
  8. Physiotherapy Service ................................................................................................................................................ 6
  9. Warm-up Area ........................................................................................................................................................... 6
  10. Rink-side Operations ................................................................................................................................................ 6
     10.1. General ............................................................................................................................................................... 7
     10.2. Waiting Period before taking the ice .................................................................................................................. 7
     10.3. Number of Team Members at rink-side .......................................................................................................... 7
     10.4. Kiss & Cry Area .................................................................................................................................................. 7
  11. TV Interview Area .................................................................................................................................................... 8
  12. Mixed Zone (if applicable) ....................................................................................................................................... 8
  13. Hospitality Lounges at ice rink (ISU/OC/VIP), ......................................................................................................... 8
  14. Winner’s Interview .................................................................................................................................................... 8
  15. Victory Ceremony ....................................................................................................................................................... 9
  16. Small Medals Ceremony ........................................................................................................................................... 9
  17. Press Related Items ................................................................................................................................................ 9
     17.1. Press Conference Room ....................................................................................................................................... 9
     17.2. Press Centre ........................................................................................................................................................ 10
     17.3. Press Tribune ...................................................................................................................................................... 10
     17.4. Photographers Operations ................................................................................................................................ 10
  18. TV Related Items .................................................................................................................................................... 10
A. GENERAL REQUIREMENTS
The following general requirements are additional to those outlined in the general Guidelines for ISU Events during The Covid-19 Pandemic.

As a general remark, a Synchronized Skating Team (only skaters) is considered as a family like unit, while Coaches and other Team Delegates are considered as individuals.

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
- 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
- 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:
- 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/near buffet food stations and cutlery pick-up
- Body Temperature Check-points
  - Team Entrance Arena (if requested)
  - Hotel Entrance (if requested)
  - Spectator & Media Entrance (if applicable)
- Skating Lounge: Entrance/Exit (if applicable)
- Judges Room
- Technical Panel Room
- Next to Result Monitors for common use
  - Skating Lounge (if applicable)
  - Way out from K&C
  - Press Center
  - Mixed Zone
  - ISU/OC Lounge
- Draw & Press Conference Room: Entrance/Exit, Head Table
- Physiotherapy Room
- Dressing Rooms: disinfection gel & paper towels
- Medical Room
- Anti-Doping Control Room in administration room and testing stations
- Warm-up Area: disinfection gel & paper towels
• Rink-Side Area: Entrance & Exit to the area
• 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
• Hospitality Lounge: Entrance/Exit (ISU/OC/VIP/Volunteers Lounge)
• Isolation Room (Ice Rink + Hotel)
• Press Center: Entrance/Exit and disinfection gel & paper towels
• Press Tribune: disinfection gel & paper towel

• Working Offices
  o ISU President (if applicable)
  o ISU Representative
  o ISU Director General Office (if applicable)
  o ISU Event Management
  o ISU Office (if applicable)
  o ISU Sport Director
  o OC Offices (incl. copy room)
  o Announcer & Music Rooms
  o Result Service Provider Office
  o Ice Crew
  o Ceremony Staff & Flower Kids
  o ISU Media Team

### 2. Accreditation Room

Event attendees may receive an accreditation only once they can present:

- 1 negative Covid-19 PCR test result taken not earlier than 72h prior to arrival on accreditation day AND a proof of being fully vaccinated according to WHO1. People are considered as fully vaccinated 2 weeks after their second dose in a 2-dose series, or 2 weeks after a single-dose vaccine2 or;

- 1 negative Covid-19 PCR test result taken not earlier than 72h prior to arrival on accreditation day and if NOT fully vaccinated, must undergo a Covid-19 Antigen Test at accreditation which must be negative. If the Antigen Test is positive, a PCR test will be conducted.

- The ISU Protocol for “Positive PCR COVID-19 test in an asymptomatic person who has had a COVID-19 infection in the past” will be followed in case of need.

The Organizing Committee is requested to plan and arrange individual appointments for Team Accreditations. Only the Team Leader and Team Manager are allowed to enter the accreditation room to complete the accreditation process for the team. The minimum distance between people and accreditation stations must be kept. The Organizing Committee shall make the flow clearly visible (stickers, signs, etc.) to have a one-way direction only, if possible. As soon as all required steps for the Team Accreditation process are completed, the Team Leader and Team Manager shall leave the area as quickly as possible.

At the entrance of the accreditation room, an access control needs to be set up to check if all entering event participants have successfully completed the requirements to receive an

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accreditation 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

3. **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 (which will be set up by the Result Service Provider.)

   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.

4. **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. 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 will have NO access to the Judges Stand for the Victory Ceremony.

5. **Starting Order Draw**

   For the Short Program, 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. In order to avoid any mass-gathering, 2 Team Leaders will be drawn to attend the draw to serve as a witness for the correct conduct of the draw procedure. No other Team Member shall attend the Starting Order Draw and only selected members of the OC, the Result Service Provider and OC/ISU Media Team may attend. Due to the pandemic, no opening Draw Ceremony will be organized by the Organizing Committee before the Short Program.

   The Starting Order Free Skating will be the reverse order of the Short Program result.
6. **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.

7. **Dressing Room**

Each Team will have a dedicated dressing room based on the detailed time schedule. Those times may not be exceeded.

- Access control needs to be in place to check the time of usage
- Teams 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 given timeslot
- The OC must provide a partition to block any view into the room.
- It is recommended to the OC to install air purifier in the dressing rooms (especially if these have no windows).
- After a Team left the dressing room, the OC, if possible, shall air-ventilate the room until the next Team has the right to use the dressing room.

8. **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. After a Team made use of the room, the respective team has to make sure to disinfect the equipment/space used and leave it clean for the next team.

9. **Warm-up Area**

Teams will be given specific timeslots and a dedicated warm-up space. Only those times and spaces are to be used and distance between each Warm-up Area should be kept. If the warm-up timeslots are overlapping with other Teams, those Teams should not use neighboring warm-up spaces, if possible, to allow sufficient physical distance.

Additionally:

- The OC must establish access control for the warm-up area to observe the given timeslots for teams.
- The Athletes must be required to clean/disinfect the equipment provided by the OC after use (e.g. stretching mats, balls, stationary bicycle, etc.)

10. **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 & Cry, Quick TV Interview area.
10.1. 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.
- Teams are requested to take only the minimum needed items to the rink-side and leave all other items in the dressing room.
- 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).

10.2. Waiting Period before taking the ice

- If space does not allow to keep the minimum required distance between the Team and their team entourage, the team entourage must be in the back of the Skaters 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.

10.3. 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:
  - Competition time: up to 4 Team Members per Team are allowed (incl. Team Medical Personnel); 2 up front at rinkboard and 2 in the back.
  - Alternate Skaters: 1x Skater can be up front at rinkboard, max 3x Skaters 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 Management Team at any time, depending on the facility and its space.

10.4. Kiss & Cry Area

- Skaters and team members standing in the Kiss&Cry must all wear a mask.
11. TV Interview Area

In case of a TV Interview, 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.

12. Mixed Zone (if applicable)

Access control must be in place to avoid overcrowding of the Mixed Zone and to make sure that the required social distancing measures are respected. 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 Team 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 and indicate where the media can stand.
- 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.

13. Hospitality Lounges at ice rink (ISU/OC/VIP),

- There shall be NO ISU Lounge
- If the pandemic situation in the host country and local regulation allows, an OC Lounge may be organized under strict measures such as:
  - Mask policy, keeping social distance, limited number of people, sanitizers
  - Access to the Lounge(s) will only be allowed for fully Covid-19 vaccinated and/or Covid-19 recovered guests. Accepted vaccines are those which are recognized in the respective host country.
  - NO Team Members, Officials (except ISU Representative) or Event Attendees, who are in contact with Teams and Officials, can have access to the Lounge.
  - The invitation to access the Lounge shall be limited to ticket holders only, who have no access to the backstage area of the Event.
  - The time spent in the Lounge must be kept to a minimum.

14. 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 and all must wear a mask.
15. 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)

Victory Ceremony procedure:

- No shaking hands, no hugs, no kisses
- Teams to remain on their own podium step: 1st, 2nd, 3rd
- No picture with the medalists sharing the 1st podium step
- Medals are presented on a plate/stand/post by the ISU Representative or other delegate and placed near to the podium. The Skater must put the medal around his/her neck and/or take the award by himself/herself. The same procedure applies for the gifts/flowers
- Medals and/or gifts for all other skaters must be presented on a table/stand/post near to the respective podium and skaters will be asked to take the award themselves.
- 2 persons per medalist allowed at rink-side area during the Victory Ceremony.

16. Small Medals Ceremony

The small medals ceremony Short Program will take place at the occasion of the Starting Order Draw Free Skating (if applicable) or before the Press Conference SP (if applicable). Only the Team Captain and Assistant are asked to be present.

The small medals ceremony Free Skating 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. The Team Captain and Assistant (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.
- Masks must be worn

17. Press Related Items

17.1 Press Conference Room

Press conferences shall, if possible, be held only virtually. Therefore, no access for any media representative other than the HB, OC/ISU Media Team and Member Press Officer.
17.2. 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:
- 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.

17.3. 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.

17.4. Photographers Operations

Photographers will have restricted access to rink-side and designated photo positions. Wearing masks and keeping distance is mandatory. The ISU and official OC Photographer will have priority access to rink-side positions.

18. TV Related Items

TV Right Holders (RH) 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 at the Field of Play must be reduced to a minimum. Whenever a TV RH is conducting a hand-held TV camera operation, the TV RH shall limit it to 1 camera operator with max. 1 assistant.

The Mixed Zone for TV RHs with the designated TV Interview areas as well as the Press Conference Room shall fulfil the minimum required distance. If all interviews are conducted virtually, TV RHs will neither have access to the physical Mixed Zone nor to the physical Press Conference Room.

If physical TV Quick interview boxes are set up, 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.

If a TV RH would like to have an ENG position onsite, this will be decided upon by the ISU Event Management Team, OC and HB.
If a Stand-up position is requested, a position could potentially be found after consultation with the ISU Event Management Team, the OC and HB.

Each TV RH is responsible to clean/disinfect its own equipment regularly and in case the operator of the equipment changes, immediately.