

Atlantic Motorsport Park COVID-19 Operating Procedures – 09 June 2020

Aim

This plan aims to outline the procedures to follow in operating AMP during periods affected by COVID-19. It outlines specific new responsibilities, new procedures, and designates what the renter/event organiser is responsible for, what AMP is responsible for, and what changes and materials AMP has provided. Nothing in this plan is intended to override public health guidance. Follow this plan except when public health guidance requires more stringent procedures. Provide any written/email feedback on this plan after each event so that it can be made as thorough and safe as possible.

General Public Health Measures

- Stay informed, be prepared and follow public health advice;
- Physical distancing must be observed at all times, with a minimum of two metres (six feet) between individuals. This applies to all public areas as well as event staff designated areas such as marshals' trailer, track control tower, and corner stand;
- Organizers must have a sanitation plan providing sufficient cleaning and sanitizing of infrastructure and washroom facilities in place; This can include designating some fixtures as closed, designating specific fixtures for use, and rotating thru available fixtures to reduce cleaning burden during events. Cleaning supplies for washrooms, infrastructure and AMP/ARRCA owned equipment will be provided by AMP;
- Encourage frequent hand washing with soap and water for at least 20 seconds; if not available, use a hand sanitizer that contains 60% - 80% alcohol. Hand sanitizer is not being provided by AMP. Each participant/Organizer must bring sufficient supplies for their use during the event. Washroom use is restricted, therefore washroom capacity for hand washing cannot be the sole resource for this purpose;
- Ensure enhanced cleaning and sanitizing of frequently touched surfaces during events;
- Encourage vulnerable individuals to exercise caution and minimize high-risk exposures;
- Any event participants or volunteers or event/AMP staff who exhibit any signs of illness will be asked to leave by the event organizers/AMP staff;
- If you are sick you must stay home;
- Organizers are to ensure event staff are educated to observe COVID-19 safety protocols and to recognize symptoms of COVID-19 in them and others;
- AMP staff will be provided access to protective equipment which may include gloves, non- medical masks (when required), and eye protection. Any protective equipment required by event staff is to be provided by the event organisers;
- Event organizers must create schedules to maintain facility cleanliness throughout their event, including wiping down washroom surfaces, chairs, tables, and other contact surfaces during the event;
- All event participants will be briefed daily to wash their hands/use appropriate hand sanitizer often and follow hand hygiene guidelines, as well as being briefed on cleaning processes and areas that are off limits to reduce cleaning requirements and;
- The Hilchie Bldg, Guthrie Bldg, and Registration Bldg should remain off limits to event participants unless organizers have specific measures in place to ensure cleanliness. Staff should access these spaces only when needed. When event organizers choose to allow access to these buildings, all shared infrastructure (tables, chairs, door handles etc) will be cleaned and sanitized regularly during the event and again at the end of the event. Areas not deemed clean by AMP staff will result in a cleaning surcharge, to be paid before the next rental event. Chairs and tables must be cleaned and returned to storage locations at the end of the event. In the Guthrie building, all chairs are to be stacked and tables stowed at the end of the event to signify that they are cleaned and ready for use by the next user.

During an event:

- Stay informed, be prepared and follow public health advice;
- During registration, participants and event staff must be made aware of COVID 19 specific measures the event and AMP has taken to ensure safe participation. It is recommended this be provided by electronic means before an event;
- All event participants should be preregistered to avoid exceeding determined event capacity. Spectators should not be permitted by event organizers, and participants must communicate the number of guests who will be attending. It is strongly recommended that all fees are paid in advance;
- Arrival areas will be managed to ensure that physical distancing is observed at all times, with a minimum of two metres between individuals. Use of the registration building at the entrance to AMP is encouraged. Positive access control to the facility is to be maintained at all times;
- A log of all attendees' names, addresses, and contact numbers will be kept facilitating any contact tracing efforts that may be needed. This must be done in a format that will allow quick communication of these details to health authorities when required, and must be kept by the event organizer for at least 30 days after the event;
 - The paddock will be marked at the perimeter at 6 foot intervals. This will enable Event Organizers to ensure the mandated minimum buffer spacing between participants' pitting areas. Renter/Organizer is to determine max capacity for their organization taking into consideration the activity, staffing levels for control, internal organization rules (e.g. ARMS race doesn't permit paddock stall use along pit wall) etc
- Use of the Guthrie Building and Hilchie Building for instruction/administration purposes is permitted when physical distancing can be maintained. Minimizing time in enclosed spaces and maximizing physical distance are known to reduce the likelihood of COVID-19 transmission. Designating doors as entry and exit only is recommended when appropriate;
 - Use of the track observation tower should be restricted to event control staff and designated instructors for the purpose of observing participants to promote event safety only. Please note that maintaining six feet physical distance is required when accessing the tower;
 - The use of non-medical masks is highly recommended for any event staff that will be communicating regularly with participants. Participants should be encouraged to provide and wear their own non-medical masks when possible;
 - To reduce the risk of COVID-19 transmission associated with loud verbal communication, event staff that need to communicate with participants wearing helmets or in noisy environments should wear non-medical masks, and alternate means of communicating instructions (i.e. small white board and marker) should be provided by organizers to designated staff when appropriate;
 - If, and only in the interest of event safety, physical distancing is not able to be adhered to (first aid etc), the event organizer is to record the details of the event including the persons involved. This record is to be kept with the list of event participants contact information;
 - Comfort station use is restricted to one person at a time in each of the male and female sides of the facility. Showers are closed and off limits and;
 - Grandstand use – grandstands are not being cleaned by AMP staff. Event users are to be reminded of this and take appropriate personal measures to reduce the risk of COVID-19 from outdoor surfaces they contact.

Use of AMP provided event equipment and vehicles:

- Equipment (AMP owned radios, public address equipment, microphones, marshaling equipment, flags, etc.) should be assigned to one user as much as possible to avoid shared use and the continuous need to clean and sanitize between uses.

Where equipment is shared, or reassigned to a new user, it must first be cleaned and sanitized. AMP will provide cleaning supplies, however, the cleaning of this equipment is the responsibility of the renting organization;

- ARCCA support vehicle and the enclosed equipment – contact surfaces of the vehicle (door handles, driving controls, seat etc) and equipment is to be cleaned by the event organizers before returning the vehicle to storage. AMP will provide cleaning supplies which will remain in the vehicle. This includes cleaning used flag and extinguisher handles and;
- Corner stands and control tower – Organisers are to ensure that contact surfaces like railings and seating are wiped clean at the end of the event. AMP will provide supplies sufficient for each stand and the tower.

Non- Event Access to AMP facilities

- Event participant overnight camping is permitted only when responsible agents from renting organization are on site. Individuals camping must be self contained (own washroom and water facilities) – access to track infrastructure and buildings including washrooms is not permitted for the support of camping. This will allow AMP preparation and cleaning to occur and the sanitized status of cleaned infrastructure to be maintained for the next event. Overnight camping is not part of AMP business or provided services, therefore the provincial limits for social gatherings do apply. Event organisers must know what the current provincial limit is and ensure these limits are not exceeded by their event participants. Organisers must supervise all event related activities for compliance with COVID-19 measures including pre and post event camping.
- AMP staff and designated volunteers engaged in track maintenance activities are permitted on site during and after events. They must be briefed by any event staff on event related COVID-19 procedures. This permission includes occasions when staff/designated volunteers remain overnight to facilitate track business and maintenance. They are not included in provincially assigned social gathering limits as they are participating in the business of track operation and therefore not subject to social gathering limits.
- AMP maintenance persons are responsible for cleaning and sanitizing any facilities used during the process of maintenance that does not occur during events, to include washrooms and contact surfaces in buildings and tools/equipment. Cleaning supplies will be located in the supply room. AMP Maintenance persons are permitted overnight use of washrooms to support maintenance activities, but will be required to clean any and all facilities used before the arrival of the next event or before they departing the facility, whichever occurs first.
- AMP cleaning staff will clean and sanitize all comfort station facilities after each event. Shower facilities will be out-of-bounds.

Print name of track renter/organisation

Signature of authorised agent for track renter/organisation

Date