



Operations and Communications Planning COVID-19

Meet with your state and local Department of Public Health

- Consult with their experts on prevention strategies and contingency plans for attendees becoming sick at an event.
- Know what their action plan is if there are cases reported in your area and how that applies to you and your event. Specify who is responsible for taking what action and what the timeline is.
- Communicate regularly leading up to, and after, your event.

Meet with the emergency operations or risk management team at your venue

- Discuss emergency operations plans and determine how they may impact aspects of your events, such as personnel, security, services and activities, functions, and resources.

Have them evaluate your emergency action plans and offer guidance on improving or altering the plan to ensure smooth communication and handling of emergencies across organizations.

Create a Business Continuity Plan (BCP) for COVID-19

The BCP is a strategic approach that brings business departments together to create a transparent process that follows several strategic steps. These include project initiation, risk assessment, strategy development, plan development, emergency communications, awareness/training and coordination with public authorities when applicable.

The BCP outlines the actions to be taken during and after a disaster, and the process for each department to follow in their recovery to normal business operations.

The goals of the BCP should include the following:

- Create a Business Continuity Committee and determine its objectives.
- Form and outline the goals of your Business Continuity Management program.
- Determine the scope of your Business Continuity Plan.
- Put an emergency management process in place.

Business Continuity Management is a holistic process that identifies potential impacts that threaten an organization. It provides a framework for building resilience with the capability for an effective response that safeguards the interests of key stakeholders, reputation and value-creating activities.

Additional information and resources from the CDC and the U.S. Department of State to help reduce personal risk:

[CDC Coronavirus Website and FAQ](#)

[CDC Guide for Preparing Your Events for COVID-19](#)

[CDC – Coronavirus Overview](#)

[CDC – Travelers Health](#)

[U.S. Department of State](#)

[Prevention and treatment](#)

Provide cleaning supplies for staff, volunteers and athlete

- Have portable hand-washing stations, hand sanitizer, tissues and facemasks available. Facemasks are only intended for those who start showing symptoms at your event.
- Consult the [CDC's approved cleaning products](#) page to see which products are considered effective.
- Volunteers handling food, beverage and those at aid stations should all be supplied with latex gloves.
- Place hand sanitizer at locations around the race venue including, but not limited to, packet pick up, outside port-o-johns, at food service areas, inside the expo, around the transition area and at the awards ceremony.

Plan for staff and volunteer absences

- Have a clear contingency plan for who is in charge of important race areas with potentially reduced staff or volunteers. Know who is going to share or take on additional responsibilities to make up for reduced personnel and clearly communicate it with your team.

Create a plan for the possibility of being forced to cancel your event

- If the local authorities force the cancellation of your event, have a plan in place for next steps.
- Consult with your contractors on cancellation/refunds of services or goods.
- Have a communications plan in place to alert participants of the cancellation and an explanation of next steps.

Have a plan in place for isolating someone that becomes ill

- Turn them over to EMS at the event; EMS will follow the latest protocols and advisories set out by the local Dept. of Health. Do not bring them to the medical tent so as to avoid contamination.
- Have a holding space where you can isolate patients until EMS is able to attend to them.

Communications

- Communicate early and often regarding the status of your programming and events

- [Include an overall risk assessment](#) from your local authorities so that individuals can make informed decisions.
- Promote the use of regular preventative actions:
 - Cover coughs and sneezes with a tissue or your crook of your elbow.
 - Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, sneezing, coughing or blowing your nose.
 - Clean and sanitize frequently touched surfaces and objects daily.
 - Avoid touching eyes, nose and mouth with unwashed hands.
- Direct them to [CDC](#) websites for information on disease signs and symptoms.
- Review your agreements for cancellation and refund policies

Staff Preparedness

- State the facts, share accurate information with your staff from the CDC and your state and local health departments.
- Provide clear instructions on what to do if they suspect they or someone they know has been exposed. Have them contact their primary care physician for advice.
- Ensure your staff and volunteers are prepared to answer questions:
 - How will participants be notified if there are any changes?
 - Should participants prepare any differently than other activities or events?
 - Do participants need to bring any cleaning/sanitizing supplies?
 - What if a participant doesn't feel comfortable participating?

Advise Staff, Volunteers and Athletes to stay home if:

- They are ill at all
- If they have had close contact (6 feet/2 meters) with someone who has been to [affected areas of the world](#) within 14 days of the event.
- If they have a cough, fever of 100 degrees F/37.7 degrees C and are short of breath.

The most important piece of advice is hand washing. Please review the following websites: www.cdc/handwashing and www.cdc/handwashing/esp/when-how-handwashing