

ISPA Japan guidelines for countermeasures against novel coronavirus

(updated March 2021)

ISPA Japan will define the countermeasure and prevention against novel coronavirus based on the government's policy, which was defined through the national expert committee. All the activities and courses will follow in principle the guideline defined by the local entities (e.g. prefecture). In the case, where the decision to hold an event or course, ISPA Japan will consult with the sports or health department of the prefecture where the venue or facility is located.

1. The known infectious pathways of novel coronaviruses

The new coronavirus is known to be transmitted by the following three routes.

*** Droplet transmission** (infection through coughing, sneezing, or talking)

Droplets of saliva or nasal secretion spread into air upon coughing or sneezing. The infection occurs by inhaling these droplets if virus is present. The transmission of disease can also occur through conversation. In the absence of wind, droplets can only travel a maximum of 1.5 meters. Therefore, it is necessary to keep a distance of about 2 meters. If there is wind, or while the person is on the move, it has been reported that the droplets can travel more than 10 meters.

*** Contact infection** (transmission through hands)

The virus can enter the body by touching the mouth, nose, or food with the hand that touched a place where the virus has been discharged by coughing, sneezing, or talking. The virus can live on the surface of an object for up to several days. The outer surface of the mask you are wearing may have viruses that other people have shed. The inside the mask may have viruses that you have shed. To prevent contact infections, proper hand washing or disinfection is necessary after touching potentially contaminated areas and before touching the eyes, nose, mouth, or food.

*** Aerosol infection** (infection by droplets of very small particles suspended in the air)

If viruses released by coughing, sneezing, or talking are of very small particles, it may not fall to the ground but continue to drift in the air. In this case, the virus can reach far. However, if you are not in an enclosed space, the floating virus will spread and lose its infectivity. Aerosol transmission of coronaviruses can be prevented outdoor or even indoor with adequate ventilation.

Infection risks for sailing activities

Since sailing is essentially outdoor activities, and continuously at sea with wind currents, the possibility of developing environment suitable for virus transmission is considered to be low compared to other leisure activities. Therefore, the main countermeasures are to be taken before the arrival to the event or course, and on land. However, in many boats, except for single-hand, it is not possible to keep a distance of more than 2 meters between passengers; it is necessary to stay cautionary even during sailing.

The following are the NPO's novel coronavirus countermeasure guidelines

2. Key points when organizing and conducting events and courses

(1) Participants must comply to the guideline defined by ISPA Japan.

To ensure the safety of all participants, we will have right to cancel or deny participation in events and courses for those who fail to comply the guideline even during the event / course. Following is the measures that are defined by the organization:

- ① The participant must voluntarily suspend the participation if any of the following applies (to be checked on the day of the event or course):
 - i The participant is not feeling well (e.g. symptoms such as fever, cough, sore throat, etc.)
 - ii If there is a family member or close acquaintance that you are in frequent contact is suspected to be infected by novel coronavirus
 - iii If participant has traveled to a country or region that requires entry restrictions or a post-arrival quarantine period by the government or has had contact with a resident of such a country or region within the past 14 days
- ② Participant to bring own mask (mask is mandatory when not sailing in particular on land such as at the registration desk or changing clothes, or when having a conversation).
- ③ Frequent hand wash and use of alcohol or other hand sanitizer.
- ③ Maintain a social distance from other participants and staff. (ideally more than 2 meters except for those need assistance / guide)
- ④ Restricted to talk loudly during the event or course.
- ⑤ To strictly follow other novel coronavirus guidelines and instructions defined by ISPA Japan.

⑥ If participant develops a new coronavirus infection within the two weeks of the event / course, promptly report to ISPA Japan with the information of close contacts.

(2) Points to be noted at the registration desk on the day of the event

ISPA Japan, after prior consultation with the facility manager, will take the following precautions at the time of registration on the day of the event or course.

- ① Hand sanitizer to be located at the reception desk
- ② People with fever or even mild symptoms such as cough or sore throat will be asked not to enter (people with fever may be identified by thermometers and restricted from entering)
- ③ If close-contact is unavoidable, the area will be separated using acrylic panels, transparent vinyl curtains, etc.
- ④ Set up guides for the participants to keep their distance from each other
- ⑤ Staff at the reception desk must wear a mask
- ⑥ Electronic reception using the internet and smart phones will be further promoted to minimize physical contact at the registration desk (e.g. form filling and payment)
- ⑦ Promote to complete the registration prior to the event to avoid congestion near the reception desk

(3) Actions to be taken for the event and the participants (including staff members)

a. Confirmation of health status through documents, temperature and condition check on the day of the event

① On the day of the event or course, participants will be asked to prepare and submit a document that includes the following items (including items (2) and (3) of this section).

- i Name
- ii Age
- iii Address
- iv Contact information (phone number)

※Regarding personal information, please refer to ISPA Japan privacy policy.

※The above information will be kept at the ISPA Japan office for two months from the day of the event or course.

② The temperature will be checked on the day of the event or course.

- ③ Whether following symptoms were observed during the two weeks prior to the event or course will be confirmed:
- i Fever above normal temperature
 - ii Symptoms of a cold, such as cough, sore throat, or abnormal sense of smell or taste
 - iii Feeling fatigued (malaise), tiredness, difficulty breathing (dyspnea), etc.
 - iv Close contact with a person who has tested positive for novel coronavirus infection
 - v Novel coronavirus infection among family members or close acquaintances living together
 - vi Whether or not the patient has traveled or contacted those who traveled from a country or region where the government has restricted entry or required a quarantine period within the past 14 days

b. Mask and towel

Participants are requested to prepare their own masks and towels in principle. The use of mask is mandatory. A towel is to be used after washing hands, etc.

c. Before and after participating in events and courses

Participants are requested to avoid the crowded area and to keep themselves safe as much as possible during and after the event or course (e.g. wear mask during conversation).

(4) Preparation and things to taken into consideration by ISPA Japan

ISPA Japan will consult the facility manager in advance to make preparations and take other necessary measures.

a. Lodging and transportation

ISPA- Japan will provide information as much as possible to avoid the congested and crowded area.

b. Cabin and accommodation

The risk of infection is considered to be relatively high inside the cabin and accommodation area. The following considerations will be taken into account for cabin, accommodation area and the reception / convocation area

- (1) Allow sufficient space and avoid close quarters with other participants
- (2) If it is difficult to provide sufficient space, the number of occupancy per room will be regulated
- (3) Disinfect frequently all the areas, such as deck, cockpit, cabins, that may be occupied by multiple participants. The objects (helm, winches, handles, door knobs, locker handles, tables, chairs, etc.) that are used by multiple participants will also be disinfected regularly
- (4) The ventilation system will be always turned on and small windows will be opened to ensure air ventilation

c. Toilet and hand washing area

Washrooms (toilets) are considered to have a relatively high risk of infection. They will be managed with the following considerations. To ensure that participants can wash their hands frequently during the event or course, hand-washing area will also be secured:

- (1) Doorknobs, levers of flush toilets, and other area that is likely to be often used, will be frequently disinfected
- (2) Prepare a sign indicating to close the lid of the toilet when flushing
- (3) Soap will be available at hand-washing stations
- (4) Participants are requested to bring their own towels
- (5) If hand washing is difficult, hand sanitizer will be prepared

d. Provision of food and drink

In principle, participants are expected to prepare their own food and drink. In the event or course where food and drinks are provided to participants, the preventive measure will be taken in account; food and drink are distributed individually. Sharing of food and drink will be strictly prohibited.

Masks and food waste with liquid, saliva, and contaminant will be placed in a plastic bag, sealed, and tied. Staff equipped with masks and gloves will collect the garbage. Hands will be ensured to be sanitized by soap or disinfectant after wastes are collected.

e. Other considerations

In the event that a participant develops a novel coronavirus infection after completing an event or a course organized by ISPA Japan, the actions will be undertaken with consultation of the local government's health department.