Standard Operating Procedure (SOP)
For organising tournaments & events

Purpose:
To establish and maintain a safe environment for the athletes, officials and event organisers for them to prepare to organise tournaments. This SOP is recommended to keep the tournament venue/area and surroundings free of the Corona virus and maintain the health and safety of the players, officials, organisers while they go out to participate in tournaments. This SOP should come into effect immediately and should be strictly followed until the Government of India confirms that the COVID-19 is no longer a concern. Even after Government of India regulations softens in regards to COVID-19, players and staff should continue to use good hygiene manners. The SOP further covers the various scenarios and opportunities available.

At all times organisers should firstly comply with any Government of India and State Government rules or instructions that are issued from time to time.

Hockey India has put together this document to assist event organisers as a reference and these are subject to change as per the instructions issued by Government of India / State Governments/ Local Administration time to time. It is pertinent to produce comprehensive protocols dictating sanitary and operational conditions ensuring that the health of those involved in any hockey events is protected and the integrity of public policy is preserved.

By practicing good hygiene, you need to:

- Good hygiene practices
  - Wash your hands for atleast 20 seconds by using alcohol-based hand soaps every hour
  - Keep sanitizing your hands by using hand sanitizers
  - Always use an exclusive mask for yourself
  - Covering on mouth/face using elbows while sneezing/coughing
  - Usage of tissues while sneezing/coughing
  - Throwing away of used tissues right after use into closed dustbins
  - No touching the face, eyes, mouth, or nose with bare hands
  - Regular sanitization of surfaces/areas
  - Regular sanitization of competition venues & matches/training facilities.
• Regular sanitization of daily use objects like telephone, keys, door knobs, handle bars etc.
• Ensure there's enough cross ventilation at competition venues & matches/training facilities
• Education of the hockey community and the various stakeholders involved in the sport for hygiene practices required for their respective state level activities
  o Exclusive water bottles to be used
  o Towels/tissues/paper towels not to be shared
  o Towels to be regularly washed
  o Mats or matches/training equipment to be sanitized and used exclusively as much as possible, if not then proper sanitization required
  o Proper social distancing to be maintained even in matches/training
  o To avoid any contact with other human bodies as much as possible
  o To greet without using of hands

Preparation of matches/training/competition environment
In preparation for matches/training/ competitions, it is very important to include specific considerations for a safe resumption of activities. Regular screening for symptoms within the matches/training environment may be carried out by an appropriately trained local healthcare professional working with a set of protocols defined in the risk assessment plan and signed off by the local medical officer.
Considerations include:
• Field Matches/training after quarantine period, Strategies to limit time and person-to-person contact on site should be implemented:
  o Matches/training is allowed following rules of social distancing
  o Ideally the same set of players should train together at all times to avoid any spread of infection if incase any one is affected at some point
  o Shared equipment/items must be sanitised regularly within the matches/training/competition venue (e.g. gym equipment) between each user
  o Additional measures during matches/training:
    (a) Organising committee should ideally set up a well-equipped medical centre at the venue with able medical staff to deal with immediate issues during the matches/training if & when required
(b) Players don't have any physical contact other than in normal play. No use of high 5's, fist bumps or else
(c) Hand sanitizer stations placed in multiple location at matches/training and competition venues
(d) Players have their own water bottle, fill it themselves and no one else will touch it
(e) Players bring a towel for private use to wipe face during or after matches/matches/training
(f) Only players and staff are at matches/training/match ground during practice/matches
(g) Players and staff arrive dressed and ready to train/play
(h) Minimise use of change rooms, bathrooms and communal areas
(i) The various stakeholders involved in the sport should eat off site
(j) Have a separate entry/exit points for the players & support staff for matches/training& practice on to the field and separate entry/exit for the sanitation staff or ground staff
(k) Spitting around the facilities should be entirely prohibited/banned
(l) Big poster references of dos & don'ts should be put up around the facility

- The respective team's staff can do the organization and requirements of matches/training and grounds-men will not be required at the ground during the same time as the matches/training
- If grounds-men are working they do all the preparations before the players and staff arrive at the field and after matches/training is finished and players and staff have left
- All equipment that is used will be wiped down and sanitized at the end of matches/training
- Organizers should ensure that the teams do not have any formal celebrations and any ceremonies/presentations should be limited and at all times following GOVERNMENT OF INDIA and state recommendations and follow all social distancing requirements

- Cleaning with strong disinfectant/sanitizer
  - Clean and sanitize the sporting equipment that athletes will be sharing
    - (a) Balls
    - (b) Matches/training equipment (e.g. skipping ropes, weights, mats)
- Regular cleaning of the shared facilities
  (a) Bathrooms/change rooms
  (b) Set the protocol and frequency of cleaning shared facilities
- Handwashing facilities
  (a) There should be facilities to regularly wash hands, enough tissue and closed dustbins placed around the facilities
  (b) Adequate amount of sanitization hand rub dispensers is required in prominent places around the facility. Dispensers should be refilled in regular intervals

**How to manage the risk when organizing hockey events and activities post the COVID-19 pandemic situation**

1) **BEFORE the event**
   - Ensure you are up to date on all information from the local health authorities
   - Follow all advice from the authorities on the location, preparedness etc.
   - Prepare a preparedness plan to prevent cause & spread of the virus at your hockey event and activities
     - Rounds of proper deep cleaning & sanitization of your event venue and team accommodation prior to the event
     - Try to reduce the number of people/helpers required at the event premises
     - No communication with outsiders to be followed
     - Communication plans to be set and agreed upon with various stakeholders before the hockey event and activities starts including local public health and state government authorities
     - Ensure all sanitization supplies are in stock like paper towels, tissues, alcohol-based soaps, hand sanitizers, closed dustbins etc.
     - Ensure to have bulk of masks available in case anyone develops respiratory issues
     - Always keep an eye out on the developing situation on COVID–19. Be constantly in touch with all participants in case anyone is feeling under the weather
If anyone is not feeling well and have symptoms of the virus, advise not to attend the event and they should consult a doctor immediately.

Ensure to have a plan in place for 'Contact tracing' which is creating a master contact list with all necessary details of all participants, authorities, support staff, caterers, event assistants etc. Also inform them that their contact details would be shared with the local health authorities, if any participant becomes ill with a suspected infectious disease. If they will not agree to sharing their details then they cannot attend the event.

Prepare a response plan after consulting the local health authorities in case anyone falls ill with symptoms of COVID-19 (dry cough, fever, tiredness). This plan should include at least:

- Identification of an area / a room or to safely isolate the person infected with symptoms.
- Prepare a plan on how the infected person can be moved from the isolated room to a local hospital catering to COVID-19 patients.
- Organizers should share contact details of local health authorities with all participants.
- Prepare a plan in case the infected person tests positive for the virus.
- Inform all participants that the response plan will be activated as soon as any member is found to be infected at any point as agreed with the local health department/authorities.
- If there are any guidelines / details / links published by the local health authorities, then that should be shared in advance with the participants.

2) DURING the event

- Proper briefing should take place informing all participants on how the organizers are ensuring safety of all members involved in the event, preferably both orally and in writing.
  - Build trust with all participants so that they listen to the organizers at all point.
  - Encourage good hygiene practice:
    - Towels/tissues/paper towels not to be shared.
    - Towels to be regularly washed.
    - Mats or matches/training equipment to be sanitized and used exclusively as much as possible, if not then proper sanitization required.
(d) Proper social distancing to be maintained even in matches/training
(e) To avoid any contact with other human bodies as much as possible
(f) To greet without using of hands
    - Provide contact details or a number that participants can call for advice or to give information
    - Display multiple dispensers of alcohol-based hand soaps prominently around the competition & training venue
    - Ideally arrange seats so that participants and spectators are at least 1.5-meter apart as per the GOVERNMENT OF INDIA & State Government guidelines
    - Ideally spectator seating should be arranged in a way that there's 1.5-meter distance between each spectator as per the GOVERNMENT OF INDIA & State Government guidelines
    - If anyone who starts to feel unwell, follow your preparedness/response plan or call your local health authority immediately
        - Depending on the situation in your area, or recent travel of the participant, place the person in the isolation room. Offer the person a mask so they can get home safely, if appropriate, or to a designated assessment facility
    - Thank all participants for their cooperation with the provisions in place

3) AFTER the event

- Contact details of all members involved in the event should be maintained by the organizer for at least a month after the event, in case any one of the members is affected. This allows the local health authority to identify/trace the people who may have gotten affected
- Organizers should inform all participants in case any one of the participants/members was suspected with the virus so that everyone follows precautions for the next two weeks to keep a check on themselves
- If they develop even a mild cough or low-grade fever (i.e. a temperature of 99.14°F or more) they should stay at home and self-isolate. This means avoiding close contact (1.5 meter or nearer) with other people, including family members. They should also inform the local public health department, giving them details of their recent travel and symptoms
• Organizers should thank all the participants for their cooperation with the provisions in place.

**Things to consider when teams travel**

1) **BEFORE traveling**

- Organizers to ensure they have the latest information on areas where COVID-19 is spreading and keep all their respective participants informed.
- Organizers to ensure the respective State Quarantine rules are provided to teams in advance so that the teams can plan their travel accordingly.
- Organizers to ensure if any of their participants is not feeling well, they shouldn't be sent for the event as they would be at high risk.
- Team management to ensure the traveling team is properly briefed by a qualified professional (e.g. state health services, health care provider or local public health partner) about the COVID-19 situation.
- Team management should provide their traveling team with masks, small bottles of hand sanitizers & packets of wet & dry tissues.
- Participants should be encouraged to carry food and snacks from home so that they limit the exposure to public services.

2) **WHILE traveling:**

- Organizers to brief the participant about the social distancing norms which have to be followed at all times.
- Organizers to encourage participants to keep sanitizing their hands often.
- Organizers to ensure participants know what to do and who to contact if they feel ill while traveling.
- Team management to ensure the participants have limited use of public washrooms.
- Ensure that your teams comply with instructions from local authorities where they are traveling. If, for example, they are told by local authorities not to go somewhere they should comply with this. Your teams should comply with any local restrictions on travel, movement or large gatherings etc.

3) **WHEN your teams return from traveling:**

- Teams/ participants who have returned from an area where COVID-19 is spreading should monitor themselves for symptoms for 14 days and take their temperature twice a day and keep their member units & local health authorities updated about their condition.
If they develop even a mild cough or low-grade fever (i.e. a temperature of 99.14 F or more) they should stay at home and self-isolate. This means avoiding close contact (one meter or nearer) with other people, including family members. They should also inform their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.

Participants to ensure they clean & change as soon as they arrive at their respective destination.

Effective use of 'Aarogya setu' App ([https://cutt.ly/NjtgEw7](https://cutt.ly/NjtgEw7)) for breaking the chain of transmission of COVID-19:

- All the organiser's staff and teams should download the 'Aarogya setu' App on their mobile phones.
- Before leaving for the upcoming event, all players and staff must review their status on 'Aarogya setu' and travel only when the app shows 'safe' or 'low risk' status.
- Organisers are advised that in case the App shows a message that a person has a moderate or high risk calculated on the basis of Bluetooth proximity, he/she should not travel to attend the event.

Always follow the guidelines issued by Government of India, State Government and World Health Organisation (WHO) and continue to look after the athletes to keep them mentally and physically prepared during this unprecedented circumstance. Players symbolise resilience, hard work and hope and are source of inspiration to many of us. Hence their behaviour and actions during this immensely challenging time should be exemplary and worth emulating for fans and those who idolise them.

Notes-

- Sanitisation of surfaces, used equipment, gymnasiums, washrooms, common areas etc to be sanitised using 1% Sodium Hypochlorite solution. Please follow the below guidelines - [https://cutt.ly/Jjtgwcm](https://cutt.ly/Jjtgwcm)

Prevention is always better than cure!
References

WHO Links:

- Find the latest information from WHO on where COVID-19 is spreading: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports
- WHO information network for epidemics: https://www.epi-win.com

GOI Links:

- Find the latest information from GOI on COVID-19: https://www.mygov.in/covid-19/?target=webview&type=campaign&nid=0
- Link to download the AarogyaSetu Mobile App: https://www.mygov.in/aarogya-setu-app/
- Effective use of AarogyaSetu App for breaking the chain of transmission of COVID-19: https://dopt.gov.in/sites/default/files/covid.PDF
- COVID19 Statewise Status: https://www.mygov.in/corona-data/covid19-statewise-status

Additional References:

- https://www.hockeyindia.org/static-assets/waf-images/UploadFile/9f/5b/ec/81d59422-34a4-43f3-9642-6a788770be97.pdf
- To get your workplace ready to restart, please refer to https://www.hockeyindia.org/static-assets/waf-images/UploadFile/b5/95/2c/9a1db486-bed9-4319-a29f-6f9903eb0e82.pdf
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