



## HEALTH AND SAFETY GUIDANCE FOR IN-PERSON EVENTS

Please adhere to the following guidelines for hosting in-person MATE ROV Competitions and events based on [CDC Events and Gatherings recommendations](#) to prevent the spread of COVID-19.

The risk of COVID-19 spreading at events and gatherings increases as follows:

**Lowest risk:** Virtual-only activities, events, and gatherings.

**More risk:** Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear masks, do not share objects, and come from the same local area (e.g., community, town, city, or county).

**Higher risk:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.

**Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

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### Policies and Procedures:

1. Review relevant local/state regulatory agency policies and orders, such as those related to events, gatherings, and travel.
2. Consult local health officials about recommended COVID-19 testing policies for events and gatherings.
3. Consider requiring testing for staff (paid and volunteer) and attendees within 72 hours of attendance at the competition event based on availability of testing.
4. Consult with the venue operators about their COVID-19 policies prior to the event.
5. Develop a plan to conduct health checks (e.g., temperature screening and/or symptom checking) of staff (paid and volunteer) and competition attendees.
6. Strongly consider limiting event attendance to necessary staff (paid and volunteer) and registered competition participants and team coaches/mentors
7. Develop a plan to allow for social distancing before, during, and at the conclusion of the event (e.g., modifying layouts before the event, providing physical barriers during the event and staggering exit times at the conclusion of the event).



8. Designate a staff person responsible for responding to all COVID-19 related situations and concerns. Make sure other staff and attendees know how to contact this person.
9. Develop policies that encourage sick staff members (both paid and volunteer) to stay at home without fear of job loss or other consequences if they are experiencing COVID-19 symptoms.
10. Develop a check-in plan to limit contact between attendees (e.g., staggered arrival and multiple drop-off locations).
11. Develop a plan for if someone gets sick or shows symptoms of COVID-19 while at the event or venue. (See Preparing for If Someone Gets Sick).
12. Immediately separate individual(s) with COVID-19 symptoms from others and advise program participants in advance that they will be required to leave the competition event if they develop COVID-19 symptoms or test positive for COVID-19.
13. Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them.

### Communication and Messaging:

1. Ensure that signs are placed in highly visible locations that promote everyday protective measures such as wearing face coverings and that describe how to stop the spread of germs at: entrances, competition workstations, waiting areas, the pool deck, and in restrooms
2. Ensure that communication about the proper use of face coverings is easily seen or heard by staff and attendees.
3. Ensure that all staff present have been trained on relevant COVID-19 safety protocols.
4. Continue to provide or update clear messages about behaviors that prevent spread of COVID-19 when communicating with staff and attendees on: websites, email, and social media accounts
5. Ensure that partner organizations such as vendors have received communication about all COVID-19 safety protocols.
6. Consider regular announcements on steps that can be taken to reduce the spread of COVID-19.
7. Make sure all staff and attendees have been informed which staff person is responsible for responding to COVID-19 concerns and how to contact them.

### Facilities and Supplies:

1. Obtain supplies including:
  - Ensure venue has adequate facilities and supplies for hand washing



- Provide hand sanitizer (at least 60% alcohol) at locations throughout the venue for use by staff and attendees
  - Provide paper towels for use by staff and attendees
  - Ensure EPA approved disinfection supplies are available for the disinfectant of any shared materials and work areas
  - Require the wearing of face coverings by all staff and program participants, and have face coverings available for those who may arrive without face coverings or who may break or lose their face coverings
  - Provide no-touch/foot pedal trash cans
2. Develop a schedule for routine cleaning and disinfection.
  3. Close shared spaces (e.g., lounges) or otherwise develop a plan for staggered use of these spaces and cleaning and disinfecting.
  4. Make sure ventilation systems at the venue are operating properly. Increase circulation of outdoor air as much as possible (e.g., opening windows and doors) and consider locating a venue with windows and doors that open.
  5. Develop a layout for the team workstations so that attendees can stay at least 6 feet or more apart while at their workstations and moving to and from their workstations.
  6. Develop a layout for safety inspection stations so that attendees can stay at least 6 feet or more apart while their ROVs are being evaluated by safety inspectors; require safety inspectors to wear sterile (i.e., surgical) gloves.
  7. Develop a plan to use multiple entrances and exits to discourage crowding in waiting areas and consider providing separate waiting areas for each competition team that is “on deck”.
  8. Limit the number of mission stations at the pool deck to ensure competition teams are at least 6 feet and stagger entry and exit from the pool deck to keep teams more than 6 feet apart.
  9. For engineering presentations, seat judges more than 6 feet apart and ensure competition teams are more than 6 feet away from the judge panel, and disinfect all shared work areas between team presentations.
  10. For marketing (poster) displays, rather presenting them as hard copies on exhibit, consider requiring teams to submit these displays electronically, in advance, for evaluating and scoring (similar to the current process used for technical documentation and company spec sheets).
  11. Create and install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart.
  12. Create physical guides, such as tape on floors and signs on walls, to promote social distancing.



13. Develop a plan to eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks in congregation areas such as entrances, exits, and restrooms if a 6-foot distance between attendees is hard to ensure.
14. Purchase adequate supplies to minimize sharing of materials, or limit use to one per competition team or group of individuals at a time, and clean and disinfect between use.
15. Ensure organizations that share the venue facilities such as food and other vendors are aware of and follow all safety protocols.

#### If Someone Gets Sick:

1. Notify local health officials, staff and attendees in accordance with state or local laws while maintaining individual's confidentiality.
2. Advise those who had close contact with the person diagnosed with COVID 19 (or who developed symptoms of COVID 19) to self-monitor for symptoms of COVID-19 and follow CDC guidelines if symptoms develop.
3. Close off work stations or other areas used by affected individuals for at least 24 hours before cleaning and disinfecting. If 24 hours is not possible, wait as long as possible.