

A GUIDE FOR MEET ORGANIZERS DURING COVID-19



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Preface

With the imminent Return to Activity for sports in Jamaica, the JAAA has designed this document for Meet Organizers and Local Organization Committees (LOCs) to use as a basic guide in planning and staging of Track and Field Meetings & Qualification Trials in Jamaica. These are the established Protocols for Track and Field Competitions.

The document is to be used in conjunction with other previously published documents including the COVID-19 Competition Guidelines that were issued by the Jamaica Athletics Administrative Association Limited, and the Guidelines produced by the Jamaica Association of Sports Medicine (JASM COVID Protocols 2020) and the Return to Activity Guidelines published by the Jamaica Track & Field Coaches Association (JATAFCA).

It is generally recommended that Competitors, Coaches and Officials travel with their personal hand sanitizer of 70% Alcohol (Isopropyl and ethyl alcohol) to the venue. Teams should have a COVID-19 kit which should include a temperature gun, disposable masks, hand sanitizer, liquid hand soap, paper towel, disposable alcohol-based wipes, disposable gloves, Lysol spray, and garbage bags.

While we are not proposing that all participants be tested for COVID-19 prior to competition, we are requiring that all participants (Athletes, Managers, Coaches, Chaperones, Massage Therapists) be screened for cold and flu-like symptoms before allowing them to come to the competition venue. Teams must conduct their own Pre-Screening 5 days leading up to the competition, maintain logs and must conduct temperature checks immediately before they depart for the competition.

Each Meet Organizer must also appoint a **COVID-19 Compliance Officer**. The Compliance Officer is to have a team of persons who will assist him/her to make sure the Competition complies with the JAAA Guide for Meet Organizers in terms of ALL COVID-19 Protocols. The person should also be empowered to have individuals removed from the venue if they refuse to comply.

COVID-19 Protocols

1. All attendees will have to confirm that they have not experienced any COVID-19 symptoms over the 14 days leading up to the competition. If they have experienced any, they are not to present themselves at the competition. Teams will be asked to make such declarations in writing.
2. All attendees will be subject to temperature checks (temperature must be less than **37.5°C or 99.6°F**, with a recheck in 10 mins for persons with elevated temperatures) and sanitization protocols or they will not be granted access by

the security detail that is to be in place. If the rechecked temperature is still elevated, they should not be allowed entry.

3. All persons in attendance must wear face masks (covering nose and mouth) for the entire time that they are at the meeting. This includes athletes, except when they are warming up or competing. Failure to comply could result in the team being sanctioned and the athlete receiving a yellow card (WA Rule 18.5).
4. All teams will be asked to prepare Contact information for all participants in order to facilitate easier Contact Tracing if that need should arise.
5. The meetings will abide by the COVID-19 Competition Guidance that has been issued by the Jamaica Athletics Administrative Association Limited (governing body of the Sport in Jamaica) and the Guidelines produced by the Jamaica Association of Sports Medicine.
6. The above mentioned COVID-19 Competition Guidance is in alignment with the Management Tools and Guidelines issued by World Athletics (formerly IAAF the World Governing body of the Sport).
7. The Order of Events should be organized in such a manner that there is no gathering of athletes between races.
8. Multiple Sanitization stations should be in place throughout the facility for both athletes and officials. Hand wash stations should be installed.
9. For throwing events participants should have to use implements provided by the competition. However, for senior athletes, they will be allowed to use their own implements and are not allowed to share except with training partners. If a junior athlete decides to use their own implements it shall become part of the competition pool of implements being used for that event. All implements must be sanitized with 70% alcohol and allowed to be air dried in between use.
10. Starting blocks and the immediate starting area (especially where athletes' hands may touch) must be sanitized with 70% alcohol and allowed to be air dried in between use. In addition, athletes may be sanitized at the start line.
11. Social distancing protocols are to be strictly observed and no congregating is allowed. Sufficient signage for this protocol should be visible throughout the venue.
12. All teams must use a tent and athletes who are not competing should be confined to their tents or team transport. The Ministry of Health & Wellness recommends Social Distancing while athletes are travelling via team transport.
13. All teams must appoint an adult as a COVID-19 Protocol Marshall. This person will enforce all required protocols, under their tent, as outlined in the Meet information regarding team management, control and behavior. There should be at least one (1) COVID-19 Marshal for every twenty (20) athletes.

14. Athletes should be assigned lanes in the Call Room via computer. No paper Heat Sheets
15. Results should be posted online, there should be no printed results.
16. All entries must be submitted via online registration portal.
17. Restrooms should be subjected to frequent and repeated sanitization treatments.

Venue Operation Protocols

Facility

1. Ensure changing facilities and toilets are open and there is an attendant present to assist in the sanitation of hands and toilet facilities, as well as restrict the number of persons in the rest room at any one time.
2. Ensure that all equipment is cleaned before and after use.
3. All coaches, leaders, athletes, and runners must follow any hygiene guidance put in place by the facility.
4. Proper signage for Social Distancing must be in place
5. Sufficient sanitization stations must be in place in the Warmup and Competition Areas
6. All persons entering the facility must be temperature checked and hands sanitized
7. At the entry point, all members in a traveling party should be temperature checked before any member of that party is admitted. If an individual, in the travelling party, is found to be with an elevated temperature (above **37.3°C or 99.2°F**), then all persons in that travelling party should be denied entry to the venue.
8. Sanitization station should be present at the Field Events Competition sites



Meet Information Details

Your Meet information Details and your Entry Confirmation Details should include the operational adjustments due to the COVID-19 Protocols. The following must be stated in the information package prior to the team arriving at the venue.

1. COVID-19 Protocols will be enforced
2. Each Team must have a tent sufficient to the size of the number of athletes entered. The tent must not be enclosed.
3. Each Team must have a COVID-19 Marshal designated and clearly identified. There should be one (1) COVID-19 Marshal for every twenty (20) athletes.
4. Each Team must have of all persons including proper name, and telephone number. This Contact Tracing List must be presented at the Entrance, but teams will **NOT BE** required to hand over the information. The COVID-19 Compliance Officer may ask for and inspect the list at any time during the day.

Meet Operation Protocols

1. Meet information should be provided electronically.
2. Online Portal should be established for Entries
3. The track events should be timed electronically
4. Event Results should be posted live on the Internet. No paper-based results.
5. LIVE Stream the event if possible, to reduce the number of spectators at the venue
6. Set a maximum number of athletes who will be accepted. Meet Organizers must contact the JAAA to inquire as to the maximum number of team that will be allowed at each venue. These maximums must be made public and the cut off criteria should be made known on the entry portal as well.
7. Use the declaration method for entries and pre-draw Heats in as many events as possible. All field events should be pre-drawn from the entries
8. Changes should be done electronically. A WhatsApp number can be provided for those to be done.
9. Determine, beforehand, how many Lanes will be used for each event and the number of athletes who will compete in each Heat for events not run-in lanes. We suggest alternate lanes be used.
10. Throwing implements should be sanitized in between athletes and all field event athletes will be required to wears mask except when they are on the runway or in the throwing circle.
11. An area should be designated for Team Tents. All teams must use a tent in order to maintain a controlled space. Meet Organizers can either handle the arrangements for tents or the team can make their own arrangements. There should be no intermingling of athletes between teams.
12. All teams must assign an adult as a COVID-19 Protocol Marshall. This person will enforce all required protocols as outlined in the Meet information regarding team management, control, and behavior. The appointed individual will be trained by the Ministry of Health & Wellness prior to the event. The COVID-19 Marshall should be easily identified. Training sessions for the COVID-19 Marshalls will be

held via Zoom Meeting on Jan 5, 12 and 19, 2021 All attendees must Pre-Register via the <http://trackandfieldja.com> or <http://jatafca.org/> .

Competition Protocols

Track

1. Coaches, athletes, and officials should ensure that they maintain social distancing appropriate for the event.
2. For races not contested entirely in Lanes, the hands of the competitors should be sanitized immediately upon completing the event.
3. There should be no congregating of athletes anywhere, whether in the Call Room or the Competition Area.
4. If A Call Room is used, Athletes must be sanitized before being brought into the Competition Area. If chairs are used, they should be sanitized with 70% alcohol after each athlete. The Call Room should not be enclosed, and the Officials are to maintain Social Distance and be equipped with Face shields. Athletes should be wearing their masks in the Call Room and while being escorted to the Competition site. Social distancing should be maintained while they are being escorted to the Competition site. Masks can be removed only when they are ready for to compete.
5. As best as possible, athletes should be brought in the competition venue just in time for competing
6. Courtesy baskets for athlete's personal property should be cleaned in between use. All attempts should be made to not stack those baskets upon each other. Athletes should not handle the baskets themselves but must simply put their belongings in.
7. Hurdles must be sanitized in between races with 70% alcohol. The hurdles should not be wiped.
8. Starting blocks, and the areas immediately adjacent to them, should be sanitized with 70% alcohol after each race. They should be left to air dry.
9. Each team should be provided with a Heat Sheet to prevent athletes from reporting early to the Call Room and linger. Athletes should report the moment the Last Call is made. Athletes who report late may not be allowed to compete.
10. Call Room Officials should instruct the athletes regarding the COVID-19 Protocols and remind them that no hugging or touching of persons in the competition area.

Relay Events

1. Batons should be sanitized before races. This could be achieved by having buckets with 0.05% bleach solution for the batons to be placed in and sanitized

for between 10-30 minutes (*WHO Recommendation for bleach solution*). In between races, Batons should be immersed in a covered container with 70% alcohol for 1 minute and then put on a rack to air dry by a gloved official, then wiped with alcohol wipes before handing it to another competitor. This procedure would require the availability of an adequate number of batons to ensure a smooth, unrushed process.

2. Teams may also provide a sanitized baton for their own use. The baton should be inspected, without touching, by the Official to determine its compliance with World Athletics Regulation.
3. Athletes at the end of each relay leg should have their hands sanitized immediately before leaving the track or going on to post event activities.

Vertical Jumps (High Jump and Pole Vault)

1. Athletes and Officials must follow hygiene guidelines for cleaning hands prior to entering the competition area.
2. A hand and face washing station should be installed for athletes to use after each attempt.
3. The mat should be cleaned in line with manufacturers' and government guidelines, after each athlete in competition. Focus for cleaning could be confined to the area where the athlete landed and the adjacent path they took to exit the pit. Some innovation will be required.
4. Bars should be cleaned using an anti-viral spray or wipe before use and managed by dedicated individuals for a particular session – i.e. one official.

Horizontal Jumps, Sand Pits

1. Athletes and Officials must follow hygiene guidelines for cleaning hands prior to entering the competition area.
2. The sand in the landing pit should be turned and raked before and after each competitor.
3. Equipment such as rakes and measuring tapes should be managed by dedicated individuals for a particular session – i.e. same Official
4. Athletes should ensure they maintain social distancing at all times with any other athletes or officials.
5. Use of a mega phone may be helpful to make it easier for athletes to hear announcements and calls.
6. Implement a one-directional system for athletes accessing and exiting the runway.
7. Where possible, chairs should be used for competitors instead of benches. This is to facilitate Social Distancing. An athlete should be assigned the same chair during the competition and chairs should be sanitized after use.

Throws

1. All implements must be weighed and certified
2. Senior athletes are allowed to use their personal implements but these must have been weighed and checked in prior to the start of the event. Junior athletes who choose to use their own implement will have to get the implement weighed and checked in. This implement can then be used by other competitors providing that it is sanitized before and after use. The implements must be sprayed with 70% isopropyl alcohol only, and be allowed to air dry.
3. A member of the Sanitization Team should be stationed at the event to carry out the necessary tasks. This individual should wear gloves.
4. Sanitized implements must be laid out on a rack or table for the athletes to select. Athletes must only touch the implement that they intend to use. If they mistakenly touch a sanitized implement, that implement must be sanitized again.
5. Athletes should ensure they maintain social distancing at all times with any other athletes, officials or coaches as well as any other persons using any adjacent space.
6. Implement a one-directional system for athletes accessing and exiting the throwing circle or runway.
7. Athletes are not allowed to share chalk.

Meet Officials Protocols

1. The Meet Organizer must appoint a COVID-19 Compliance Officer whose duties are to make sure the meet complies with all protocols laid out in this guide. The Compliance Officer may have a team of persons who will assist him/her to monitor and enforce and should also be empowered to have individuals removed from the venue if they refuse to comply. The Compliance Officer should also check the Contact Tracing List for each team as well as their COVID-19 Kit.
2. Additional personnel must be in place to be responsible for sanitization. Sanitization is required at Call Room 1 & 2 (immediately before competition venue), Field event competition sites, Start Line and Finish Line. All competitors must be sanitized at the Start Line before touching starting blocks or the ground at the Starting Line.
3. Officials can assume the additional responsibility of sanitizing at the start line or additional personnel can be put in place
4. Compliance Officer(s) should wear masks and Face Shields and should maintain Social Distance from the athletes at all time. The Compliance Officer has no jurisdiction in the Competition Area and should request the assistance of the Event Referee if there are any issues. It is the Referee who would issue a Yellow Card to an athlete who fails to comply with the COVID-19 Protocols. The card should be logged by the Compliance Officer who will also inform the Competition Secretary.

Post-Event Protocols

1. No hugging or touching between athletes
2. No touching of athletes or officials during post-race celebration. If there are breaches then all persons involved should have their hands sanitized immediately.
3. Awards ceremonies, if done any at all, should be done as soon as possible post event and Social Distancing must be maintained. Some creativity maybe required.
4. Athletes must immediately return to their Tent after completing event. Where possible, athletes should be encouraged to leave the venue after competing and cooling down.
5. Hydration fluids should be placed on a table for the athlete to take up by themselves. These should be sealed containers and should be spaced such that an athlete only touches the container that they remove for themselves.

Warm-up Area Protocols

1. All attempts should be made to prevent and avoid inter-mingling of competitors from different teams.
2. A large enough area should be designated for Warmups to avoid over-crowding. Properly communicated Call Times for events can also be structured to prevent over-crowding in the Warmup Area. Extra vigilance should be given when relay events are scheduled.
3. There should be frequent announcements during the Meet to remind attendees of the COVID-19 protocols of Social Distancing, Sanitization and the Wearing of Mask except if you are warming up or competing. A script should be provided to the announcer or the message is pre-recorded and played.

Medical Assistance Protocols

Trained medical personnel must be in place to handle all cases where athletes need assistance during or after an event. Medical personnel should be wearing mask, face shields, gloves, and in some cases gowns.

Breach of Protocols

Failure to comply with the protocols as outline in this document will result in sanctions applied to the Meet Organizers and Athlete's Aids in addition to any sanctions applied by the Ministry of Health and Wellness under the Disaster Risk Management Act.

Event Approval Process

****This section does not apply to the LOCs who are responsible for executing events under the JAAA Qualification Trials Series****

Under the Disaster Risk Management Act, Track and Field Meetings fall under the category of Gathering larger than 15 persons, and as such approval must be sought at least 14 days before the event.

Request should be made to:

Dr. Kimberley Myers

Medical Officer(Health)

Kingston and St. Andrew Health Department

1a Caledonia Crescent, Kingston 05

Kingston , Jamaica

Telephone: 876- 926- 1550-2 , EXT 239 Fax: 876-920-8103

Email: myerskimberley.moh@gmail.com

Alternate Email: kimberlym@serha.gov.jm

Alternatively,

Dr Nicole Dawkins-Wright

Director of the Emergency Disaster Management & Special Services Unit

The Ministry of Health and Wellness

Email: wrightnc@moh.gov.jm.

If granted, the Event Organizer will be issued with a Form 5 – Authorization to Carry on Service, Activity of Gathering, Involving More than 15 Persons.

The letter should include:

1. Request permission to stage the Track and Field Meeting
2. Name, date, start and end time and location of meeting
3. Number of persons to be in attendance
4. Your commitment to minimize the spread and the procedures in place implemented to achieve this
5. Statement outlining that you will conduct the Meeting with the protocols outlined by the JAAA Guide for Meet Organizers
6. Request a site visit

Approvals are not given without an inspection of the Competition site. Arrangements must be made with the Parish Health Department. Those contacts are listed below.

To make the process easier you should prepare the following:

1. Venue Layout Diagram showing tents (and their sizes). It should show team tent areas and the tent sizes should be known. Dimensions should be shown on the diagram.
2. The Layout Diagram must show the Sanitization Stations, Wash Stations, Portable toilets, Food serving area(s).
3. The food preparation area should be available for inspection as well and if the food is catered, the name and contact details of the Caterer must be provided. Approval may be delayed if the Caterer is not on the Ministry of Health Approved list.
4. The number of persons expected to attend must be provided
5. The Parish Health Department may also send an officer to the event. Provisions should therefore be made to facilitate them.

Permission must also be sought and approval granted by the Ministry of Local Government and Rural Development through the Office of Disaster Preparedness and Emergency Management (ODPEM). Requests should be made to:

Mr Leslie Harrow
Director General
Office of Disaster Preparedness & Emergency Management
2-4 Haining Road
Kingston 5
Tel: (876) 906-9674-5
Email: odpem@cwjamaica.com

Contacts

****This section does not apply to the LOCs who are responsible for executing events under the JAAA Qualification Trials Series****

Inspections are done by the Parish Health Departments. The contacts are listed in the table below.

Kingston & St Andrew Health Department	1a Caledonia Crescent	Kingston	Tel (876) 926-1550
St Catherine Health Department	5 Burke Road	Spanish Town	Tel (876) 984-3318
St Thomas Health Department	Morant Bay	St. Thomas	Tel (876) 982-1619
St Elizabeth Health Department	Black River	St Elizabeth	Tel (876) 965-9175
Clarendon Health Department	Jackson Street	May Pen	Tel (876) 986-4578
St Ann Health Department	Owen Sound Drive	St. Ann's Bay	Tel (876) 972-2215
Westmoreland Health Department	Savanna La Mar	Westmoreland	Tel (876) 955-2929
Western Regional Health Authority	Alice Eldemire Drive	Montego Bay	Tel (876) 684-9776
Portland Health Department	Port Antonio	Portland	Tel (876) 993-2557
Manchester Health Department	South Race Course Road	Mandeville	Tel (876) 962-7033

JAAA Assessors

The JAAA will send Assessors to the Meet to monitor and evaluate the Meet's Operations based on the details outlined in this document. A copy of the Assessment will be given to the Meet Organizer. Appendix I is a sample of the areas that will be assessed.

Supporting Documents

Additional resources that should be consulted for additional details include:

1. World Athletics COVID-19 Stadium Guidelines
2. Jamaica Association of Sports Medicine Protocols 2020
3. JAAA Return to Training & Competition Guidance for Athletes

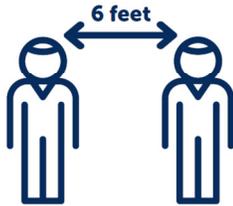
These documents can be downloaded from <http://www.jatafca.org/docs>

Contact for further details or clarifications should be directed to athleticsja@cwjamaica.com or cookieroy2@gmail.com

Items Needed For COVID-19 Compliance

1. Temperature guns
2. Spray bottles for sanitizing in Call Room, Start Line, Finish Line & Hurdles
3. Masks
4. Gloves
5. Face Shields for Officials, Medical and persons at the Gate
6. Gowns for Medical & Allied Health Team
7. Crowd control barriers at Venue Entrance to create a holding area for arriving teams
8. 70% isopropyl-Alcohol
9. Liquid cleaning solution
10. 0.05% bleach solution for soaking Relay batons
11. Paper towels
12. Disposable alcohol wipes
13. Hand soap
14. Garbage bags
15. Lysol spray
16. Personal size hand sanitizer for Officials
17. COVID-19 Signage for Social Distancing and Hand Hygiene
18. Cleaning apparatus for High Jump and Pole Vault Landing Pits and Bars
19. Face washing station at High Jump and Pole Vault areas

Appendix I – COVID-19 Signage



MAINTAIN A MINIMUM DISTANCE OF 6 FEET BETWEEN YOURSELF AND OTHERS.



COVID-19
Prevent the spread

-  Wash hands often with soap & water
-  Cover your cough or sneeze
-  Keep a safe distance from others

www.SafetySigns.ie Product Code: 62046

FOR ENTRY

- TEMPERATURE CHECK** 
- HANDS SANITIZED** 
- WEAR A MASK** 



Thank you for respecting social distancing

Supplied by DPT Group 000 8011 1344 www.dpt.co.uk



MAINTAIN A PHYSICAL DISTANCE



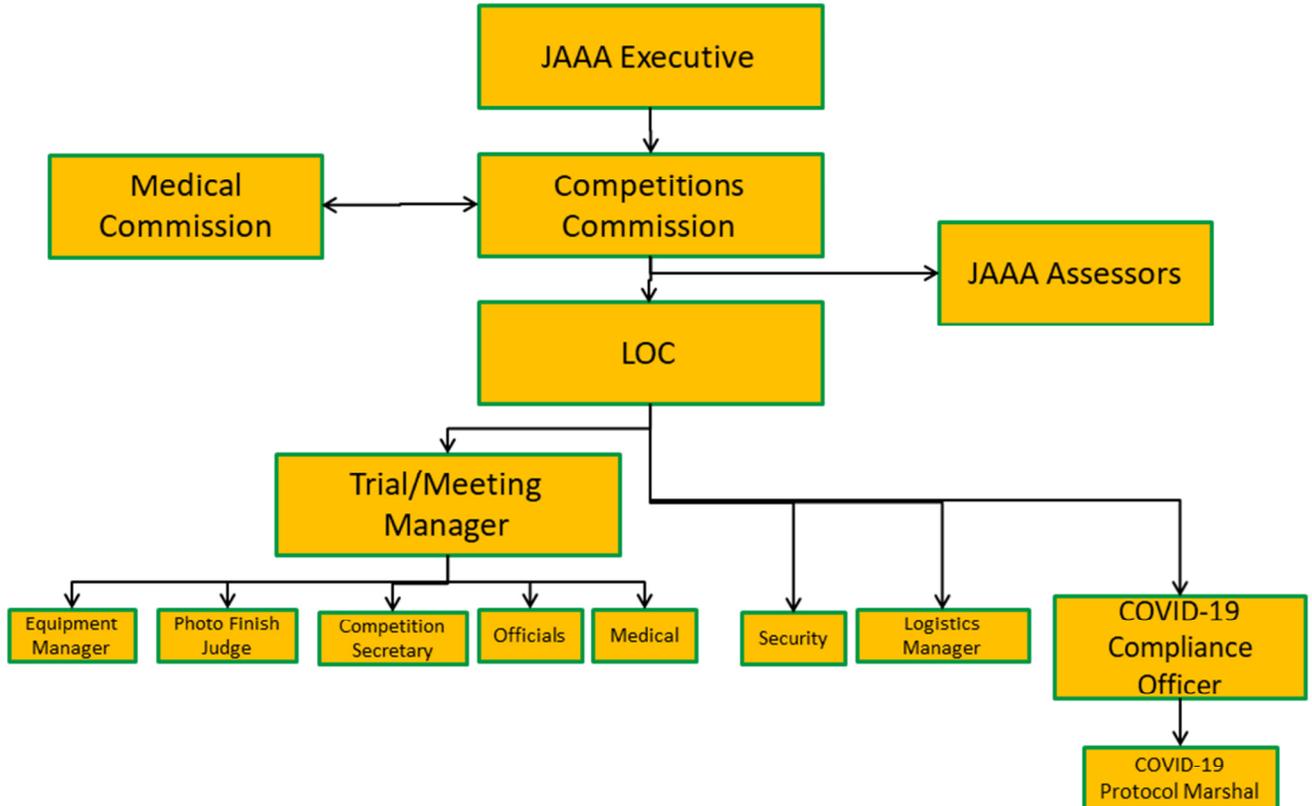
ALWAYS WEAR A MASK IN THIS FACILITY



Appendix II – Organization Chart



Qualification Trials Organization Chart



Appendix III – Organization Chart

SECTION 1 - COVID-19 General SAFETY Protocols	
1	All teams submit Indemnity form to confirm that they have not experienced any COVID-19 symptoms over the past 14 days.
2a	All attendees subject to temperature checks and sanitization protocols
2b	Access not granted unless temperature checked & hands sanitised.
2c	Masks required for entry
3	Contact information for all participants submitted by all teams to facilitate easier contact tracing if that need should arise.
4a	Multiple Sanitization stations are in place throughout the facility for both athletes and officials.
4b	Hand wash stations installed at prominent areas and easily accessible
5	Social distancing protocols observed, NO congregating allowed.
6	Restrooms are subject to frequent and repeated sanitization treatments.
7a	An area should be designated for Team Tents. All teams must use a tent to maintain a controlled space.
7b	All athletes not competing should be confined to their tents.
8	All teams must assign an adult as a COVID-19 Protocol Marshall. <i>This person will enforce all required protocols, under their tent, as outlined in the Meet information regarding team management, control and behaviour.</i>

SECTION 2 - Meet Operation Protocols	
1	Meet information was provided electronically
2	Online Portal established for entries
3	Maximum number of teams & athletes who will be accepted established and made public. Cut off criteria should be made known as well.
4	The order of events organized in such a manner that there was no gathering of athletes between races.
5	Athletes were assigned lanes in the call room via computer.
6	The track events were timed electronically
7	Event Results should be posted live on the Internet. No paper-based results.
SECTION 3 - Competition Protocols - Track	
1	Coaches, athletes, and officials ensured social distancing appropriate for the event was maintained
	There was no congregating of athletes in the;
2a	Warm Up Area
2b	Call Room
2c	Competition Area
3	Athletes were brought in the competition venue just in time for competing
4	Starting blocks were used just by one athlete and thoroughly cleaned according to guidance before and after each session
5a	Batons sanitized before and after each race
5b	Batons were dried by a glove wearing official before being handed off to the next competitor

SECTION 4 - Competition Protocols - Vertical Jumps (High Jump and Pole Vault)	
1	Athletes and Officials followed hygiene guidelines for cleaning hands prior to entering the competition area
2	Hand and face washing station installed by event area for athletes to use after each attempt
3	The mat was cleaned with after each attempt with focus confined to the area where the athlete landed and the adjacent path, they took to exit the pit
4	Bar cleaned using an anti-viral spray or wipe before use and managed by dedicated individual
SECTION 5 - Competition Protocols - Horizontal Jumps, Sand Pits	
1	Athletes and Officials followed hygiene guidelines for cleaning hands prior to entering the competition area
2	The landing pit is fully cleaned by turning and raking of the sand before and after each competitor
3	Equipment such as rakes and measuring tapes managed by dedicated individual for a particular session – i.e. one Official
4	Athletes always maintained social distancing with other athletes and officials
5	One-directional system implemented for athletes accessing and exiting the runway
SECTION 6 - Competition Protocols - Throws	
1	All implements weighed and certified
2	Personal implements are weighed and checked in prior to the start of the event
3	All equipment / implement used by an athlete thoroughly cleaned according to guidance before and after each attempt
4	One-directional system implemented for athletes accessing and exiting the runway or throwing circle
5	Dedicated official for sanitising athletes' hands and implements before each attempt.
6	Athletes always maintained social distancing with other athletes and officials