



# COVID-19 PLAN

**World Para Swimming European Open Championships**

**Funchal 16 - 22 may de 2021**



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## PROMULGATION LETTER

The Contingency Plan (COVID-19 Plan), for the World Para Swimming European Open Championships, defines a set of rules, procedures and guidelines, which structure the planning and intervention models, in an effective and coordinated way, to prevent the eventual transmission of infection by the new coronavirus SARS-CoV-2, which causes the disease COVID-19.

This plan also intends to include a systematized set of guidelines, through response planning and the concrete actions to be taken, in a preventive or damage minimization way, in case of an eventual occurrence of virus transmission, avoiding its propagation, through an adequate and thoughtful management of the available resources and alternatives, in the event's areas of intervention.

Therefore, all measures issued by the Regional health authorities should be adopted, regarding the recommendations for infection prevention and control, which include the use and disposal of Personal Protective Equipment (PPE), and in particular, the procedures for decontamination of spaces and reusable materials.

Any questions can be answered on a permanent basis, through the SRS 24 Hotline (800242420)

Extracts of the Contingency Plan may be made without the authorization of the promoting entity.

Funchal, 4 of may de 2021

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Diretor Regional Saúde  
Herberto Jesus

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Presidente Federação Portuguesa Natação  
António José Silva

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## **BACKGROUND**

The Para Swimming European Swimming Championships, postponed on August 2020, by World Para Swimming and the Portuguese Swimming Federation (FPN), due to the COVID-19 pandemic, is now scheduled for Funchal Olympic Swimming Pool Complex, from May 16 to 22, 2021, with an expected attendance of approximately 750 persons, including swimmers and their support teams, in the last major event, before the Tokyo Paralympic Games.

The rescheduling of the World Para Swimming European Open Championships, for May 2021, has created the expectation that we will once again experience a world-class event, in which the Portuguese Swimming Federation will have as partners the Madeira Regional Government, Funchal City Hall and the Madeira Swimming Association.

Notwithstanding the experience accumulated in holding the event in 2016, the present framework requires additional measures, regarding the need of anticipating and managing the impact, of the current outbreak of disease by Coronavirus SARS-CoV-2, causal agent of COVID-19.

The New Coronavirus 2019-nCoV (COVID-19), is the official name given by the World Health Organization (WHO), to the disease caused by a new coronavirus, that can cause severe respiratory infection such as pneumonia.

This virus was first identified in humans in late 2019 in the Chinese city of Wuhan, Hubei province, and cases have been confirmed in other countries.

The most common symptoms of the disease are fever, cough, and breathing difficulties. In more severe cases, the infection can cause pneumonia.

The incubation period, known as, the time that elapses between the moment a person is infected and the appearance of the first symptoms, can diverge between 2 and 14 days.

The current context requires organizations to adopt exceptional preventive measures of Public Health, according to the response phase to avoid the spread of the virus, complying with what is established in the Joint Order nº. 32/2020, March 6, issued by the Vice-Presidency of the Regional Government and Parliamentary Affairs and the Regional Secretariat of Health and Civil Protection, which determine the requirement for the preparation of an Internal Contingency Plan for all organizations and entities.

## OBJECTIVES

The Contingency Plan (COVID-19 Plan), for the World Para Swimming European Open Championships (WPSOC), hereafter referred to as the Plan, aims to include a systematic set of guidelines, through response planning and concrete actions to be taken, in a preventive or damage minimization way, when facing an epidemic situation triggered by the new coronavirus SARS-CoV-2, causing the disease COVID-19, preventing the spread of this disease, through an appropriate and considered management of resources and available alternatives.

The Plan establishes, defines and documents, procedures for the operationalization of preventive and mitigation measures, in the following areas:

1. Organizational structure of the event;
2. Athletes, teams and support teams;
3. Transport and logistical services;
4. Funchal Olympic Swimming Pool Complex and support infrastructures;
5. Competition and refereeing;
6. Hotel infrastructures related to the event;
7. Security and emergency;
8. Volunteers and service providers.

The management and prevention of the impact of the virus on the organization of the World Para Swimming European Open Championships, has the preventive and strategic objective of ensuring the appropriate response that minimizes the conditions for COVID-19 spreading.

Considering the strategic importance of this plan, all material, financial and human requirements, must be ensured to guarantee the following execution rates for the specific objectives, on each intervention area of the Plan:

1. Number of positive cases, in evidence, for athletes and support teams, after testing in the Autonomous Region of Madeira: **0 (zero)**;
2. Number of positive cases in the event's organization structure, after testing in the Autonomous Region of Madeira: **0 (zero)**;
3. Implementation rate of the contingency plan for the Funchal Olympic Swimming Pool Complex and supporting infrastructures: **90%**;
4. Execution rate of the contingency plan for competition and refereeing: **95%**;
5. Contingency plan execution rate for transportation and logistics services: **90%**;
6. Execution rate of contingency plan for hotel infrastructure related to the event: **100%**;
7. Contingency plan execution rate for the safety and emergency area related to the event: **100%**;
8. Execution rate of the contingency plan for volunteers and service providers: **85%**.

The presentation of results and execution rates for each area of intervention are responsibility of sector coordinators.

The execution rates of strategic objectives are massively disseminated by all stakeholders and posted at the Olympic Swimming Pools Complex in Funchal.

The present plan also aims at coordinating with the specific plans of the different organizations and entities that support and cooperate in the World Para Swimming European Open Championships, as well as with all official entities that may guarantee support in case of a pandemic.

**The Portuguese Swimming Federation, as the event promoter, ensures full compliance with the guidelines of this plan, the allocation of human and financial resources for the implementation of the specific objectives and compliance with the guidelines transmitted by the Regional Health and Civil Protection Secretary and/or the Institute of Health Administration, IP-RAM and/or the Regional Education Secretary, resulting from necessary changes to adapt the plan to different stages of pandemic evolution.**

## **PART I**

### **PLAN STRUCTURE MANAGEMENT**

The management of the possible Covid-19 pandemic situation, at World Para Swimming European Open Championships, will be ensured by the General Director of the event, assisted in his actions by the following elements:

1. General Coordinator of the WPSOC;
2. WPSOC Emergency Coordinator;
3. Coordinator of the World Para Swimming (WPS);
4. Coordinator of the Local Committee (LOC);
5. Coordinator of the refereeing teams.

It is the responsibility of this decision support team, to ensure, in an articulate manner:

1. Dissemination of this Plan among all those who work, or play in their respective areas, as well as the users of the various infrastructures/spaces integrated in the World Para Swimming European Open Championships;
2. Keep the General Director of the event permanently informed about the evolution of the situation;
3. Coordinate the activities and monitor the full compliance with the Plan;
4. Decide and coordinate with the Regional Health and Civil Protection Secretariat, with the Institute of Health Administration, IP-RAM and the Regional Education Secretariat the strategic management of infrastructures, given the evolution of the epidemiological situation;
5. Manage the internal and external communication process;
6. Keep informed the coordinators of the respective areas, of the information and preventive measures issued by the competent authorities;
7. Keep the Regional Health Authority informed.

### **ACTIVATION PLAN**

The Contingency Plan for the World Para Swimming European Open Championships is activated by determination of the event's Director General, following advice from the WPSOC emergency coordinator, and, at each moment, the scope of measures will be considered in light of the available data.

The Plan is deactivated by the General Director of the event, following a proposal from the WPSOC emergency coordinator, based on the guidelines of the Regional Health and Civil Protection Secretariat and/or the Institute of Health Administration, IP-RAM (IASAÚDE, IP-RAM) and/or the Regional Education Secretariat, and aims at the full resumption of competitive activities integrated in the World Para Swimming European Open Championships, safeguarding the mitigation measures that enable risk limitation.

## PREVENTION AND MONITORING

Prevention and monitoring, begins with the approval of this plan and includes, among others considered necessary, the following measures:

1. Follow the guidelines transmitted by the Regional Health and Civil Protection Secretariat and/or the Institute for Health Administration, IP-RAM and/or the Regional Education Secretariat;
2. Strengthen the information flows, in the plan's coordination structure, in order to enable the early and timely detection of suspected cases and/or outbreaks;
3. Anticipate the measures, means and resources necessary and indispensable for the implementation of the specific objectives previously identified;
4. Consider the potential impact, caused by the transmission of the disease, on the event coordination structure;
5. Acquisition of equipment (individual protection KIT's), to be delivered to the event's coordination structure, collaborators, volunteers or service providers
6. Involve the coordinators of the contingency plans of the remaining areas of intervention, in the preparation of the World Para Swimming European Open Championships, through sector meetings during the months of, April and May 2021;
7. Prepare cleaning and rapid intervention teams (cleaning and disinfection), following DGS Guideline nº14/2020 of 21/03/2020 (circular information 79/2020) on cleaning and disinfection of surfaces in public service establishments or similar;
8. Reinforce the cleaning measures at the Funchal Olympic Swimming Pool Complex, in coordination with the Director of the Olympic Swimming Pool Complex, safeguarding what is stipulated in the respective contingency plan, which will be annexed to this plan, as well as in the support infrastructures integrated in the World Para Swimming European Open Championships;
9. Distribute alcohol-based solutions in all the spaces, where there are shared work stations, access areas, transition between intervention areas and where the risk analysis justifies;
10. Ensure the existence/preparation or re-adaptation of isolation/containment rooms in the Funchal Olympic Swimming Pool Complex, as well as in the support infrastructures integrated in the World Para Swimming European Open Championships;
11. Disseminate the Plan, through its formal delivery, to all the structures integrated in the previously identified areas of intervention, ensuring that the premise of massive dissemination is fulfilled;
12. Alert the event's coordination structure, collaborators, volunteers or service providers, for the knowledge of the disease's symptoms, transmission mode and preventive self-protection measures;
13. Raise awareness of basic hand hygiene procedures, respiratory etiquette procedures and social conduct procedures through information posted in infrastructures or awareness videos;



14. The event's coordination structure, collaborators, volunteers or service providers, must adopt the recommended self-protection precautions and behaviour;
15. The event coordination structure collaborators, volunteers or service providers that present clinical or epidemiological criteria, or have had close contact with family members or others that present it, must immediately report to the coordinator of the respective intervention area
16. Ensure that all personnel of the event's coordination structure, collaborators, volunteers or service providers who present clinical or epidemiological criteria, or are considered ill (infected by COVID-19), carry out the following procedures:
  - a. Immediately inform the area coordinator and respectively the WPSOC Emergency Coordinator;
  - b. Contact the SRS Madeira Line 800 24 24 20 and follow the instructions;
  - c. Are not allowed to go to the Funchal Olympic Swimming Pool Complex, or support infrastructures integrated in the World Para Swimming European Open Championships, except if they are accommodated in the hotel unit of the event, where they must perform the preventative isolation;
  - d. They will only return to their functions after clinical cure and/or medical discharge.
17. Evaluate and keep the Plan updated, with the purpose of optimising prevention and mitigation activities, in the face of a viral outbreak, carrying out a continuous and uniform internal evaluation, which will review and issue standards, processes and procedures;
18. In a recovery phase, after the deactivation of the Plan, determine the following actions:
  - a. Continuation of the application of protection and cleaning measures in the Funchal Olympic Swimming Pool Complex, as well as in the support infrastructures integrated in the World Para Swimming European Open Championships;
  - b. Permanent monitoring of the situation, in order to detect possible subsequent waves of infection;
  - c. Gradual reactivation of suspended tasks and services.
19. Monitoring of the suitability of the facilities that serve as the isolation area, for the purposes of the World Para Swimming European Open Championships considering the following requirements:
  - a. The "isolation" area must have natural ventilation, or mechanical ventilation system, and have smooth, washable coverings;
  - b. This area should preferably be equipped with a chair or couch (for rest and comfort, pending validation of the case and eventual transportation by the competent authority;

- c. Have emergency kit with water, and some non-perishable food, waste container (with non-manual opening and plastic bag);
  - d. Also have an alcohol based antiseptic solution - SABA (available inside and at the entrance of this area);
  - e. Paper towels, mask(s), disposable gloves, thermometer and antipyretics.
- a) In or near this area, there should be a properly equipped sanitary facility, equipped with soap dispenser and paper towels, for the exclusive use of symptom/suspect case patients.
20. Considering also the importance of prevention and monitoring in the success of the plan, the following basic rules should be widely disseminated:
- a) Physical safety distancing between different groups of athletes 2 meters (when the space doesn't allow the distance can be 1.5 meters always wearing mask);
  - b) Frequent hand washing (hygienist)
  - c) Compliance with the respiratory etiquette, foreseen for the Funchal Olympic Swimming Pool Complex, as well as, in the support infrastructures integrated in the World Para Swimming European Open Championships, in accordance with the normative guidelines of mandatory use of COVID-19 protective mask (FFP2 or surgical type mask) in Madeira Autonomous Region;
  - d) Cleaning and cleanliness of the integrated spaces, in accordance with the cleanliness plan for the World Para Swimming European Open Championships;
  - e) Individual responsibility on compliance with the rules for all event's coordination structure elements, collaborators, volunteers or service providers.

## **PART II**

### **ORGANISATIONAL STRUCTURE OF THE EVENT**

The organizational structure of the event integrates the teams from the International Paralympic Committee (IPC) and the Local Committee (LOC).

The rules established for these structures, apply equally to collaborators, volunteers and service providers of the World Para Swimming European Open Championships.

These structures guarantee, besides the control of the fulfilment of the present plan, the measures considered as necessary to safeguard its adjustment or reinforcement, in the work areas assigned to the organization of the event, namely

1. Physical safety distancing between the different work group stations;
2. Compliance with individual hygiene standards;
3. The permanent compliance with the respiratory etiquette foreseen for the Funchal Olympic Swimming Pool Complex, as well as in the support infrastructures integrated in the World Para Swimming European Open Championships, in accordance with the normative guidelines of mandatory use of COVID-19 protective mask in Madeira Autonomous Region;
4. Permanent cleaning and sanitization of the spaces used, with special relevance for the moments of transition between collaborators, volunteers or service providers;
5. When there is a need of transition between areas of intervention, the standard of individual hygiene must be ensured;
6. The surfaces of the Funchal Olympic Swimming Pool Complex should be free for decontamination in accordance with the guidelines in Annex VI.

In the workplaces assigned to the organization of the event, with special emphasis on indoor enclosed spaces, the following general rules apply, according to their typology

1. Guideline nº. 014/2020 of 21/03/2020 adapted to the RAM by the Informative Circular 79/2020 of IASAÚDE, IP-RAM - SARS-CoV-2 infection (COVID-19) - Cleaning and disinfection of surfaces in public service establishments or similar;
2. Guideline nº 011/2020 of 03/17/2020, adapted to Madeira by Information Circular 78/2020 of IASAÚDE, IP-RAM - SARS-CoV-2 infection (COVID-19) - Measures to prevent transmission in establishments serving the public.

External visits to the event must be previously announced and comply with the requirements imposed under this plan, namely epidemiological survey, temperature control, respiratory etiquette and individual hygiene.

Entrances and exits from the Funchal Olympic Swimming Pool Complex should be reduced to the strictly necessary.

The permanence of swimmers, coaches and teams at the Funchal Olympic Swimming Pool Complex should be reduced to the time strictly necessary for the purpose of the trip (training or competition);

It will be forbidden to stay in crowds at the accesses to the Funchal Olympic Swimming Pool Complex and teams must comply with the pre-established schedules and the rules of respiratory etiquette in force.

The allocation of spaces on the bleachers and respect for specific rules will be the subject of a specific document to be issued in May, according to the guidelines in force on the date of the World Para Swimming European Open Championships.

For safety reasons, namely to prevent the spread of COVID-19, the allocation of spaces in the stands may be restricted, or a maximum number of assistants per delegation may be imposed.

## **ATHLETES, TEAMS AND SUPPORT TEAMS**

Given the emerging global pandemic situation, caused by the new coronavirus SARS-COV-2, the Madeira Regional Government has been concerned about the protection and well-being of its citizens and tourists. In this sense, Madeira and Porto Santo islands are a pioneer destination in the fight against COVID-19, being the first region in Portugal to have a Contingency Plan for Emerging Infections, to develop a document of good practices and create an online platform [madeirasafe.com](https://madeirasafe.com) for registration of travellers.

As a result of the timely promotion of safeguarding the public health of the population and the prompt adoption of measures by the Regional Government of Madeira to contain and reduce the epidemic, the risk of contagion and the progression of COVID-19, the RAM currently presents a controlled epidemiological framework, with a low rate of infection and active cases.

## **GENERAL CONTINGENCY RULES FOR EMERGING INFECTIONS**

### **ATHLETES AND SUPPORT STAFF**

#### **EPIDEMIOLOGICAL SURVEY**

All passengers (athletes, support teams, ITO, Classifiers, Volunteers and Staff ), must fill out the mandatory epidemiological survey, provided by the Regional Health Authority, on the digital platform [madeirasafe.com](https://madeirasafe.com).

The completion can be done in the 48 to 12 hours prior to departure to the Autonomous Region of Madeira (RAM) and must be done individually, by each passenger, or in the physical impossibility of its realization, by the delegate of the respective team. The result of the PCR test must also be submitted on the same platform.

Once the registration is completed, the passenger receives a notification, via email, with the access code and respective QR Code, to be presented on arrival at Madeira International Airport.

The registration data with the detailed results of the PCR tests, must be sent to the World Para Swimming European Open Championships organization, at least 8 (eight) hours before the estimated time of arrival at the Madeira International Airport or the contacts in the Madeira Covid Summary.

### **THERMAL SREENING**

All passengers arriving at Madeira International Airport, without exception, are subject to thermal screening. In the case of delegations with larger contingents, or in the case of simultaneous arrivals, complementary measures may be adopted at the airport, until boarding for transport integrated in the World Para Swimming European Open Championships.

### **TESTING OF COVID-19**

#### **FIRST PCR TEST**

All passengers, when disembarking at Madeira International Airport, must have a negative PCR test for COVID-19, carried out in the 72 hours prior to boarding, in laboratories certified by national or international authorities, where they must wait in the designated area for the World Para Swimming European Open Championships liaison, who will proceed to the respective forwarding to the designated hotel unit.

#### **SECOND PCR TEST**

All attendees, integrated in the World Para Swimming European Open Championships, arriving in flights coming from any territory outside the Autonomous Region of Madeira, are obliged to take the second SARS-CoV-2 screening PCR test, between the fifth and the seventh day after the first PCR test, and must guarantee, during the period between the arrival and the second test, the preventative isolation in the hotel units associated to the event, as well as the full compliance with the surveillance and self-reporting of symptoms and the COVID-19 prevention measures.

In order to allow continuity in the training and competitive preparation planning, for the World Para Swimming European Open Championships, it will be allowed to train in the Funchal Olympic Swimming Pool Complex, according to the following rules:

1. All attendees, will do antigen tests for covid-19, after arriving at the Hotel, and before using the Funchal Olympic Swimming Pool Complex, according to previous schedule planning;
2. Travel exclusively from the hotel unit to the Funchal Olympic Swimming Pool Complex, in vehicles assigned to the World Para Swimming European Open Championships, returning immediately to preventive isolation after the training session is over.
3. During the preventative isolation period, additional mitigation measures will be imposed, which do not compromise the planning of training and competitive preparation, through the guidelines transmitted by the Regional Secretariat of Health and Civil Protection and/or the Institute of Health Administration, IP-RAM;
4. The additional rules for the preventative isolation period are identified in the respective chapters.

## **MONITORING**

All participants will be monitored through the app [Madeira Safe To Discover](#), of the Regional Health Authority, of voluntary use, but recommended by the World Para Swimming European Open Championships organization, or through telephone contact.

## **CLASSIFICATION HYGIENE AND INFECTION GUIDELINES**

General recommendations on hygiene and infection control, regarding “Classification Process”, are described in [IPC classification hygiene infection control guidelines document](#). Any additional change to the procedures defined on the document will be attached to this plan.

## **EVENT ORGANISATION STAFF**

The General Contingency Rules for Emerging Infections, previously described, apply to the members of the organization structure of the Portuguese Swimming Federation, International Paralympic Committee (IPC) and refereeing, with the exception of the second test, being applicable in this case the exception foreseen for travellers/tourists, non-residents, who travel to the Autonomous Region of Madeira for leisure/tourism.

Although the second test is not required, a rapid antigen test for covid-19 will be performed before the beginning of the competition.

## **RESIDENT ATHLETES AND EVENT STAFF**

All personnel, collaborators, volunteers and service providers must present a negative PCR test result, or alternatively a covid-19 rapid antigen test, before the start of the competition.

## **COMPETITION**

All athletes, support teams, organization, volunteers and service providers must deliver, or send to the organization of the World Para Swimming European Open Championships, the epidemiological questionnaires daily signed, and report any changes that may occur.

Any concealment of information, or changes to the data provided in the survey, will be subject to investigation.

It is recommended that all sports agents and staff involved in the event avoid entering and leaving the facility unnecessarily.

Swimmers, coaches and teams are advised to leave the Swimming Pool Complex as soon as possible once their participation is over and return to the hotel.

## TRANSPORT AND LOGISTICS

Transport and logistics necessary for the World Para Swimming European Open Championships are integrated in the transport and logistics service, whose coordination for the purposes of this plan is ensured by the WPSOC General Coordinator, and it is his responsibility to ensure compliance with the execution rate of the plan in this area, as well as with the directives inherent to the contingency plan in the area of transport and logistics, liaising for this purpose with the WPSOC Emergency Coordinator, all necessary measures for the mitigation of emerging infections.

For the purposes of this plan, all drivers, whether they are employees, volunteers or service providers, must have, in addition to their Personal Protective Equipment (PPE) and the compulsory measurement of body temperature (whose general record is compiled daily), whenever they start a shift on duty, an emergency kit to be used in case of suspicion of COVID-19, on board buses or vehicles, whether logistical or award vehicles. The emergency kit for transport and logistics is made up as follows Properly secured FFP2 or surgical type mask;

1. Pair of disposable gloves;
2. Individual alcohol-based solution.

Regarding the conditions of the transport services inherent to the event, the following should be ensured.

1. Drivers must be advised to reduce interaction, with passengers (athletes, coaches and accompanying persons), to the indispensable minimum, maintaining the relational standards of courtesy and support strictly necessary;
2. Collective use dispensers, alcohol-based antiseptic solution (SABA), or other alcohol-based solution that allows hand sanitization at the entrance of the vehicles;
3. Whenever possible, windows should be opened during transport to allow constant circulation of air from the inside to the outside of the bus. If this is not possible, the air conditioning with air renewal circuit should be put into operation;
4. Signposting of places, when the vehicle allows it, so as to ensure the recommended distance;
5. Prohibition of using the first rows of seats, except in vehicles for passengers with reduced mobility, in which no passenger may sit next to the driver;
6. Passengers must enter and exit through the back door of the bus. In vehicles adapted for wheelchairs, given their specificities, the wheelchairs will enter through the ramp platform, while the remaining passengers will enter through the front door and exit through the central door;

7. In the case of logistic transportation of luggage, the passenger must be the one to collect/retrieve his luggage from the luggage compartment. If the passenger has reduced mobility and is not accompanied, he/she may be helped by the driver, who will disinfect his/her hands to proceed with placing/removing the luggage;
8. Non-reusable gloves will be distributed to drivers for use during the service. They should be deposited in a proper place for this purpose after each use, as their use is not compulsory;
9. Direct, close contact between drivers and passengers should be avoided.

In accordance with resolution 839/2020 of 5 November, as amended by rectification 52/220 of 6 November, to ensure the distance stipulated by legislation in force, maximum capacity is set at 2/3 of total capacity.

Information leaflets in two languages (PT/ENG) should be made available in the vehicles, concerning the safety and hygiene behaviour to be adopted by all passengers, **namely the compulsory use of mask and hand disinfection whenever entering the bus**, avoiding interaction with elements that are not part of the same entourage, as per Annex G (the model in force for Horários do Funchal, Transportes Públicos, S.A. should be used in order to safeguard a standardisation of procedures).

As for cleanliness/decontamination of the vehicles associated to the World Para Swimming European Open Championships, besides the respective driver, there will be a permanent element from the event organization, who will be responsible for the disinfection of the seats after use by the group transported.

In case of suspicion on board one of the vehicles, the procedure will be triggered by the driver, and the vehicle will be immobilized and the passengers cannot leave it, until the order of the health authority. The procedures in case of suspicion are carried out in accordance with Annex H, using standardization and direct articulation with the Contingency Plan Horários do Funchal, Transportes Públicos, S.A., as defined in the objectives of the Contingency Plan of the World Para Swimming European Open Championships.

## **GENERAL RULES FOR THE USE OF TRANSPORT**

The World Para Swimming European Open Championships transport system is exclusive for participants in the event and will be structured to guarantee logistical needs for the following routes:

- Airport - Hotel Units;
- Hotel Units - Funchal Olympic Swimming Pool Complex;
- Funchal Olympic Swimming Pools Complex - Hotel Units;
- Hotel Units - Airport.

It is not allowed the use of transport associated to the World Para Swimming European Open Championships, for other purposes that are not previously validated by the WPSOC General Coordinator. Additional services authorized by the WPSOC General Coordinator must be registered, detailing Departure; Destination; Driver and Passengers.



The entrance in the transports associated to the World Para Swimming European Open Championships, is only allowed to passengers that present the respective credential.

All sports agents and organization staff must use the official transport of the World Para Swimming European Open Championships and respect the respective pre-established schedules, avoiding the use of alternative transports.

The shared use of transport between teams is forbidden, when it is not possible to physically separate them inside the vehicle, in the period between the arrival in the Autonomous Region of Madeira, with negative test or rapid test and the result of the second negative test more than 168 hours after the first test.

If the restriction inherent to the maximum capacity is lifted, stipulated in 2/3 of the total passenger capacity, authorisation to use the full capacity of the transport will be requested from the Directorate-General of Health and/or the Regional Health and Civil Protection Secretariat and/or the Institute of Health Administration, IP-RAM.

## **SPECIFIC RULES FOR THE USE OF THE FUNCHAL OLYMPIC SWIMMING POOL COMPLEX**

Given the urgency of the validation of this contingency plan, for approval of the World Para Swimming European Open Championships, the guidelines for adaptation of the contingency plan for the use of swimming pools, under the management of the Regional Directorate of Sports (DRD) and promulgated on 12 November 2020, which is an integral part of this plan (Annex C), will be presented after a favourable opinion from the DRD, following a technical meeting with the Director of the Funchal Olympic Swimming Pool Complex.

These guidelines for adaptation of the contingency plan for the use of swimming pools are solely intended to adjust mitigation measures to cope with the increase in the instantaneous use rate.

The guidelines shall present the new wording of the articles contained in the contingency plan for the use of swimming pools, under the management of the Regional Directorate of Sports (DRD) and enacted on 12 November 2020, plus the measures deemed necessary in the following areas:

1. Discriminative cleaning plan for the infrastructure, including hourly schemes adjusted to the sports planning of the World Para Swimming European Open Championships;
2. Cleaning plans for the common areas, sanitary facilities, changing rooms, work areas, access and passage areas and warm-up and competition tanks;
3. Plan for informative signage of the circuits where the athletes circulate;
4. Plan for the location of additional cleanliness and access control points;
5. Layout of the entrance control post at the Funchal Olympic Swimming Pools Complex.

The guidelines will be readjusted according to the evolution of the measures and guidelines transmitted by the General Health Directorate and/or the Regional Health and Civil Protection Secretariat and/or the Institute of Health Administration, IP-RAM and/or the Regional Education Secretariat.

Before the official start of the World Para Swimming European Open Championships, the Directorate-General for Health and/or the Regional Health and Civil Protection Secretariat may inform of the need to carry out an inspection to assess compliance with the respective plans.

## **CIRCULATION AND ACCESS CONTROL**

The circulation control will be reinforced with the placement of additional signage on the floors in order to create specific distance corridors for the event, considering the specificity and limitations of some athletes.

The entrance control will be done on floor 3 of the Funchal Olympic Swimming Pool Complex, through two screening/disinfection stations. These stations are structured in the West entrance, for the organization's pedestrian accesses, employees and referees, and in the East for athletes, teams and support teams. At the entrance control stations, the following procedures are performed

1. Identity verification and temperature control (no registration);
2. Hand and shoe hygiene (according to the procedures in force, which may be changed until the date of the event);
3. Check compliance with respiratory etiquette (only the use of FFP2 type masks or surgical masks duly worn is authorised).

The exit from the Funchal Olympic Swimming Pool Complex is made by floor 2, except for athletes, teams and support teams that use the East entrance. In this last case, the station coordinators will ensure the compliance with the physical distances between athletes and delegations.

The entrance control areas must have a mat/cloth impregnated with one of the disinfectant solutions, according to Annex VI.

The Funchal Olympic Swimming Complex will have hand hygiene stations available in the competition, entry and exit areas and transition zones. Still, swimmers, accompanying persons and technical teams, must bring personal hand sanitizing gel for the event.

It is mandatory that all involved in the competition, use the face masks identified in point 3 of the present chapter, unless there is a prescribed medical exemption and it has been sent for validation to the event organization. Swimmers in the warm-up, competition or recovery swimming phase are excluded from this requirement only exclusively during these activities.

The layout of the entrance control areas, will be presented after validation of this plan, in complementary procedures documentation.

The sports agents and staff involved in the event must avoid unnecessary entries and exits from the facility.

Swimmers, coaches and their teams must, once their participation is over, leave the facility as soon as possible and return to the hotel unit.

## **INTERNAL CIRCULATION**

The circulation control will be done through specific signs, marked on the floor and walls, preferably in one direction, eliminating the crossing between participants.

Inside the Funchal Olympic Swimming Pool Complex, it is compulsory to circulate in the pre-defined circuits, in accordance with the signposting guidelines.

## **SANITARY FACILITIES, CHANGING ROOMS, LOCKERS AND SHOWERS**

The sanitary facilities and changing rooms of the Funchal Olympic Swimming Pool Complex must be fully open.

The frequent cleaning and disinfection of these spaces, as well as the remaining equipment, objects, utensils and surfaces, must be carried out in accordance with the DGS guideline 014/2020 (ANNEX I), for cleaning and disinfection of surfaces in public service establishments or similar.

Athletes and accompanying persons will be asked to sanitize the spaces used before and after their use, in order to support the standard of cleanliness of the Funchal Olympic Swimming Pool Complex during the event. Disinfectant, paper towels and Eco points, will be made available at the venue.

The use of showers inserted in the changing rooms is not allowed.

Cryotherapy (ice baths) will be allowed according to specific rules to be announced.

The use of lockers will not be available during the World Para Swimming European Open Championships;

## **CIRCULATION OF ATHLETES, TRAINERS AND DELEGATES/PHYSIOTHERAPISTS**

Inside the Funchal Olympic Swimming Complex, it is mandatory to circulate in the pre-defined circuits, according to the guidelines of the signs, as described in the INTERNAL CIRCULATION.

Swimmers must avoid leaving the allocated space for warm-up, except when going to the physiotherapy areas, call chamber or sanitary facilities.

Coaches/physiotherapists may move to the area exclusively reserved for this purpose, while their swimmer(s) are competing.

The use of the lifts is of priority use for non-ambulant participants (wheelchairs), or others whose disability so justifies.

## **PLACES ASSIGNED TO EACH TEAM/COUNTRY**

Each team will be assigned a space in the stand with capacity for the number of athletes and respective staff, in order to safeguard the social distance to the remaining teams and in accordance with the guidelines defined by the Regional Health and Civil Protection Secretariat and the Institute of Health Administration, IP-RAM.

The spaces designated for physiotherapy will also be identified with the Country Flag, and the teams may not exceed the maximum number of instantaneous capacities.

After the conclusion of the competition activities, the athletes must leave the competition area and return to the hotel infrastructures assigned to the event.

All places that cannot be used will be identified in order to ensure physical distance.

The maximum number of users in any area will be posted at its entrance. This number must be fully respected, being the responsibility of the World Para Swimming European Open Championships organization to ensure its compliance.

## **PERIODS OF USE OF THE POOL FOR WARMING-UP**

Warm-ups in the competition pool will only be authorized during the period pre-established by the competition programme, in accordance with the risk analysis previously carried out.

The plan for the use of the pool for warm-ups, access control and the instantaneous use rate (number of athletes) will be defined according to the evolution of the epidemiological framework and guidelines transmitted by the Regional Health and Civil Protection Secretary and/or the Institute of Health Administration, IP-RAM and/or the Regional Education Secretary.

## **ACCESS TO THE CALL ROOM AND START AREA**

The swimmers and respective accompanying persons (whenever legally justified), may access the call chamber located on the quay through the signposted paths, ensuring:

1. Accreditation to access the call room for the period in question;
2. Physical safety distance and respiratory etiquette;
3. The standards for accreditation, circulation and respiratory etiquette are compulsory;
4. After leaving the Pre-start area, the swimmers must move on the indicated course to the start zone;
5. After finishing the race, they must ensure compliance with the breathing etiquette (use of mask) and move by the shortest identified route, to the recovery pool or to their established places;
6. The accompanying persons/coaches may accompany their swimmers to the place reserved for that purpose, whenever it is legally justified;
7. The accompanying person/coach may only remain in the space while the swimmer is competing.

# COMPETITION AND REFEREEING

## TECHNICAL MEETINGS

Technical meetings will be held online, in advance of arrival.

During these meetings all the competition rules and mandatory procedures for the control and mitigation of the pandemic in force at the date of the event will be discussed, as well as any adjustments that may be necessary due to changes transmitted by the Regional Health and Civil Protection Secretariat and/or the Institute for Health Administration, IP-RAM and/or the Regional Education Secretariat.

## WARM-UP

1. In the competition pool, the warm up takes place according to the competition programme schedule, with access limited to accredited swimmers/teams for the respective period of time;
2. The time window of the warm up period may be readjusted according to changes in the instantaneous rate of use of the pool that may occur, in order to allow swimmers to make the most of it;
3. The maximum number of swimmers per lane on the date of the document is 8 per lane for 50m pool, but 4 per lane for 25m pool;
4. The warm-up schedule will be confirmed, after knowing the total number of athletes according to the guidelines transmitted by the Regional Health and Civil Protection Secretary and/or the Institute of Health Administration, IP-RAM and/or the Regional Education Secretary
5. In situations where it is deemed necessary, in order to control the flow of athletes, the instantaneous utilization rate, or to allow for appropriate cleaning hygiene regimes, the warm-up sessions may be subject to an interval. The time and duration of these breaks will be defined after the closing of entries and according to the total number of entries;
6. The use of propulsion aids such as fins and flippers are forbidden in the competition pool;
7. In order to minimise the instantaneous usage rates of the infrastructure, access times to the Funchal Olympic Swimming Pool Complex may be created;
8. The number of swimmers per lane, period and rest positions in the lanes will be strictly controlled to avoid close contact during warm up or recovery.

## **PRE-START AREA**

Swimmers shall only go to the pre-start area access area 20 minutes before their race.

Swimmers shall arrive at the pre-start area with as few clothes and accessories as possible.

Clothes and aids to be removed before entering the competition/starting area, shall be carried in the respective baskets or by the swimmer's escort to the finish area and can only be removed from the baskets in the designated places and with the safety distance previously safeguarded.

The baskets to support the transportation are sanitized after each use.

The transition between areas is carried out according to the instructions given by the event organisation.

Crowds or meetings are not allowed in the access corridors and queues.

## **SWIM-DOWN POOL**

The swim-down pool (25 metres) will be available for use after the swimmers finish their race.

The maximum number of swimmers per lane on the date of the document is four (4) athletes per lane.

All other rules stipulated in the chapter COMPETITION AND REFEREEING, sub-chapter WARM-UP, shall apply.

## **ANTI-DOPING CONTROL ROOM**

A room prepared for anti-doping control will be made available at the Funchal Olympic Swimming Pool Complex, which must be properly cleaned before and after its use.

## **FUNCTIONAL AREAS AT THE POOL EDGE**

There will be specific technical areas with exclusive access to the event organisers and referees.

In the working areas of the pool, the specific rules for the organizational structure of the event will be applied, being reinforced the following rules for speakers:

1. Minimum distance of 1.50 m in all directions;
2. Personal and technical equipment cleanliness material;
3. Use of personal microphone (exchanging is not allowed).

## **REFEREEING**

The elements of the refereeing teams comply with the specific guidelines of each work area.

All the members of the refereeing teams have personal hygiene material and technical equipment.

The elements of the referee teams will have locker rooms and exclusive space, being applicable the rules of this regulation.

It is mandatory to disinfect the shoes to be used exclusively in the swimming pool dock, being available in the changing room carpet/cloth impregnated with one of the disinfectant solutions, according to annex VI.

The specific rules for the exclusive area will be disclosed and posted in the infrastructure.

The competition preparation meetings must use systems that minimize the need of physical presence of the elements (by zoom or another platform).

## **PERSONAL PROTECTION EQUIPMENT**

In order to comply with the safety standard of respiratory etiquette, it is recommended that the face masks of the elements on duty in the working areas of the pool are replaced every two hours (2H).

If it is not possible to ensure the standard previously described, it becomes mandatory the replacement of masks after the end and/or beginning of each session.

## **AWARD CEREMONIES**

The award ceremonies will be scheduled within the competition schedule, without presenters or tray bearers.

Medallists would receive their medal in the protocol area and will put them around their neck.

Medallists will then be escorted into the podium where they will be announced, and the anthem of the gold medallist will be played while the digital flags will be raised.

Photo opportunity only on the podium.

## **HOTEL INFRASTRUCTURES RELATED TO THE EVENT**

The contingency plan and specific rules for the hotel infrastructures related to the World Para Swimming European Open Championships will be presented after the present plan has been coordinated with the contingency plans of Pestana Casino Park, Hotel Pestana Grand and Hotel Pestana Carlton, in accordance with the guidelines transmitted by the Regional Health and Civil Protection Secretary and/or the Institute of Health Administration, IP-RAM.

## **VOLUNTEERS AND SERVICE PROVIDERS.**

The contingency plan and specific rules for volunteers and service providers related to the World Para Swimming European Open Championships, will be presented later, according to the guidelines transmitted by the Regional Secretariat of Health and Civil Protection and/or the Institute of Health Administration, IP-RAM

## SECURITY AND SAFETY

The contingency plan for the World Para Swimming European Open Championships will be articulated with the Integrated Emergency Plan (IEP), which is part of this plan (Annex B), in accordance with the guidelines published by the World Para Swimming European Open Championships, in the following areas of the Integrated Emergency Plan:

1. Aquatic emergencies;
2. Medical Emergency.

### WATER EMERGENCY

Aquatic emergencies are carried out by professional lifeguards in accordance with the procedures inherent to the performance of their duties, namely the general recommendations for action in a COVID-19 context, published by the Institute for Shipwreck Rescue (ISN) and which form part of this plan (appendix D), complemented with the principles set out in the Medical Services for IPC Swimming (appendix E) and articulated with the guidelines defined for medical emergency teams.

### MEDICAL EMERGENCY

The medical emergency area will be structured according to the Integrated Emergency Plan (IEP), and risk assessment will be conducted by the medical team.

In the context of pandemic COVID-19, in the experimental relief response, it is important to reassess the risk of infection in contact with the patient. In this context, all operators involved in the rescue should question some epidemiological data and some clinical data:

<b>Epidemiological data</b>	Travel history of areas with COVID 19 in the last 14 days?	Contact with confirmed case COVID in the last 14 days?
<b>Clinical Data</b>	Flu-like symptoms (cough or fever or breathing difficulties)?	

If the answer to any of the three previous questions is affirmative, the user should be isolated and the contingency plan in place should be activated by calling the SRS24 line (800242420).

All professionals of the emergency response system should have the necessary training/information to act according to the contingency plan.

As defined in SRPC operational standard (1307/2020), all users should be approached as follows:

1. Put on intermediate PPE before contact with the service user (FFP2 mask, goggles/face shield, impermeable gown and nitrile gloves);
2. Explain to the user the need for some distance;
3. Provide the service user with surgical mask at the initial approach and alcohol-based solution (SABA) at the entrance of the ambulance;



4. Operatives should limit their actions to what is strictly necessary;
5. In cases of invasive and high-risk care, staff should reinforce their PPE according to DGS guidelines.

Regular disinfection of surfaces, especially after possible treatments, is ensured by the medical team.

Operational rules for the aquatic and medical emergency are an integral part of the Integrated Emergency Plan and are not subject to analysis in this plan.

## **OXYGEN THERAPY**

If the patient needs oxygen therapy, it should be supplied, preferably through nasal goggles up to a maximum flow rate of 8 litres/minute, and then the surgical mask should be fitted using the usual technique. If the patient does not tolerate the face mask, offer a high flow oxygen mask.

Any questions may be clarified at all times by contacting the SRS 24 Line.

## **MOBILISING THE RESPONSE**

The response mobilization, regarding the activation of the contingency plan, must be carried out when an athlete or coach, element of the event coordination structure, collaborator, volunteer or service provider, suspected of being infected by COVID-19 is identified.

Equally, the plan should be activated if there are instructions from the Regional Secretariat for Health and Civil Protection and/or the Institute of Health Administration, IP-RAM (IASAÚDE, IP-RAM), regardless the confirmation of a suspected case.

The readaptation of the response guidelines, resulting from the activation of the plan, may include, among others, the following measures:

1. Activation of the isolation area (defined for the Funchal Olympic Swimming Pool Complex, as well as in the support infrastructures integrated for the World Para Swimming European Open Championships, where hotel units are included);
2. Definition of the activities that may be conditioned and/or temporarily suspended in a positive case;
3. Reorganisation of the spaces and activities essential for the World Para Swimming European Open Championships.

Upon proposal of the WPSOC emergency coordinator, additional measures may be adjusted or increased in order to mitigate the occurrence of infection.

## **PART III**

### **MEDICAL ASPECTS**

#### **CRITERIA TO BE CONSIDERED FOR THE DEFINITION OF A COVID CASE**

A risk assessment questionnaire for SARS-CoV2 infection should be applied to all athletes and support teams attending the facilities, and the result should be **NEGATIVE**. In cases identified as **POSSIBLE** or **PROBABLE**, the SRS24 line should be contacted, which will issue guidelines to be followed.

#### **CLINICAL:**

At least one of the following criteria:

- Cough de novo or worsening of usual pattern;
- Fever (body temperature  $\geq 38^{\circ}\text{C}$ ) without other attributable cause;
- Difficulty breathing without other attributable cause;
- Loss of sense of smell, of sudden onset;
- Diminished or loss of taste, of sudden onset.

#### **EPIDEMIOLOGICAL:**

At least one of the following criteria in the past 14 days, in the existence of at least one clinical criterion:

- Contact with a confirmed case of COVID-19;
- History of travel to areas of active community transmission;
- Resident or worker in an institution where persons in vulnerable situations are present and where there is documented transmission of COVID-19;
- Unprotected laboratory exposure to biological material infected/containing SARS-COV-2.

#### **IMAGIOLOGICAL**

- - X-ray and CT scan with specific findings

#### **LABORATORIAL**

- RNA and Antigen detection

#### **COVID CASE CLASSIFICATION:**

- **-POSSIBLE CASE** - person who meets clinical criteria;
- **PROBABLE CASE** - person who has clinical + epidemiological criteria or clinical and imagological criteria;
- **CONFIRMED CASE** - person who meets laboratory criteria.

# **ANNEX I**

## **RECOMMENDATIONS**

**SOURCE:** <http://www.iasaude.pt/>

## GOOD PRACTICE COMMUNICATION POSTERS

# To be inserted

Recommendations for Antiseizure Hand rubbing

## RESPIRATORY PROTECTION MEASURES

**To be inserted**

**INFORMATION POSTER ON THE SYMPTOMS OF COVID-19  
INFECTION**

**To be inserted**

# **ANNEX II**

## **RISK ASSESSMENT AND EARLY DETECTION QUESTIONNAIRE**

## CRITERIA TO BE CONSIDERED FOR THE DEFINITION OF A COVID CASE

A risk assessment questionnaire for SARS-CoV2 infection should be applied to all athletes and support teams attending the facilities, and the result should be NEGATIVE. In cases identified as POSSIBLE or PROBABLE, the SRS24 line should be contacted, which will issue guidelines to be followed.

<b>CLINICAL</b>	<p>At least one of the following criteria:</p> <ul style="list-style-type: none"> <li>• Cough de novo or worsening of usual pattern?</li> <li>• Fever (body temperature <math>\geq 38^{\circ}\text{C}</math>) without other attributable cause?</li> <li>• Difficulty breathing without other attributable cause?</li> <li>• Loss of sense of smell of sudden onset?</li> <li>• Diminished or loss of taste (dysgeusia or ageusia) of sudden onset?</li> </ul>
<b>EPIDEMIOLOGICAL</b>	<p><u>At least one of the following criteria in the past 14 days, in the existence of at least one clinical criterion:</u></p> <ul style="list-style-type: none"> <li>• Contact with a confirmed case of COVID-19?</li> <li>• History of travel to areas of active community transmission?</li> <li>• Resident or worker in an institution where persons in vulnerable situations are present and where there is documented transmission of COVID-19?</li> <li>• Unprotected laboratory exposure to biological material infected/containing SARS-COV-2?</li> </ul>
<b>IMAGIOLOGICAL</b>	<ul style="list-style-type: none"> <li>• X-ray and CT scan with specific findings</li> </ul>
<b>LABORATORIAL</b>	<ul style="list-style-type: none"> <li>• RNA and Antigen Detection</li> </ul>

### COVID CASE CLASSIFICATION:

- **-POSSIBLE CASE** - person who meets clinical criteria;
- **PROBABLE CASE** - person who has clinical + epidemiological criteria or clinical and imagological criteria;
- **CONFIRMED CASE** - person who meets laboratory criteria.



# **ANNEX III**

## **FLOWCHART IN CASE OF SUSPICION**

**To be inserted**

**ANNEX V**

**FLOWCHART FOR MONITORING THE  
CLOSE CONTACTS OF A CONFIRMED  
CASE COVID-19**

**To be inserted**

# **ANNEX VI**

# **ENVIRONMENTAL CONTROL**

# **MEASURES**

## ENVIRONMENTAL CONTROL MEASURES

At the Funchal Olympic Swimming Pool Complex, cleaning and disinfection of all frequently handled surfaces should be reinforced.

All surfaces should be free for decontamination.

For decontamination of surfaces, cleaning should be carried out with the usual detergents followed by disinfection with 0.1% sodium hypochlorite or 70° alcohol (for metal surfaces).

The access control areas to the Funchal Olympic Swimming Pool Complex, should have a mat/cloth impregnated with one of the disinfectant solutions: 70% alcohol or 1% sodium hypochlorite.

For the use of detergents and disinfectants, the manufacturer's recommendations should be followed, regarding quantity, dilution and contact time.

Dilutions 5% sodium hypochlorite  
DGS guidance 20/07/2020

Litres of water	Dilution of 5% sodium hypochlorite in water	
	To obtain concentration at 0,1%	To obtain concentration at 1%
1	10 ml	100 ml
5	50 ml	500 ml
10	100 ml	1 litro
15	150 ml	1,5 litros
20	200 ml	2 litros
30	300 ml	3 litros