



# NAMIBIA MOTOR SPORT FEDERATION

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Windhoek  
Namibia

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## NMSF BY-LAW NO. 01/2020

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**DATE: 10<sup>th</sup> JUNE 2020**

**SUBJECT: COVID-19 MOTORSPORT EVENT SAFETY PROTOCOLS FOR OFFICIALS, COMPETITORS, SPECTATORS AND ANY OTHER PERSONEL.**

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Whilst acknowledging the delivery of these safety provisions must not be compromised, it is the responsibility of Clubs, Organisers and Promoters to ensure to the greatest extent possible that those who are responsible for performing these roles are not exposed to undue risk of Covid-19 transmission.

For an NMSF event permit to be issued, Clubs, Organisers and Promoters are to ensure that the following guidelines are strictly adhered to:

### **A. RESPONSIBILITIES OF EVENT ORGANISERS:**

#### **1. Covid-19 Event Officer:**

- 1.1 A dedicated officer is to be appointed for each motorsport event.
- 1.2 The officer shall ensure that all protocols are adhered to
- 1.3 The officer shall be the liaison person for all Covid-19 related matters.

#### **2. Medical Authorities:**

- 2.1 Organisers are to familiarise themselves with the symptoms of Covid-19 and how it is transmitted
- 2.2 Prior to an event, organisers are to establish a line of communication with the relevant Covid-19 centres in Namibia. **Namibia Covid-19 Centre Hotline number 0800 100 100.**  
**Namibia Police Covid-19 Centre contact number +264 61 2093111.**
- 2.3 Should a person record a high temperature or show signs of being ill at an event, the Organiser must contact the centre immediately.

#### **3. Covid-19 Event Officer:**

- 3.1 A dedicated officer is to be appointed for each motorsport event.
- 3.2 The Covid-19 officer shall ensure that all protocols are adhered to
- 3.3 The Covid-19 officer shall be the liaison person for all Covid-19 related matters.



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**President** – D. Tjongarero, **Sec-General** – C. Liebenberg, **VP Motoring** – L. Sauls,  
**VP Motorcycling** – A. Brendel, **VP Touring** – B. Kalla, **Office Administrator/Secretary** – D. Jacobs

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#### **4. Isolation Facility:**

- 4.1 An isolation room or facility shall be made available in the event a person records a temperature higher than normal and the said person must be moved to the isolation facility as soon as possible.
- 4.2 Personnel manning the isolation centre are to be properly equipped with personal protection equipment such as face masks/shields and rubber gloves.

#### **5. Venue Sanitising:**

- 5.1 Organisers are to ensure that all areas frequented by people are to be sanitised before and during the event at regular intervals.
- 5.2 Personnel carrying out the sanitising of the venue must be correctly equipped with personal protection such as face masks/shields and rubber gloves.

#### **6. Temperature Testing:**

- 6.1 Each person entering the event venue shall have his/her temperature checked at the entrance to the venue.
- 6.2 Organisers are to have sufficient electronic thermometers to carry out testing.
- 6.3 Where people have to que, the physical distance is to be demarcated with clear signs to ensure adherence.
- 6.4 Personnel carrying out the temperature testing are to ensure they have the necessary protection to carry out the job such as face masks/shield and rubber gloves.

#### **7. Hand Sanitising:**

- 7.1 Organisers shall carry out hand sanitising on everyone entering or leaving the venue.
- 7.2 Once the patrons have entered the venue it is their responsibility to ensure they continue sanitising by either using hand sanitiser or hand soap.
- 7.3 Signs are to be erected to remind everyone to continue good hygiene practices. Examples of signage can be downloaded from the WHO website.
- 7.4 Hands are to be sanitised on leaving an event.
- 7.5 Personnel carrying out the sanitising of hands at the entrance to the event must be correctly equipped with personal protection such as face masks/shields and rubber gloves.

#### **8. Tracking and Tracing:**

- 8.1 The name and cell phone number of every person working at or attending the event are to be entered into a register for the purpose of tracking and tracing.
- 8.2 Should a person test positive, it shall be the responsibility of the event organiser to assist with the tracking of people who had contact with the affected person.
- 8.3 Standardized register to be supplied to organisers by the NMSF.

#### **9. Face Masks/Face Shields:**

- 9.1 Face masks or shields are to be worn at all times should the regulations require it.
- 9.2 The mask/shield is worn to prevent the wearer from touching his/her nose and mouth as well as to contain any transmission of droplets or spray when sneezing or coughing.
- 9.3 The practice of sneezing or coughing in the fold of one's elbow away from the surrounding people should still be practiced.

#### **10. Social/Physical distancing:**

- 10.1 Officials, Competitors and Spectators are to strictly observe the Social/Physical distance of 1.5 to 2 meters. Be conscious of the people around you at all times.
- 10.2 Where people have to que, the physical distance is to be demarcated with clear signs to ensure Adherence.



## **B. SPECIFIC PROTOCOLS FOR ORGANIZERS, OFFICIALS AND COMPETITORS**

### **11. Event Officials**

- 11.1 Organisers are to observe all of the above for officials specifically the sanitising of hands.
- 11.2 This will apply at the sign on for Officials, Equipment collection, Briefings and Stewards meetings.
- 11.3 When officials are placed to perform their duties, organisers have to keep physical distancing of between 1.5 to 2 meters in mind at all times.
- 11.4 Masks or Face shields should be worn if the regulations require so.
- 11.5 Organisers are to ensure that the marshals are able to safely assist a competitor in the event of an incident without the risk of transmission.

### **12. Documentation**

- 12.1 Organisers are to ensure that the area used for documentation has sufficient space to allow proper physical distancing of between 1.5 to 2 meters. Point 5 above to be observed.
- 12.2 Access to this area, which is for competitors only, shall be strictly controlled.
- 12.3 Where people have to que, the physical distance is to be demarcated with clear signs to ensure adherence.
- 12.4 The documentation area should not have more than 10 competitors inside at any one time.
- 12.5 Masks or Face shields should be worn if the regulations require so.

### **13. Competitors Briefing**

- 13.1 Only competitors and the relevant officials will be allowed to attend briefings. No service crews or family members will be allowed to attend. Point 5 above to be observed.
- 13.2 An area large enough should be used so that physical distancing of between 1.5 and 2 meters can be maintained.
- 13.3 Masks or Face shields should be worn if the regulations require so.

### **14. Start Holding Areas, Service/Pit Areas and Parc Ferme**

- 14.1 Access to these areas are to be strictly controlled with only competitors and the relevant officials and personnel allowed into these areas.
- 14.2 Pit areas are to be set up in demarcated boxes with not less than 2 meters between each box. Physical distancing is to be observed inside these boxes.
- 14.3 Family members and supporters will only be allowed into the service/pit area to assist a competitor. If their purpose at the event is only for support, then they need to observe proper physical distancing to allow the service crew sufficient space to carry out their duties while they also observe physical distancing of between 1.5 to 2 meters. Point 5 above is to be observed.
- 14.4 Masks or Face shields should be worn if the regulations require so.
- 14.5 There shall be no sharing of Competitor or Officials' Apparel. All Competitors and Officials' to wear their own event specific apparel.

### **15. Prize Giving's**

- 15.1 A venue large enough which allows for physical distancing of between 1.5 and 2 meters should be used.
- 15.2 Tables and seating are to be arranged not less than 2 meters apart in either direction.
- 15.3 Chairs at the tables are to be reduced. A gap the width of a chair must be left open between the chairs.



- 15.4 Sanitising to be practiced at all times with signage erected to remind patrons to practice safe hygiene.
- 15.5 Refreshment and Bar facilities, should they be considered must be set up and run in a manner which allows for physical distancing of between 1.5 and 2 meters to be maintained.
- 15.6 Where people have to que, the physical distance is to be demarcated with clear signs to ensure adherence.
- 15.7 Masks or Face shields should be worn if the regulations require so.

#### 16. Event Debrief

After an event, a debriefing must be held to identify any problems, issues or risks with the view of making future events safer and more robust. Lessons learnt from the event should be passed on to future event organisers

#### 17. Risk Assessment

A comprehensive risk assessment must be done during the planning phase of the event ensuring that all the mitigating factors are taken into account and covered.

#### 18. Protocol Training:

The NMSF will provide assistance in the form of Covid-19 precautionary measures training for all Organisers and Officials before the resumption of any motorsport events. Attendance at these training sessions shall be mandatory.

**Should you have any questions, please do not hesitate to contact the Vice President for your code.**

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