



COVID-19 RECOMMENDATIONS

INTERNATIONAL TABLE TENNIS FEDERATION

VERSION 2.0





I N T R O D U C T I O N

As the situation regarding the COVID-19 pandemic across the world is constantly evolving, with countries and nations across the world easing and tightening restrictions as required, we are slowly seeing an opening of society where infection numbers have been declining. In the table tennis community, we have seen a return to the table in many parts of the world, whilst in others our members may be training at home or focusing on their mental and physical strength. Whilst it has been encouraging to see how determined our community is to stay connected to our sport even in tough times, it has become evident that international events are not only essential to the livelihood of professional players, coaches and associations, but also a major aspect of keeping our community connected. With determination to organize international events, the ITTF goal is to develop a guideline, which must be implemented by all organizers and the ITTF will continue to refine this document and its procedures with input from health authorities and public health and infectious disease specialists.



P U R P O S E

These guidelines are intended to be used in conjunction with the wider “COVID-19 Guidelines”, issued by the ITTF. 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. In those areas of the world where international event organization is permitted, risk mitigation will be a major aspect of a return to international events; as such, these guidelines may be more restrictive than the laws in certain countries, whose National Associations (NAs) may be looking to organize an international event. As the owner of the events, the ITTF goal is to create and uphold a safe environment, where along with the Local Organizing Committee (LOC) the health situation of all stakeholder is carefully monitored on a daily basis.

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

S C O P E

These Guidelines contain mandatory requirements for all stakeholders organizing, participating, or attending an ITTF sanctioned event:

- International Table Tennis Federation officials and staff;
- Continental Federations officials and staff;
- National Associations officials and staff;
- Event companies’ staff and other participating individuals;
- Athletes;
- Athletes’ accompanying person;
- Coaches;
- Match officials;
- LOC Administrative staff;
- LOC or local health authorities Medical staff;
- Volunteers;
- Contractors;
- Safe distancing ambassadors (if required);
- Any other person (whether legal or natural) involved in the organization of an international event.

INTERNATIONAL COMPETITIONS

New protocols for events will continue to be developed as additional facts about disease prevention and returning to larger groups become known. General guidelines will be implemented as needed, in addition to any local authorities' requirements. ITTF and other event authorities should work closely with the local organizing committees of events.

International events will resume with respect to the decisions and requirements of the hosts' local health and medical authorities. Some form of flexibility will apply in regards to playing systems, schedules etc. until there is a smooth adaptation to new normalities.

All individuals choosing to participate in international events shall be responsible for personal health and travel related risks and follow their local authorities' health and travel advices. Other participants' health and safety must be respected at all times, and all actions are to be taken responsibly, abiding by any specific requests or requirements by the organizers, ITTF, 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:

- Compliance with the safe distancing measures by ensuring physical distancing is observed in queues and lounges.
- Check that everyone is wearing their masks at all times.
- To advise individuals about the importance of adhering to the safety measures.
- Any other duties assigned.

EVENT REQUIREMENTS

■ PRIOR TO EVENT

- i. Prior to travelling to an international table tennis 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 4 days before travelling to the event and must be taken not earlier than 7 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.

- ii. 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;
- iii. All persons should keep high-level of personal hygiene and monitor their temperature and check for any symptoms of COVID-19 on a daily basis for 7 days prior to their departure;
- iv. Face masks should be worn throughout the entire journey to the host city;
- v. Group travel is advised only amongst delegations that have been training together.

■ UPON ARRIVAL AT THE EVENT

- i. The LOC must arrange transfer as specified in section III.1.a. below.
- ii. The LOC or the local health authority must provide a testing facility complying with international testing standards as specified by the WHO for all attendees either upon arrival at the airport or upon arrival at the official hotel.
- iii. If according to the local health regulations, all stakeholders must be placed on 14 days of quarantine upon arrival;
- iv. If II.c. is not applicable, 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;
- v. Before the arrival of the international delegations, Local Organizing Committee staff (Medical and Administrative), volunteers, contractors and any other participants must provide a negative PCR test at least four (4) days prior to the arrival of the international delegations. In case a local staff is having any sign or symptoms of COVID-19 infection then the person must contact the relevant local health authority and must not attend or work at the event.

■ DURING EVENT

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.

All participants, officials, staff, volunteers, ambassadors, 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.

All participants must adhere to instructions by the LOC, its staff, its volunteers and ambassadors or any representative of ITTF or local health authorities. In case a participant is violating the protocols of the LOC and the ITTF, he/she will receive a fine along with suspension from the event.

Social distancing measures set out in Phase 4 of the ITTF COVID-19 Guidelines document must be observed in the following areas, with additional measures taken:

I. EVENT SERVICE

a. TRANSPORT

i. *Participants*

- Face masks must be worn at all times when using any kind of transportation, whether official or public;
- If needed, physical distancing measures might apply and must be observed, with space blocked between persons of different delegations;
- Proper respiratory and personal hygiene measures as outlined in the ITTF COVID-19 guidelines must be observed.

ii. *LOC*

- 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;
- Transfer vehicles must be disinfected after every group transfer. Tissues, disinfectant wipes and alcohol-based sanitizers must be made available in the vehicles, along with lidded bins for safe disposal of used tissues;
- Delegates from different flights should not be seated in the same transport;
- The official hotel must be walking distance from the competition venue. In special cases where there is no hotel located close to the venue, the LOC may arrange transport (e.g. minibus) to pick up delegates only from recommended hotel to venue and vice versa upon approval by the ITTF;
- In the event that the hotel is not of walking distance to the venue, LOC must provide at least 2 or more buses per one-way trip as physical distancing must be implemented;
- Specific drivers 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.

- The assigned drivers are required to be tested before starting the job daily and remain isolated until test result returns as negative.
- Drivers must disinfect their car after every trip.
- Attendees and drivers are required to keep their face mask on throughout the trip.
- 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;
- In the transfer vehicles, alternate rows of seats are to be blocked as well as alternate seats of occupied rows.

b. HOTEL, ACCOMMODATION AND COMPETITION VENUE

i. Participants

- Players who have not travelled together in the last 14 days should not be sharing a room.
- National Associations which choose double occupancy rooms for their players are responsible for ensuring proper health checks have been carried out and in case one of the players is infected the National Association is responsible for the isolation of both players.
- Travel history forms should be collected by the National Associations and are to be submitted online or as otherwise requested by the ITTF and LOC.
- 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.
- In case the LOC is capable, a laminated card should be provided to every attendee with the key information regarding COVID-19.

ii. LOC

- LOC is advised to adhere to follow WHO guidance on “Operational considerations for COVID-19 management in the accommodation sector: interim guidance”.¹

¹ <https://www.who.int/publications/i/item/operational-considerations-for-covid-19-management-in-the-accommodation-sector-interim-guidance>

- 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.
- If possible, all LOC staff, volunteers, ambassadors, and any other person for the event must be housed in the same accommodation;
- The WHO's guidelines for managing accommodation should also be followed as closely as possible;²
- For international events, the official hospitality package provided by the LOC must be limited to one (1) hotel; exceptions will only be permitted in extraordinary circumstances upon approval by ITTF.
- Choice of official hospitality package will be mandatory;
- 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°);
- Cleaning protocols must be in place and provided to ITTF for all areas within the venue, with special attention paid to high traffic areas, such as sanitary installations. Cleaners should never be in a room at the same time as anyone using it when carrying out cleaning duties.
- If possible, the LOC should provide a sheet and a non-contact or contact thermometer for every attendee.

c. ACCREDITATION

- To minimize contact between the staff handling the accreditation and delegates, a transparent sheet or screen should be set up at the counter;
- The furniture in the accreditation area must be separated with at least 2m (6 feet 5 inches) distance;
- Entry to the accreditation area will only be allowed if a face mask is worn;
- Floor distance markings must be placed to guide queue formation. Should a queue of more than 10 people be formed in the accreditation area, LOC should allocate ambassadors to manage the queue so there is a physical distance of at least 1m (3 feet) between each person and no obstruction to common pathways.

² <https://www.who.int/publications/i/item/operational-considerations-for-covid-19-management-in-the-accommodation-sector-interim-guidance>

d. MEALS

i. *Participants*

- Where possible, food shall only be collected by one representative;
- Masks must be worn at all times during the collection of food;
- Meals should only be consumed within the space allocated by the LOC with respect to distancing rules;

ii. *LOC*

- 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;
- Countries to be designated specific tables to ensure proper physical distancing, with a maximum of 4 people per 10sqm;
- All food should be served in individual packs, buffet style is not encouraged;
- Masks must be worn at all times by LOC/Hotel staff managing the distribution of food.

e. LOUNGE (PLAYERS, UMPIRES) – LOC

- Participants are to be encouraged to return to the hotel when not attending a match or training;
- Lounges must only be made available where physical distancing of at least 1m (3 feet) can be guaranteed at all times;
- Cleaning protocols stated in **III.1.b.viii** will apply to lounges. Cleaners should never be in a room at the same time as anyone using it when carrying out cleaning duties;
- Implementation of lounges should be discussed and approved by the ITTF in advance, with the below measures in place:
 - i. Physical distancing measures apply with tables spaced at an appropriate distance of at least 2m (6 feet 5 inches). If necessary, floor markings must be placed to indicate chair spacing adhering to minimum distance indicated.
 - ii. A maximum of 4 people per 10sqm should be allowed in the lounge at any one time. Floor markings must be placed outside the lounge in case of queue. LOC should allocate a volunteer or safe distance

ambassador to ensure implementation and management of the queue.

- iii. Food/snacks provided should be packed individually and only be made available in a designated area of the lounge.
- iv. A separate space shall be provided to keep wheelchairs and other personal adaptative equipment such as prothesis, crutches, canes, etc.
- v. Health-advisories must be displayed in common areas.

2. VENUE

a. TRAINING HALL

i. *Participants*

- 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;
- Players are allocated practice time on specific practice tables in the training hall before the match;
- Players must abide by practice schedule given and prevent any unnecessary interactions with players from other teams;
- Players must sanitize their hands upon entry to and exit from the court;
- No hand wiping on table surface;
- No breathing on the ball for tackiness;

ii. *LOC*

- Chairs or benches around practice courts shall be spaced at a distance of at least 2m (6 feet 5 inches); if there is space constraint, the number of sitting areas will need to be reduced;
- Common areas in training hall must be cleaned with disinfectant periodically and after every use, according to the cleaning protocol provided to ITTF prior to the event:
 - Practice tables;
 - Floor;
 - Physio room;
 - Benches;
 - Balls;

- The wearing of masks must be enforced by the LOC and monitored by ambassadors throughout the training hall, with exception of those actively practicing at the table;
- Health-advisories must be displayed at common areas.

b. COMMON AREA – LOC

- Availability of handwashing amenities with soap and water, non-contact air hand dryers or paper towels in toilets must be guaranteed;
- 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;
- Availability of hand-sanitizing products in common shared areas, elevators and all rooms/areas must be ensured;
- Proper safe-distancing markers placed on the floor throughout the venue where crowd formation is a risk and as specified in separate subpoints throughout this document; venue management must be available to provide input on risk areas;
- LOC may assign ambassadors to monitor these areas and ensure safe distancing is observed.

c. ENTRANCE AND EXIT – LOC

- LOC must ensure a one-way system of entry and exit to the venue to avoid individuals crossing paths;
- 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;
- LOC must ensure proper floor markings are placed to maintain distance of 1m (3 feet) between people in the case of queue formation at the entrance to the venue.
- Ambassadors must ensure that everyone is complying with floor markings and mask wearing at all times.

d. OFFICIALS / ACCREDITED AREA – LOC

- Three seats to be blocked between each individual, and seats of every second row must also be blocked.

e. **STAFF AREA – LOC**

- Seats at the technical desk should always be spaced at an absolute minimum of 2m (6 feet 5 inches) at all times to ensure physical distancing as advised by WHO.

f. **MEDIA – LOC**

- Media agencies must adhere to the maximum number of two (2) accredited staff permitted at each event;
- Photographers will be issued coloured wrist bands to be worn instead of bibs;
- Seats at the media tribune and media centre should always be spaced at an absolute minimum of 2m (6 feet 5 inches) at all times to ensure physical distancing as advised by WHO.

g. **FIELD OF PLAY – LOC**

- Periodic disinfection of match tables, floorings, umpires' tables and seats, towel boxes, audience stands and other common areas according to cleaning protocol provided to ITTF prior to the event.

h. **SPECTATORS – LOC**

- Spectators may only be permitted to attend the event upon consultation and prior approval by the ITTF if national health and medical regulations are allowing presence of spectators;
- Where spectators are to be permitted, limited seating capacity must be enforced: tickets must be bought in advance, and seating will be numbered;
- Rows and sections of seats must be blocked to ensure social distancing of at least 1m (3 feet) between separate groups of spectators;
- Where tickets have not been purchased together, individuals will not be permitted to sit together, but must remain in their assigned seats;
- Provide signage and floor markings to remind spectators to maintain social distance;
- LOCs must place floor markings for queues outside the venue to ensure social distancing of 1m (3 feet) between individuals;
- If the venue rules and regulations allow, only bottled water could be brought in;

- All seats should be disinfected daily before entry and after exit of spectators;
- Spectators must wear masks at all times. Where masks are not worn, entry to the venue must be denied, and individuals must be removed from the venue in case of non-compliance;
- Volunteers and safe distancing ambassadors must be assigned to patrol around the seats to ensure spectators are keeping their masks on and not sitting on blocked seats;
- 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;
- 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.

i. ANTI-DOPING AREA

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 Investigation³, COVID-19 - ADO Guidance⁴, and COVID-19 – ADO Guidance for Resuming Testing⁵;
- 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 use

3. MATCH PROCEDURE

a. SPORT SPECIFIC

- The total number of entries will be determined by ITTF in line with the total maximum number of people allowed to attend an international event, according to the recommendation and guidance of the host's local authorities and the overall numbers of participants (players, coaches, volunteers, staff etc).

³ https://www.wada-ama.org/sites/default/files/resources/files/isti_march2020_0.pdf

⁴ https://www.wada-ama.org/sites/default/files/resources/files/20200320_covid-19_update_en.pdf

⁵ https://www.wada-ama.org/sites/default/files/resources/files/20200506_ado_guidance_resuming_testing_en.pdf

- The playing systems and types of events will be discussed between the ITTF and LOC to allow for lighter competition schedules, in order to avoid crowded venues at all times.

b. RACKET CONTROL

- 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.

c. 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 for the event.

d. BALL SELECTION

- The ITTF reserves the right to disregard ball selection at its discretion and depending on the event type and size;
- If ball selection will be allowed the below requirements need to be met:
 - Hand sanitizer should be provided at the ball selection area;
 - 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;

- 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;
- Balls must be sanitized after use with non-alcohol based sanitizers or the recommended products for each brand.

e. 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;
- 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).

f. 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.

g. DURING PLAY

- Multi ball play will be implemented at the ITTF’s discretion, in cooperation with the LOC.
- 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 must be assigned by the LOC for sanitising equipment.
- Designated persons shall sanitise the balls after every game, if multi ball is implemented.

- 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.

h. 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.

i. Mixed Zone

- Various options for Mixed Zone and Media area layout to be discussed between LOC and ITTF in advance according to venue specifications. This may mean holding press conferences entirely online or placing a screen between players and members of the media;
- Masks must be worn by all personnel entering the mixed zone and be separated with an appropriate social distance of at least 1m (3 feet). Entry to the mixed zone will be denied if a mask is not worn;

- If it is determined that live press conferences or interviews will take place, members of the media must always stand at least 2m (6 feet 5 inches) away from the player, and floor markings must be placed.

vi. 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 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 Equipment.
- Create a smooth flow-in procedure when dealing with on-site suspected COVID-19 cases; location of isolation room, health screening checks, 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 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:
 - 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 and LOC.

I. AFTER EVENT

- All participants, officials, staff and other people involved must take a test prior to leaving the host country.
- 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 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.

C O S T S

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 and the hosts prior to event hosting contract being finalised.

COST	ITTF	LOC	NAs
14 days quarantine cost prior to event		*	
Regular testing during event	*	*	
Testing prior to arrival of host country			*
Increased transport frequency		*	
Treatment if one tests positive			*
Quarantine costs during event		*	
Expanding size of training hall to accommodate physical distancing		*	

O F F I C E S

- Any staff working in an office shared with other people must have shown no signs or symptoms of COVID-19 as established by the WHO in the past 14 days, or per guidelines of local public health authorities before returning to office work;
- If showing symptoms of ill health, staff should refrain from working from a shared office space and instead remain at home;
- Common cleaning protocol of office space and work equipment – using disinfectants, wearing appropriate personal protective equipment (gloves, face mask, etc.) to prevent contact with contaminated surfaces;
- Keeping social distance from coworkers as advised by local public health authorities, but as a minimum keep 1m (3 feet) apart.



M E E T I N G S

In person meetings should keep a minimum physical distance of 2m (6 feet 5 inches) apart and not more than 4 people per 10sqm. In-room meetings should consider good and clean ventilation in the meeting spaces and avoid small rooms. Open air meetings are highly recommended.

USEFUL LINKS AND DOCUMENTS FROM WHO

Links:

- Contact tracing in the context of COVID-19: interim guidance, 10 May 2020: <https://apps.who.int/iris/handle/10665/332049>
- Key planning recommendations for mass gatherings in the context of the current COVID-19 outbreak: <https://www.who.int/publications/i/item/10665-332235>
- Considerations for mass gatherings in the context of COVID-19: annex: considerations in adjusting public health and social measures in the context of COVID-19 Annex: <https://www.who.int/publications/i/item/considerations-for-mass-gatherings-in-the-context-of-covid-19-annex-considerations-in-adjusting-public-health-and-social-measures-in-the-context-of-covid-19>
- Considerations for sports federations/sports event organizers when planning mass gatherings in the context of COVID-19: interim guidance: <https://www.who.int/publications/i/item/considerations-for-sports-federations-sports-event-organizers-when-planning-mass-gatherings-in-the-context-of-covid-19-interim-guidance>
- Guidance for the use of the WHO Mass Gatherings Sports: addendum risk assessment tools in the context of COVID-19: <https://www.who.int/publications/m/item/guidance-for-the-use-of-the-who-mass-gatherings-sports-addendum-risk-assessment-tools-in-the-context-of-covid-19>
- How to use WHO risk assessment and mitigation checklist for Mass Gatherings in the context of COVID-19 Tool: <https://www.who.int/publications/i/item/how-to-use-who-risk-assessment-and-mitigation-checklist-for-mass-gatherings-in-the-context-of-covid-19>

Documents:

- Key planning recommendations for Mass Gatherings in the context of the current COVID-19 outbreak: <https://www.who.int/publications-detail/key-planning-recommendations-for-mass-gatherings-in-the-context-of-the-current-covid-19-outbreak>
- Considerations for school-related public health measures in the context of COVID-19: <https://www.who.int/publications-detail/considerations-for-school-related-public-health-measures-in-the-context-of-covid-19>
- Getting your workplace ready for COVID-19: How COVID-19 spreads, 19 March 2020: <https://www.who.int/publications-detail/getting-your-workplace-ready-for-covid-19-how-covid-19-spreads-19-march-2020>

- Considerations for public health and social measures in the workplace in the context of COVID-19: <https://www.who.int/publications-detail/considerations-for-public-health-and-social-measures-in-the-workplace-in-the-context-of-covid-19>
- COVID-19 and Food Safety: Guidance for competent authorities responsible for national food safety control systems: <https://www.who.int/publications-detail/covid-19-and-food-safety-guidance-for-competent-authorities-responsible-for-national-food-safety-control-systems>
- COVID-19 and Food Safety: Guidance for Food Businesses: <https://www.who.int/publications-detail/covid-19-and-food-safety-guidance-for-food-businesses>
- Operational considerations for COVID-19 management in the accommodation sector: interim guidance: <https://www.who.int/publications-detail/operational-considerations-for-covid-19-management-in-the-accommodation-sector-interim-guidance>