

## NE-SVT Autocross Procedures in Compliance with MA. COVID 19 Guidelines

### 1) Introduction

- a) These procedures provide the protocols and safety measures NE-SVT has adopted, in compliance with the State of Massachusetts COVID 19 Guidelines, to assure that NE-SVT AutoCross events at Devens are conducted safely and minimize the risks of the spread of COVID 19 among event participants. **In order for these procedures to be effective, they must be taken seriously and followed to the maximum extent possible by all staff and registrants. Noncompliance to these procedures may result in a request for the offending person to leave the event. Please respect the health and wellbeing of your fellow autocrossers, please follow these rules!**
- b) The most important procedures to minimize the risk of COVID 19 transmission are strict **Social Distancing** (6' minimum) and, when strict social distancing is not possible, wearing a **Mask**. These steps are required of all participants, with two exceptions as noted below (on a work station and alone in your car). Additionally important are the frequent use of **hand sanitizer** as well as **avoiding touching the face area**.

### 2) General Requirements

- a) Only preregistered drivers will be allowed at the event. Guests and spectators will not be allowed.
- b) Registered drivers will be sent a Confirmation email 3 days prior to the event, which will contain standard event information/instructions, and these procedures.
- c) The confirmation email will also include a Self-Screening Checklist, including a temperature check, which is to be completed at home immediately prior to the event.
- d) Anyone who fails the self-screening test should not attend the event. Anyone who does not attend due to sickness will receive a full refund.
- e) Face coverings to be worn at all times by staff and participants except when in their cars or working the course;
- f) NE-SVT supplied PPE items will include:
  - i) Adequate cleaning products (hand sanitizer, disinfecting wipes/sprays) to perform required cleaning/sanitizing of equipment both in the paddock, at the timing tent, and at the cone stations on the course.
  - ii) A limited supply of face masks and rubber gloves to meet occasional demands.
- g) Participant supplied Items will include:
  - i) You are required to have a Snell 2010 or later rated helmet. M 2010 or later helmets are allowed. FIA homologated helmets are allowed. **No other type of helmet is allowed. No loaner helmets will be provided.**
  - ii) Face Masks, which cover the mouth and nose.
  - iii) Hand sanitizer and disinfectant wipes for personnel use.
  - iv) An adequate supply of drinking water.
  - v) It is suggested that participants provide their own lunches, as the normal noon-time pizza delivery will not be provided. We would also like to limit the onslaught on Ayer restaurants at lunch time.

### 3) Specific NE-SVT Event Procedures

#### a) Gate Check-In Process

- i) A gate monitor, wearing a mask, will request to view the driver's license of the arriving driver, and verify from the registrant list that he has registered.
- ii) All registrants have already been required to acknowledge and accept the Release and Waiver of Liability during their MSR registration process. They will not be required to sign at the gate.
- iii) The driver will be asked to verify that he has completed the pre-screening and that he is not ill and does not have a fever.
- iv) The gate monitor will then apply the proper Run Group/Work Station Sticker to the windshield of the car and send the driver on to the paddock.
- v) Anyone who has not registered, not completed the temperature and pre-screening process, or is showing signs/symptoms or is feeling sick will not be able to participate and will be asked to leave.

#### b) Paddock and Grid Procedures

- i) Cars will park in the paddock at least 6 feet apart. Cones will block off the dumpster, containers, and porta-potty area, no parking allowed in these areas.
- ii) Once parked, the driver should clean out all loose items from the car and install the proper numbers as designated on the entrance sticker. Driver should maintain social distancing or wear a mask during this process. Do not line up for technical inspection until directed by staff.
- iii) Participants will be instructed not to congregate in groups at any time.

#### c) Tech Inspection Procedures

- i) When directed by staff, line up in the designated area, open the hood and the trunk, get your helmet ready for inspection (driver will be asked to expose SNELL sticker to show to inspector), and remain in or adjacent to your car, mask on, and social distancing.
- ii) When the inspector reaches your car, he may ask to see certain items (battery hold downs, floors (no floor mats) etc.
- iii) Once you pass inspection, another small sticker will be placed on your windshield, and you are free to return your car to your parking spot.

#### d) Timing Tent Procedures

- i) The timing tent will be arranged to allow 6' separation between workers. The timing tent is off limits to participants. Participants with questions must remain at least 6' from the timing tent.
- ii) Hand sanitizer ( 60% alcohol minimum) will be available at the timing tent for staff.
- iii) Equipment (laptop computer, radios, keyboards, and monitors, will be sanitized between run groups (worker shifts).
- iv) Shared radio headsets will not be used.
- v) Tables & chairs used in timing area will be sanitized and stored at end of event.
- vi) Standard NE-SVT time displays, and web based live results will be available to show results.

- e) Porta-Potty Set-Up
  - i) A 60% (minimum) alcohol hand sanitizer will be available for use on a table outside of porta-potties (prior to entry) and inside porta-potties (prior to exit).
  - ii) The people in line for porta-potties should maintain 6' spacing and wear masks.
  - iii) Porta-potties are cleaned and disinfected by the service provider between events as part of the contract with Devens Recreation.
  - iv) A Club staff member will be assigned to wipe down the touch surfaces with sanitizer on the porta-potty doors, inside and out, regularly during the event.
  - v) Records/logs shall be kept at the timing tent that include date, time and scope of cleaning.
  
- f) Station Set-Up
  - i) A typical station in previous years would be designated by a green cone, and would contain a flag, chalk, and a radio. Under the new procedures, a station will still be designated by the green cone, and will include chalk, hand sanitizer, and disinfectant spray (wipes will not be provided to limit litter).
  - ii) At the beginning of each run group, freshly sanitized radios and flags will be distributed by staff to each station. The radio and flag should only be handled by the same person during any individual work group.
  
- g) Drivers Meeting
  - i) Masks and strict social distancing will be rigorously enforced during the drivers meeting
  - ii) Contact information for local health authorities, including the MA Department of Public Health, and the local Board of Health will be communicated to all staff and all participants during driver's meeting and in registration materials
  - iii) Health Authority Contact Information:
    - (1) MA Department of Public Health, 617-624-6000
    - (2) Ayer Board of Public Health, 978,772,8213
    - (3) Massachusetts DOH COVID-19 Information website  
<https://www.mass.gov/resource/information-on-the-outbreak-of-coronavirus-disease-2019-covid-19>
    - (4) CDC guidelines for events and gatherings:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>
  - iv) Safety information and precautions to be taken at the event will have been communicated to all staff and registered drivers prior to the event; this information will be highlighted at the driver's meeting and participants will be directed to several locations where information will be posted. The drivers meeting will reinforce the fact that no one should attend the event who is sick or has been on contact with anyone who is sick within the past two weeks.

- h) Course Drive Through
  - i) After the Drivers Meeting, there will be a slow (10-15mph) course drive through, maximum of 2 people per car, wearing masks, with all windows open.
  - ii) New drivers, 2 or less events, will be asked to identify themselves, and several instructors will provide a leader follower type drive through, with 2-3 novice drivers following close behind each instructor as they demonstrate the proper line through the course.
  
- i) Work Group Station Procedures
  - i) After the morning drive through, the red run group will head to their respective work stations while the green run group lines up in grid as directed by staff.
  - ii) Course workers should always be spread out on the course greater than 6' apart; at any time if there is a need to be within 6' of each other, face masks shall be worn.
  - iii) A staff member will bring freshly sanitized radios and flags to each work station at the beginning of each run group.
  - iv) A radio check will be performed, where each station, (1) thru (10), will call in to timing, in order, to confirm that they are ready, or to identify any issues.
  - v) Once a radio check has been completed, and everything is operational, timing will notify stations that the "Course is Hot". Cars will start running the course at approximately 20 second intervals.
  - vi) It is recommended that course workers frequently use hand sanitizer after handling cones, and are advised not to touch their face.
  
- j) Run Group Grid Procedures
  - i) Only pre-registered co-drivers will be allowed in a car with the registered driver.
  - ii) The cars windows are to be open at all times.
  - iii) Cars to remain lined up in grid until grid worker directs driver to start line. Drivers can wait outside of the car but must either wear a mask or social distance while on grid.
  - iv) Starter to wear a mask or position himself so that social distancing can be followed.
  - v) Sound measurements and reporting will be conducted per established protocols in place with Devens Recreation.
  - vi) Registered drivers (including co-drivers) will drive only one specific car for the duration of the event; no sharing of vehicles will be allowed.
  
- k) Run Group Change Over
  - i) When notified by the timing tent that a run group has finished, workers will proceed in a timely manner back to the grid area, socially distancing, wearing a mask, or riding with ONLY one other person in a car while both wear masks.
  - ii) The radio and flag from each station are to be brought back to the timing tent for sanitizing.
  - iii) The next run group will attend any personal requirements, and proceed to grid their cars as has been previously instructed by staff.
  - iv) The new (green) work group will follow procedures as detailed in i) above.
  - v) The new (red) run group will follow procedures as detailed in j) above.

- l) Lunch Period
  - i) Once the red run group has completed their morning runs, there will be a lunch break.
  - ii) The green work group will follow the procedures detailed in k)i) and k)ii) above.
  - iii) There will then be a 30-45 minute lunch break.
  - iv) Participants are encouraged to provide their own lunches and liquid refreshments, the club will not supply pizza as in years past due to virus transmission risk.
  - v) Please continue to follow social distancing and mask protocols during the lunch break.
  
- m) Afternoon Session
  - i) The afternoon session will repeat sections i) Work Station Procedures, j) Run group Procedures, and k) Run group change over.
  
- n) Course Clean Up and Van re-loading
  - i) Upon completion of the afternoon session, green workers will be requested by timing to place the cones in their section in stacks of approximately 10, in the middle of the runway. Worker should use the hand sanitizer immediately after stacking the cones, and should bring the flags, radios, and chalk back to the timing tent.
  - ii) Continue to social distance, and wear a mask as appropriate when returning to grid.
  - iii) Only specified staff will be allowed to set up, tear down, sanitize, and store equipment, no other volunteers please (although we appreciate the offer).
  - iv) Tables & chairs used in timing area to be sanitized and stored at end of event.
  - v) Masks should be worn whenever anyone is working inside a container.
  
- o) Awards Ceremony
  - i) There will be an awards ceremony after the event.
  - ii) Participants must maintain 6' spacing and wear masks during the award ceremony.
  - iii) A table will be set up between staff and participants. Awards will be announced, the recipient will approach the table, and staff will place the award on the table for the recipient to pick up.
  
- p) Staff Plans
  - i) Isolation, Contact Tracing, and Communication plan for staff if diagnosed as positive with COVID-19, or comes into close contact (within 6 feet for 10 minutes or more) with an individual diagnosed with COVID-19 will be in accordance with <https://www.mass.gov/info-details/learn-about-the-community-tracing-collaborative>
  - ii) Records of everyone participating in the event are kept in each Club's registration/timing system database for each event.
  - iii) As required by MassDevelopment, the participant records (name, email address) will be emailed to MassDevelopment. NE-SVT will provide these as a password protected Excel spreadsheet. Should contact tracing be required after the event, we will provide the password to MassDevelopment.