



**COVID-19: CASC-OR Event
Guidelines for Time Attack**

Rev2, 26 May 2020

COVID-19: CASC-OR Events Guidelines

This guidance is provided by CASC-OR in preparation to resume event activities and to mitigate the spread of COVID-19 between participants. CASC-OR supports taking a pro-active role to employ behaviours and protocols as defined by the Federal, Provincial and Local guidelines that help protect the health of those attending events. Clubs may incorporate additional measures based on local mandates and recommendations.

The following statement shall be added to Pre-Event Communication, Supplemental Regulations and to event registration pages.

Notice to Participants: *In light of the current COVID-19 situation, every attempt will be made to minimize the risks of exposure to the COVID-19 virus.*

*Ultimately, it is **your responsibility** to assess the risk to you, both on-track and off, and to make the decision on whether or not to participate. If you are feeling unwell or are experiencing symptoms such as fever, cough, or shortness of breath please stay home. If you have been in contact with someone who has been experiencing these symptoms in the last two weeks, please stay home.*

While on site please take the health and safety of your fellow participants, volunteers and staff into consideration and practice social distancing, wear a mask, and wash your hands and/or use hand sanitizer frequently.

General Guidelines

Event Planning Guidelines

- Follow Federal, Provincial and municipal guidelines in relation to COVID-19.
- Strongly encourage all participants and workers to wear masks, for not only their own safety but for the safety of everyone on-site. Encourage participants and workers to bring their own face masks/covering.
- Provide COVID-19 prevention supplies to event staff, such as hand sanitizer with at least 60% alcohol, disposable gloves, trash baskets, disposable face masks and cleaners/disinfectants.
- Plan ways to limit in-person contact for workers supporting your events
- If possible, identify a space that can be used to isolate staff or participants who may become ill at the event.
- Close event to spectators.
- Develop flexible refund / entry forwarding policies for participants.
- Encourage/Require event staff to stay at home if they are at higher risk for severe illness, or if they are sick or experiencing COVID-19 symptoms such as fever, cough or shortness of breath.
- Plan for additional staffing needs should a regular event staff member become ill or need to stay home due to being in a high-risk category.
- Develop plans for limiting the sharing of equipment or the sanitization of equipment during hand-offs.
- Determine how to hold driver meetings within social distancing protocols, keeping in mind any site-specific limitations such as access to PA systems or wide-spread internet access.

Pre-Event Communications

- Provide consistent and informative pre-event messaging to participants and workers so that everyone arrives to the site with an understanding of the COVID-19 safety protocols.
- Ask that anyone who is feeling unwell, or who has been in contact with anyone that is sick in the last two weeks to stay home.
- Describe your cancellation policy, so that drivers are not pressured to come to an event while feeling unwell.
- Provide participants with protocols/procedures they are expected to follow – Social distancing, frequent hand washing, providing their own face coverings, what to bring, etc.
- Describe to participants the protocols that workers will follow, so that they may make an educated decision about attending the event.
- Ensure that event workers are aware of the safety protocols they will need to practice and will enforce them on-site.
- Encourage participants to come prepared to protect themselves and their equipment.
- Encourage participants to come to the track prepared with food, water, hand sanitizer and any other necessities they might require.
- Provide workers and participants with details on additional precautions that the organizing club is taking.

General Operations

- Do not provide community beverage coolers. Strongly recommend that participants bring their own, or have water available in opened cases, but not chilled.
- Use disinfecting wipes or disinfectant spray and disposable towels to wipe down equipment, supplies, shared work areas and surfaces between uses, shift changes and frequently throughout the day.
- Clean frequently touched surfaces such as tables, counters, doorknobs, light switches, pens, keyboards, and cones (when used)
- Ensure there are plenty of hand washing stations or hand sanitizers in and around the facility, particularly high traffic areas.
- Do not provide community food tables.
- As much as possible, staff should keep a single radio with them and not hand off between staff members; before storing or when giving it to another staff member, wipe off the radio with a disinfectant wipe.
- Close events to all spectators. This includes anyone who isn't a volunteer, a worker or a participant.
- Depending on the space available in the paddock, ask drivers to park 2 metres away from other vehicles or as far as paddock space allows.
- Only essential, on-duty workers are allowed in specialty work areas such as timing and scoring; when someone is not working a session, they should remain at their cars or follow social distancing protocols.

- Consider placing flyers at key locations across the event site to remind people of social distancing and protective health protocols.
- <https://files.ontario.ca/moh-coronavirus-pec-poster-en-2020-03-09.pdf>
- <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/public-resources>

Social Distancing

- 2 metres of space should be kept between individuals for the entirety of the event, except in cases of participants that are part of the same household.
- Staff may need to gently reinforce this requirement throughout the event.
- Anyone who continues to ignore social distancing procedures even after staff input may need to be asked to leave without a refund.

Personal Protective Equipment + Hygiene

- It is recommended that event staff wear cloth face coverings or masks.
- Provide COVID-19 prevention supplies to event staff if they do not supply their own.
- If possible, make PPE supplies available to purchase for participants other than event staff.
- Remember to, and encourage others to, wash hands with soap and water for at least 20 seconds regularly especially after using the restroom, before eating, and after blowing your nose, coughing, or sneezing. Use hand sanitizer that contains at least 60% alcohol if hand washing facilities are not available. Avoid touching your eyes, nose, and mouth with unwashed hands.

Social Activities

- Suspend social aspects of the event, i.e. meals, parties etc.
- Discourage eating in indoor/enclosed locations.
- Close all indoor eating or lounge areas to discourage “hanging out.”
- Limit physical contact; refrain and discourage hugs, handshakes and high-fives.

TIME ATTACK

Additional Operations Guidelines

Track Setup

- Minimize number of course setup personnel.
- Course setup workers should wear nitrile gloves to avoid cross-contamination of touching cones, timing equipment, and worker station items. Nitrile is preferred to latex due to possible allergic complications.
- Worker lunches, if provided, should be pre-assembled for a grab & go service or have them delivered directly to workers. Encourage workers to eat at their car or maintain the 2 metre social distancing protocols.
- Limit timing access to essential workers only. If rotating positions, leave timing until your next scheduled session.

Entrance to event venue

- Monitor venue surrounding and entrance for possible spectator gatherings and kindly ask them to vacate the premises as outlined by Provincial law.
- Speak with the track before the event to do what you can to mitigate any possible transmissions at this high traffic area. Ask the track worker to wear a mask and gloves and to sanitize the pen and clipboard after every vehicle.
- Where possible ask them to print enough waivers for each vehicle.
- You may also recommend in pre-event communications that everyone bring their own pen to sign with to minimize pens being passed through many hands.

Registration

- Strongly recommend that registration be online with online payment only. Strongly discourage walk ins and do not accept cash. Use electronic funds transfers if necessary.
- Online registration can be left open so that at-event walk-ups can register for the event with little/no contact, if a club chooses.
- Recommend in pre-event communications that everyone bring their own pen to sign with to minimize pens being passed through many hands.
- Clubs should hold registration in an open area like an open garage or outside.
 - Free standing Plexiglas barriers are encouraged.
- Registrar stations shall be at least 2 metres apart.
 - If room permits, place a storage tote or second table in front of the Registration table to create separation and keep participants back an acceptable distance.
 - Once available, utilize online waivers through registration software.
- If an event is held before online waivers are available, print enough waivers for each participant.
- Do not handle clipboards. Have waivers sitting in a place accessible by the participant. Sanitize hands before and after handling the pen.

- Registrars should not handle membership cards or driver's licenses.
 - Ask member to hold it up and visually check the validity OR
 - Use member look-up in the Member Account Portal to verify membership
- Have wristbands or event credentials on a table for participants to pick up or have registrar just hand it to the participant to put on. Wristbands should be separated prior to opening registration.
- Absolutely no passengers, ride along's or co-driving cars unless they reside in the same household or are immediate family members.

Tech

- Make Self tech declaration form available online as well as having forms available at the venue.
- Have drivers remain in cars while waiting to be teched.
- Perform self-tech with oversight. Have driver perform normal tech functions to verify equipment where possible.
- Tech workers should wear nitrile gloves to avoid cross-contamination of touching car-related surfaces (Nitrile is preferred to latex due to possible allergic complications).
- If impounded, drivers must stay at their cars and should not move around to socialize.

Pit Lane / False Grid

- All workers should wear a mask when conversing with drivers or other workers if a distance of 2 metres cannot be maintained.
- When speaking to drivers use the passenger side whenever possible to allow for extra distance. If the car is particularly loud and makes it challenging to speak from a distance, you may need to ask the driver to turn off the car.

Corner Stations

- Disinfect shared equipment and supplies before and after each use; use baggies to transport either contaminated or disinfected equipment.
- Maximum 2 marshals per station having separate duties i.e. flagger /radio operator, fire extinguisher. Mandate a distance of a least two metres apart.
- Assign household members together, when possible.
- Keep corner teams together at the same station during the entire event.

Driver & Worker Meetings

- Driver meetings may be held if they are outside and social distancing protocols can be followed. Holding meetings over the PA, FM radio stations, via live stream and/or via email is preferred.
- Worker meetings may be held if they are outside and social distancing protocols can be followed; otherwise worker meetings may be held over the radio.
- Add information about COVID-19 procedures to your normal meeting content and allow for Q&A.

Loaner Helmets

- Absolutely no loaner helmets are allowed to be used.

Indoor Specialty Work Areas

- Includes timing & scoring, registration, race control etc.
- Each specialty location should be equipped with appropriate disinfectant, hand sanitizer, etc.
- Minimize number of people in the work area, ensuring 2 metres of separation
- Strongly encourage workers to wear masks (provide PPE to workers at no cost when necessary)
- Disinfect all shared work areas—including computer equipment and radios—between staffing changes and at the end of the day
- Disinfect all shared equipment before and after use

Outdoor Specialty Areas

- Includes grid, start, worker stations/flagging.
- General social distancing protocols should be followed.
- Mandate workers to wear masks when the 2 meter distance cannot be followed.
- Encourage workers to wear nitrile gloves to prevent cross-contamination when touching shared equipment (Nitrile is preferred to latex due to possible allergic complications).
- Provide appropriate disinfectant, hand sanitizer, etc. to each specialty area including each worker station.
- Disinfect all shared work areas and equipment including clipboards, radios, pens, etc. between staffing changes/heats and at the end of the day. It is strongly recommended not to use shared equipment such as clipboards and pens or to minimize their use.
- Use baggies to transport either contaminated or disinfected equipment.
- Assign household members together, when possible.

Trophy Presentations

- Hold outside and follow social distancing protocols. No physical contact.
- If social distancing cannot be achieved, trophy presentations should be eliminated.
- Utilize “No Contact” trophy presentation (i.e. set trophies on table/podium steps for pickup).
- If used, distance podium steps.
- If used, do not share the microphone.