

AZORES RALLYE 2021 – COVID DELEGATE NOTES

From: the COVID-19 Delegate

Version: 3

To: All Attendees

Date: 25.08.2021

These COVID-19 Delegate's Notes are published according to points 1.5 and 1.6 of the *COVID-19 Code of Conduct* as set out in *Appendix S* of the *FIA International Sporting Code (ISC)* and Portuguese and Azorean Regulations. They apply to the event incorporating the ERC Azores Rallye 2021, which, for the avoidance of doubt, includes all support championship/series competitions.

Terms in *italics* that are not defined in this document have the meaning given to them in the *COVID-19 Code* or the *International Sporting Code* and its appendices.

For the avoidance of doubt, for the purpose of these *COVID-19 Delegate Notes* only, the term *Stakeholder* includes all parties as per *COVID-19 Code Art. 3.1* and specifically each Competitor (Team).

If any amendments of this operational guidance are deemed to be necessary before or during the Azores Rallye 2021, they will be communicated by updating this document.

A privacy notice, explaining how FIA will process personal data in connection with the *COVID-19 Code*, is included at the end of these *COVID-19 Delegate's Notes*.

Section 1 – Information on entering in Azores

Current regulation for a non-Azorean resident:

A participant or spectator of an international sporting event held in Azores, may enter in Azores if he or she has performed once a molecular biological test - SARS-CoV-2 PCR test in accordance with health professional rules within 72 hours prior to boarding to Azores, which certifies in English or Portuguese that the SARS-CoV-2 coronavirus was not detectable in the body at the time of the test or present the valid EU DIGITAL COVID CERTIFICATE. The identification of the person must be clear in the test report.

1.2 Additional key elements from the Regional government's requirements

Each person wanting access to the *High Density Area* or the Media Centre:

- Is required to be without any symptoms of illness.
- According to the art. 6.5.2 of Appendix S to the ISC an Attendee only get accredited after sending/ handing over the negative SARS-CoV-2 PCR test results or the Covid EU DIGITAL COVID CERTIFICATE to the Secretary of the Rally in order to confirm he/she is Fit to Attend.
- Must constantly monitor the health situation and to be ready for random health checks (body temperature measurement, testing) while in Azores
- Can only be engaged in rally related activities while in Azores i.e. do not use public transportation nor move around in crowded places, incl. rally spectators or VIP areas.

Section 2 – Accreditation and entering Venue

2.1 Clarification – High Density Areas and Low Density Areas

High Density Areas as defined in the *COVID-19 Code*: The Service Park and selected parts of the Rally HQ will be defined as *High Density Area* from 14:00 on Monday 13th September 2021. From this time only *Profile 1 Attendees* will be permitted access to the *High Density Area*. All other parts of the rally route including stages will be considered *Low Density Areas*.

Regarding the move back from *High Density Areas* to *Low Density Areas* after the Azores Rallye, this will be determined as 21:00 on Saturday 18th September 2021 unless otherwise instructed.

2.2 Process for documentation submission for the Azores Rallye

According to *art. 6.5 of Appendix S to the ISC*, each *Stakeholder* is asked to fill in a questionnaire with name of all *Attendees* who need to be accredited for the access to the *High Density Areas*. This list includes everyone that require the access to these areas. The accreditation is personal and there is no option to grant access to additional guests or subcontractors. If the person is not on the *Stakeholder* list, the person would not have any access to *High Density Areas*. The number of *Attendees* per team could be limited.

For the Azores event, *All Stakeholders* are required to submit an *Attendee* list.

In case of changes to the *Attendee(s)* of a *Stakeholder* for the Azores Rallye 2021 after submission of the list, the required *Attendee* list(s) must be submitted with the corresponding *Attendee* commitment form(s) for any new *Attendee(s)*.

All submitted *Attendee* list(s) must:

- Show *Attendees* displayed in black text (e.g. **example**);
- Indicate the hotel where the *Attendee* will stay; Highly recommended that all *Attendees* stay in the same hotel;
- Clearly indicate any new or additional *Attendees* by displaying them in **bold and green text**, also including the date of the pre-test.
- Retain the names of any *Attendees* that are not to have access to the *Venue* for the Azores Rallye, but have them displayed ~~in strikethrough and red text~~; and
- Be provided in an Excel format.
- The *COVID Delegate* of each team must be included in that list;

An *Attendee* list template will be on www.azoresrallye.com under the COVID-19 topic.

All *Stakeholders* (Teams) are requested to submit the required *Attendee list(s)* described above no later than Sunday 5th September 2021.

Following the submission of the initial *Attendee list(s)* for Azores Rallye, each *Stakeholder* may have the need to submit updated *Attendee* lists, all changes in *Attendees* in such updated *Attendee list(s)* must be clearly indicated, and the updated *Attendee* list submitted, as described above.

Any *Stakeholder* yet to submit a *Stakeholder* commitment form must do so in accordance with Section 6.5 of the COVID-19 Code of Conduct

All documents must be sent to raquel.medeiros@azoresrallye.com until **Sunday 5th September 2021**.

2.3 Accreditation for Profile 1 Attendees

In order to receive their accreditations, all *Stakeholders* who have to access a *High Density Area (Profile 1)* – additionally to the above mentioned documents, must have a PCR test to COVID- 19, with a negative result, carried out in the last 96 hours before entering the *High Density Area(s)*, or present the valid EU DIGITAL COVID CERTIFICATE.

All Profile 1 Attendees who presented all the necessary documents can collect their accreditation in the Accreditation Center, which will be placed in the HQ, at the "Portas do Mar".

2.4 Entering the High Density Areas

NO ACCESS will be granted without the individual accreditation issued by the Organizer. Every team must have their own COVID Delegate that ensure the communication with the COVID Delegate of Azores Rallye. The team's COVID Delegate must be referred in the event entry.

Access to the Venue will be controlled as follows:

Rally HQ	From 14:00	Monday, 13rd September 2021	Portas do Mar
Service Park	From 18:30	Monday 13rd September	Portas do Mar (Alameda)
Media Center	From 15:00	Wednesday 15th May 2021	Portas do Mar

At each entrance of the *High Density Areas*, every *Profile 1 Attendee's* accreditation.

Section 3 – COVID-19 Protocol and Operational Guidance

3.1 FIA ISC Appendix S reminders

ARTICLE 2. DEFINITIONS AND INTERPRETATION

2.1 The following terms have the following meanings:

Close contact means the *Attendee* in question (a) has been within two meters of an *infected* person either (i) for more than fifteen minutes, or (ii) while they were both in a confined space (e.g. a car); or (b) provided direct care to an *infected* person without wearing appropriate *PPE*.

ARTICLE 6C. PROTOCOLS APPLICABLE DURING A COVERED EVENT

6.18 An *Attendee* who begins to suffer from any *COVID-19 Symptoms* while at the Venue, or is identified as having had any close contact with a person who is or may be an *infected* person, must report immediately to Quarantine and follow the instructions of the local healthcare authority representative on duty there. (Azores Rallye Covid Unit – contact details TBA)

3.2 Precautions

3.2.1 General Requirements

- Each Stakeholder to have hand sanitizer available at the entrance to their base.
- All marshals at time controls, at stage starts and at stop controls to wear face masks when the stage is running

3.2.2 Spectators

- The public presence is forbidden at start and end of each leg/section, Service Park and Podium ceremony.

3.2.3 Hygiene and *PPE*

According to the provisions of the *COVID-19 Code*, the following guidance is provided regarding the use of *PPE*.

- When arriving at the Venue through the *High Density Area* entrance, it is mandatory to wear a medical face mask until reaching your *Group* (Team) area, temperature check and hand hygienization
- Within all *High Density Areas*, medical face masks must be worn and may only be removed when superseded by a superior level of *PPE* for a safety critical task (e.g. a full-face helmet). Within a *Group's* immediate operating area face masks may be removed, however the use of a mask at all times is highly recommended.
- Random temperature tests will be made during the event by the medical team.
- Security will ensure the correct use of *PPE*.
- In all *Low Density Areas* wearing of a medical face mask is highly recommended, but not mandatory.

Location	Mask requirement by the FIA
Cars, coaches, aircraft, etc.	Highly recommended
Service Park – Common Areas (Outdoors)	Mandatory
Team Defined Area (When not Working Highly Recommended and Social Distance is possible)	Highly recommended (Individual <i>Group</i> Control)
Team Defined Area (While Working and when Social Distance not possible)	Mandatory
Scrutineering	Mandatory
Time Controls and other Controls	Mandatory when a crew member exits the car unless superseded by a balaclava which covers nose and mouth
Refuel Area	Mandatory
Rally HQ	Mandatory
When visiting Other Team or Defined Area (Scrutineers, TV Tech, Tyres, etc.)	Mandatory
Tyre Supplier Area	Highly Recommended for Staff when Social Distance is possible Mandatory for people visiting from other Groups.
Stewards Hearing	Mandatory Hearings will be conducted in a Socially Distanced manner
TV Interviews	Mandatory
Press Conference Room	Mandatory while standing/moving, highly recommended when seated at own desk
In Car Officials	Mandatory

3.3 Specific Sporting Regulations

3.3.1 Communication

During the event, individual and general communication between all rally officials (rally control/CoC, rally secretariat, CRO, stewards, technical staff etc.) and the competitors/crew members will primarily and as far as possible be conducted electronically (Cellphone, Email, Sportity App). For this purpose, each competitor is required to nominate ONE official representative authorized for the purpose of receiving any official notifications, along with the respective contact (cellphone, Email, Sportity App). This contact must be notified before Monday 13th September 2021.

This contact will be used both for general and individual communications. Any confirmation of receipt, if required, must mandatorily also be returned by Sportity App or to Competitors' Relation Officer (mobile: +351 966 573 195, e-mail: cro@azoresrallye.com).

As provided for in FIA ISC Art. 11.9.4, the official notice board will be only the digital notice board, published on Sportity App. There will be no physical notice board.

All competitors will be informed by Sportity App about the publication of any documents on the digital notice board.

3.3.2 Administrative checks

The following additional procedures will apply:

- Administrative checks should, whenever possible, be carried out together with the collection of recce and rally materials and documents
- Notwithstanding RRSR Art. 30.1, drivers and co-drivers are not required to report personally to the administrative checks. Each Competitor may nominate in advance one authorized representative to complete administrative checks and collect the recce and rally materials and documents.

For this purpose:

- At administrative checks, drivers and co-drivers or the authorized representative shall present a hard copy of each duly completed entry form as previously submitted with the original signatures of the Competitor, both crew members and of any other entity as requested on the entry form or on any attachments/other forms.
- The original driver's and co-driver's driving licenses and sporting licenses shall be presented for visual inspection at administrative checks.

The recce and rally materials will be provided in plastic bags and sanitized before submission. In order to receive the package, administrative checks must be fully completed. Any additional documents to be handed to Crews will use the same system.

A form for confirmation of receipt of materials shall be signed. Please remember to bring your own pen to sign.

Individual times for administrative checks will be published for each competitor in a Bulletin and must be respected.

3.3.3 Scrutineering

The scrutineering area and the equipment contained therein will be used by multiple *Groups* during the events. The Organizer will put in place necessary resources to clean all touch surfaces (including equipment) within the scrutineering area between uses by different *Groups*.

- Scrutineering – 1 or max 2 people for car, (2 to remove underbody protection / 1 person for checking the equipment / 1 person for sealing spare parts).
- PPE is required for all team entering scrutineering.
- Minimize the number of people entering the Team Area to seal/mark components and where possible work 2m apart – e.g. on opposite sides of the car.
- Tyre Marking – Will be in *High Density Area* – but no access to Teams, crews must handle spare wheel themselves.
- During an event, Scrutineers will need to enter the team service areas to undertake their duties, they will be required to wear *PPE* whilst in the Team area.
- At the end of stage, to show that crews are wearing the correct clothing – please help scrutineers by showing sleeves.
- Post Event Scrutineering – please have a sensible limit on mechanics – aim for maximum 4.

3.3.4 Restart After Retirement / Final Retirement

- RRSR Art. 54.1.1: Confirmation of a final retirement must be communicated by Email, but only by the duly authorized competitor's representative to the Clerk of the Course.
- RRSR Art. 54.1.2: Competitors who have retired are not required to hand in their time card.

3.3.5 Time Cards And Controls

The following procedures apply and have priority over all the related provisions in the 2021 FIA RR Sporting Regulations as far as they are in conflict. Some of the conflicting article numbers are quoted below, but without claiming to be exhaustive.

Any irregularity or discrepancies regarding the below procedures will result in the application of RRSR Art. 19.3.4 and 44.2.12. It is to be noted that, as a principle, the entries recorded on the timing marshals' checksheets shall be decisive.

The complete set of Time Cards for the whole rally will be delivered with the rally materials at administrative checks. It is imperative for all crews to carry at least all the Time Card sets for a whole day inside the car (cf. for example procedures at regrouping controls).

TIME CONTROLS

- a. The check-in procedure begins at the moment as stipulated in RRSR Art. 44.2.1.
- b. The check-in time corresponds to the moment at which the co-driver shows their time card to the marshal through the side window (RRSR Art. 44.1 & 44.2.4).
- c. The appropriate marshal will then enter the actual time at which the card was shown on the timing tablet and write it on the check sheet (RRSR Art. 44.2.5).
- d. They will then show the recorded check-in time and, in case of a Time Control followed by a special stage, the provisional special stage start time to the co-driver. The co-driver shall then enter this time on their time card (RRSR Art. 44.2.5).

SPECIAL STAGE START

- e. At the start line, the co-driver shows the appropriate marshal the time card through the side window. The marshal then either confirms this provisional start time or shows a different start time on his check-sheet.
- f. This new time, if any, shall then be recorded as actual start time on the time card by the co-driver (RRSR Art. 48.2.3). This actual start time will also be shown on the electronic start count-down display.

SPECIAL STAGE STOP POINT

- g. The appropriate marshal at the stop point will show the finish time (time of the day: hour, minute, second, tenth of a second) and the calculated stage time to the crew (co-driver).
- h. The co-driver shall record this time on their time card.

REGROUPING CONTROLS (RRSR ART. 46)

- i. There is no need to hand in the Time Card used for the Section concerned.
- j. For regroupings during a day, the crews shall themselves record their re-start time from the regroup as instructed by the timing marshal on their new time card for the following Section of that day.
- k. In case of an overnight regroup, the crew shall themselves record their re-start time of the following day on their time card, following the publication of the start list for the section after the overnight regroup.

FLEXI-SERVICE

The marshal at the control Technical Zone OUT/Service IN will keep a check sheet and record the start of the permitted service time.

The marshal at the entrance to the overnight parc fermé will also keep a check sheet to record the time of the car entering the parc fermé.

3.3.6 Recce And Tracking Systems

- Competitors will have to collect their units
- Please respect social distancing and use *PPE* in queueing for collection.
- All units will be cleaned before hand-over but please take all care to clean again on fitment.
- Please clean units in accordance with time keepers' instructions before returning units.

3.3.7 Tyre Companies

- Tyre companies will work within their defined *High Density Area*.
- When delivering or collecting wheels/tyres, please respect social distance and use *PPE*. Please deposit/collect at the agreed time from the agreed point in the Tyre Supplier Area, do not enter the area unless invited.
- Please clean all wheels with soap in the approved cleaning area before depositing with the tyre company and wash wheel/tyre combinations before they re-enter your team service area.

4. Media Guidelines including revised sporting regulations

- ERC Accredited Media – with their Rally specific accreditation will be permitted access to the Media Zone.
- In the Media Centre, provided there is the option to socially distance, all visitors will be requested to use *PPE* face masks until they are seated at their desks when it is then permitted to remove masks.

4.1 Media Zones

- Any media zones identified by the Organizer will be in a *Low Density Area*.
- As it is a *Low Density Area* – team members will not be permitted access to this area.
- *PPE* face masks must be worn at all times and there will be a minimum 1.5m separation between each Driver and people in the *Low Density Area*.

5. Privacy notice for the processing of personal data in accordance with the COVID-19 Code of Conduct

What does this Notice cover?

This Notice describes how the Federation Internationale de l'Automobile (the "FIA" "we" or "us") processes personal data about *Attendees* ("you") in connection with the COVID-19 Code which is an *Appendix to the International Sporting Code* available at:

<https://www.fia.com/regulation/category/123>

In particular, this Notice applies to personal data we process in connection with (i) your attendance at a Covered Event; and (ii) testing for Covid-19. The section dealing with testing is only relevant to *Profile 1 Attendees*.

It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in the “Your other data protection rights” section.

We act as the data controller for the data processing operations described in this Notice. We may provide additional information about our privacy practices at other points and where this will help us provide more relevant and timely information.

We reserve the right to make changes to our practices and this Notice at any time. If we change the way we handle your personal data, we will update this Notice and notify you as appropriate.

Unless otherwise specified, defined terms used in this Notice shall have the meaning given to them in the COVID-19 Code.

ATTENDANCE AND TESTING

What personal data is processed?

Before each Covered Event, we will receive from each applicable Stakeholder:

- details of all Attendees that it wishes to attend the Covered Event on its behalf (including name and designation as a *Profile 1* or *Profile 2 Attendee*);
- for *Profile 1 Attendees*, designation of their Group and confirmation that they are *Fit to Attend* the Covered Event; and
- all other required information as set out in the COVID-19 Code (including consents to testing and to the subsequent provision of information about the outcome of the tests (either in the form of test results or in the form of a declaration of *Fit to Attend/Not Fit to Attend*) to the Stakeholder).

The Organisers will appoint an *Approved Test Provider* to administer Primary and Secondary Testing for Attendees during the Event. The *Approved Test Provider* uses health care professionals to carry out these tests and acts as our data processor in this regard.

As part of the Primary and Secondary Testing, we will process:

- your name, contact details, date of birth and gender;
- your throat & nasal swab or such other bodily sample that the responsible health care professional may specify; and
- the results of your PCR Test and the subsequent creation of a declaration of *Fit to Attend/Not Fit to Attend*. The provision of this information is mandatory if you wish to remain in the *High Density Areas* of the Venue.

Our COVID-19 Delegate will also receive updates from the *Stakeholder* if during the Covered Event or within 14 days at the end of a Covered Event any circumstances arise (such as a disclosure by the *Approved Test Provider* relating to you or reports made by you to the applicable Stakeholder) that indicate that you may no longer be *Fit to Attend* the Covered Event(s).

Some of this personal data will be health data which is categorized as special category data under the GDPR.

What is our lawful basis for the processing?

We process this personal data for the following purposes:

Where this is necessary for the performance of a contract to which you are a party: this is relevant to your compliance with the COVID-19 Code. This includes:

- to protect the health and safety of participants attending Events; and
- to communicate with you;
- As required by us to conduct our business and pursue our legitimate interests, in particular:
 - to mitigate the risk of transmission of COVID-19 and to protect public health;
 - to plan our services or actions in response to COVID-19;
 - to respond to any comments or complaints you may send us;
 - to use data in connection with legal claims, compliance, regulatory and investigative purposes as necessary (including disclosure of such information in connection with legal process or litigation); and
- use of aggregated statistics to improve the efficiency of the testing process.

For purposes which are necessary for preventative medicine on the basis of Union or Member State law or pursuant to a contract with a health professional.

Who will we share this data with, where and when?

In addition to sharing your personal data with our *Approved Test Provider* who will process it on our behalf as data processor for the purposes above, we also arrange for information about your attendance at the Event to be shared with the Event Organizer, and we ask the *Approved Test Provider* to share *Fit to Attend/Not Fit to Attend* results with your applicable *Stakeholder*. In the event that a diagnosis of COVID-19 is confirmed, where required to do so, we will also report this to public health officials.

We process your personal data within the EEA.

How do we protect your personal data?

We have taken appropriate technical and organizational measures to protect your personal data.

Access to any test data is restricted to authorized personnel only who have been trained to protect the confidentiality of people with COVID-19.

When will your personal data be deleted?

Our *Approved Test Provider* will securely destroy your PCR Test results and associated personal data 14 days after the test result have been confirmed and the declaration of *Fit to Attend/Not Fit to Attend* communicated to *Stakeholders*.

Where we process other personal data (which is not health data) in connection with compliance with the COVID-19 Code, we keep the data for so long as necessary for us to enforce the COVID-19 Code.

Your other rights under data protection law

You have the right to ask us for a copy of your personal data; to correct, delete or restrict (stop any active) processing of your personal data; and to obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format, and to ask us to share (port) this data to another controller.

In addition, you can object to the processing of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement).

These rights may be limited, for example if fulfilling your request would reveal personal data about another person, where they would infringe the rights of a third party (including our rights) or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping. Relevant exemptions are included in both the GDPR and under applicable Member State law. We will inform you of relevant exemptions we rely upon when responding to any request you make.

To exercise any of these rights, you can get in touch with us – or our data protection officer – using the details set out below.

How to find out more or raise a concern

If you would like to find out more about how we use your personal data in connection with the COVID-19 Code or have any concerns about how your personal data is being used, you can contact our Data Protection Officer at dpo@fia.com or by writing to Fédération Internationale de l'Automobile, Chemin de Blandonnet 2, 1214 Vernier, Switzerland.

You also have the right to complain to an EU or UK data protection authority where you live, work or believe a breach may have occurred.