



**ITRA - COVID-19
RACE ORGANIZER'S
STANDARD OPERATING
GUIDELINES**

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CONTRIBUTORS:

- Shane Ohly (Race Director, Ourea Events)
- Dr Charlotte Hattersley (Medical Director, Ourea Events)
- Dr Abigail Forsyth (Event Doctor, Ourea Events)
- Josue Stephens (Director, Product Management, Spartan Inc)
- Mariano Alvarez (Chief Executive Officer, Global Trail, Spartan Inc)
- Krzysztof Gajdzinski (Race Director, Łemkowyna Ultra-Trail)
- Trail Animals Running Club
- Numerous ITRA staff and volunteers

INTRODUCTION

The purpose of this document is to provide a framework of standard operating guidelines that race organizers from around the world can reference, so that we can restart trail running events confident that we are applying good practice to keep our community of trail runners - including participants, volunteers and host communities - safe.

WHAT IS COVID-19?

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019. COVID-19 is now a pandemic seriously affecting many countries globally because of its high transmission rate and impact on healthcare systems. Stringent public health measures have been required to control the spread of the virus.

WHAT DOES COVID-19 MEAN TO TRAIL RUNNING EVENTS?

The impact of COVID-19 on the global economy has been profound. Sporting events including trail running have had to be postponed or cancelled because of the lockdown restriction and public health measures imposed by governments in most countries. As a trail running community, we are facing an immediate challenge of the suspension of many much loved events, combined with the risk that many event organizers will not survive long-term. Whether temporary or permanent, the loss of these trail running events will impact the livelihood of organizers, host communities and the enjoyment of the entire trail running community. Despite these challenges the first and most important consideration as we look to restart trail running events is the safety of the trail running community.

UNDERSTANDING THESE STANDARD OPERATING GUIDELINES

These standard operating guidelines are not meant to be a comprehensive manual detailing every measure a race organizer should take. Rather, they should be viewed as a general set of guidelines that support each race organizer towards their own solutions to enable their trail event to proceed safely.

There is variation between different countries regarding good practice and regulation in relation to COVID-19. As an international document, ITRA has adopted international advice from the World Health Organization (WHO). **However, race organizers are advised by ITRA to check and comply with national and local regulations in their own country.** If in doubt, adopt the more stringent measures to maximize the safety of all individuals associated with your event.

Race organizers are advised to conduct a COVID-19 risk assessment for their event. This will help identify the relevant measures necessary for your event to proceed safely. It is this risk assessment that will enable race organizers to select between the guidance in this document and recommendations issued in their own country where they differ.

The guidelines within this document are likely to become dated as the COVID-19 situation evolves and guidance and regulation around the world changes. Recommendations made today are likely to change in the months ahead, and it is the race organizer's responsibility to be informed and up to date about the latest regulation and guidance in their country.

HOW TO USE THESE STANDARD OPERATING GUIDELINES

The standard operating guidelines are laid out in chronological order as the event planning and delivery process might evolve. They are written as a checklist so that race organizers can work through each section and decide whether the guidance is relevant to their race, and whether they need to take action.

For each section there are ! and ? symbols in the checklist indicating whether ITRA considers the recommendation to be either 'Essential' or 'Advisory'.

! – Essential recommendation

? – Advisory recommendation

When a checklist item is identified as relevant to your event, rather than simply ticking this box, a person's name should be inserted into the box, and that named person is now responsible for the implementation of this measure.

KEY PRINCIPLES SUPPORTING THESE STANDARD OPERATING GUIDELINES

The checklist recommendations provided in this document are based on the latest international advice from the World Health Organization. The following key principles support all the standard operation guidelines in the checklist throughout this document.

1. FACE MASKS

WHO recommends face masks should be worn by the general public. ***“where there is widespread transmission and physical distancing is difficult, such as on public transport, in shops or in other confined or crowded environments.”***¹

It would be reasonable to judge that event staff working in busy and restricted spaces (such as registration, an aid station and/or the start/finish), and where physical distancing may be difficult should wear face masks. If face masks are issued to event staff, it is the responsibility of the race organizer to ensure that appropriate training is provided.

Likewise event participants attending areas where physical distancing is difficult to maintain should wear face masks. Race organizers may wish to mandate that participants arrive at the event with their own face mask.

However, we do not suggest that face masks should be a substitute for physical distancing measures at any stage of the event e.g. a crowded start area. Guidance from the European Centre for Disease Prevent and Control reinforces this advice, *“It should be emphasized that use of face masks in the community should be considered only as a complementary measure and not as a replacement of the core preventive measures that are recommended to reduce community transmission including physical distancing, ... respiratory etiquette, meticulous hand hygiene and avoiding touching the face, nose, eyes and mouth.”*²

2. PHYSICAL DISTANCING

WHO recommends a minimum one meter physical distance between individuals. The latest research funded by the WHO and published by The Lancet in June 2020 states that, *“... current policies of at least 1m physical distancing are probably associated with a large reduction in infection, and that distances of 2m might be more effective, as implemented in some countries.”*³

WHO states that, ***“Physical distancing helps limit the spread of COVID-19. This means we keep a distance of at least 1m from each other and avoid spending time in crowded places or in groups.”***⁴

It is important to check and follow local guidance about physical distancing as national advice may differ from WHO guidance in some countries.

3. DISPOSABLE GLOVES AND HAND WASHING

WHO does NOT recommend routine wearing of disposable gloves. In fact, the research shows that, *“the unnecessary and inappropriate use of gloves results in a waste of resources and may increase the risk of germ transmission.”*⁵ Please do not ask event staff or runners to routinely wear disposable gloves at your event. *“Regularly washing your bare hands offers more protection against catching COVID-19 than wearing rubber [disposable] gloves.”*⁶

When choosing between washing your hands with soap and water versus using sanitizer, WHO recommends that you should, “Wash your hands with soap and water when hands are visibly dirty...”⁷ and to select an alcohol-based formulation for routine hand cleaning when, *“...hands are not visibly soiled.”*⁸

¹ WHO Quote: WHO Director-General's opening remarks at the media briefing on COVID-19. 05/06/2020
<https://www.who.int/dg/speeches/detail/who-director-general-s-opening-remarks-at-the-media-briefing-on-covid-19---5-june-2020>

² ECDC Advice: Using Face Masks in the Community. 08.04.2020
<https://www.ecdc.europa.eu/sites/default/files/documents/COVID-19-use-face-masks-community.pdf>

³ The Lancet: Physical distancing, face masks, and eye protection to prevent person-to-person transmission of SARS-CoV-2 and COVID-19: a systematic review and meta-analysis
[https://doi.org/10.1016/S0140-6736\(20\)31142-9](https://doi.org/10.1016/S0140-6736(20)31142-9)

⁴ WHO Advice: COVID-19: physical distancing. 14/06/2020
<https://www.who.int/westernpacific/emergencies/covid-19/information/physical-distancing>

⁵ WHO Advice: Glove Use Information Leaflet. August 2009.
https://www.who.int/gpsc/5may/Glove_Use_Information_Leaflet.pdf

⁶ WHO Advice: Coronavirus Infographic. 09/03/2020
https://www.who.int/images/default-source/health-topics/coronavirus/risk-communications/general-public/wearing-gloves.png?sfvrsn=ec69b46a_2

⁷ WHO Advice: Hand Hygiene: Why, How & When? August 2009.
https://www.who.int/gpsc/5may/Hand_Hygiene_Why_How_and_When_Brochure.pdf

⁸ WHO Advice: Hand Hygiene: Why, How & When? August 2009.
https://www.who.int/gpsc/5may/Hand_Hygiene_Why_How_and_When_Brochure.pdf

REGULATORY AND MANAGEMENT PRE-EVENT CHECKLIST

! – Essential recommendation

? – Advisory recommendation

EVENT FUNCTION	ACTION	X	✓	N/A
<p>National and Regional Regulations</p>	<p>! Race organizers should familiarize themselves with the guidance from their <u>national</u>, <u>regional</u>, <u>public health</u> and <u>sports governing bodies</u> relating to sporting events and mass gatherings. Ensure that your event plans are compliant with these regulations. Focus on: 1) the total number of people allowed, 2) physical distancing rules, and 3) Personal Protective Equipment (PPE) requirements.</p> <p><u>It is important to check and follow local regulations as national advice may differ from WHO guidance in some countries.</u></p>			
<p>Event Organization</p>	<p>! Ensure that the key leadership personnel within the event organization have educated themselves about the latest COVID-19 guidance and good practice from a trusted source (such as <u>WHO</u>, <u>CDC</u> or <u>ECDC</u>) AND are committed to resourcing the recommended mitigation guidance contained within this document.</p> <p>Within your event organization clearly define which key personnel are responsible for meeting which standards outlined in this standard operating guideline.</p>			
	<p>! Ensure that the key leadership personnel within the event organization have understood the risks and transmission routes for COVID-19 and implemented measures that must be undertaken by the organization, participants, staff and visitors to minimize these risks.</p>			
	<p>! Consider the moral and legal responsibility the race organization has to the health and safety of the participants, event team and local residents. For example, what are the implications of someone becoming ill with COVID-19 as a result of their attendance at the event?</p>			
	<p>! Ensure that all of these COVID-19 mitigation measures have been considered and fully resourced in terms of the personnel and equipment required to deliver each component. For example, will the organization have sufficient staff for the extended marshalling on the course and the additional decontamination processes, and will it be appropriate to ask volunteers to fulfil these roles?</p>			
	<p>! Ensure that any areas within the event are sufficiently large to comply with physical distancing regulations, such as changing areas, start/finish area, expo etc.</p> <p>! Consider whether access to these areas needs active management to ensure that they do not become overcrowded.</p> <p>Consider where unexpected queues might occur if access to these areas needs to be restricted to maintain physical distancing within these zones.</p>			

<p>Event Vendors and Suppliers</p>	<p>!</p>	<p>Ensure that any third-party vendors (e.g. catering concession) and suppliers (e.g. portable toilet provider) are compliant with your event COVID-19 safety measures. Ask for evidence of their procedures. Including but not limited to: Medical service providers, accommodation providers, equipment hired, portable toilets, temporary fencing, potable water, rubbish collection and disposal, and vendors.</p>			
<p>Customer Sentiment</p>	<p>?</p>	<p>Consider assessing customer sentiment before committing to the event to understand their views on the likely COVID-19 mitigation protocols that will be needed to enable the event to proceed. Confirm that there is acceptance by the runners of these measures. Specifically, ensure that any requirements relating to extended start times, strict physical distancing and use of an PPE are made clear.</p>			
<p>Insurance</p>	<p>!</p>	<p>Given the likely change in circumstances - the COVID-19 pandemic - since the event insurance was organized, it is important to check that whatever insurance cover was arranged is still valid.</p>			

GENERAL PRE-EVENT CHECKLIST

! – Essential recommendation

? – Advisory recommendation

EVENT FUNCTION	ACTION	X	✓	N/A
Changing Rooms / Area - Rest and Seating Areas	! Provide floor markings to space out runners to comply with physical distance requirements as per local regulations. One way flow and lanes are recommended.			
	! Provide hand washing / hand sanitizer stations at the entrance and exit.			
	! Provide sufficient resourcing to regularly clean and sanitize the changing area to comply with local regulations.			
Bathrooms / Portable Toilets	! All visitors to the event may be reluctant to use portable toilets that might be viewed as unhygienic. Reassure runners and event personnel that there are sufficient toilet facilities, that they will be hygienic, and compliant with any physical distancing regulations whilst using and waiting for these facilities.			
	! Dedicated hand washing facilities must also be provided. Facilities allowing for 'soap and water' hand washing are best if practical, but the remote nature of trail running events must be considered, and hand sanitizing stations are acceptable.			
	! A robust and fully resourced regime for cleaning and decontaminating these facilities throughout the event must be in place. Seek local guidance on regulations in your country. In this context, cleaning and decontaminating of portable toilets is not an appropriate role for event volunteers and should be left to professional event contractors.			
Press Conference	? Consider cancelling the press conference or holding it online using video conferencing.			
	! If a physical press conference is organized, the personnel attending must be limited to essential staff, elite athletes and key media only. Ensure that physical distancing requirements are maintained.			
	! Physical distancing may be difficult to continuously maintain for all personnel involved with a press conference and, therefore, consider whether event staff, athletes and press must wear face masks.			
Hand Washing & Sanitizing Stations	! Ensure that there are sufficient and dedicated hand washing stations for event staff. As a minimum these must be located at the start/finish, registration, aid stations, portable toilets, any food preparation and service areas, and medical areas. Facilities allowing for 'soap and water' hand washing are best if practical, but the remote nature of trail running events must be considered, and hand sanitizing stations are acceptable.			

	!	Any remote staff, such as course marshals, must be issued hand sanitizer gel.			
Runner and staff transportation	!	For mass transportation of runners, ensure that any local regulations regarding capacity and physical distancing are followed. The regulations relating to public transport in your area are an appropriate template.			
	!	The same physical distancing criteria must be used for event staff being transported as part of their role at the event.			
Sponsors	!	Ensure that event sponsors are briefed as per all event staff and they are familiar with and will comply with all the COVID-19 mitigation measures employed by the event.			
	!	Product sampling must only be done on a one-to-one basis following appropriate PPE measures by the personnel handing out product samples.			
Retail	?	Consider whether physical distancing measures can be adhered to whilst retail activities take place.			
	?	Consider limiting the amount of stock exposed to runners, visitors and spectators and not permitting customers to interact with retail items before purchase (check whether this is compatible for consumer rights law in your country).			
	?	Consider accepting only contactless card payments.			
Spectators and visitors	?	Consider whether there are adequate facilities for anticipated spectators and visitors in the context of physical distancing regulations and any other COVID-19 measures your event is required to undertake.			
	?	Consider what additional signage is required specifically for spectators and visitors.			
	?	Consider limiting access for spectators and visitors to designated areas. We suggest that spectators and visitors are not allowed to bib collection / registration or to the aid stations.			
Food and beverage sales	?	Acceptable, as permitted by local government COVID-19 regulations and always subject to food safety and hygiene regulations.			
Children's Race	?	Acceptable, if all the recommendations as per this guidance document for the adult race can be followed.			

PRE-EVENT COMMUNICATIONS CHECKLIST

! – Essential recommendation

? – Advisory recommendation

EVENT FUNCTION	ACTION	X	✓	N/A
<p>Communications to runners</p>	<p>! Publish on the event website detailed and clear information for the runners about the COVID-19 protocols in place. Ensure all special measures expected of the runners are explained. Email this information to individual runners. Use social media to amplify this message.</p>			
	<p>! Amend the race rules and regulations to specifically include the new COVID-19 measures.</p>			
	<p>! Provide clear guidance to runners that they should NOT attend the event if:</p> <ol style="list-style-type: none"> 1. They have a fever of $\geq 38^{\circ}\text{C}$ on the day of the event 2. They have had any signs or symptoms of COVID-19 in the past 14 days. Such as a new continuous cough, fever, change/loss of taste/smell. 3. They have been in contact with anyone who is sick (symptomatic) in the past 14 days. 4. They have travelled within the past 14 days to any international location with widespread ongoing local COVID-19 transmission. <p>Runners should be asked to ensure that any crew, supporters or others that they intend to bring to the event are also subject to these criteria.</p>			
	<p>? If time allows for new entries, include the new COVID-19 measures as a specific amendment to the race entry form.</p>			
<p>Communications to all event staff (Including vendors, contractors, sponsors etc.)</p>	<p>! All event staff must attend a training session/briefing on the new COVID-19 protocol and how this impacts the event generally, and how it changes their specific role at the event. This is best done as an online training session in advance of the event.</p>			
	<p>! Provide clear guidance to all personnel that they should NOT attend the event if:</p> <ol style="list-style-type: none"> 1. They have a fever of $\geq 38^{\circ}\text{C}$ on the day of the event 2. They have had any signs or symptoms of COVID-19 in the past 14 days. Such as a new continuous cough, fever, change/loss of taste/smell. 3. They have been in contact with anyone who is sick in the past 14 days. 4. They have travelled within the past 14 days to any international location with widespread ongoing local COVID-19 transmission. 			
	<p>! High risk individuals should be advised not to attend the event. High Risk individuals include:</p> <ol style="list-style-type: none"> 1. Individuals with underlying medical conditions placing them at higher risk: moderate to severe asthmatics, diabetics, severe obesity (BMI > 40), any chronic liver, kidney or heart 			

	<p>conditions and immunocompromised individuals or those who live with someone who is immunocompromised.</p> <ol style="list-style-type: none"> 2. Individuals aged 60+ years or those with an underlying health condition like lung or heart disease, diabetes or immunocompromised. 3. Individuals who live in long term care facilities. 			
	<p> Share the information on the event website designed for the runners with the event staff.</p>			

HEALTH SCREENING CHECKLIST

! – Essential recommendation

? – Advisory recommendation

Health screening of participants and event staff is almost certainly something only well-funded events will be able to resource both in terms of expertise and costs.

It is important for race organizers to note that some people are asymptomatic and infectious i.e. they will have no symptoms, will honestly pass a health declaration, and/or temperature check, but can transmit COVID-19 with deadly consequences. This is why the transmission control measures such as physical distancing, hand hygiene and face masks remain very important to limit the spread of the disease.

Finally, race organizers should make themselves aware of the specific, and often onerous, data protection regulations in their country relating to the collection of medical data should they decide to screen personnel.

EVENT FUNCTION		ACTION	X	✓	N/A
Health Declaration	?	Consider whether runners and event staff must make a formal pre-event declaration that: <ol style="list-style-type: none"> They have NOT had any signs or symptoms of COVID-19 in the past 14 days. They have NOT been in contact with anyone who is sick in the past 14 days. They have NOT travelled within the past 14 days to any international location with widespread ongoing COVID-19 transmission. 			
	?	As above, and check for a fever of $\geq 38^{\circ}\text{C}$ on the day of the event.			
High Risk Runners	!	High risk individuals should be advised not to participate in the event. High Risk individuals include: <ol style="list-style-type: none"> Individuals with underlying medical conditions placing them at higher risk: moderate to severe asthmatics, diabetics, severe obesity (BMI > 40), any chronic liver, kidney or heart conditions and immunocompromised individuals or those who live with someone who is immunocompromised. Individuals aged 60+ years or those with an underlying health condition like lung or heart disease, diabetes or immunocompromised. 			
All Runners	!	Runners who have had a diagnosed case of COVID-19 should only attend 14 days after onset of symptoms AND must have been free of symptoms (cough, fever etc.) for at least 3 days prior to attending.			
International Runners	?	Consider whether government advice regarding international travel and/or any national or local regulations make it impractical for international runners to attend your event.			
	?	Consider whether there are airport COVID-19 checks, or whether you may wish to carry out some kind of health control check at the			

	event. If so, ensure that this is evidence-based and conducted by healthcare professionals.			
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REGISTRATION AND BRIEFING CHECKLIST

! – Essential recommendation

? – Advisory recommendation

EVENT FUNCTION		ACTION	X	✓	N/A
Bib Collection Packet Pickup Registration	!	Establish a strict appointment system for bib collection to minimize crowding.			
	!	Provide floor markings to space out runners to comply with physical distance requirements as per local regulations. One way flow, and lanes recommended.			
	!	Provide signage demanding that physical distancing is maintained at the entrance.			
	!	Provide hand sanitizer stations at the entrance and exit.			
		If physical distancing may be difficult and/or the bib collection is inside, event staff will probably need to wear face masks.			
	!	If bib collection can be done outside, with robust physical distancing measuring in place, then event staff will probably not need to wear face masks.			
	!	Runners bib (packet, merchandise, etc.) should be prepared at least 72-hours in advance, in a COVID-19 free area, and then isolated before bib collection begins.			
	?	Consider if staff need to control access to the registration area and how you will deal with queues forming to enter the registration area.			
	?	Consider enabling one runner to collect multiple bibs for a group or team.			
	?	Consider providing plexiglass barriers to separate staff from runners.			
Race Briefing	!	No mass briefing of participants on the start line and/or at another venue.			
	!	Providing a pre-event briefing by email.			
	!	Increased pre-race communication to ensure participants have received and are aware of the special COVID-19 protocols.			
	?	Consider providing an online live-streamed briefing.			
	?	Consider using SMS or WhatsApp (or similar technology) for distributing last minute updates and changes to participants.			

EXPO CHECKLIST

! – Essential recommendation

? – Advisory recommendation

EVENT FUNCTION		ACTION	X	✓	N/A
Regulations	!	Check and comply with any specific regulation that applies to exhibitions/fairs which may be different to the regulations applying to races.			
	!	Check and comply with local regulations regarding the wearing of face masks by expo vendors, exhibitors and visitors.			
Venue	?	Consider holding the expo outdoors or in a large capacity conference venue.			
	?	Consider what capacity limits are required at your venue so that physical distancing can be maintained.			
	?	Consider providing plexiglass barriers to separate expo exhibitors and vendors from visitors.			
	?	Consider if staff need to control access to the expo and how you will deal with queues forming to enter the expo area.			
Vendors & Exhibitors	!	Clearly communicate with exhibitors and vendors what PPE, cleaning and physical distancing requirement will be in force and ensure that written confirmation of their compliance is received.			
	!	Have a regime of regular cleaning and sanitizing of surfaces within the expo area.			
Signage	!	Provide signage stating that physical distancing must be maintained at the entrance.			
	!	Provide floor markings to space out expo visitors so that they comply with physical distance requirements as per local regulations. One way flow, and lanes recommended.			
Hand Sanitising	!	Provide hand sanitizer stations at the entrance and exit.			

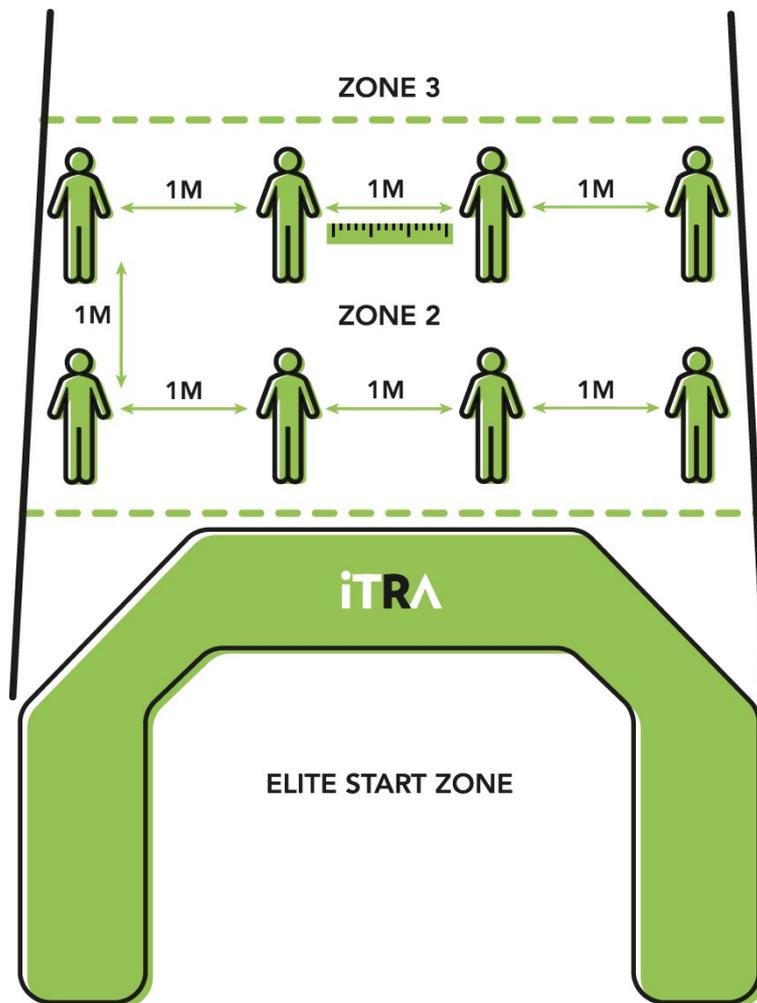
START CHECKLIST

! – Essential recommendation

? – Advisory recommendation

EVENT FUNCTION	ACTION	X	✓	N/A
Pre-Event	<p>Runners should be separated into appropriate groups with different start procedures, such as</p> <ul style="list-style-type: none"> • Elites: limited mass start. • General: Timed start. <p>Ensure the start procedures are clearly communicated to these runners in advance of the event. Group general runners together matched for similar ability (expected finish time) to minimize overtaking on the course.</p>			
	<p>Consider to what extent the race has at risk age groups taking part (>60?) and whether any special arrangements need to be made, such as a separate registration time and start window.</p>			
	<p>Consider live streaming the start so that there is less reason for spectators to attend.</p>			
The Start	<p>Physical distancing may be difficult to continuously maintain for event staff working at the start and therefore they will probably need to wear face masks.</p>			
	<p>Ensure that there are hand sanitizer stations as runners enter the start area, and their use is mandatory.</p>			
	<p>Elite Start. It may be essential to group together elite runners. Consider a separate male and female elite start. Do not use gun time, use chip time to determine results. Maintain physical distancing within the start area and consider using markers on the ground. (See graphic below)</p>			
	<p>General Start. Provide a flexible start window suitable for the size of the race so that runners can maintain physical distancing. Ensure the start procedure and their start time is communicated to the runners in advance of the event.</p> <p>Once it is no longer possible to start your runners in one mass start due to physical distancing restrictions, we suggest starting in separate start waves i.e. do not use gun time, but use chip time to determine the overall results.</p> <p>Maintaining physical distancing within the start area is key. Consider using markers on the ground. See graphic below.</p> <p>Use one of these methods to start the runners:</p> <ol style="list-style-type: none"> 1. Runners are allocated a group start time and can be called forward to start in small groups where physical distancing can be maintained (for example 25 runners every 10 minutes). 			

	<p>2. Runners are allocated an individual start time and can be called forward to start at regular intervals (for example every 30 seconds - the orienteering race protocol).</p> <p>If it is not possible to maintain physical distancing at the start then your event is probably not viable in the current COVID-19 climate.</p>			
?	<p>Consider if staff need to control access to the start area and how you will deal with queues forming to enter the start area.</p>			



COURSE CHECKLIST

! – Essential recommendation

? – Advisory recommendation

EVENT FUNCTION		ACTION	X	✓	N/A
Course Review	!	Review the course and determine if any changes are required to increase capacity, width, remove pinch points so that good dispersal along the race can achieve physical distancing goals.			
Actions for Runners	!	Runners must maintain physical distancing whilst on the course.			
	!	Runners should be instructed about the etiquette for passing other runners on the trail: They should hail them from behind, and wait until it is possible to pass with at least 1m distance side-by-side.			
	!	Runners should avoid running in the 'slipstream' of the runner ahead of them.			
	?	Consider providing runners with clear instructions about spitting, snorting, snot rockets and other common methods of clearing nasal and respiratory secretions whilst running: We recommend that this should not be done within 10m of another runner.			
	?	Consider requiring runners to have personal hand sanitizer gel with them to disinfect their own hands as and when they feel necessary.			
Pacers (on the course)	?	<p>Consider prohibiting the use of pacers so as to minimize interactions on the course between different runners and staff.</p> <p>If the event is subject to a capacity limit, remember that the pacers will be included in this number alongside the participants and other event attendees.</p> <p>If pacers are allowed, remember that they are subject to the same rules and regulations as runners.</p>			
Runner Crew (at the aid stations)	?	<p>Consider prohibiting or limiting the use of runner crew to minimize interactions on the course between different runners and staff, particularly at the aid stations.</p> <p>If the event is subject to a capacity limit, remember that the runner's crew will be included in this number alongside the participants and other event attendees.</p> <p>If crew are allowed, remember that they are subject to the same rules and regulations as runners at the aid stations.</p>			
Signage	?	Provide course signage reminding runners of physical distancing requirements and overtaking etiquette.			

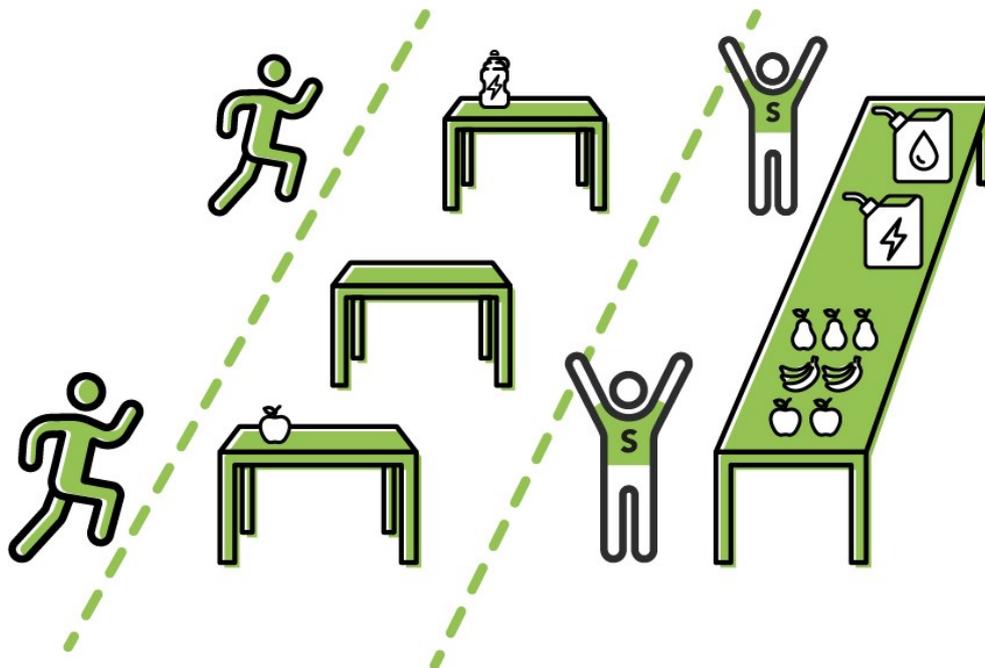
AID STATION CHECKLIST

! – Essential recommendation

? – Advisory recommendation

EVENT FUNCTION	ACTION	X	✓	N/A
General Set Up	! If at all possible, your aid station should be outside.			
	! Physical distancing may be difficult to continuously maintain for event staff working at an aid station and therefore they will probably need to wear face masks.			
	! Ensure that there are handwashing facilities and/or hand sanitiser stations for staff.			
	! Ensure that there are hand sanitizer stations as runners enter the aid-station, and their use is MANDATORY.			
	! Estimate the flow of runners per minute through the aid station and ensure that the aid station is large enough to accommodate this number whilst maintaining physical distancing. This includes provision for seating.			
	! Provide floor markings to space out runners to comply with physical distance requirements as per local regulations. One way flow, and lanes recommended.			
	? Consider providing plexiglass barriers to separate staff from runners.			
	? Consider whether external assistance at the aid stations should be limited (e.g. only one person per runner) or prohibited entirely.			
	? Consider reducing the number of aid stations or eliminating them from the course entirely and encourage greater self-sufficiency from the runners on the course.			
	? Consider how you will control access to the aid station from public and/or supporters.			
	? Consider how you will control access to the aid station from runners should it become congested.			
? Consider if foot pedal or sensor activated dispensers for food and/or fluid can be used by the runners.				
Provision of Food and Water	! Direct contact between runners and staff to be avoided with the aid station setup so that runners and staff are always separated by a table. (See illustration below)			
	! Strict food hygiene standards (as per local regulations) to be followed with training provided to all staff serving food or water.			

	<ul style="list-style-type: none"> • Package food (energy bars etc.) to remain sealed until opened by the runner. • Portions of prepared fruit to be individually selected by runners (i.e. don't offer a tray of orange segments, instead provide one segment at a time). • Staff hand a portion of desired food to individual runners: do not allow runners to pick through and select their own food. 			
	<p>! Devise a strict system to avoid cross contamination between runners and the water source. Providing individual disposable cups pre-filled by event staff to runners would be one method. Alternatively, refilling runners bottles from a hose without allowing the hose or bottle to be in contact would be another method.</p>			
	<p>! If runners are using disposable cups these should be handed to runners individually (do not allow runners to select their own cup).</p>			
Grab Bags	<p>! Sufficient space must be allocated to collection of grab bags and runners must be moved away to another location to sort through their grab bags. Physical distancing must be maintained throughout the process.</p>			



FINISH AREA CHECKLIST

! – Essential recommendation

? – Advisory recommendation

EVENT FUNCTION	ACTION	X	✓	N/A
Finish Area	! Participants must be encouraged to move through the finish area quickly: no selfies/photos or waiting for others, and to maintain physical distancing.			
	! Reduce and minimize non-essential activities in the finish area such as sponsor activations, massage, etc.			
	! Physical distancing may be difficult to continuously maintain for event staff working at the finish and therefore they will probably need to wear face masks.			
	! Any food/water must be distributed using the Aid Station guidelines outlined above.			
	? Medals should remain individually packed and be handed to participants rather than put over their heads. Alternatively, finishers medals can be sent by post at a later date.			

AWARD CEREMONY CHECKLIST

! – Essential recommendation

? – Advisory recommendation

EVENT FUNCTION	ACTION	X	✓	N/A
Award Ceremony	! Only key personnel invited: organizers, winning athletes, and press present.			
	? Physical distancing may be difficult to continuously maintain for all personnel involved with an awards ceremony, therefore consider whether event staff, athletes and press must wear face masks.			
	! Physical distancing guidelines must be followed.			
	? Consider not holding an awards ceremony.			
	? Consider a live stream ceremony.			