



RETURN TO EVENTS: OPERATING GUIDE AND BEST PRACTICES

**Presented By: California Coalition of
Endurance Sports**

Last Updated: March 12, 2021

1. Summary

In California, the mass participation industry has been severely affected by the COVID19 Pandemic. As one of the first industries to halt operations and cancel future events, it will likely be one of the last to receive approvals to return because of the categorization our industry has been placed in, or lack thereof. Our coalition of California based endurance sports companies are a combined and collaborative group consisting of event companies, race and event directions, endurance industry leaders and professionals. We have come together to establish a standard set of operational guidelines and best practices to present to the State of California for outlining our intentions to return to producing live endurance events. With other industries in California beginning to open up with having parameters around their operations, we believe we are able to detail and execute guidelines and regulations in a safe manner as well.

The goal of this document is to provide general guidelines and ideas for a suggested path forward for races and in-person participation events that is aligned with State and local industry reopening guidance. Areas including but not limited to staff, athlete, and spectator pre-event guidelines to participation; sanitary operational best practices; event operational procedures and policies; social distancing/event spacing; etc. based on data and information provided by the Centers of Disease Control (CDC), local, state, and federal guidance; endurance industry governing bodies, race organizations, timers, and other industry partners.

NOTE: Guidelines in this document are a collaboration of best practices from around the country, as well as other sectors of California which are open and operating. Information is based on continuous updated information on the CDC and California State health and safety websites.

Definitions

- Race Bib - random number that is personally assigned to a specific runner. This bib is then pinned to the front of a participant's shirt so staff and photographers can identify them. This race number is activated by an attached timing chip as it passes over the start line. It is a participant's unique identifier.
- Corral - A specific area at the start line for a designated cluster of participants. Commonly also called a "chute".
- Wave - A subset of participants within a corral that start at the same time.

- Check-In - First stop on race day when participants arrive. At check in they will be assigned a race bib, receive any items eligible (i.e. t-shirt) and information. This step is not necessary if participant goods have been picked up ahead of race day.
- Secure Zone - The fenced in area for participants with race bibs, authorized staff, and volunteers. One secure zone will be set up at the start line and another at the finish line.
- Course Marshal - Race support staff or volunteer sent to a designated spot on a racecourse to support the runners. Course marshals are generally placed in key areas warning runners of a course turn or overseeing a high traffic area.
- Packet pick-up – Prior to the event, participants receive their race goods. This includes their race bib which must always be worn and any other items the race is providing.

2. Planning

Pre-Event Action items

We will require all attendees to wear and use a face covering while in all public gathering areas including but not limited to: check-in, corrals, secure zones, parking lots, and aid stations.

- Establish a written, workplace-specific COVID-19 prevention plan at every location and/or facility, perform a comprehensive risk assessment of all work areas and work tasks, and designate a person at each area to implement the plan.
- Designate large areas near and around the Start and Finish area to act as a waiting area for participants. These areas will be temporary physical distancing location for athletes waiting to start their race and/or wait for other participants to finish – NO GATHERINGS
- Signage will be placed around pre- and post-race venue for social distancing
- Start corrals will be monitored and limited for entry to ensure social distancing, based upon the footprint and space available. Markers will be placed on the ground for participants to stand while waiting to start.
- Collect and monitor vendor and staffing contacts for contact tracing, if necessary
- Identify practical parking and transportation locations and include in the event operations planning information given to all participants.
- Clearly paint the picture of the progression of each participant's arrival to the event thru the completion to ensure everyone has the maximum opportunity to physically distance themselves from others during their time at each event – Enforce no gatherings in parking locations and other surrounding event areas. Unique to each event, in terms of managing participants and crowds for endurance events, athletes must follow a pre-designed course between the start/finish, packet pick up,

corralling, parking, etc. Specify where they can and cannot go from first arrival to exit on a pre-designed path to carefully guide them through the event safely

(e.g. Parking/ Transportation -> Registration/ Packet Pick Up -> Start Waiting Area -> Start Line -> Race Course -> Finish -> Finish Chute -> Finish Waiting Area -> Parking/ Transportation Area)

- All athletes will be required to sign an additional waiver that acknowledges the environment that they are running in and the responsibility of each runner to come prepared with the proper gear, proper health, and proper training.

Waivers

All participants sign a standard event waiver which includes language specifically addressing health guidelines for participating in events.

3. Staff, Volunteer, and Spectator Safety Guidelines

- Provide temperature and/or symptom screening for all workers at the beginning of their shift and any vendors or contractors entering the event area or course
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home
- Face Coverings will be required for all staff, volunteers, vendors and must always be worn in accordance with current State and local guidance, until such dictates are lifted
- Disposable gloves will be required for any role with handling participant food & beverage. Event management company will provide gloves.
- Prior to the event all equipment will be wiped down for staff and participant interaction with sanitation wipes. Equipment will include (not limited to):
 - Tables
 - Water coolers
 - Trays (for cup stacking)
- Educate and train volunteers/staff on proper and safe food/water handling, as well as distribution of other participant goods such as finisher medals and social distancing requirements when in the vicinity of other staff and volunteers
- Clearly assign volunteers to areas of responsibility to keep them spread out throughout the space
- Communicate clearly in advance to all staff and volunteers the required event protocols to attend the event
- Add signage on ground in potentially crowded areas (like the start and finish lines) to encourage people to spread out
- Announcer will make announcements periodically to remind spectators about guidelines and social distancing regulations/ guidelines/best practices

- Spectators and Observers allowance *will be determined on a case-by-case basis* and communicated prior to the event. In most cases, non-participants will be discouraged from attending the race events to allow for less congestion and more opportunity for physical distancing. Compliance from spectators may be challenging at times. We will prepare staff to communicate local and national guidelines to ensure spectators comply.

4. Procurement & Operations

Safety and Sanitation Requirements

- Consistent with the CDPH Face Covering Guidance for Outdoor Recreation activities, face coverings should be worn while playing or engaging in physical exercise except when individuals can maintain at least six feet of physical distance from others not in their household.
- Event Management will provide extra face masks at the start line and finish line of events should an participant, staff, volunteer need extra. Management will also make available trash cans to throw masks away after the start of an event and at the finish.
- We will require attendees to bring face coverings and that they must wear while in gathering areas including but not limited to: check-in, corrals, secure zones, and aid stations.
- Restrooms and/or porta potties units will have a 4:1 ratio of restrooms to hand wash stations of either/or, soap and water or hand sanitizer. Number of restrooms and/or porta potties will be decided at the local level and dependant upon event type and size.
- Sanitation stations will be made available throughout the footprint in high traffic areas including but not limited to: check-in, restrooms, parking lots, start and finish lines, etc.
- Queueing for restrooms will be outlined with 6' socially distant markers
- All portable restroom units will be required to be cleaned and secured the day prior to the event, and again mid-event for units being used for more than 3 hours
- Clean, Sanitize, and Disinfect of all vendor, set-up equipment, check-in locations, restrooms, aid/ medical stations, corral and finish areas, and any other high touch surface areas
- Trash and recycling bins will be readily available around event footprint
- Directional signage and information will be available to assist with capacity limits, physical distancing reminders, one-way traffic flow, etc.
- Event Management must limit capacity and access flow for participants, which can be achieved by implementing guidelines and limitations during event production.
- Develop the frequency and approach to the cleaning and disinfecting process for all high touch point locations

Event Day Check-In/ Registration/ Packet Pick-Up

- Display social distancing signs, guidelines, and other safety reminders around event venue
- Face coverings will be required in and around any event locations
- Check-in and packet pick-up day of registration will be contactless. It is recommended that such activities are held outdoors
 - Encourage race day registration to be completed on the athletes' phone or before they arrive at the venue and prior to picking up a bib number to avoid any cash transactions
- Identify waiting areas or include queueing areas with 6' distancing markers to insure social distancing guidelines for check-in, registration and packet pick up. Participants must maintain 6' social distancing at all times between people from different households..
- Sanitize equipment after each staff member or volunteer finishes use of iPods, tablets, Chromebooks, laptops, etc. (if used)
- Participant SWAG and/or giveaways will be pre-packaged in a clear bag or bundled to limit interaction/touchpoints and handed to the athlete as one package.
- Discourage drop bags or bag checks during the event. If needed, evaluate storage locations where guests store personal belongings to ensure those spaces can be regularly cleaned and disinfected and appropriately spaced to allow for physical distancing.
- Results should be posted online and sent in a text to the athlete in real time so participants can check results on their own without gathering
- Outline one-way directional signs for foot traffic to prevent unwarranted intermingle or interactions with others
- A six-foot distance will be observed between staff and participants, where this cannot be accommodated, the use of dividers such as plexiglass or clear curtains on all tables and tents will be encouraged, or as called for by local regulations.
- Staff, equipment and signage will be used to ensure 6' distance is maintained between participants and volunteers in all stationed areas
- Packet pick-up times will be extended to allow for more time for runners to pick up their race materials. For larger events a time slot may be allocated for a time to pick up their package
- Allow for one person in each party to pick up all items for participants in their party
- Verbal reminders from a staff or volunteer to all participants to keep a facial covering on and to remain physically distant in gathering areas around the venue and course

Start Location, Corrals, Chutes, Transition Areas (Multi-Sport Activities)

- Modify movement of participants, where necessary, to allow for individuals to stay within the same groups and households they arrived with
- Stagger start times and modify each start wave and arrival times where applicable
- Outline one-way directional foot traffic to prevent unwarranted intermingling or interactions with others. This will be enforced the moment the participant arrives at the venue, the corral area, the start line, and other areas of the venue.
- Once athletes are in the start area they must stand on a designated marker, with a face covering, and may not leave until the space in front of them has cleared allowing for appropriate distancing between athletes before each individual start
- Ensure all signage and markings encouraging social distancing are easy to read in high gathering areas such as: corrals/start area, finish chute, registration/results area
- Race bibs will be individually assigned to different corrals or wave start. They will be differentiated by bib color, sticker, arrival time or another identifier.
- Unique to each event: The number of participants able to start at a time to spread the runners out along the course will be determined by the space available at and near the start and finish areas to allow for appropriate physical distancing. (Generally, Starting people every 10-20 seconds apart, or in groups of 100 if space allows.
 - Another option is to allow the start line to stay open longer and allow participants to start between a predetermined window.
- Extending the Start and Finish Chute for participants to physically distance for each other as they progress forward toward the start line and/or slowly move forward after their finish
- Facial coverings will be required for everyone in a gathering area at the venue and along the racecourse
- Establish schedules of anticipated access times for different distances along the race course: *In a looped course (start/ finish area near each other), participants will have the opportunity to choose when they would be comfortable to begin their race. As for a point-to-point event (start/ finish in different locations where transportation is typically needed), securing additional transportation resources that allows for public travel at a reduced capacity. This being a situation that athletes sign up for designated time slots to begin their race, on a case-to-case basis.*
- Where applicable, runners will be seeded fastest to slowest in order to minimize passing and groups.
- Announcer will communicate to the participants that social distancing must be followed and PPE worn in the starting corral. Additionally, event staff will police the corral to ensure these protocols are followed.

- Pre-assign and communicate different and available start time windows to control the number of participants in the start area before the event
- Designate “waiting areas” for different start times while runners await the opportunity to start outside of the start line corral. Such waiting areas will allow for social distancing and to call the athletes forward based upon their allocated start time
- For multi-sport endurance events (e.g. Triathlons/ Duathlons), Transition areas will be properly designed for minimal to no cross traffic during each ingress and egress of each transition. Everyone’s equipment and station will be space out appropriately to allow for ample physical distancing between each athlete
- Unique to each event, screening for athletes, volunteers, and spectators will be done prior starting. In the case of multi-sport events, transition areas and “runner only areas” will be blocked off to those that have been screened already with minimal enter/exit privileges
- Promote and encourage sanitation protocols: start and finish line and waiting locations will have hand sanitizer station

Course Routes & Aid + Water Stations

- Face coverings are required to be worn at all aid stations by volunteers and participants, at which a participant stops for water or food, while not consuming fluids. Once the participant is able to maintain a 6 foot distance from others and/or starts to move again face masks can be removed.
- Address process and protocols by communicating to participants prior to the event of etiquette and expectations. Identifying aid stations and resources along the course can and will help athletes plan accordingly for their own race and support
- Signage will be displayed approximately 50 yards prior to each water station asking the athletes to put on a face covering if they plan on stopping
- If on course aid stations offer non-hydration aid (e.g. food, nutrition), only prepackaged single serve food will be offered such as gels and tabs.
- Pre-filled, single use cups with liquids, or pre-sealed bottles, can be available for pick up at each aid station – only prepared by a properly screened event staff/ volunteer
- Participants will be allowed to bring their own hydration device (e.g. reusable cup, bottle, hydration belt/pack) for the event
- Establishing physical distancing markers at aid stations for orderly distribution
- Addition of more tables and resources to not have a back-up and lines created
- Establish a six-foot perimeter around aid stations
 - Face coverings must remain on inside the aid station zone
 - When participants exit the aid station area, they may remove their face covering and hydrate
- Assign course marshals throughout the course to police COVID-19 protocols

Finish Line Food & Water

- Post-race food will be spread out to emphasize social distancing and to allow for participants to continuously move through the area
- Pre-packaged food, along with other post-race amenities will be packaged and handed to participants as they finish and proceed out of the finisher chute area
- Depending upon field size, giveaways and/or pre-stuffed “goodie bags” will be handed out individually to participants – This may include all post-race amenities received after finishing, including medal, water, snacks, post-race face coverings, etc.
- Provide easy to read signage and markings to promote social distancing in high gathering areas such as: corrals/start area, finish chute, registration/results area
- One-way traffic will be enforced, where possible, so participants are forced to pick up their amenities and continue to walk out of the venue
- No waiting in the finish line chute is permitted.

Finish Line Amenities/ SWAG

- Finish Line option considerations include but are not limited to:
 - Space out/extend finisher chute - move amenities toward the end of chute to encourage moving participants through and not remaining stationary
 - Add more stations along finisher chute for participant amenities to prevent gatherings
 - Medals, water, amenities – assembly line style - will be placed on a table for pick up
- Announcer will make regular announcements for participants to move toward the end of the chute and to not stop. Additionally, they will announce participants must wear their face covering in the finish chute.
- Face coverings required signage placed and enforced once inside of finisher chute

Results / Post Race

- Results will be made available as soon as possible on the event website or through additional technological means to communicate with participants. This eliminates the desire to linger post-race for results.
- Update event Website with FAQ’s and updated live results
- Gear Bag and temporary storage facility services may not be available for participants. Participants will be encouraged to keep their personal belongings and items not needed for the event in their vehicles or at home

Medical

- PRE-EVENT – In addition to completing the Participant Waiver & Release Agreement during registration, all participants, staff, vendors, contractors, individuals, etc. attending the event must perform a Participant Health

Acknowledgement and COVID-19 Health Assessment prior to event day. his acknowledgement will include:

- If symptoms arise, contact, and visit your Health Care Provider
 1. Temperature check
 2. Acknowledge questions of COVID symptoms or being around someone with symptoms.
- These questions and temperature will take place one time during the event at either packet pick up or entrance to start
- Participants who have experienced symptoms, or live with people who have symptoms, should self-quarantine and not participate in the event until the following:
 - 1 At least three days (72 hours) have passed since recovery
 - ■ At least ten (10) days have passed since symptoms first appeared
- POST-EVENT – Following the event, all staff, participants, and vendors will be instructed to perform a self-evaluation for symptoms of COVID-19. This message will include:
 - 1 If symptoms arise, contact and visit your Health Care Provider
 - Refer to pre-event Participant Acknowledgement and COVID-19 Waiver checklist for list of possible symptoms
 - Notify the event management company on roles, locations, and any other exposure that person had during the event.
 - ***Participant data is recorded upon registration making contract tracing fast and reliable. This data will include - first name, last name, phone number, email address.***

ADD DIAGRAM EXAMPLES HERE