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From: COVID 19 - DELEGATE
To: All Competitors / Crew Members

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Attachment 1

Approved by FIA in 28/10/2020

Bulletin 2, Attachment 1

COVID-19 DELEGATE NOTES
BAJA PORTALEGRE 500
5 – 7th November 2020

From: COVID-19 Delegate
To: All Stakeholders and Attendees

Version: 1
Date: 23.10.2020

These COVID-19 Delegate's Notes are published pursuant to points 1.5 and 1.6 of the COVID-19 Code of Conduct as set per Appendix S of the FIA International Sporting Code (ISC) and the Portuguese Regulations. They apply to the event incorporating the FIA Cross Country Bajas World Cup BAJA PORTALEGRE 500, in addition to the National Championship of FPAK and FMP (National event).

Terms in *italic* in this document that are not defined in this document have the meaning given to them in the *COVID-10 CODE* or the *ISC*.

For the avoidance of doubt, for the purpose of these *COVID-19 Delegate's Notes* only, the term *Stakeholder* includes all parties as per *COVID-19 Code* Art 2.1 and specifically each Competitor (Team).

If any amendments are made to the COVID-19 Code protocols before or during the BAJA PORTALEGRE 500 Event, they will be communicated by means of an update document and set out in Section 1 below.

Section 2 sets out practical information and operational guidance to assist *Stakeholders* and *Attendees* to comply with *COVID-19 Code* at the *Portuguese Event*.

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*.

The Organizers Point of control for COVID-19 issues – including to report anybody showing signs of symptoms is **BPCU (Baja Portalegre Covid Unit)** – they can be contacted on email covid19bajaportalegre@acp.pt or phone +351 911 756 700 (André Conchinha – Covid Manager)

SECTION 1 - Definitions

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* (BPCU - Baja Portalegre Covid Unit – either by contacting the phone number + 351 911 756 700 or visiting the dedicated area near the Service Park – Medical Center) and follow the instructions of the local healthcare authority representative on duty there.

SECTION 2 – Operational Guidance

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 Baja HQ will be defined as *High Density Area* from **09:00 on Wednesday 4th October 2020**. From this time only *Profile 1 Attendees* will be permitted access to the *High Density Area*. For tire marking zones, please refer to point 2.10d) in this document.

All other parts of the Baja route including stages will be considered *Low Density Areas*. Accordingly, the people who are not requiring access to the *High Density Areas* will be considered *Profile 2 Attendees*.

Regarding the move back from *High Density Areas* and *Low Density Areas* after the *Portuguese Event*, this will be determined as **00:01 on Sunday 08:00 November 2020**, unless otherwise instructed.

2.2 Clarification regarding timing of Pre-Event Testing prior to the Portuguese Event.

For enter Portugal

All passengers, whether national or foreign, who:

- 1) **travel from countries outside the EU and Schengen area:** they must present, at the time of departure, proof of test to COVID-19, with a negative result, carried out in the 72 hours before departure.
- 2) **travel from EU countries and Schengen area:** they have not to submit a test to COVID-19 on departure, they will only be subjected to temperature control upon arrival at the airport.

For enter the Venue

All stakeholders who have to access a **High Density Area (Profile 1)** – they must have a test to COVID-19, with a negative result, carried out in the last 96 hours before the Venue.

Additional key elements from the Portuguese government's requirements

Considering the public health situation as a result of the new Coronavirus COVID-19 pandemic and its unpredictable evolution, mandatory measures or restrictions may be established posteriori by the Portuguese authorities, which impose changes to the Regulations and event programme. Any modification because of the aforementioned, will be communicated to the Competitors through a Bulletin or by information from the Organiser.

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

1. Is required to be without any symptoms of illness.
2. Must remain in self-isolation until taking the test and receiving the results in Portugal (to use separate transportation, wear a mask when performing activities outside, keep social distance, etc.).
Baja-related activities are not allowed.



3. Can only get accredited after receiving negative PCR SARS COVID 19 test results and start Baja-related activities.
4. Must constantly monitor the health situation and to be ready for random health checks (body temperature measurement, testing) while in Portugal.
5. Can only be engaged in Baja related activities while in Portugal, i.e. do not use public transportation nor move around in crowded places.
6. Access to the Baja areas will be controlled as follows:

Baja HQ	From: 09:00	Wednesday 04 th November	HQ - NERPOR
Service Park	From: 19:00	Wednesday 04 th November	Service area near ERPOR
Media Room	From: 10:00	Thursday 05 th November	HQ - NERPOR

NO ACCESS will be granted without the individual accreditation issued by the Organizer. Every team must have a COVID Responsible that ensure the communication with the organization COVID Delegate. This COVID Responsible must be referred in the event entry.

2.3 Number of Attendees

Each *Stakeholder* is asked to fill in a questionnaire and name all *Attendees* who need to be accredited for the access to the Baja HQ or Service Park (*High Density Areas*). This 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 sub-contractors. If the person is not on the Stakeholder list, the person would not have access to *High Density Areas*. The Number of *Attendees* per team could be limited.

Personal

1 Driver
1 Co-driver

1 Team Manager
5 Assistants

Vehicles

1 Team Manager
1 Service

2.4 Process for documentation submission for the *Portuguese Event*

For the *Portuguese Event*, all *stakeholders* are required to submit an *Attendee* list.

In case of changes to the *Attendee(s)* of a *Stakeholder* for the *Portuguese Event* 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 *Attendee* list(s) must:

- Show *Attendees* displayed in black text (e.g. **example**)
- Clearly indicate any new or additional *Attendees* by displaying 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 Portuguese Event, but have them displayed **in strikethrough and red text**; and
- Be provided in an Excel format.

An *Attendee* list template will be on website under the COVID19 topic.

All Stakeholders (Teams) are requested to submit the required *Attendee* list(s) described above no later than 24:00 GMT 26th October 2020.



Following the submission of the initial *Attendee* list(s) for the *Portuguese Event*, each *Stakeholder* may have to need to submit updated *Attendee* lists, all changes in *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 to be submitted must be sent by email to Mr André Conchinha covid19@bajaportalegre.acp.pt

2.5 Contact Tracking System App

The Portuguese Event organizers recommend the use of the StayAway Covid app. This is developed in Portugal to global standards and can be found at App Store for iOS and Play Store for Android; see also <https://stayawaycovid.pt>.

2.6 Manual Contact Tracking

For the Portuguese Event, all Profile 1 Attendees are requested to maintain a complete and accurate list of each other Attendee with whom they have close contact (see Section1, Art. 6.18 for definition). This information may be requested to assist with outbreak control.

2.7 Shared Event service Suppliers

Pursuant to Article 5.15.1 of the COVID-19 Code, suppliers of shared products or services to all Competitors in a Championship may specify further mitigation measures (such as creating specific time-slots for interaction with different Groups) that must be respected by all Attendees using their products or services. A supplier wishing to take advantage of this option at the Portuguese Event must communicate these measures to all such users prior to the Portuguese Event, copying the COVID-19 Delegate, Mr. André Conchinha covid19bajaportalegre@acp.pt.

2.8 Service Park Access

The service park is a *High Density Area* that will be used by multiple teams. In support of *Group* separation, there will be a 2m clear area around each team location. The areas that link teams (supply roads, etc..) will be used for minimum traffic and will be strictly monitored for *PPE* use and observance of one-way pedestrian systems.

2.9 Hygiene – PPE and Medical Face Masks

Consistent with 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 and hand hygienization.
- Within all *High Density Areas*, medical face masks must be worn and only may 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 and the medical team 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, aircraft, coaches, etc..	Highly recommended
Service Park – Common areas (Outdoors)	Mandatory



Team Defined Area (When not Working on Cars and Social Distance is possible)	Highly recommended Individual Group (Team) Control
Team Defined Area (While Working on Cars and when Social Distance not possible)	Mandatory
Scrutineering	Mandatory
Time Controls and other Controls, Parc Fermé.	Mandatory when a crew member exits the car unless superseded by a balaclava which covers nose and mouth
Refuel Area	Mandatory
Baja HQ	Mandatory
When visiting Other Team or Defined Area (Scrutineers, TV tech, CRONOBANDEIRA)	Mandatory
Tire Suppliers Area	Highly Recommended for staff when Social Distance is possible. Mandatory for people visiting other Groups.
Stewards Hearing	Mandatory Hearings will be conducted in a Social Distanced manner
TV Interviews	Mandatory
Press Conference Room	Mandatory while standing/moving, highly recommended when seated at own desk
In Car Officials	Mandatory

2.10 Specific Sporting Regulations

a) General / Communication

During the event, individual and general communication between all baja officials (Baja control/CoC, baja secretariat, CRO, stewards, technical staff, etc.) and competitors/crew members will primarily and as far as possible be conducted electronically (Cellphone, email, Sportify, WhatsApp). 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, WhatsApp). This contact must be notified before the 26th October 2020. This contact will be used both for general and individual communications. Any confirmation of receipt, if required, must be mandatorily also be returned by this contact to Competitor's Relation Officer (CRO):

Mr. Franco da Silva, cro@bajaportalegre.acp.pt

As provided for in FIA ISC Art.11.9.4, the official notice board will be the digital notice board, published on the Event website. There will also be communicated with the Sportify app. (there will be no physical official notice board).

All competitors will be informed by [Sportify/email/WhatsApp](#) about the publication of any documents on the digital notice board.

b) Administrative Checks

The following additional procedures will apply:



- Administrative checks should, whenever possible, be carried out together with the collection baja materials and documents.
- Notwithstanding CCSR 2020 – Art 22.1, drivers and co-drivers are not requested to report personally to the administrative checks. Each Competitor shall nominate in advance to the Baja Organizer one authorized representative to complete administrative checks and collect Baja materials and documents.
For this purpose:
 - At administrative checks, thus 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 any other entity as requested on the entry form or any attachments/other forms.
 - The **original driver's and co-driver's driving licence and sporting licences** shall be presented for visual inspection at administrative checks.
 - The Baja 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 the Crews will use the same system.
 - A form for confirmation of receipt of materials shall be signed and put into a box provided for the purpose. 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.

c) Recce

When the recce of the QUALIFYING STAGE-SS1 (please see art 3 and 15 of the SR) the use of Medical Face Mask is mandatory and Social Distance highly recommended.

Recce control cards will be not used. All procedures will be electronically controlled.

d) Scrutineering

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

- Scrutineering – 1 or max 2 people for Car, (2 if required to remove underbody protection / 1 person for Checking the Equipment / 1 person for sealing. *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.
- 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.

e) Restart After Retirement / Final Retirement

a. **CCRSR 2020 – Art. 34.1:** 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.

b. **CCRSR 2020 – Art. 48.4.8:** 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.



f) Time Cards and Controls

GENERAL

- a. The following procedures apply and have priority over all the related provisions in the 2020 CCR Sporting Regulations as far as they are in conflict. Some of the conflicting article are quoted below, but without claiming to be exhaustive.
- b. Any irregularity or discrepancies regarding the procedures below will result in the application of **2020 CCRSR Art, 14.3.6**. It is noted that, as a principle, the entries recorded on the timing marshal's check sheets shall be decisive.
- c. The complete set of Time Cards for the whole Baja will be delivered with the Baja materials at the administrative checks. It is imperative for all crews to carry at least all the Time Cards 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 **2020 CCRSR Art. 38.2.1**.
- 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 (**2020 CCRSR Art. 38.1.1 & 38.2.4**).
- 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 (**2020 CCRSR Art. 38.2.5**)
- d. They will then show the recorded check-in time and, in case of a time control followed by a selective section, the provisional special stage start time to the co-driver. The co-driver shall then enter this time on their time card (**2020 CCRSR Art. 38.2.5**)

SELECTIVE START POSITION CHOICE FOR THE SS2

As usual, the Ceremony to choose the starting position of the SS2, after the Special Qualifying, takes place in Ponte de Sor (according to program), at Cine Teatro. Only teams (driver and co-driver) who have qualified in the first 10 places of the special qualifying, and the respective Team Manager, can entry. The use of the mask is mandatory, as well as social distance and hand hygiene.

(for this purpose, alcohol gel dispensers will be placed at the entrance of the building).

SELECTIVE SECTION START

- a. 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.
- b. This new time , if any, shall then be recorded as actual start time on the time card by the co-driver (**2020 CCRSR Art. 38.3.4**). This actual time will also be shown on the electronic start count-down display.

SELECTIVE SECTION STOP POINT

- a. 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 calculate stage time to the crew (co-driver).
- b. The co-driver shall record this time on their time card.
- c. Where the Organizer distributes water at the end of a Selective section, the marshal should wear gloves and offer a bottle, having touched the bottom only, allowing the crew to receive holding the cap end.



REGROUPING CONTROLS (CCRSR Art.39)

- a. There is no need to hand in the Time Card used for the Section concerned.
- b. For regroupings during a day, the crews shall themselves record their time from the regroup as instructed by the timing marshal on their new time card for the following Section of the day.
- c. 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.

OVERNIGHT PARC FERMÉ

- a. 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.

2.11 Access Accreditations to the Nerpor Press Office

The assignment of press credentials will only be made to the journalists who request it until October 30th, having to do so online, on the official website of the event, and submit the required documentation, namely: copy of the professional journalist card and examples of coverage made in previous years. Incomplete orders, or those sent out after the deadline, are automatically considered as declined.

In addition to the aforementioned criteria, press credentials will be awarded according to the relevance of the media, with priority for the most important / largest, and taking into account the order in which requests were received.

Given the current situation, the press room is limited to a total of 25 journalists. Those wishing it, may book their places for the duration of the event. Booked places cannot be changed. It is not allowed to leave material unattended in working places which are not booked for the duration of the event.

Journalists who need access to seats in the press office must inform the organization when applying for accreditation.

The press will also be entitled to another 30 credentials allowing access to the Service Park and Special Qualifying – SS1.

Holders of these credentials can access the media centre, escorted, to collect information, but they cannot remain in the room.

The access of photographers to the course will be done through the use of a tabard for the purpose.

Access to the Start Position Selection Ceremony for SS2 Auto is not allowed. The organization will distribute images.

Access to press conferences that may be held in the media centre will only be allowed to the 25 journalists with permanent access to the room.

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 sat at their desks, when it is then permitted to remove masks.



2.12 General Requirements

- Each Stakeholder to have hand sanitizer available at the entrance to their base.
- Where the Organiser distributes water at the end of a Selective Section, the marshal should wear gloves and offer the bottle, having touched the bottom of the bottle only, allowing the crew to receive holding the cap end.
- All marshals at time controls, at Selective Section starts and at the stop controls to wear masks when the Selective Section is live.



PRIVACY NOTICE FOR THE PROCESSING OF PERSONAL DATA IN CONNECTION WITH THE COVID-19 CODE OF CONDUCT

October 2020

What does this Notice cover?

This Notice describes how the Federation International 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*) and the Section 3.8 confirmation form.

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 and Switzerland.

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.

October 2020

The Organizing Committee