



AJ BELL  
World Triathlon  
Championship Series  
LEEDS  
2021



## COVID-19 Controls & Procedures

### Introduction

All information contained below is correct to the UK Government legislation and guidelines as of 12/04/2021. Please note that, given the frequent change of the guidelines this information may become quickly outdated but will be updated periodically.

A number of procedures are being developed by the British Triathlon Federation (BTF) in collaboration with our Safety Consultants and with Public Health England to ensure that the safety of staff, participants and the general public remains paramount during the continuing circumstances surrounding COVID-19.

Procedures as stated within this document have been developed in line with the current UK Government legislation and Governing Body Guidelines surrounding the Coronavirus.

This document confirms the requirements/ guidance as currently drafted for Stage 5- RTCSRS and as expected for Stage 3 of the COVID-19 Response – Spring 2021 reopening plan.

BTF are duty bound under the Health and Safety at Work Act 1974 and the associated Management of Health and Safety at Work Regulations 1999 to protect their employees from harm, so far as is reasonably practicable.

It is noted that it is not possible to reduce the risk of transmission to absolute zero, and therefore the controls implemented seek to control the risk of transmission to the lowest acceptable risk.

This document seeks to give an overview of safety protocols and procedures. However, if further detail is required, we request National Federations to contact [leeds@britishtriathlon.org](mailto:leeds@britishtriathlon.org) with the subject 'COVID Concept Paper Query'.

An overview of procedures is as follows;

### COVID Compliance and Management

	BTF will employ 3 Event Safety Officers for the event. A COVID compliance officer will be stationed permanently within the International event bubble to ensure all international guests understand and abide by the rules which have been signed off by the Leeds Safety Advisory Group and by Public Health England.
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	<p>Site Safety Officers during build, breakdown and live periods will ensure contractors, staff, participants and spectators are abiding by their Risk Assessments, Method Statements, COVID risk assessments, code of conducts and inductions.</p>
<b>Health Screening</b>	
	<p>All persons accessing the venue will be required to undertake a Health Screening, which will include a Health Questionnaire confirming that they do not have the virus, nor have they been told to self-isolate, and a temperature check on arrival.</p>
<b>Venue</b>	
<b>Controlling access to the venue</b>	<p>The venue perimeter will be defined using Heras (high) Fencing. Single access point controlled within the Tram Car Park for Age Group athletes and spectators.</p> <p>Accredited staff will enter via Mansion Lane access control point.</p> <p>The International athlete and staff 'bubble' will enter via Mansion Lane (Paratriathlon event) or Wetherby Road Gate (Championship Series event) within hired vehicles or designated event transport.</p> <p>Age Group Athlete start times are spread out over a period of time to reduce mass arrival of Athletes/Spectators. The area within the Tram Car Park will be reviewed to ensure that those who are waiting to enter the venue are able to Social Distance as required by the UK Government at the time of the Event.</p> <p>Space used outside the competition venue for queuing should be available and safe. Outside queues should be managed safely to make sure they do not cause a risk to individuals, other businesses or present additional security risks.</p> <p>BTF will review the entrance area to mitigate the impact of queues on public spaces and traffic. Queueing in close proximity and adjacent to roads and vehicle thoroughfares and unsecured open spaces will be avoided wherever possible. Where this is not possible, vehicle mitigation plans will be put in place as part of the competition security planning.</p> <p>All Athletes and Spectators will be subject to Temperature Checking on arrival at the venue BTF will ensure the welfare of stewarding personnel overseeing entry and exit and close contact security screening processes, with consideration to staff rotation, contactless security equipment, avoiding face to face contact and Face Covering and additional protective equipment requirement.</p> <p>A controlled exit process following the Elite races will be implemented to reduce congestion on exits.</p>
<b>Social Distancing – Reduced Capacity</b>	<p>The defined venue within Roundhay Park allows for ample space for Athletes and their spectators to social distance.</p>

	<p>The capacity of the venue, and any smaller pockets of viewing areas within the site itself, has been reviewed to establish if there is a requirement to restrict the number of persons registering to attend with each Open Race Athlete and the Elite Races.</p> <p>Please refer to the Spectator Management section of this document for further detail.</p>
Age Group Registration	<p>Previously Registration has taken place within the confines of a Marquee. This will now take place so that all participants can stay outside and be served from individual booths with Perspex screens to reduce face to face contact.</p> <p>Measures such as Face Coverings will be mandated in line with the UK Government advice at the current time.</p>
Expo	<p>BTF will review and comply with the most up to date UK government guidance for the <a href="#">hospitality</a> and <a href="#">retail</a> sectors.</p> <p>Expo Exhibitors and Concessions will be required to confirm their Hygiene regime and where they require additional support this must be requested in advance from BTF.</p> <p>In planning the Expo area, locations for concessions which are likely to require a queuing system will be appropriately considered to allow for adequate Social Distancing.</p> <p>Expo Exhibitors will be encouraged to use screens to avoid face to face contact with members of the public. Exhibitors and Concession holders will be required to wear Face Coverings where mandated by the UK Government.</p> <p>Contactless cash operations where possible.</p>
<b>Hygiene</b>	
Sanitary Facilities	<p>The numbers of sanitary facilities on site will be reviewed in line with the expected occupancy numbers at any peak time.</p> <p>Toilet facilities must include hand washing facilities and not hand sanitiser as is sometimes found. Hand Soap must be filled frequently with hand drying facilities also available within the provisions.</p> <p>One-way queuing systems may be appropriate for the on-site sanitary facilities. This will be reviewed in due course in line with Site Plan reviews.</p>
Hygiene 'Stations'	<p>Hygiene Stations will be placed around the venue to allow for Athletes and Spectators to use Hand Sanitiser.</p> <p>Attendees will be encouraged to come prepared with Hand Sanitiser in the first instance.</p> <p>Signage will be installed to all key areas that reinforces the message of Social Distancing, Good Hygiene Standards and the appropriate hand washing technique.</p>

Enhanced Cleaning	<p>'High touch' areas will be subject to a frequent cleaning regime. Areas such as Registration, Toilets, Entry Barriers etc will be included in a cleaning rota with each area documented as cleaned.</p> <p>Waste receptacles will be emptied frequently to avoid over spilling.</p> <p>Shared equipment, such as radios, will be discouraged and where they are swapped over at the end of the day, they will be disinfected as part of the cleaning regime.</p>
<p><b>Age Group Races</b></p> <p><i>These procedures are a brief summary of the BTF / WT guidance for Event Organisers</i></p>	
Pre-Registration	<p>All Age Group Athletes must register to take part as standard practise. BTF will maintain a record of their data as standard. This will act as a data record to support the NHS Test and Trace service.</p> <p>All Open Race Athletes must also complete a Health Questionnaire and a 'code of conduct' in order to receive a QR code required to enter the venue.</p> <p>All Athletes must declare that they will not attend the Event if they display any Covid-19 symptoms and/or are required to self-isolate. This is an identical process for all spectators attending the event with their Age Group athlete.</p>
NHS Test and Trace	See above.
Time Trials	All Age Group athletes will be started in a Time Trial format (one every 2.5 seconds) to increase social distancing at the start and when on the route.
Transition – Racking and during the race	<p>Timeslots to be given to Athletes to reduce the amount of Athletes attending to rack their bike at any one time</p> <p>Visual inspections of Athlete cycles and equipment by Technical Officials where this is usually a physical inspection to reduce touch points.</p> <p>Due to the introduction of the Time Trial format, reduced numbers of Athletes should be present in the Transition area at any given time during the live race.</p>
Face Coverings	<p>Athletes will be required to wear Face Coverings where this remains mandated by UK Legislation.</p> <p>Athletes will not be required to wear Face Coverings when racing. Where they must wear a Face Covering following racing, this will be signed and instructed by officials as appropriate.</p>
Goody Bags/ Refreshments etc	<p>Reduced offering at the Finish of the event based on previous years. This will be based on the Governing Body Guidelines to ensure that Athletes are appropriately refuelled.</p> <p>All 'give-aways' at the finish line will be self-service.</p>

## Staff and Contractors

Site Inductions / Check in	<p>All staff and contractors will be sent an online Site Induction, including a Health Questionnaire, to complete prior to attending site. There will be no on-site induction, other than Tool Box talks where required, to reduce gathering larger crowds of staff for briefings.</p> <p>Protocols for contractors and what they will be expected to do on site will be integrated within an online Site Induction.</p> <p>All staff and contractors must sign in when arriving on site prior to starting work in order to maintain a comprehensive log of persons to support the NHS Test and Trace Service. Details of all persons attending site to work will be obtained in advance through the induction process.</p> <p>All Expo staff must also sign in on arrival prior to admittance into the venue.</p>
NHS Test and Trace	See above.
'Bubble' Working	Where possible, staff will work in smaller cohort groups in order to avoid multiple contacts throughout the period of the live event.
RAMS	All Contractors must submit their RAMS, as standard, to the Event Safety Coordinator for review ahead of undertaking any work on site. This must include all Covid-Secure procedures and controls that the company has put into place.
Offices	<p>Where staff are required to work in temporary offices during the Event, the offices will be set up so as to allow adequate social distancing. Desks will be placed back to back or side to side where possible.</p> <p>Where this is not possible, screens may be placed in between stations.</p>
Meetings/Briefings	Non-Essential trips by staff within the venues will be discouraged and the use of mobile phones/radios and other electronic devices to communicate will be encouraged. BTF to review quantity of radio channels in order to avoid overuse of key channels which must remain open for efficient Event Management.
Face Coverings	<p>Staff and Contractors will be required to wear Face Coverings where this remains mandated by UK Legislation.</p> <p>Face Coverings will be task specific depending on close contact time during the build phase of the event given the outdoor environment.</p> <p>Face Coverings will be required when working in an indoor environment.</p> <p>All staff and contractors will wear Face Coverings during the live Events.</p>

## Spectator Management

Pre-Registration	<p>All attending spectators must pre-register their attendance and complete a Health Questionnaire.</p> <p>All Spectators must, at the point of registration, agree to a 'Code of Behaviour' which obliges them to;</p> <ul style="list-style-type: none"> <li>- Declare that they will not attend the Event if they display any Covid-19 symptoms and/or are required to self-isolate</li> <li>- Adhere to any requirements stipulated by BTF regarding Social Distancing and the movement of spectators within the venue</li> <li>- Provide names and contact details for each registered individual within their booking to assist with NHS Test and Trace requirements</li> </ul> <p>Any requirements on the Spectator will be stated on entry and signage reminding of requirements will be installed across the site.</p> <p>Health declaration must be conducted within 72hrs of arrival at the venue.</p>
NHS Test and Trace	See above.
Viewing Areas	<p>Viewing Areas for the Events will be reviewed to allow for Social Distancing during the live races.</p> <p>Controlled access to 'Honey Pot' viewing areas, such as the Swim Start, Transition and the Finish Area to avoid over occupancy of these areas which does not allow for Social Distancing.</p> <p>Supporting signage to confirm the maximum capacity for any spectator areas</p> <p>Refer to the Spectator Management section of this document for further details.</p> <p>As part of their registration process, all spectators will be required to agree to a Spectator Code of Conduct which will be displayed within the venue.</p>
<p><b>Elite Athletes and Support Staff</b> Please refer to the Elite COVID Protocol for further information.</p>	
International Travel	<p>The event will be part of the DCMS list of events exempt for quarantine in line with Stage 4/5 of the return to Elite Sport. The basis for Elite Competition being an elite athlete bubble prevents them from mixing with members of the public, outside of this bubble.</p> <p>Participants and coaches will apply via their National Federation to World Triathlon to be included on the Start List and for Accreditation. If they are accepted by World Triathlon, the list will then be sent to BTF.</p> <p>BTF will apply to the DCMS (Department of the UK Government) on behalf of all of those detailed within the provided list in order to exempt people travelling into the country and will supply a letter of support to present at the UK border.</p>

	<p>Athletes and coaches must have evidence of a negative PCR test within 72 hours of travelling and must have this on them at the UK border.</p> <p>Athletes and coaches will be picked up from the Airport and taken in a 'bubble bus' to their accommodation, where they will then go straight to testing. Alternatively, private transport can be hired for the same purpose, with teams having to travel straight to the event hotel to join the event bubble. This information has been circulated to National Federations, with links to book transfers and private vehicles.</p> <p>Local (British residents) will have to join the bubble prior to the race weekend – by Thursday evening Para and by Friday evening for Elite Male and Female – (including support staff).</p> <p>All information regarding booking accommodation, transfers or vehicles can be found using <a href="#">this link</a>.</p>
Testing	<p>There will be an allocated and isolated testing room in place within the accommodation.</p> <p>All members of the bubble will be required to undertake an Antigen test (15 minute turn around) and a health screening performed on each arrival.</p> <p>If they receive a negative result they can join the bubble and collect their accreditation.</p> <p>PCR tests are available for teams to procure for their return journey and will also be used as an additional measure to 'confirm' any positive cases if a lateral flow test returns a positive result.</p>
Contingency for positive PCR test	<p>If a positive PCR test is received, the individual will be asked to self-isolate in their bedroom for 10 days from when the test was taken.</p> <p>The individual will be asked to tell the COVID compliance officer of all 'close contacts'.</p> <p>A close contact is defined by the NHS as someone you have had:</p> <ul style="list-style-type: none"> <li>- close face to face contact (under 1 metre) for any length of time – including talking to them or coughing on them</li> <li>- being within 1 to 2 metres of each other for more than 15 minutes – including travelling in a small vehicle</li> </ul> <p>Anyone who is a close contact will also be asked to isolate for the same period of time.</p>
Accommodation	<p>The entire of the Athlete Hotel will be used exclusively for the Elite Athlete bubble Athletes and their team must stay in their hotel where they will have a daily health screening.</p>
Catering	<p>Staggered pick up of food from a serviced buffet will be instigated to ensure small groups attend at one time during meal times.</p>
Medical	<p>Medical resource will be available within the bubble hotel and should be co-ordinated through the LOC staff.</p>
Accessing the venue	<p>On familiarisation and competition days, all members of the bubble will travel to the venue on either the 'bubble bus' or be requested to go straight to the venue from the bubble using their private transport.</p> <p>When they reach competition venue there is a health screening before they enter site. Following the competition, all Athletes and their coaches will be transported back to the hotel on the bubble bus or in their private transport and then leave the country (if International) via the official bus to the airport or leave the bubble if based in the UK.</p> <p>Fit to fly certificates and PCR tests can be procured and booked through the LOC.</p>