



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"  
ITTF Pan American Competition Department**

**ITTF-Americas Competition Department**

***COVID-19 Protocols - International Events***

As the months have passed and the COVID-19 situation around the world has evolved negatively in several aspects, with countries and nations around the world easing and tightening restrictions as needed and knowing the new outbreaks of the virus in recent months, it was necessary for ITTF-Americas, following the ITTF guide documents, to create a COVID-19 protocol document for event organizers, National Associations, players, match officials, volunteers, staff, etc. from across the continent; bearing in mind that both the ITTF rules and regulations, as well as the official documents of each country with their respective laws and restrictions will be above this document, and may have more restrictions if applicable.

***Purpose of the directives***

These guidelines are intended to be used in conjunction with the wider "COVID-19 Guidelines" issued by the ITTF and events Directives. The goal of this document is to offer a more detailed guidance on certain aspects of event organization as we are returning to international table tennis events in the current volatile situation. As one of the entities that regulates events on the continent, the main objective of ITTF-Americas is to create and maintain a safe environment, where, together with the Local Organizing Committee (LOC), and the different participants can comply with the entrustment and safeguard the health of all participants in each of the areas.

Events must be operated in accordance with this Guidelines and with the approval of the relevant governmental authorities and in accordance with their requirements and guidelines for organizing sports events in each host.

All participants must adhere to the requirements and guidelines issued by the relevant government authorities and requirements of this Guideline.

**Likewise, each LOC must have a letter of commitment and responsibility from their National Government, National Olympic Committee and the National Association, accepting each of the obligations and committing to react in any case that occurs in the event, with the greater responsibility, and without neglecting any detail in the organizational aspects.**



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"**  
**ITTF Pan American Competition Department**

ITTF official documents: [https://www.ittf.com/wp-content/uploads/2020/08/ITTF\\_COVID19\\_Guidelines-International-Events-2.0.pdf](https://www.ittf.com/wp-content/uploads/2020/08/ITTF_COVID19_Guidelines-International-Events-2.0.pdf)

***General Recommendations***

Different adaptations can be made in each case individually, and protocols can be made more flexible or toughen if necessary, following what is recommended by each health ministry or local government.

All persons who choose to participate in any international event will be responsible for personal health and travel-related risks and will follow the travel and health advice of their local authorities. The health and safety of other participants must be respected at all times, and all actions must be taken in a responsible manner, complying with the specific requests or requirements of the organizers, the ITTF, the ITTF-Americas or local authorities.

Each delegation has to nominate a COVID-19 contact person, who has the sole responsibility for all matters concerning COVID-19 and the associated safety measures.

Increased hygiene practices and disease prevention measures should be identified and met at all future events and activities, including implementing and encouraging proper respiratory etiquette and personal hygiene.

LOCs will be asked to provide and implement detailed protocols regarding medical and evacuation procedures, adjusted transport and accommodation provisions, and increased cleaning efforts.

LOCs must appoint a group of safe distancing ambassadors who will oversee the following areas:

- Check that everyone is wearing their masks at all times and in the correct way.
- To advise individuals about the importance of adhering to the safety measures in each case.
- Inform the authorities of any disrespect for security measures, if necessary.



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"  
ITTF Pan American Competition Department**

***Requirements about the protocols "Prior, During and after the event"***

**Prior to star the trip**

- 1) One of the main requirements that is being requested in most countries to be able to enter them is the PCR test, so before traveling to an international event, all stakeholders must produce a negative molecular PCR (nasopharyngeal swab) viral test, at their own expense. Results must be provided to the ITTF and the relevant local authorities (LOC and any other governmental authorities responsible for the arrival of individuals). The results of the test must be provided 2 days before travelling to the event and must be taken not earlier than 4 days before travelling to the event. If any signs or symptoms of COVID-19 infection are present, then the attendee must not travel to the event and should contact the relevant local health authority;
- 2) Players should avoid taking public transport and must avoid public gatherings; and make use of private hire service or own transport to make their way to the airport/train station.
- 3) All persons should monitor their temperature and check for any symptoms of COVID-19 on a daily basis for 7 days prior to their departure.
- 4) Face masks should be worn throughout the entire journey to the host city; the use of face masks is required.

**Upon arrival at the event**

- 1) Delegations must go to the point assigned by the LOC..
- 2) LOC must provide the number of buses or vans to use, always respecting the allowed capacity.
- 3) If according to the local health regulations, participants must be in quarantine for 14 days upon arrival;
- 4) Before the arrival of the international delegations, the staff of the Local Organizing Committee (Medical and Administrative), volunteers, staff and any other participant must provide a negative PCR test at least four (4) days before the arrival of the international delegations. In the case that a local staff has any signs or symptoms of COVID-19 infection, the person should contact the relevant local health authority and should not attend at the event.
- 5) If a PCR Test is not possible to make at the initial destination, the general approach all International Delegates must follow is the requirement to be tested upon arrival and remain isolated for at least 48 hours until they have undergone and returned one (1) negative PCR COVID-19 test; In some



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"  
ITTF Pan American Competition Department**

countries, it is not allowed to arrive in the country without a PCR test in hand.

- 6) If the delegations comply with the above, they must take the official transport offered by LOC, the bus must comply with all security regulations.

**During the event**

Following the recommended by the ITTF, we inform that:

- 1) During the event, COVID-19 test kits must be available, and all persons should be tested every 3 days or upon any sign of symptoms of infection.
- 2) All participants, officials, local staff, international staff, volunteers, coordinators and any other person involved in the event must wear face masks at all times in the hotel, transport, and venue unless stated otherwise. Non-compliance will result in denial of entry to the venue and may result in a ban from the event.
- 3) Social distancing must be respected at all times: Venue, transport, and hotel.
- 4) All participants must adhere to instructions by the LOC, its staff, its volunteers, ambassadors or any representative of ITTF, ITTF-Americas or local health authorities. In case a participant is violating the protocols of the LOC and the ITTF-Americas, he/she will receive a fine along with suspension from the event.
- 5) The LOC, like the participants, must comply the commitments made by the local authorities regarding the security measures and COVID-19 protocols expressed in this document; In the event that any rule is ignored or breached by the LOC regarding security measures and immediate reaction in case of emergency, the LOC will be financially sanctioned and sanction by ITTF-Americas of not being able to celebrate any event International for a period of 5 years, this will be considered a serious offence and will have no exceptions

**1. Protocols in the functional Areas**

***Transport***

***Participants, Staff, match officials, general delegations***

- 1) Face masks must be worn at all times when using any kind of transportation, whether official or public;
- 2) There must be social distancing in the transport.



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"**  
**ITTF Pan American Competition Department**

- 3) Each person is responsible for their behaviour within the transport.
- 4) Personal hygiene within transport will be important and mandatory.

***LOC***

- 1) The local organizing committees must count the sufficient amount of transport before, during and after the event, these buses must comply with the security protocols detailed in this document;
- 2) Transfer vehicles must be disinfected after every group transfer by the LOC or the Transport company;
- 3) Drivers and LOC staff are required to keep their face mask all the time on throughout the trip;
- 4) The transport must have alcohol-based sanitisers, tissues, disinfectant wipes must be made available for the passengers, and along with lidded bins for safe disposal of used tissues;
- 5) Transports can only go with a capacity established by local authorities at the time of the event;
- 6) Arrival and departure transfers must be arranged separately for every flight, as the mixing of delegations during arrival and departure transfers must be avoided; waiting times in public places like airports, train stations etc. must be kept to an absolute minimum;
- 7) Delegates from different flights should not be seated in the same transport.
- 8) Is recommended have an official hotel a walking distance from the competition venue so, try to have less amount of transport; otherwise, if this option is no available, The LOC must have a least 2 or more busses per trip, since physical distancing must be implemented;
- 9) Specific drivers with a negative PCR test should be assigned to pick up attendees from airports and schedule them based on shifts. The same group of drivers should be used for all airport to hotel transfer services. Tests are required before starting the job daily with negative result..
- 10) The wearing of face masks by anyone using the official transport must be supervised and enforced by the LOC; without a face mask, a person must not be transported.

***Hotel & Competition Venue***

***Participants, Staff, match officials, general delegations***

- 1) Is recommended that players, delegates, match officials who have not to be together in the last 14 days should not be sharing a room;
- 2) National Associations which choose double occupancy rooms for their players and delegates are responsible for ensuring proper health checks



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"**  
**ITTF Pan American Competition Department**

have been carried out and in case one of the players is infected the National Association is responsible for the isolation of both players or delegation for the time established by the local authorities in the official hotel or in the place established by the law;

- 3) If the LOC is providing non-contact or contact thermometer for every attendee, all players and staff must check and provide their body temperature data twice a day. otherwise, the LOC going check the body temperature at the same time to all participants;
- 4) All participants must respect social distancing with people who are not within their circle of daily contact persons;
- 5) The use of a face mask on the competition venue when a player is not in competition is mandatory, this practice must be supervised and executed by the LOC;
- 6) Is recommended washing the hands and continuous alcohol application;

***LOC***

- 1) The official hotel of the event must be the same for all the participants of the event, the official hospitality package provided by the LOC will be limited to one (1) hotel; Exceptions will only be allowed in extraordinary circumstances with the approval of the ITTF, ITTF-Americas.
- 2) The official hotel must comply with the provisions of the WHO and the local authorities regarding the security protocols against COVID, the LOC must present a certificate from the hotel with the protocols to be used by them and the staff;
- 3) Food must be provided in the form of room service where delegates and participants are in isolation; regular rules regarding the provision for various dietary requirements apply;
- 4) If possible, all LOC staff, volunteers, delegates, local match officials and any other person for the event must be housed in the same accommodation;
- 5) WHO standards for the use of accommodation should also be followed as strictly as possible;
- 6) All participants must take the official package mandatory.
- 7) Body temperature checks must be set up upon entry into the venue, with protocols in place for immediate testing of any individual with a temperature above 37.5 degrees (C°);
- 8) Cleaning protocols must be in place and provided to ITTF-Americas for all areas within the venue, with special attention paid to high traffic areas, such as sanitary installations;



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"**  
**ITTF Pan American Competition Department**

- 9) If possible, the LOC should provide a sheet and a non-contact or contact thermometer for every attendee, otherwise, the LOC going check the body temperature twice to all participants.
- 10) LOC must send the internal protocols to be used in the competition to the ITTF-Americas for its approval, the protocols must include the protocols for transfers to a hospital in case a participant suffers some decompensation due to COVID 19, and the procedures would be follow up with people who have been in contact with him / her or them.

**Accreditation**

- 1) The accreditations will be mandatory in the following cases:
  - 1.1. Feeding
  - 1.2. Control of transport
  - 1.3. Control the entry and exit of hotels
  - 1.4. Daily medical check-up
- 2) Para minimizar el contacto entre el personal que maneja la acreditación y los delegados, se debe colocar una hoja o pantalla transparente en el mostrador;
- 3) The furniture in the accreditation area must be separated with at least 2m (6 feet 5 inches) distance;
- 4) 1 (one) and a maximum of 2 (two) people from the LOC must remain in the accreditation area, these people must have a negative PCR test and daily rapid tests with a negative result must be done before starting the daily work.
- 5) The use of a face mask on the accreditation area is mandatory, without a face mask, a person is not allowed to enter in the accreditation room.
- 6) The people and / or national Associations must provide the information of each of those who attend the event in the stipulated time, otherwise they will not be able to participate in the event if they do not meet this requirement.

***Meals***

***Participants, Staff, match officials, general delegations***

- 1) Meals should only be consumed within the space allocated by the local authorities and LOC.
- 2) Each participant must follow the recommendations stipulated by the authorities.
- 3) if is not possible to use a designated place for the meals, food shall only be collected by one representative of each delegation.



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"  
ITTF Pan American Competition Department**

- 4) Masks must be worn at all times during the collection of food.

***LOC***

- 1) Designated area or room for meals in the hotel or venue; If meals are being served in hotels, this area should be separated from the public area.
- 2) Shall organize the delegations by tables, no more than 4 people.
- 3) All food should be served in individual packs, buffet style is not encouraged;
- 4) Masks must be worn at all times by LOC/Hotel staff managing the distribution of food.
- 5) In the case of not being able to comply with all the sanitation regulations with the disinfection of dishes and utensils, the food must be served in disposable plates and with disposable utensils.

**Players lounge and VIP lounge**

The lounges (players, technical officials) and the VIP rooms must comply with the following protocols:

- 1) Cleaning protocols stated by LOC, following the established by the authorities and COVID 19 protocols.
- 2) Participants are to be encouraged to return to the hotel when not attending a match or training.
- 3) The maximum of people be allowed established previously by the authorities, a sign with the capacity allowed must be in the entrance of the room and it must be respected 100%.
- 4) To respect Physical distancing, floor markings must be placed to indicate the appropriate distance of at least 2m (6 feet 5 inches)..
- 5) Volunteers or staff of the LOC must control that social distancing.
- 6) Health-advisories must be displayed at common areas.

**2. Venue**

***Training area and Competition Venue***

***Participants***

- 1) Masks must be worn by all individuals in the training hall and monitored by ambassadors, except for players and sparring partners/coaches practicing at the table;
- 2) Players must abide by practice schedule in the training time prior to the competition, in order to avoid crowding of people in the same place;
- 3) Players, coaches and Staff should avoid having contact with people from other teams and / or volunteers.



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"**  
**ITTF Pan American Competition Department**

- 4) No hand wiping on table surface, each player must have their own towel;
- 5) It is recommended not to share drinks at any time between partners or players from other teams.

***LOC***

- 1) Chairs or benches must be spaced at least 6 feet 5 inches (2 m) apart;
- 2) Common areas in training hall must be cleaned with disinfectant periodically and after every use:
  - 1.1. Tables
  - 1.2. Floor
  - 1.3. Physio room
  - 1.4. Benches
  - 1.5. Balls
- 3) Separate water bottles should be located in a place controlled by a volunteer.
- 4) The wearing of masks must be enforced throughout the training hall by the LOC, without face mask a person is not allowed to enter in the training hall with exception of those actively practicing at the table, anyone who does not comply with this provision will be penalized by the event authorities.
- 5) The capacity in this hall must be respected, for that reason the LOC must have volunteers who control the entrance to the hall, as well as control the number of people in it.

***Common Area***

Common areas are the busiest areas at all times, in these areas each of the details must be taken care of more strictly in order to guarantee the protection of the participants, for that reason the LOC must comply with the following:

- 1) Availability of handwashing amenities with soap and water, non-contact air hand dryers or paper towels in toilets must be guaranteed, constantly;
- 2) Toilets and changing rooms must only be used in small groups while maintaining a distance of at least 1m (3 feet), and enforced by LOC. Alternating cubicles must be closed and showering prohibited;
- 3) Availability of hand-sanitizing products in common shared areas, elevators and all rooms/areas must be ensured;
- 4) LOC may assign ambassadors to monitor these areas and ensure safe distancing is observed..



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"  
ITTF Pan American Competition Department**

***Entrance and Exit***

At the entrance and exit to the competition venue and the training area, the LOC must ensure:

- 1) LOC must ensure a one-way system of entry and exit to the venue for local staff, ITTF staff ITTF-America Staff, match officials, delegates, etc with the objective to guarantee a permanent control.
- 2) Temperature screenings must be conducted at the entrance of the venue. Anyone with a body temperature of 37.5 degrees (C°) will not be allowed to enter, and proper protocols must be in place for immediate testing of any such person;

***Media - LOC***

The amount of media on the sports stage will be minimized, the distance of each one should always be spaced at an absolute minimum of 2m (6 feet 5 inches) at all times to ensure physical distancing.

For the accreditation of media, all must show a negative PCR test 24 hours before their entry.

The LOC shall monitor the use of face masks at all time.

***Field of Play***

As in the warm-up hall, the LOC shall:

- 1) LOC always need to be available cleaning staff to disinfectant periodically and after every use:
  - 1.1. Tables
  - 1.2. Floor
  - 1.3. Chairs - beanches
  - 1.4. Umpires tables
  - 1.5. Towel boxes
  - 1.6. Spectators area
  - 1.7. Control Desk
- 2) Have medical personnel attentive to any situation that warrants personalized attention regarding COVID 19.



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"**  
**ITTF Pan American Competition Department**

***Spectators***

It is recommended not to have spectators if the conditions of the country do not provide guarantees for the participants, however, if the venue provides the guarantees and the local authorities allow it, the LOC must:

- 1) Limited seating capacity and seating will be numbered;
- 2) Respect the capacity allowed by local authorities.
- 3) The LOC should rows and sections of seats must be blocked to ensure social distancing of at least 2m (6 feet 5 inches).
- 4) Where tickets have not been purchased together, individuals will not be permitted to sit together, but must remain in their assigned seats.
- 5) Mark the areas and spaces where spectators will cross with relevant information and messages, encouraging them to follow the rules.
- 6) Spectators must wear masks at all times and must be supervised and enforced by the LOC; Without a mask, the spectator will not be allowed to remain in place.
- 7) LOCs must place floor markings for queues outside the venue to ensure social distancing of 1m (3 feet) between individuals;
- 8) If the venue rules and regulations allow, only bottled water could be brought in;
- 9) Volunteers must be assigned to manage spectator egress at the end of the match or session; spectators must be asked to leave one row at a time, whilst the remainder remain seated until prompted to leave.
- 10) Temperature screenings must be conducted at the entrance of the venue for all spectators. Anyone with a body temperature of 37.5 degrees (C°) will not be allowed to enter, and proper protocols must be in place for escalating this to the public health authorities;
- 11) All seats should be disinfected as many times as possible.

***Anti-doping Area***

The ITTF guidelines are as follows:

Anti-doping will be implemented at the ITTF's discretion and depending on the event type and size.

- All implementation should follow the WADA Guidelines;
- International Standard for Testing and Investigation<sup>3</sup>, COVID-19 - ADO Guidance, and COVID-19 - ADO Guidance for Resuming Testing;
- Seats in the waiting room should be spaced at a distance of 2m (6 feet 5 inches);
- Alternate cubicles should be closed and should be disinfected after every.



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"**  
**ITTF Pan American Competition Department**

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### **3. Procedure**

#### ***Control de Raquetas***

- Racket control, will be implemented on a random basis after the match..
- To minimize physical contact between the match official and player, a transparent sheet or screen should be set up.
- Hand sanitizer should be provided at the entrance to the racket control room.
- All persons should sanitize their hands prior to entering the racket control room.
- Entry to the racket control room is only allowed if a mask is worn.
- Umpires should always have their hands sanitized before handling the rackets.
- Players and officials shall not use alcohol-based sanitizers on rubbers or blades.

#### ***Call Area***

- Tables in call area must be spaced at a minimum distance of 2m (6 feet 5 inches).
- Masks must be worn at all times by officials on duty in the call area.
- Officials in the call area must also maintain an appropriate social distance of at least 1m (3 feet) from others.;
- The stripped-down match protocol will be implemented, unless otherwise decided by the ITTF-Americas for the event.

#### ***Ball selection***

The ITTF reserves the right to disregard ball selection at its discretion and depending on the event type and size:

- 1) If ball selection will be allowed the below requirements need to be met:
  - 1.1. Hand sanitizer should be provided at the ball selection area;



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"**  
**ITTF Pan American Competition Department**

- 1.2. Players must wear masks and sanitize their hands before selecting the balls. If players are selecting the balls at the same time in the same place there should be enough space to allow them to maintain an appropriate social distance of at least 1m (3 feet); floor markings must be placed to guide queue formation;
- 1.3. In the event that an umpire has to choose the balls on behalf of the players, the umpire shall wear a mask and gloves during the ball selection process;;
- 1.4. Balls must be sanitized after use with non-alcohol based sanitizers or the recommended products for each brand.

***March in***

- Players and match officials must only remove their masks when entering the Field of Play;
- No march-in procedures for umpires and players for all matches except for matches that are broadcast live on TV No march-in procedures for umpires and players for all matches except for matches that are broadcast live on TV;
- Umpires shall march-in first, followed by player A, and lastly, player B. During presentation procedures umpires and players must still maintain an appropriate social distance of at least 1m (3 feet).

***Coin Toss***

- Coin toss to be done by umpire in front of the umpires table and with players remaining on their sides while maintaining a social distance of at least 1m (3 feet);
- Umpires and players shall not shake hands. They can choose to bow or a "hand- raising" salutation, whichever is more comfortable while maintaining social distance.

***During Match***

- Multi ball play will be implemented at the ITTF & ITTF-Americas' discretion, in cooperation with the LOC.
- Designated persons must be assigned by the LOC for sanitising equipment.
- Ball kids and athletes' entourage shall sanitise their hands before entering and must wear masks while on duty in the field of play.
- Designated persons shall sanitise the balls after every game, if multi ball is implemented.



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"**  
**ITTF Pan American Competition Department**

- Players must not use their own towels to wipe the match table.
- Players may indicate to Umpires if the match table needs cleaning.
- A designated person will be asked to clean the table..
- No hand wiping on table surface.
- No breathing on the ball for tackiness.
- Players must maintain physical distance when moving during interval or breaks after each game and changeovers.

***End of match***

- Umpires and players shall not shake hands at the end of the match. They can choose to bow or a “hand-raising” salutation, whichever is more comfortable while maintaining physical distance, regardless of formal and informal presentation.
- Umpires shall exit the court after the match is finished with players of that court following behind while maintaining a distance of at least 1m (3 feet)
- After every match, a hygiene team shall quickly enter the FOP once the players and umpires have moved off the FOP and clean the following area with disinfectant to prepare for the next match:
  - Coaches’ benches
  - Flooring in the FOP
  - Umpires’ tables and chairs
  - Match table
- Players and umpires should leave the venue and return to the hotel as soon as all match procedures are over. Showering in the changing room is prohibited.

***Medical Support***

The LOC of each international event will be required to have a direct 24 hour contact with local public health authorities. The ITTF-Americas & ITTF will work with the LOC and the local public health authorities and follow their guidance and requirements in case there is a medical incident.

- Provide an isolation room for persons who are ill and exhibit symptoms of COVID- 19.
- In the event that a large number of delegates and/or staff are being exposed, a large space should be provided for the persons to be quarantined.
- Ensure that there are adequate supplies of Personal Protective Equipmen.
- Create a smooth flow-in procedure when dealing with on-site suspected COVID- 19 cases; location of isolation room, health screening checks,



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"**  
**ITTF Pan American Competition Department**

communication and reporting flow, transportation from venue/hotel to hospital, contact tracing, disinfect common spaces.

- Establish how involved parties will be notified in the event of a confirmed COVID- 19 case associated with the event.
- Subsequent isolation or quarantine rules of persons in contact with the confirmed COVID-19 case should follow the regulations of the local public health authorities.
- If there are player(s), Delegate(s) or media with confirmed COVID-19 case(s) during an event, the following steps must be taken:
  - The person must be quarantined immediately in the isolation room.
  - To inform the local public health authority and cooperate with them on the next steps.
  - Following an evacuation plan to have the person transported to a medical facility instructed by the local healthy authority;
  - Full report provided to ITTF/ITTF-America staff; name of person confirmed with COVID- 19, National Association, locations of the individual from the time of arrival to the country, date when symptoms start to show.
  - Contact tracing to be done to track anyone who may have been in contact with the person (including travel period);
  - All members of the country's delegation should be isolated and be observed for symptoms related to COVID-19;
  - LOC must suspend the event immediately and escort everyone in the venue to the exit in an orderly manner while ensuring safety measures;
  - All areas of the venue shall immediately undergo disinfection once everyone has left;
  - Players, entourage, officials, media and delegates shall return to the hotel in small batches and remain in their respective rooms for further instructions by the local public health authority;
  - All meals shall only be served to the individual rooms;
  - If anyone starts to feel unwell and/or exhibit symptoms of COVID-19, they shall contact the LOC to arrange medical support;
  - Isolation rooms shall also be prepared for staff who have come in contact with the infected person.
- If there is staff, volunteer(s) or ambassador(s) from the LOC with confirmed COVID-19 case(s) during an event, the following steps must be taken:



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"**  
**ITTF Pan American Competition Department**

- The person must be quarantined immediately in the isolation room;
  - To inform the local public health authority and cooperate with them on the next steps;
  - Following an evacuation plan to have the person transported to a medical facility instructed by the local healthy authority;
  - Full report provided to ITTF staff; name of person confirmed with COVID- 19, National Association, locations of the individual from the time of arrival to the country, date when symptoms start to show;
  - Contact tracing to be done to track anyone who may have been in contact with the person (including travel period);
  - If the person has not been in the same room with anyone and/or is not assigned any duties in the venue upon contact tracing, it will not require a decision to suspend the event and operations may resume after disinfecting common areas and rooms where the person has been.
- If the person is assigned duties that has contact with many attendees upon contact tracing, LOC must suspend the event immediately and escort everyone out of the venue in an orderly manner while ensuring safety measures:
    - All areas of the venue shall immediately undergo disinfection once everyone has left;
    - Players, entourage, officials, media and delegates shall return to the hotel in small batches and remain in their respective rooms for further instructions by the local public health authority;
    - All meals shall only be served to the individual rooms;
    - If anyone starts to feel unwell and/or exhibit symptoms of COVID-19, they shall contact the LOC to arrange medical support;
    - Isolation rooms shall also be prepared for staff who have come in contact with the infected person;
  - Participants entering events will have to follow all requirements and instructions given by the ITTF/ITTF-Americas and LOC.

***After event***

- 1) All participants, officials, staff and other people involved must take a test prior to leaving the host country.
- 2) Anyone who tests positive for a COVID-19 infection within 14 days after leaving the host country must contact the LOC. The LOC will have to



**PAN AMERICAN TABLE TENNIS CONFEDERATION "ITTF-AMERICAS"  
ITTF Pan American Competition Department**

conduct contact tracing with all persons who have been in contact with them and request them to stay home for 14 days while observing for symptoms.

**4. Costs**

The table below shows an example of the cost that should be undertaken by each party during an event. Specific and final details will be discussed between ITTF-Americas and the hosts prior to event hosting contract being finalised.

<b>Cost</b>	<b>ITTF-Americas</b>	<b>LOC</b>	<b>NA</b>
Quarantine cost before the event if the country's authorities require it as an obligation		✓	
Regular testing during event		✓	
Testing prior to arrival of host country			✓
Increased transport frequency		✓	
Treatment if one of the member of delegation tests positive			✓
Treatment if one of the LOC's Staff tests positive		✓	
Treatment if one of the ITTF staff tests positive	✓	✓	
Quarantine costs during event		✓	✓
Expanding size of training hall to accommodate physical distancing		✓	
Quarantine costs during event of a delegation with COVID19			✓