



GUIDELINES & RESOURCES TO REOPEN FAIR SATELLITE NETWORK

May 22, 2020

Fair & Satellite Facility Managers,

As businesses reopen under Governor Newsom's Resilience Roadmap, CARF staff would like to provide guidelines and resources to safely reopen the satellite network with health and safety as the top priority.

The specific health and safety standards implemented will vary by Fair and are best determined by building layout, individual Fair standards and local law. The focus of this document includes:

- **Legal Approval to Operate and County Resources**
- **Fair Employee Health and Safety**
- **Mutuel Clerk Health and Safety & SCOTWINC/NCOTWINC Requirements**
- **Suggested Facility Modifications & Policies for Guest Safety**
- **Resources**

CARF Staff are here and eager to help you through the reopening process, including assistance with your county paperwork if required.

Please reach out if you need anything. Information will continue to change as this process evolves.

Feel free to reach out to myself, Heather or Juliana if you need anything via our e-mail or our cell phones at any time.

A handwritten signature in black ink that reads "Larry A. Swartzlander".

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OBTAINING LEGAL APPROVAL TO REOPEN & COUNTY APPLICATION PROCESS

BACKGROUND & RESOURCES BY COUNTY

Background

On March 19, 2020, Governor Newsom issued an Executive Order directing all residents to heed the State Public Health Officer's Stay-at-Home order which requires all residents to stay at home except for work in critical infrastructure sectors authorized as necessary activities.

On April 14th, the State presented the Pandemic Roadmap, a four-stage plan for modifying the Stay-at-Home order, and, on May 4th, announced that entry into Stage 2 of the plan would be imminent.

This variance allowed for counties to adopt aspects of Stage 2 at a rate determined by the County Local Health Officer.

Due to a higher level of preparedness in many counties, the state has issued a second variance opportunity for certain counties that did not meet the criteria of the first variance attestation.

Local Variance by County

A county that has met the State criteria in containing COVID-19 may modify how the county advances through each stage, either to move more quickly or in a different order, of California's Roadmap to modify the Stay-at-Home order. Counties that attest to meeting criteria can only open a sector for which the state has posted sector guidance.

Application Process by Individual County

Depending on the progress of each individual county, an application will need to be completed and submitted to your County Health Department. In Stage 2, the closest application for a satellite wagering facility at this time is "Retail" or "Dine-In Restaurants." It is possible that many satellites will need to wait for their county to reach Stage 3 or Stage 4.

Please check with your county representative as to business status and the application process.

State/County Resources

Where available, the applications for “Retail” and “Dine-In Restaurant” businesses are linked as samples for you to review the type of information that your county may require. Requirements specific to entertainment and gambling establishments will become available in later stages.

California State Covid-19 Website: <https://covid19.ca.gov/>

California Roadmap to Reopening: <https://covid19.ca.gov/roadmap/#top>

Most counties are relying solely on the State issued industry guidelines, located here: <https://covid19.ca.gov/industry-guidance/>

Alameda County Fair (Alameda County)

- Website: <http://www.acphd.org/2019-ncov/covid-recovery.aspx>
- Guidance for Food Facilities: https://deh.acgov.org/deh-assets/docs/Guidance%20for%20Food%20Facility_4-22-2020.pdf

Antelope Valley Fair (Los Angeles County)

- Website: <https://covid19.lacounty.gov/recovery/>
- Retail Application: <http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening-Retail.pdf>

Big Fresno Fair (Fresno County)

- Website: <https://www.co.fresno.ca.us/departments/public-health/covid-19>
- Interim Guidance for Reopening: <https://www.co.fresno.ca.us/Home/ShowDocument?id=44523>

California State Fair (Sacramento County)

- Website: <https://economic.saccounty.net/Pages/CoronavirusBusinessResources.aspx>
- 5/22/2020 Order FAQ: <https://www.saccounty.net/COVID-19/Pages/PublicHealthOrderFAQs.aspx>
- Guidelines for Reopening Sac County: <https://economic.saccounty.net/Pages/Guidelines-and-Assistance-for-Reopening.aspx>

Monterey County Fair (Monterey County)

- County of Monterey Health Department:
<https://www.co.monterey.ca.us/government/departments-a-h/health/diseases/2019-novel-coronavirus-covid-19>
- City of Monterey COVID-19 Resources: <https://monterey.org/Coronavirus/Economic-Resources>
- Monterey County Food Facility Guidelines:
<https://www.co.monterey.ca.us/government/departments-a-h/health/environmental-health/covid-19>

National Orange Show & San Bernardino County Fair (San Bernardino County)

- San Bernardino County COVID-19 Page: <http://sbcovid19.com/>
- San Bernardino City COVID-19 Resources:
<http://www.sbcity.org/about/covid19/default.asp>
- Victorville City COVID-19 Resources:
<https://www.victorvilleca.gov/services/emergency-services/covid-19>

San Joaquin County Fair (San Joaquin County)

- San Joaquin COVID-19 Site: <https://www.sjgov.org/covid19/>
- City of Stockton COVID-19 Resource Site:
<http://www.stocktongov.com/government/departments/manager/pubWebSite.html>

San Mateo County Fair (San Mateo County)

- City of San Mateo Business Requirements:
<https://www.cityofsanmateo.org/4258/Resources-for-Businesses-and-Employees>
- San Mateo County Health Department COVID-19 Resources:
<https://www.smchealth.org/coronavirus>

Santa Clara County Fair (Santa Clara County)

- Santa Clara County Public Health Orders:
<https://www.sccgov.org/sites/covid19/Pages/public-health-orders.aspx#explained>
- City of San Jose Guidance: <https://www.sjeconomy.com/why-san-jose/covid-19-guidance>

Solano County Fair (Solano County)

- Solano County COVID-19 Roadmap to Recovery:
[https://www.solanocounty.com/depts/ph/coronavirus links/roadmap to recovery.asp](https://www.solanocounty.com/depts/ph/coronavirus%20links/roadmap%20to%20recovery.asp)

Ventura County Fair (Ventura County)

- City of Ventura COVID-19 Business Resources:
<https://www.cityofventura.ca.gov/1824/Business-Information-Support>
- Ventura County Safe Reopening Business Registration:
<https://www.vcemergency.com/vc-reopens>

FAIR EMPLOYEE HEALTH & SAFETY

BEST PRACTICES & RECCOMENDATIONS

Fair Standards for Employee Safety

Fair protocols for determining employee safety and sanitization standards will vary by Fair and by county. This document is intended to serve as a starting point. Each Fair will need to increase or decrease the degree of implementation based on your Fair's individual circumstances, company values and local law.

Best Practices to Consider:

- Assess employees who are in high-risk categories (See Resources⁴).
- Require all employees to wear face masks.
- Require all front-line employees to wear disposable gloves.
- Require non-disposable face masks to be washed after each shift.
- Require employees to wash their hands frequently with soap and water for at least 20 seconds. When soap and running water are unavailable, provide an alcohol-based hand rub with at least 70% alcohol. Require employees to always wash hands that are visibly soiled.
- Educate employees to be aware of touching their eyes, nose or mouth and to avoid touching those areas when possible. Encourage employees to always wash their hands before touching their face.
- Practice good respiratory etiquette, include covering coughs and sneezes. Educate employees to cover their mouth and nose with a tissue when coughing or sneezing and to throw the used tissue in the trash. If tissue is not available, encourage employees to cough or sneeze into their elbow, not their hands.
- Encourage employees to not come to work if they are experiencing cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell.
- Require employees to notify their Supervisor if sick and to stay home.
- Teach employees to recognize personal risk factors. According to the U.S. Centers for Disease Control and Prevention, certain people, including older adults and those with underlying conditions such as heart and lung disease or

diabetes, are at higher risk for developing more serious complications from COVID-19.

- Check employee temperature, preferably with a non-touch temporal thermometer.
- Consider requiring employees to self-screen at home, which is a State approved appropriate alternative to providing it at the establishment if following CDC guidelines.
- Consider installing a plexiglass or plastic barrier between any front-line employees and guests (i.e. admissions, program sellers, etc.).
- Perform regular health checks on employees.
- Reduce cross-use of equipment when possible (i.e. phones, desks, offices, work tools). When employees must share equipment, develop best practices for sanitizing equipment between uses.
- Encourage employees to limit physical contact with others as much as possible and direct others (co-workers, vendors, guests) to increase personal space to at least six (6) feet apart.
- Develop a plan to isolate and safely remove from the satellite an employee that develops a fever or begins to feel sick during a work shift.
- Direct an employee who tests positive for COVID-19 to seek medical consultation and to self-quarantine away from work for 14 days. Sick employees should follow CDC-recommended steps.
- Direct employees who have come in contact with an individual who has tested positive for COVID-19 (coworker or otherwise) to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.
- Make available information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID-19 (see Resources²).
- Develop a plan (COVID-19 Exposure Action Plan) for determining those co-workers or guests who might have come in close contact with a confirmed-positive employee who has worked a shift.
- If a confirmed case of COVID-19 is reported at the facility, determine if the facility meets the criteria for recordability and reportability under OSHA's recordkeeping rule.

MUTUEL CLERKS HEALTH & SAFETY

NCTOWINC/SCOTWINC COVID-19 PROGRAM DETAILS

NCOTWINC/SCOTWINC COVID-19 Program

NCOTWINC & SCOTWINC recognize that there is a need to develop a program that will ensure the safety of their employees as they re-enter the workplace. NCOTWINC & SCOTWINC will work with satellite management to ensure that the establishments are re-opening based on guidance from State and local government authorities.

The one-page [NCOTWINC/SCOTWINC Covid-19 Program](#) memo will be circulated to all fair and satellite managers. The following is a summary:

Requirements for NCOTWINC/SCOTWINC Employees:

- Require sick employees to stay home.
- Send any employee displaying symptoms home immediately.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Perform frequent environmental cleaning of betting machines and hard services in the wagering area with a recommended disinfectant.
- Require frequent handwashing with soap and water for at least 20 seconds (refer to signage requirement above).
- Personal Protective Equipment will be required. PPE's include face coverings and gloves.

NCOTWINC/SCOTWINC Employee Training

NCOTWINC/SCOTWINC will provide all employees returning to the workplace with training telephonically. Training will include written protocols and handouts and will outline any requirements and/or expectations that the facility owners/operators may plan to institute which may affect pari-mutuel employees working at specific facilities.

NCOTWINC/SCOTWINC Requirement for Satellite Wagering Facilities

NCOTWINC/SCOTWINC will require the following from each satellite facility prior to reopening for pari-mutuel activities:

1. Provide proof that the facility is legally allowed to open.
2. Provide a copy of the facility's COVID-19 safety plan.
3. Installation of a plexiglass (or similar material) barricade to serve as a shield between manned terminals and customers.
4. Provide hand sanitizer and/or wipes in the public area of the wagering facility
5. Install social distancing markers on the floor in front of all wagering terminals (manned and unmanned).
6. Post signage to remind guests about social distancing requirements and provide staff to monitor compliance.
7. Post signage in the satellite wagering areas to encourage handwashing.



Sample Signage

SUGGESTED FACILITY MODIFICATIONS & POLICIES FOR GUEST SAFETY

CONSIDERATIONS & SUGGESTIONS

Fair and satellite managers will need to work together to determine which of these suggestions would best enhance public and employee safety for their individual satellite facility. These decisions are not mandated by CARF, but instead are best determined by building layout, individual Fair standards and local law.

CARF staff are available to help secure any items or vendors you may need. It is our hope that Fairs will share cost-effective suppliers, materials and vendors whenever possible.

Potential Modifications to the Building

- **Modifications to the Building Layout/Function may include:**
 - Utilizing a ticket/box office instead of the lobby for admissions.
 - Installing plexiglass at admissions counter if lobby is used.
 - Consider contactless payment at points of sale.
 - Create physical barriers, for example plexiglass or plastic sheeting, at any point of sale.
 - Determine and implement physical distancing parameters for tables (recommend at least 6 feet apart).
 - Place one chair per table until max building capacity is reached (you will need to determine if you will allow guests from the same household to sit together).
 - Consider building access and creating one entrance and one exit.
 - Develop a method to monitor building capacity (count ins/outs, document hourly).
 - Consider if you need to create policies or physical modifications for intra venue movement, shared open spaces, security screening, drop off and pick up for occasional IRS transactions, and a reservation system for big race days based on new capacity.
 - Equip spaces such as dining areas, bar areas, host stands, and kitchens with proper sanitation products, including hand sanitizer and sanitizing wipes to all staff directly assisting customers.
 - Close every other stall, urinal and sink in the restrooms to ensure physical distancing.

- Evaluate money room and other offices for adequate ventilation.
 - Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible and making other HVAC upgrades, including UV filtration.
 - Consider touch-free modifications to door handles and paper towel dispensers.
 - Evaluate smoking policies and smoking areas.
 - Consider if lottery should be discontinued or curtailed.
- **Installing Signage:**
 - Post general rules/policies of the building in a manner that they can be easily viewed prior to entry (including building capacity, guest requirements to enter, contactless payments, etc.).
 - Stay healthy tips.
 - Handwashing guidelines in restrooms and other areas (see Resource³).
 - Floor decals spaced six (6) feet apart for guests to stand in any area that a line may congregate (i.e. admissions area, mutuel lines, food services, bathrooms, etc.).
- **Admissions/Entry** - Fair and Satellite Managers will need to consider, based on facility layout, company values and local laws, developing the following policies for allowing guests entry:
 - Capacity of building and physical distancing parameters.
 - Offering reserved seating.
 - Requirement to wear masks.
 - Requirement for temperature check by security.
 - Requirement for verbal agreement to abide by facility policies.
 - Determine mandatory spacing at entry (recommendation is 6’ apart).
 - Consider only allowing one guest in the lobby at a time.
 - Disallow guests with symptoms to enter (See Resource⁴).
 - Require guests to self-scan CalRacing Cards.
- **Food & Beverage**
 - No bar services in Stage 2. Currently in California bars are disallowed and alcohol can only be sold in the same transaction as a meal. This requirement can be modified in Stage 3 & Stage 4.
 - For facilities that require guests to wear masks, consider a separate dining area with appropriate distancing between tables.
 - Require lids on all drinks.
 - Only refill drinks in fresh glasses.
 - Provide disposable menus.

- Discontinue pre-setting tables with napkins, cutlery and glassware. These items should be supplied individually to guests as needed.
 - Suspend use of shared food items such as condiment bottles, salt and pepper shakers, etc. and provide these items in single serve containers when possible. Where this is not possible, disinfect item after each use.
 - Thoroughly clean each customer dining location after every use, allowing for adequate time for proper disinfection, following product instructions.
 - Servers, bussers, and other workers moving items used by customers (dirty cups, plates, napkins, etc.) or handling trash bags should use disposable gloves (and wash hands before putting them on and after removing).
 - Dishwashers should use equipment to protect the eyes, nose and mouth from containment splash using a combination of face coverings, protective glasses and/or face shields. Dishwashers must be provided impermeable aprons and change frequently. Reusable protective equipment such as shields and glasses should be properly disinfected between uses.
- **Janitorial Services & Employee Sanitization**
 - Develop a detailed cleaning checklist for janitorial staff and document cleaning times.
 - Consider adding additional janitorial staff to assist in constant disinfecting.
 - Order additional stock of janitorial supplies.
 - Provide time for employees to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employees' job duties.
 - When choosing cleaning chemicals, use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70 percent alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use (See Resource⁵).

Perform thorough cleaning in high traffic areas, such as lobby, admissions counter, stairways, stairwells, handrails, etc. Frequently disinfect commonly used surfaces including doors, door handles, crash bars, light switches, tables, chairs, credit card terminals, ATM pin pads, etc.

- Post cleaning documentation in view of guests.
- Require that restrooms be sanitized hourly and logged by fair employee.

- Ensure bathrooms have adequate supplies of soap, alcohol-based hand cleaners and paper towels.
- Pay additional special cleaning attention to areas of frequent hand contact (i.e. doorknobs, faucets, handrails, food preparation and serving areas, seats, etc.)

RESOURCES

USEFULL LINKS FOR OFFICIAL COVID-19 MATERIALS

CALIFORNIA COVID-19 OFFICIAL SITE

<https://covid19.ca.gov>

¹ CDC People Who Are at Higher Risk for Serious Illness:
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

² California Labor & Workforce Development Agency:
<https://www.labor.ca.gov/coronavirus2019/>

³ CDC When and How to Wash Your Hands:
<https://www.cdc.gov/handwashing/when-how-handwashing.html>

⁴ CDC Symptoms of Coronavirus:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

⁵ EPA List Disinfectants for Use Against SARS-CoV-2:
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

OSHA Guidance on Preparing the Workplace for COVID-19:
<https://www.osha.gov/Publications/OSHA3990.pdf>

Print Resources:

- [Symptoms of Coronavirus Poster](#)
- [Stop the Spread of Germs Poster](#)
- [CDC Print Resources](#)
- [CDC Media Library \(for use on your Websites and Social Media\)](#)