



Affiliate of FIDE and SASCOC

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COVID-19 OPERATIONAL PLAN

Checklist

**for use by provincial chess federations*

NR.	DESCRIPTION	✓
ENSURING COMPLIANCE		
1.	Appoint a provincial compliance officer in writing before resumption of chess tournaments to ensure the implementation of the COVID-19 Operational Plan of the Province by ensuring compliance and alignment to the National COVID-19 Operational Plan of Chess South	
COVID-19 REGISTER		
1.	Prepare COVID-19 Register with the following details of professional athletes, support staff and officials: 1. Full names 2. Residential address; 3. Cell number 4. Telephone number 5. Email address 6. Contact details of the person/persons living in the same residence as the person attending 7. List of Support Staff over 60 years	<input type="checkbox"/>
2.	Submit COVID-19 Register to Chess South Africa 14 days prior to any tournament/training/meeting	<input type="checkbox"/>
SCREENING AND TESTING		
1.	Ensure the written confirmation by officials that: 1. they are, to the best of their knowledge, currently free from COVI D-19; 2. they have not had any symptoms of COVID-19 such as high temperature or fever, a new continuous cough or new unexplained shortness of breath in the 14 days immediately prior to the resumption of training or playing; 3. they have not been in contact with a COVID-19 confirmed or suspected case in the 14 days immediately prior to the resumption of training or playing;	<input type="checkbox"/>
2.	Ensure the written confirmation by players that: 1. they are, to the best of their knowledge, currently free from COVI D-19; 2. they have not had any symptoms of COVID-19 such as high temperature or fever, a new continuous cough or new unexplained shortness of breath in the 14 days immediately prior to the resumption of training or playing; 3. they have not been in contact with a COVID-19 confirmed or suspected case in the 14 days immediately prior to the resumption of training or playing;	<input type="checkbox"/>
3.	Ensure the submission of the above written confirmation to Provincial COVID-19 Compliance Officer	<input type="checkbox"/>
4.	Ensure the submission of the above written confirmation to National COVID-19 Compliance Officer	<input type="checkbox"/>

NR.	DESCRIPTION	✓
5.	Develop/amend Personal Declaration Form (Template 1)	<input type="checkbox"/>
6.	Develop/amend Daily Screening Register (Template 2)	<input type="checkbox"/>
7.	Ensure that all players and officials sign the Personal Declaration Form	<input type="checkbox"/>
8.	Ensure that all players, Officials, visitors spectators sign the daily screening register	<input type="checkbox"/>
9.	Screen officials, players, visitors for the duration of the tournament/training/meeting by	<input type="checkbox"/>
	1. Measuring their temperature	<input type="checkbox"/>
	2. Compelling them to complete the daily screening register	<input type="checkbox"/>
10.	Ensure that all players and officials sign the above templates on every day of tournament/training/meeting	<input type="checkbox"/>
CLEANING AND DISINFECTION OF SPORTING VENUES		
1.	Liaise with the relevant school authority to ensure that the identified school (as a chess venue) is COVID-19 compliant	<input type="checkbox"/>
2.	Ensure that all areas such as dressing rooms and other facilities within the precinct of the of the tournament/meeting/training venue, be disinfected before the tournament/meeting/training starts <i>*Dressing rooms must not be used during any chess tournament or chess activities; only toilets must be used;</i>	<input type="checkbox"/>
3.	The above area must be disinfected using any detergent, i.e. Jik, soapy water	<input type="checkbox"/>
4.	Ensure that all chess pieces and chess boards must be disinfected after each game;	<input type="checkbox"/>
5.	Ensure that all areas such as toilets, common areas, door handles, shared electronic equipment, are regularly cleaned. <i>*Develop a schedule on how this should be done throughout the tournament</i>	<input type="checkbox"/>
6.	Ensure that all surfaces and equipment are cleaned before matches commence and between matches;	<input type="checkbox"/>
7.	Appoint appropriate number of cleaning personnel to constantly clean the areas indicated;	<input type="checkbox"/>
8.	Submit details on all of the above, i.e. detergent bought (or sponsorship), amount of cleaning personnel appointed, as part of the tournament regulations, to the regional administrator when registering a tournament.	<input type="checkbox"/>
PROCUREMENT OF SCREENING EQUIPMENT SANITISERS AND MASK		
1.	Acquire sufficient amounts of sanitisers (with at least 70% alcohol content) to be used for the duration of chess tournaments/training/meetings;	<input type="checkbox"/>
2.	Acquire non-contact thermometers to be used to screen technical officials, players, spectators and visitors at all chess tournaments/training/meetings;	<input type="checkbox"/>
3.	Appoint designated officials to administer the daily screening process at all chess tournaments/training/meetings;	<input type="checkbox"/>
4.	Specify quantities of sanitisers acquired in the monthly COVID-19 reports which should be submitted to the COVID-19 Compliance Officer.	<input type="checkbox"/>
ADMINISTRATIVE CONTROL MEASURES		
1.	Submit a consolidated provincial operational plan to the National COVID-19 Compliance Officer before undertaking any chess tournament/meeting/training. This operational plan must contain the following details: 1. All the categories of information specified in the National Operational Plan of Chess South Africa;	<input type="checkbox"/>

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	2. Name list with contact details of officials who will be organising tournaments, training session and meetings under the auspices of Chess South Africa; 3. Names of playing/meeting/training venues which will be utilised for chess tournaments/training sessions/meeting;	<input checked="" type="checkbox"/>
2.	Submit a consolidated provincial calendar of planned chess tournaments, training sessions and/or meetings for the next 6 months to the National COVID-19 Compliance Officer;	<input type="checkbox"/>
3.	Ensure that the above indicated provincial operational plan caters for all planned tournaments in the submitted calendar of events	<input type="checkbox"/>
OPERATIONAL CONTROL MEASURES		
1.	Ensure that appropriate information material relating to COVID-19 are displayed in a prominent place within the playing/training/meeting venue;	<input type="checkbox"/>
2.	Develop and display posters with applicable information relating to COVID-19 in a prominent place within the playing/training/meeting venue;	<input type="checkbox"/>
3.	Notify all technical officials and chess players of the relevant arrangements to comply with COVID-19 control measures and regulations and provide the chess players with a copy of the provincial ICOVID-19 Operational plan as part of the regulations of all tournaments to be played in the Province	<input type="checkbox"/>
4.	Ensure that the number of players, officials, visitors and spectators in the playing/training/meeting venue, change room or training area at any given time are limited to the required 50 people as per the regulations;	<input type="checkbox"/>
5.	Appoint designated officials to monitor that the above rule of "50 people" are adhered to at all times, i.e. a specific arbiter to be given the task to count the number of players in the playing hall at any given time	<input type="checkbox"/>
6.	Ensure that all doors and windows remain open, where feasible, to reduce contact and ensure adequate ventilation in the playing venue	<input type="checkbox"/>
7.	Ensure that air-conditioners (if any) are under no circumstances used at all;	<input type="checkbox"/>
8.	Ensure that chess players go through re-orientation and re-induction processes on prevention of the coronavirus at the beginning of the tournament;	<input type="checkbox"/>
9.	Ensure that hand sanitisers are placed at every entrance, exit, dressing rooms, bathrooms and in the playing hall at designated areas;	<input type="checkbox"/>
10.	Ensure that these hand sanitisers meet the standard prescribed by the Department of Health (at least with a 70% alcohol content)	<input type="checkbox"/>
11.	Ensure to make the following announcements at regular intervals throughout the tournament/training/meeting: <ol style="list-style-type: none"> 1. Chess players are encouraged to frequently wash hands thoroughly with soap to maintain hygiene and prevent the spread of the virus; 2. Chess players are discouraged to do handshakes and other contact methods of greeting such as hugging; 3. Chess players playing in an enclosed environment should take regular breaks into a fresh air area; 4. Chess players are encouraged to pack lunch to minimize movement during the day 5. Chess players should avoid unnecessary contact with objects or surfaces that are frequently used or touched by other people such as door handles, rails and should wash hands after contact with such objects or surfaces; 6. Continuous calming and reassuring players through regular communication of what the Federation is doing so as to be as prepared in responding to the pandemic. 7. Encourage the use of the stairs instead of elevators (where applicable) 	<input type="checkbox"/>
12.	Ensure that, in the event where chess players are transported, especially when schools are participating in chess tournaments/events, transportation of these players and support staff must comply with the transport Directions issued by the Minister of Transport;	<input type="checkbox"/>
INFECTION CONTROL MEASURES – PERSONAL MEASURES		
1.	Ensure that masks, as required by the health protocols, are worn by all players, officials, spectators and visitors entering the playing/training/meeting venue except professional athletes when training or participating in matches	<input type="checkbox"/>

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2.	Ensure that all chess players, officials, visitors use hand sanitisers provided as they enter and leave the tournament venue	<input type="checkbox"/>
3.	Only allow individual pre-packed meals with disposable drinking bottles are in the playing/meeting/training/venue, in particular for officials	<input type="checkbox"/>
4.	Appoint designated officials to monitor all the above personal control measures	<input type="checkbox"/>
5.	Clearly indicate designated areas for water bottles should be clearly	<input type="checkbox"/>
INFECTION CONTROL MEASURES – SOCIAL DISTANCING MEASURES		
1.	Limit number of players per room and spread out playing rooms to allow more space between players	<input type="checkbox"/>
2.	Ensure that seating arrangements for chess players are 1-2 meters away from each other	<input type="checkbox"/>
3.	Limit the number of chess players allowed in the elevators at any given time - no more than 2-4 people should be allowed at a time	<input type="checkbox"/>
INFECTION CONTROL MEASURES - ISOLATION MEASURES		
1.	Ensure that a dedicated isolation area, at least 2 meters away from the playing hall, is identified for use by any individual who exhibits symptoms of COVID-19 during a match;	<input type="checkbox"/>
2.	Ensure that this dedicated isolation area is clearly indicated on the floor plan which should form part of the tournament regulations to the regional administrator when registering a tournament;	<input type="checkbox"/>
3.	Ensure that the dedicated isolation area is used by any individual who exhibits symptoms of COVID-19 during a match;	<input type="checkbox"/>
4.	Ensure that health officials from the local Department of Health are called immediately when individual who exhibits symptoms of COVID-19 during a match, has been isolated and provide relevant information, i.e. current symptoms of affected person/s;	<input type="checkbox"/>
5.	Ensure that the contact details of relevant health officials, in terms of all chess tournaments organised , accompany the tournament regulations to the regional administrator when registering a tournament;	<input type="checkbox"/>
6.	Ensure that players who may have been exposed to a person with COVID-19 at the chess tournament/meeting/training are advised to stay at home and not come in contact with others and get tested for the virus	<input type="checkbox"/>
7.	Upon confirmation by the relevant health officials ensure that the suspected or contaminated playing venue be closed pending thorough disinfection of it before the chess players return into it;	<input type="checkbox"/>
INFECTION CONTROL MEASURES – CONTACT TRACING		
1.	In the event that a chess player or technical official, who participated in any chess tournament or chess activity, tested positive for COVID-19 the following “contact tracing protocol should be followed:	<input type="checkbox"/>
2.	Ensure that the national Regulations and Directions on contact tracing are followed as prescribed (make sure to know them);	<input type="checkbox"/>
3.	Group contacts (persons who might have been in contact with the sick player/official) into two: 1. Close contacts; and 2. Casual contact by using the registers of players and technical officials as well as information provided on daily screening forms and personal declaration forms;	<input type="checkbox"/>
4.	List all individuals who fulfil the criteria of being a “contact” on a contact listing form with all their contact details including their residential address;	<input type="checkbox"/>
5.	This contact listing form should immediately be shared with the relevant officials from the Department of Health;	<input type="checkbox"/>

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6.	Inform each individual listed as a “contact” (whether classified as “close” or “casual”) of the infected player/official that they have been in contact with a person who has tested positive for COVID-19 as soon as possible via any means possible, i.e. telephone calls, SMS, email and WHATSAPP messages or physical visits where contacts could not be reached via any other means, provided that the chess official visiting the “contact” wears the necessary PPE;	<input type="checkbox"/>
MONITORING OF COMPLIANCE		
1.	Ensure that all tournament organisers submit tournament regulations compliant to COVID-19 requirements stipulated in the provincial Operational Plan before a tournament is registered	<input type="checkbox"/>
2.	Ensure that the compliance officer collates and retains all the necessary information in compliance to the provincial Operational Plan in the event that an audit is conducted on the compliance of the Province to the Operational Plan of the Province and Chess South Africa	<input type="checkbox"/>
3.	Ensure that the compliance officer submits bi-monthly provincial COVID-19 reports to the Executive Board of Chess South Africa	<input type="checkbox"/>
COMMUNICATION AND TRAINING		
1.	Ensure that a virtual training session and follow-up sessions (where necessary) should be arranged for the COVID-19 Compliance Officer, regional administrators and all technical officials in the Province before resumption of over the board activities	<input type="checkbox"/>
2.	Provide training material and guides on COVID-19 requirements as well as the provincial COVID-19 Operational Plan to the COVID-19 compliance officer, regional administrators and all technical officials in the Province	<input type="checkbox"/>