“Experience Beijing” A Series Winter Sporting Events

2020/2021 IBSF ITP/Sanctioned Race Playbook for Athletes and Team Officials

The International Bobsleigh & Skeleton Federation (IBSF) ITP/Sanctioned Race from 5th October to 27th October 2021 (hereinafter referred to as the test events), which are scheduled to be held at the Yanqing National Sliding Centre (YSC), Yanqing District, Beijing, China, is a series of events specially approved by the Chinese government. Overseas participants shall strictly abide by the closed-loop management on Accreditation Zones and Bubble Zones during arrival and departure, transportation, accommodation, training, competition, and meetings, etc. Out-of-bubble accommodation, public transport, and other activities will not be allowed.

Every National Federation/Delegation (hereinafter referred to as NF) needs to choose a staff as the Team Hygiene Officer. Before the entry to China, the Team Hygiene Officer will be in charge of making sure that all the delegation team members are aware of the requirements in this playbook, recording and reporting the whole team's Daily Health Monitoring Form (please refer to the Appendix 4 from the Event Invitation) within the last period of 14 consecutive days before departure, providing assistance to those who are tested positive for Covid-19 and
offering other technical supports. After the entry to China, the Team Hygiene Officer will be in charge of assisting with the daily Nucleic Acid Test (NAT) test and informing of the results to each team members, providing necessary assistance to people who are tested positive for Covid-19, helping with the clinical management of close contacts of Covid-19 patients as well as offering other technical supports.

*Please confirm that you have read and understood the contents of this playbook and agree to these regulations before your entry to China.*
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I. General Reminders for Entry and Exit for Epidemic Prevention

- Notices Before Entry to China

1) If you have been fully vaccinated, please prepare the certificate of negative nucleic acid test result and the Green Health Code/personal health statement both conducted within 72 hours before boarding.

2) All participants are required to start the daily health monitoring 14 days before their entries to China based on the template provided in the Event Invitation-Appendix 4: Daily Health Monitoring Form. More details please see Page 18.

3) All athletes who can be vaccinated shall get full vaccination at least 14 days before departure for China and shall be able to provide related proofs.

4) Other participants (e.g. team officials) who are coming to China shall implement the same entry management policy as that of athletes after completing the vaccination. If they have not completed the full vaccination 14 days before entry, please be prepared for 21 days quarantine when coming to China. The first entry point should be Beijing in principle. The China’s Entry Epidemic prevention and control policies will be implemented and quarantine will be arranged at designated locations.

5) If you have any symptoms of COVID-19 within 14 days before departure: Please do not travel to China.
6) If you have completed the full vaccination of COVID-19, please provide a valid certificate showing the vaccination has been completed at least 14 days before departure and please submit to the organising committee by each team’s hygiene officer.

*Please note that the vaccine should be approved by WHO or other international organizations, or approved by national or regional (health) authorities.

7) Please ensure that you have prepared enough masks during your stay in China. Please bring your own masks. Also, please follow the WHO recommendations on wearing masks. (It is recommended to prepare N95/KN95 medical protective masks without an exhalation valve) You can check the manufacturer's recommendations, the product hygiene certification and information related to the label on the mask. At the same time, please note that except for eating, sleeping, and sliding, all participants shall wear a mask as required. If the mask get moisturized, please replace it immediately.

➢ **Online Health Declaration Custom Form**

Entry personnel needs to scan the QR code below 24 hours before entry to China, please fill in the forms with true and actual information, complete the customs health declaration and save the QR code generated by the system to show it to the customs.

For more details, you may refer to the *ITP Entry Manual.*
Any updates or additional requirement shall be always checked on the website of the local Chinese Embassy or Consulate.

> **Procedure after landing in China**

1) Please wear N95/KN95 masks during the flight except for meals and drinking water. Upon arrival in China, please maintain social distancing at the airport and during the trip to the hotel, and please abide by the closed-loop management regulations after arriving in China.

2) Please be prepared to take the nucleic acid test (NAT) upon arrival in China.

   1. The NAT will be nasopharyngeal swab sampling test at the first entry point (Beijing in principle) after landing, please do not walk around while waiting for the results.

   2. If the NAT result is negative, the participants will check in
at the hotel without quarantine and participate the IBSF ITP/Sanctioned Race in accordance with the requirements of closed-loop management.

3. If NAT result is positive, the participant will need to take the quarantine and treatment at the designated hospital in accordance with Chinese regulations.

3) If you have any symptoms of COVID-19, please notify your team hygiene officer immediately, and they will report it to the organising committee.

II. General requirements for Covid-19 Countermeasures

Please maintain social distance and good hygiene habits to ensure the safety and health of all the events participants, including but not limited to:

1) Monitor personal health status and report to your National Team Hygiene Officer on a daily basis.

2) Take the NAT test for Covid-19 on a daily basis during the test events.

3) The NAT test for Covid-19 will be conducted in Xinhua Hotel and the frequency of NAT test might be duly adjusted according to the testing results or the event schedule.

i. In-venue activities
1) Before entering the venue, you need to cooperate with the body temperature test and the accreditation check.

2) If you need to communicate with the Organizing Committee staff, please use intercom equipment e.g. walkie-talkie or maintain a social distance of at least 2 meters in face-to-face conversation.

3) Except for the use of changing rooms, warm-up training or competition, participants shall minimize being in the same indoor area with other delegation personnel and staff of the Organising Committee.

4) Please minimize physical contact, such as hugging, high-fiving and hand-shaking during the test events.

5) Except for the athletes sliding and warm-up activities, all personnel are required to wear N95 masks throughout the race and maintain a safe social distance of at least 2 metre, and athletes are required to wear masks immediately after finishing sliding or warm-up activities.

6) YSC FOP Liaison : Ms. ZENG Mengshu
TEL: +86 13051560523
Email: zengmengshu@beijing2022.cn

ii. In-Bubble Management in Venue

During the test events, all participants can only be in the blue zone. Please pay attention to the signs in the venue, and follow the requirements of the bubble management. Activities outside the blue zone
are strictly prohibited in order to avoid cross-flow or cross-zone activities.

iii. Participant Activity Flow and Area

- Athlete flow (Warm-up & Sliding) after arriving at the Start House 1

- Athlete flow (Changing Room - Lounge) after arriving at the Start House 1

- Athlete flow after arriving at the Start House 2
● Athlete flow after arriving at the Start House 3

![Start House 3](image)

● Athlete flow after arriving at the Finish House

![Finish Dock, Athlete Changing Room & Team Officials Lounge, Drop off zone](image)
● Athlete flow after arriving at the Finish House after final heat (mixed zone & Victory Ceremony)

![Diagram of athlete flow](image1)

- Finish Dock (1F)
- Mixed Zone (1F)
- Athlete Changing Room (1F)
- Victory Ceremony Area (1F)

● Athlete flow after arriving at the Sled Storage Containers Area

![Diagram of sled storage area](image2)

v. Team Captains' Meeting

Competition results and relevant information shall be circulated to all the participating teams via the means of email by the organising committee during the test events. Virtual meetings are always preferred unless the onsite meetings are necessary, which…

- is located at the Press Conference Room;
- allows one representative for each National (local) Federation / Delegation;
- requires that all the participants wear N95 face masks (without an exhalation valve) and sit within 2 meters of each other.

**vi. Transportation**

In each heat of the training or competition, athletes will slide from the Start House to the Finish House, and take a shuttle bus back to the Start Area for the next heat.

Passengers on the in-venue transport vehicles shall wear N95 face masks (without an exhalation valve) and keep a proper social distance.

**vii. Food and Beverage**

Refreshments will be served at athlete lounges during the test events, including pre-packed food, drinking water, and unpeeled fruits, etc.

**viii. Disinfection of Sled Transportation Box**

Sled Transportation Boxes shall be disinfected before being placed in the storage area. The outside should be cleaned by the Owner and the inside by athletes with Chlorine disinfectant, watering can and disinfecting wet wipes offered by the organising committee.

**ix. Mixed Zone**

The Mixed Zone would be set up ready during the IBSF ITP/Sanctioned Race. There will be remote interviews with athletes entering the final heat.
x. Victory Ceremony

The victory ceremonies at the IBSF Sanctioned Race will be held in a contact-less manner. During the victory ceremony, winning athletes shall...

- take the medal and awards him or herself.
- keep social distance and avoid handshaking, hugging and other body contacts during the ceremony.
- keep wearing wear N95/KN95 face masks (without an exhalation valve).

III. In-Hotel activities

i. General Requirements for Covid-19 Epidemic Prevention in Hotel

Due to strict hygiene requirements, our face to face communication will be limited during the test events. For more convenient and timely communication with each team, all the team liaisons will receive a instruction about a communication application of Yanqing ITP.

ii. Accommodation

1) Please abide by the laws and regulations of the People's Republic of China and Beijing government as well as the relevant regulations on epidemic prevention and control.

2) Each team shall enter the hotel room according to the room
assignment reminder posted at the hotel. Please stay at the room until the NAT test comes out. After the NAT test is negative, each team leader shall help with the check-in and accommodation at the hotel.

3) Team members should follow the activity flow at the hotel for fitness exercises, dining or other needs. Please do not gather in large numbers at the hotel, and do not bring in any outside food and drinks into the hotel. City-level takeout delivery services are strictly prohibited.

4) According to epidemic prevention and control policies, all indoor public areas of the hotel will be closed except accommodation, dining, laundry and conference areas.

5) Participants must wear N95 masks at all times and places except for dining, drinking water, exercising and in their own rooms.

6) Each team shall strengthen personnel management and team members shall not change rooms individually. It is not allowed to leave the closed-loop area of the hotel in any way except for the training and competition with the team by the transportation provided by organising committee. Violators will take the corresponding responsibilities in accordance with the local epidemic prevention and control policy.

7) A temporary waiting room is set up in each building for medical emergencies. If you have any abnormal symptoms such as fever, please wait in the designated waiting room according to the instructions.

8) Express Delivery or Takeout Delivery services are not provided during the test events.
9) Each Team Hygiene Officers shall report the health status of team members to the organising committee in a daily manner.

10) Smokers are requested to smoke in the designated areas outside the lobby of Building No.2 and Building No.3. Dine-in food, pre-packed food and unpeeled fruits are provided at hotel, with room service unavailable. Please wear N95 masks and disposable gloves when picking up meals. No food but fruits is allowed to be taken out of the restaurant.

11) The hotel will set up a booth in the lobby of No.3 building, and the team members can purchase the goods provided.

12) The hotel provides room service once every 5 days, including changing sheets, bedding covers, thorough cleaning and disinfecting, etc. Towels and other items for five-day use are offered in each room in advance. Please leave the used towels and other waste (packed in the trash bag) outside the room door in a daily manner.

13) The conference room is charged by appointment. If you need to use the conference room temporarily, please make a reservation to the hotel through the Organising Committee Liaison 3 days in advance. Participants must wear N95 masks at all times during the conference.

14) The hotel provides laundry service. One laundry room is set up in apartment building No.2 (2 rooms) and No.3 (1 room) respectively, and Team Leaders can make reservation for the using of laundry detergents. Please disinfect yourself before and after use, and keep a
distance of more than 1.5 meters from others.

15) The hotel provides fitness areas with tents for athletes to use. However, it may not be able to meet all fitness needs due to venue capacity limitations and epidemic control requirements.

16) The hotel provides a 100-square-metre tent as the fitness space, which will be available from 6:00 to 22:30 every day and allows 25 people to use at the same time. Please disinfect the equipment before use and return it to its original position after use.

17) The hotel will also offer a sports field available from 6:00 to 22:30 every day with a limit of 100 people. Please keep a distance of more than 1.5 meters from others when using it.

18) Disposable slippers, shampoo, shower gel, soap and shower cap are provided in each room.

19) WI-FI service is provided in the hotel room
    Username: Room No. ; Password: 69178811+ room number.

iii. Food and Beverage

The three meals for the athletes and team officials are provided by the hotel.

1) At the entrance of the dining area, there is a stand for personal protective equipment (i.e., face masks disposable gloves, 75% Alcohol Cotton Slices and hand sanitizer) and a non-contact body temperature detector.
2) Wall signs and ground signs of social distancing are set up in all necessary places. Please follow the ground social-distancing signs when queuing up for dining. In the designated area, you should wear masks and disposable gloves to take meals at different peaks in batches. Please avoid eating at the same table with or face to face with others.

3) Except for dining, please wear N95/KN95 medical protective masks at all times.

iv. Hotel-to-Venue Transportation

1) Please take the shuttle bus arranged by the organizing committee and do not use public transportation (including taxis).

2) Do not go to any area outside the closed-loop management site.

3) Please keep social distancing, wear masks, and bring personal belongings at the designated pick-up stop at the hotel in waiting for boarding the designated shuttle bus.

4) After being seated in the bus, please keep the seats next to you empty to maintain social distancing. During the ride, please do not walk around at will, open windows or remove your masks.

5) After arriving at the venue park, please take your belongings before getting off the bus, and take the temperature and accreditation check.

6) After passing through the temperature and accreditation check, athletes can take the in-venue TA van directly to the Start Area or to the
Ice House firstly for taking the sled equipment, and then to the Start Area.

7) Start your training or competition after arriving at the Start Area.

8) Take the in-venue TA vehicle at the pickup stops in Start Area or Finish House to the venue park, and take the shuttle bus back to the hotel.

IV. COVID-19 Countermeasures and Medical Measures for the Test Events

i. Nucleic Acid Test (NAT)

1) NAT during the Events

- Regular NAT (once a day)
- The time and frequency of NAT will be adjusted according to the test results and event schedules.
- NAT will take place at the special facilities at Xinhua Hotel. NAT will be organized after the dinner.
- Please bring your passport or other travel ID document with you when taking the NAT.
- While waiting for the NAT, please keep two meters from others.
- Each team shall assign a COVID-19 National Team Hygiene Officer, who shall be responsible for organising his/her team’s
NATs, and make sure that all members of his/her team shall finish the NAT within the assigned time.

2) NAT before Leaving China

- A NAT is required at Xinhua Hotel within 24 hours before boarding your departure flight.
- If tested negative, you will get a Test Report in Chinese and English from the Organising Committee. You may leave China with the Negative report as planned.
- If tested positive, please follow the procedure specially made for COVID-19 positive personnel.

ii. Daily Health Monitoring

All participants are required to start daily health monitoring 14 days before departure to China based on the template provided in the Event Invitation-Appendix 4: Daily Health Monitoring Form. Each team’s Team Hygiene Officer shall collect all the Daily Health Monitoring Forms in electronic version and send them to the designated email provided in the form by 9 am (local time). They are required to provide and update their personal health information in honest manner, and promise that:

- They have no contact with anyone infected with COVID-19 14 days before their departure to China.
• They have no symptom of fever, cough, etc.
• Declare their Daily Activity Plan in China.
• In case of any abnormal symptom, please report to the Organising Committee immediately.
  • submit all the Daily Health Monitoring Forms to the Organising Committee on the day of departure.

After arrival in China, all participating teams are requested to continue with their daily health monitoring by the Team Hygiene Officer and submit to the organising committee by 9am everyday during the test events. In case of fever, pharyngoxerosis, cough, heterosmia, etc, the National Team Hygiene Officer shall contact the Organising Committee immediately, and facilitate the quarantine, nucleic acid test and epidemiological survey.

iii. Emergency Response

* Temperature Check at venue

Be prepared for the temperature check before entering the venue.

- If your body temperature is 37.3 °C or above, a second check will be conducted.

- If your body temperature is still 37.3 °C or above for the second check, you will not be allowed to enter the venue. Please inform your Team Hygiene Officer, and follow the medical staff’s instruction. You
will be guided to a Temporary Waiting Area in close vicinity, waiting for medical screening.

*For more details about the locations of Temperature Measurement Point, please refer to the appendix 3 below.

1) Procedures for Handling Temperature Anomalies or Suspected Symptoms

In case of temperature anomaly, such as fever, please go to or be guided to the temporary waiting area/quarantine room or medical station immediately, and inform a Medical Officer (Tel. +86 13501282851). The Medical Officer will conduct medical screening. If the Medical Officer cannot rule out the possibility of infectious diseases or public health emergencies, the one will be transferred to Yanqing Winter Olympics Medical Centre for further medical screening.

For those with suspected symptoms at Start House 1, please visit the Medical Station set up there.

For those with suspected symptoms at Start House 2 or 3, please wait at the Start House 2 or 3 respectively.

Others will visit the Medical Station located in the Finish House.

*For more details about the locations of Medical Station, please refer to the appendix 3 below.

2) Definition of a Close Contact and the Related Handling Procedures
You will be defined as a close contact if you had a direct physical contact with

• a case two days before his/her morbidity
• an asymptomatic infected person two days before he/she was found
• an infected person within one metre over 15 minutes without wearing a KN95/N95 medical face mask.

➢ If you are an athlete or team official, you will be transferred to a designated quarantine room immediately. You will stay alone, dine alone, and take special transport to travel between venue and hotel. Strict health monitoring and NAT are required.

Normal countermeasures will apply. You will be asked to

• wear a KN95/N95 mask all the time except for sliding.
• keep social distance of at least two meters.
• Two-time monitoring inquiry by the Epidemic Prevention and Control staffs.
• Two-time NATs per day.

On the basis of strictly implementing the above prevention and control measures, those who have a negative nucleic acid test result of a nasopharyngeal swab test within 6 hours and without any abnormal symptoms or signs can participate the training or competition. The on-site emergency response expert group will conduct a comprehensive observation and discussion to determine whether the close-contact participant can continue the training.
The management for prevention and control measure will start from your last exposure to the close contact, ending in 14 days, or your departure from China. Overseas participants may leave China with a valid proof of a negative nucleic acid test result within 24 hours.

➢ If your are the roles that can not be performed by others, such as coaches, team officials etc., you will be transferred to a designated quarantine room immediately. You will stay alone, and dine alone. Enhanced health monitoring and NAT are required.

Normal countermeasures will apply. You will be asked to:

• wear a KN95/N95 mask all the time except for competing.

• keep social distance of at least two meters.

If you have to continue with your work, you shall take special transport to travel between venue and hotel. You will take a NAT once every 12 hours, in a row of 7 days. If you get all the negative results, the NAT frequency can be adjusted. The management applies starting from your last exposure to the close contact, ending in 14 days, or your departure from China.

The case of such participants shall be determined by Beijing Organizing Committee for the Olympic Games (BOCOG) in consultation with International Federations (IFs) on a case-by-case basis. Those who need to continue working shall take dedicated transport between workplace and accommodation. Overseas participants can take dedicated transport to the airport and leave China with a valid proof of a negative
nucleic acid test result within 24 hours. Close contact whose role can be performed by others will be transferred to a designated hotel for 21 days of quarantine according to the COVID-19 prevention and control policies in effect at the host city and can only return to work after ending the compulsory quarantine. Overseas participants can take dedicated transport to the airport and leave China with a valid proof of a negative nucleic acid test result within 24 hours.

3) Handling Process for Positive Cases during the Test Events

- **Positive Case at the Airport**

  At the first port of entry (Beijing) all participants will be subject to take a nasal swab NAT and take the arranged transportation directly to Xinhua Hotel and shall remain in their rooms to wait for the test result. Those with a positive test result will conduct quarantine and treatment at the designated medical facility (Beijing Ditan Hospital) in accordance with protocols at the host city. They will not participate in subsequent events.

- **Positive Case during the test events**

  If there is a participant tested positive during the test events, you will be contacted by your Team Hygiene Officer immediately. Please follow the quarantine protocol and cooperate with the epidemiological survey.

  - Please abide by the quarantine protocol.
- If you are in your own room, you need to put on N95/KN95 mask and wait for transfer in the room.

- If you are at other locations of the hotel, please wear N95/KN95 mask, keep at least two meters apart from others, go to the nearest quarantine room and wait for transfer.

- If you are at the venue and alone in the room, you need to wear N95/KN95 mask and wait for transfer there;

- In other situations, you need to wear N95/KN95 mask, keep at least two meters apart from others and go to the nearest medical station/temporary waiting area/quarantine room, and wait for the transfer.

During your wait, you might be approached by epidemic control staff for initial epidemiological survey. You might be asked questions including your personal information, recent health status, NAT results, etc. We greatly appreciate your cooperation.

➢ You will be transferred to Beijing Ditan Hospital for treatment.

➢ The duration of treatment and quarantine will be determined by the health authorities of China, taking into consideration on your symptom, severity of infection and in reference to China’s epidemic prevention and control countermeasures, as well as the criteria for discharge. You may not be able to continue your participation in the test events.

4) Handling Process for Athletes Injury

Four medical stations are available for athletes at YSC: Finish
House, Start House, Curve 10 FOP, Curve15 FOP. Medical services are available at these stations one hour prior to the test events and half an hour after events.

Athletes who are going to the Finish House Medical Station need to take proper countermeasures, wear N95/KN95 mask, cooperating with the temperature measurement and wait for medication in turns as instructed.

Athletes got injured during the sliding will be given first aid by the FOP medical station staff.
Appendix List

Appendix 1: Yanqing National Sliding Centre Track Map
Appendix 2: Xinhua Hotel Overview Map
Appendix 3: Location of Medical Station and Temporary Waiting Area in YSC (Athletes and Team Officials)
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