



# WMRC COVID-19 Safety Plan

Last Updated: July 8, 2020

## Attendee Limitations Policy

On May 22<sup>nd</sup>, 2020 the Provincial Health Officer (PHO) issued an order on mass gatherings.

The order states that the owner, occupier or operator of, or is otherwise responsible for, an indoor or outdoor place hosting an event, other than a drive in event, must not permit the gathering of more than 50 patrons for the purpose of the event.

## Baseline Staffing Requirements

WMRC requires a minimum number of volunteer positions to assist with event operations and safety procedures. The baseline volunteer requirements are as follows:

- (1) Referee / Starter
- (1) Race Director
- (2) Ambulance Attendants
- (5) Corner Marshals (Turn 1, 3, 6, 7, 9 / Pregrid)
- (1) Front Gate
- (1) Sports Car Club Representative

In addition to the above positions the following positions are included with the baseline volunteer requirements but may be held by someone attending the event as a rider:

- (2) Technical Inspectors
- (2) Registrars

And one volunteer position that is usually held by a corner marshal, and is therefore already counted:

- (1) Volunteer Coordinator

This results in a baseline staffing requirement of 15 people. Current provincial limits on events allow up to 50 patrons, not including these staff positions.

Additionally, one person on the club executive (or a named delegate) will be designated as the Health and Safety Officer, who is responsible for overseeing the enforcement of this plan, as well as asking those not in compliance to leave the facility.

## Unauthorized Personnel and Attendees

In effort to maximize opportunities for riders to attend events, only registered attendees and event personnel will be allowed to enter the facility. The following personnel will not be able to attend a WMRC event:

- Vendors, including tire sales or changes
- Food trucks
- Announcer
- Spectators
- Pit crew
- Friends, family, or other visitors

## Prohibited Attendees

The following people are prohibited from attending a WMRC event:

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada within the last 14 days.

If a rider or a volunteer begins to feel ill during the event:

- The sick attendee must immediately wash or sanitize their hands and then don a face mask.
- The sick attendee will then report to First Aid / Ambulance Crew. The ambulance crew will radio the club executive to notify them.
- The attendee will be asked to go home after assessment and follow up with their personal medical professional.
- All surfaces that the ill attendee has come in contact with will be effectively cleaned and disinfected.

## Prohibited Areas and Functions

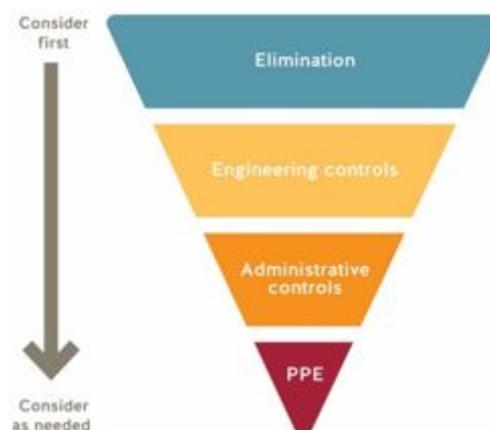
- Announcer Tower: Off-limits as it is not possible to see how many people are up there at one time. Block it off.
- Starter Tower: Only one person is allowed in the starter tower at a time. Remember that the ladder up and down is a shared item; sanitize often.
- Personal Coaching and Small Group Training: This often involves participants and instructors getting close, so is unavailable at this time.
- Taste of Racing: Requires more participants on site, so is not possible at this time.
- Race Days: There will not be enough participants to run an effective race day with our members. Track days only.

## Operations Risk Assessment and Controls

COVID-19 spreads in several ways. It can be spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them and the more people you come near. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

WMRC has identified all of the activities and situations where attendees and volunteers could be at risk of contracting the virus and has implemented protocols for each activity and situation. Different protocols offer different levels of protection. Where possible the WMRC has used the highest level of protection and implemented controls from additional levels to help reduce the risk to as low as reasonably achievable.

The WMRC has followed the hierarchy of controls approach:



**First level protection (elimination)** – Limit the number of people at the event where possible by establishing occupancy limits, rearranging tasks/procedures to ensure attendees remain 2 m (6 ft.) apart from other people.

**Second level protection (engineering controls)** – If physical distancing cannot feasibly be maintained then physical barriers should be considered.

**Third level protection (administrative controls)** – Establish rules and guidelines, such as posted occupancy limits for shared spaces, designated entry/exit routes, cleaning practices etc.

**Fourth level protection (PPE)** – When the first three levels of protection are not enough to control the risk the WMRC will implement the use of face masks.

## Risk Identification and Control Table

Task	Description	Risks	Controls
Hay Baling / De-Baling	<p>Prior to the first event of the season, the WMRC must obtain approximately 300 hay bales, transport these hay bales typically from a farm to the racetrack in mission.</p> <p>When the hay bales arrive at the race track a group of volunteers unloads and packages each bale into a waterproof bag.</p> <p>After the bale is wrapped and taped it is then stacked onto a 6x12 ft. There are a total of two 6x12 trailers that are loaded with hay bales.</p> <p>After the last event of the season the hay bales are taken from the trailers, the plastic bags are removed and disposed of, and the hay bales are</p>	<p>There is limited space in the back of the transport truck (30 ft. truck) when loading / unloading hay bales.</p> <p>Volunteers loading / unloading hay bales at the farm and the racetrack may be within 6 ft. When handing off and packaging bales.</p> <p>Both packaged and unpackaged hay bales are passed between volunteers.</p>	<p>All personnel attending the hay baling and de-baling activities will wash or sanitize their hands then don a face mask and then don work gloves in this exact order prior to commencing work.</p> <p>Only one person is allowed inside the back of the transport truck while loading and unloading hay bales.</p> <p>Only one person is permitted to be inside the cab of the transport truck at any time.</p> <p>All personnel must maintain a distance of 6 ft. from each other whenever possible.</p> <p>After the baling and de-baling activities are complete personnel must either wash or sanitize their hands.</p> <p>See Appendix A for hay baling procedures. See Appendix B for hay de-baling procedures.</p>

	placed into a large waste disposal bin.		
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Task	Description	Risks	Controls
Track Set Up and Tear Down	<p>Before each event, hay bales, air fence, cones and other signage must be placed in various locations on the race track to ensure rider safety.</p> <p>This requires volunteers and event attendees to unload the equipment from 40 ft. storage containers and place them in predetermined locations of the race track.</p> <p>The two 6x12 trailers of hay bales must also be transported via pickup truck and hay bales are placed piece by piece in high risk impact zones.</p> <p>After the trailers have been emptied of hay bales the air fence is loaded onto the trailers by volunteers and also placed piece by piece in high risk impact zones around the race track. The air fence must then be secured to the walls of turn 2 and turn 5 with tie downs and straps.</p> <p>At the end of the event or on the last day of the multi-day events, all of the air fence, cones and signage must be collected from the racetrack and stored inside the 40 ft. container and the hay bales must be collected</p>	<p>Limited space inside the storage containers</p> <p>Due to air fence and hay bales being heavy, two personnel are required to lift and place these items onto a trailer. The air fence in turn 2 requires four people to lift, transport and package. This may prevent personnel from maintaining 6 ft. distance from each other.</p> <p>Cones, equipment, signage and other tools may be passed from person to person during setup and tear down procedure.</p> <p>Set up and tear down requires transporting the volunteers to various locations of the track sometimes in the back of the pickup bed or on the empty trailer, this may prevent personnel from maintaining 6 ft. distance.</p>	<p>All personnel participating in set up and tear down activities will wash or sanitize their hands then don a face mask and then don work gloves in this exact order prior to commencing work.</p> <p>Two Work Groups will be established. Volunteers can join these groups at any time but cannot swap from group to group. You remain with that group throughout the duration of the set up / tear down. Within the group personnel will use the buddy system for heavy lifting. When two personnel have agreed to partner, both will be lifting hay bales and air fence together for all set up / tear down.</p> <p>Only two people are allowed within the 40 ft. air fence containers at a time and only one work group is allowed to load / unload air fence from the trailer at a time. The other work group must wait until the initial group has loaded and left the area.</p> <p>Only two personnel are allowed to ride in the back of the pickup bed, a maximum of 4 personnel can ride on an empty trailer. Personnel are encouraged to walk or cycle to the next corner for setup / teardown.</p> <p>Only the pickup driver is allowed to sit in the cab of the truck.</p>

	and stored on the 6x12 trailers.		<p>Once set up and tear down activities are completed all personnel must wash or sanitize their hands.</p> <p>See Appendix C for setup and teardown guidelines for participants and work crews.</p>
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Task	Description	Risks	Controls
Admittance and Registration	<p>When attendees arrive in the morning for the event they are required to check-in, sign a waiver and register for the event.</p> <p>A WMRC volunteer is stationed at the entrance booth conducting the check-in protocols.</p>	<p>Unauthorized or prohibited personnel attempting to enter the event.</p> <p>A clipboard with waiver is passed from the volunteer to the attendee, the attendee signs and gives the waiver / clipboard back to the volunteer.</p> <p>If the attendee has not pre-registered then there may be a debit / credit transaction via debit machine.</p>	<p>WMRC registrar will confirm personnel checking in do not have any recent symptoms of COVID, have not been outside of Canada in the last 14 days, and does not live in a household with someone who has COVID-19 or is showing symptoms.</p> <p>The registrar will examine the number of people in the vehicle and confirm there are no extra/unauthorized personnel attempting entry to the event.</p> <p>Hands will be sanitized or the clipboard and pen will be sanitized by attendees and registrar between each person.</p> <p>The registrar will communicate the COVID-19 obligations to the attendee which includes the physical distancing recommendations and the procedure to follow if the attendee were to fall ill during the event.</p> <p>Attendees who have confirmed their check in will be given a wrist band and will be expected to wear it at all times during the event.</p> <p>After the maximum number of attendees has been counted,</p>

			<p>the front gate will be closed and no further entry onto the facility will be permitted by the front gate attendant.</p> <p>No payment will be accepted on site.</p> <p>See Appendix D for registration procedures.</p>
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Task	Description	Risks	Controls
Tech Inspection	Prior to any attendee riding their motorcycle on track, both their machine and their riding safety gear must be inspected and approved by an authorized WMRC Tech Inspector.	The attendee and Tech Inspector may not be able to maintain 6 ft. distance during the machine and gear inspection.	<p>Tech Inspectors must wear face masks and should wash or sanitize hands in between inspections.</p> <p>Attendees will be required to wear face masks.</p> <p>Tech inspection will occur in each participant's pit, preventing gathering of people.</p> <p>The attendee will stand the motorcycle, leaving the tech form on the seat, then back up and allow the Tech Inspector to examine the machine.</p> <p>Only the attendee is to handle their own gear, they show it to the inspector. The inspector is not to touch the attendees gear or peer inside the helmet.</p> <p>See Appendix E for technical inspection procedures.</p>

Task	Description	Risks	Controls
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Rider Safety Meeting	After all attendees have registered and their gear and machines have passed tech inspection a Rider Safety Meeting is held to review track safety protocols and normal operating procedures.	All personnel riding at the event will be in attendance for this meeting which may provide challenges for maintaining 6 ft. between people.	<p>All participants will be reminded to maintain 6 ft. distance.</p> <p>Attendees will be required to wear face masks.</p> <p>Rider's meeting will be held in the grandstands to ensure adequate spacing and visibility.</p> <p>Meeting speakers will also be distanced 6ft. from each other. Meeting speakers will project their voice using a megaphone, and will sanitize their hands before and after handling it. They will also wear masks while speaking into it.</p> <p>During the meeting a WMRC official will inspect the empty pit area to ensure no unauthorized personnel are on site.</p>
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Task	Description	Risks	Controls
Marshal Safety Meeting	<p>A Corner Marshal Safety Meeting is held simultaneously during the Rider Safety Meeting. During this meeting safety protocols and normal operating procedures related to corner marshal work is reviewed.</p> <p>After the review of protocols marshals then select headset radios to use to communicate with one another throughout the day.</p>	<p>All corner marshals will be in attendance for this meeting which may provide challenges for maintaining 6ft. between people.</p> <p>Corner marshals will be using radios that are shared in between events with other people.</p>	<p>The Corner Marshal meeting will be held in a large open area located near the tent where the ambulance parks to provide sufficient space for physical distancing.</p> <p>Attendees will be required to wear face masks.</p> <p>Corner marshals will wipe their radios with an alcohol based sanitary / disinfecting wipe prior to the start of the event. If it is a multi-day event marshals are encouraged to take their headsets home with them between days.</p> <p>See Appendix F and G for important changes to note at rider and marshal meetings.</p>

Task	Description	Risks	Controls
Crash Procedure and Marshal Communication with Rider	<p>When a rider crashes the marshal in that specific corner station must conduct an assessment of the situation and determine if the rider requires medical attention or not.</p> <p>Oftentimes the Marshal must communicate with the rider to ensure everything is safe and they do not require assistance.</p> <p>Sometimes the session must be stopped and the rider's bike must be transported off of the racetrack back into the pits via pickup truck (crash truck).</p> <p>The marshal in pre-grid also may at times be required to communicate to either a group of riders or a single rider.</p> <p>Once the rider has returned to the pits they must report to the Race Director or Marshal to submit a crash report.</p>	<p>Marshals may be required to be within 6 ft. of the riders to confirm if they are OK or to convey important safety information.</p> <p>If a crashed motorcycle is required to be transported via crash truck this may prevent 6 ft. physical distancing between volunteers and attendees.</p> <p>The rider and race director may not maintain 6 ft. distance.</p>	<p>Riders are reminded to maintain 6 ft. physical distance from marshals during the Rider Safety Meeting.</p> <p>Riders will be reminded to keep their helmets on with face shields down if they are within 6 ft. physical distance of the marshal.</p> <p>The marshal should only get as close as necessary to assess the rider's condition. Marshals will be provided masks in case they need to get within 6 ft. of a rider.</p> <p>When loading a bike into the crash truck, it should be done by one person where possible. If not possible, all people loading the motorcycle should be wearing either their helmet or a mask.</p> <p>If the rider is returning to the pits via the crash truck they must ride in the back of the truck.</p> <p>After handling the rider's motorcycle and gear the race director and other marshals must wash or sanitize their hands.</p> <p>After returning to the pit, the rider must report to the ambulance for examination. They will have their own procedures in place. For machine re-inspection, they must locate the tech inspector and request they come visit their pit.</p>

			See Appendix F and G for important changes to note at rider and marshal meetings.
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Task	Description	Risks	Controls
Pregrid Communication	Communication with a rider is often required in pregrid due to an on-track situation or an issue with their equipment.	Due to the noisy environment, riders wearing helmets and earplugs, and marshals wearing headsets, it can often require close proximity and loud voices.	<p>Noise limiting steps can be taken to try to improve communication at a distance: Wait for a quiet moment on track, or turn off the engine of the motorcycle.</p> <p>If these fail to provide adequate communication, the marshal should be provided with a megaphone (to allow them to amplify one-way instructions to a rider), and a whiteboard and pen (to allow for bi-directional communication).</p> <p>Passing a whiteboard back and forth can either be done by placing it down and the rider retrieving it, and vice versa, or the marshal handing the board to the rider at arm's length (two arm lengths plus the length of a board will be 2m). The marker should be attached to the board with a string to prevent droppage. When finished, the marshal should sanitize their hands after handling this exchange. The board and marker should be sanitized before handing to another rider.</p> <p>Where neither of these prove effective, the marshal may also choose to wear a face mask or shield to allow closer communication.</p>

			See Appendix F and G for important changes to note at rider and marshal meetings.
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Task	Description	Risks	Controls
Camping and Overnight Stay	Attendees often camp overnight at the facility.	Attendees may not maintain 6 ft. physical distance.	Attendees must maintain 6 ft. physical distance at all times when on the facility property.  In the event physical distancing cannot be maintained masks are required.  Pits will be spread out so that each registered attendee has ideally at least one empty pit between themselves and the next person.  Attendees are encouraged to remain in their own pits when on the premises, even after the event has ended (in the event of camping). Do not enter another person's pit. When leaving your pit area, a mask is required.

Task	Description	Risks	Controls
Lunches, Beverages, Snacks	Marshals are provided with coolers of snacks and beverages.  Lunch vendors are normally on site to sell beverages and food to participants, as well as provide lunches for volunteers.	Contamination of coolers or snacks.  Contamination of lunches or beverages.	When packing the coolers, packers should sanitize their hands first, apply a mask, and then load coolers.  With no lunch vendor on site, and challenges in ensuring clean lunch facilities and meals, no lunches will be provided. Participants and volunteers are encouraged to bring their own lunches. Out-and-in privileges will be allowed for meals.  Participants are encouraged to bring their own beverages to combat dehydration. However,

			<p>a supply of water and snacks will be made available and spread out across a table to discourage handling of items. Payment will be made by donation, into a container. Hand sanitizer and instruction will be placed in the area.</p>
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## Cleaning and Hygiene Practices

All washroom facilities will be cleaned once per day, this includes the handles and knobs to the doors. The insides of the washroom facilities are cleaned and sanitized daily by a third party company, as well as ensuring there is sufficient hand sanitizer. Additionally the WMRC will sanitize the external handles of doors before and during the event.

Washroom facilities will be sanitized by the WMRC on the evening before the event for the health and safety of those setting up the track and camping overnight.

Log the cleaning times.

The WMRC will ensure there are hand sanitizing stations throughout the facility. Each participant is also required to bring their own hand sanitizer and mask.

In addition to the hand sanitizer provided in the washrooms, sanitizing stations will be set up:

- In the tech shack, and
- Near pregrid (but not in pregrid),
- At the front gate registration (during registration hours),
- At the storage containers.

Credit/Debit machines will be cleaned after each use, if payments are accepted at all on-site.

Corner marshals are provided with coolers full of refreshments and snacks. The person packing the coolers must wash or sanitize their hands prior to packing coolers and must also wear a face mask while packing the coolers. Normally lunch is provided for volunteers, however, with no food vendor on site and food handling concerns, no lunches will be provided.

For safety reasons, regular lunches provided to volunteers will not be provided.

## Communication Plan and Training

The WMRC will ensure all safety protocols identified in this plan are communicated to any person attending an event:

- Attendee requirements and guidelines will be provided to them prior to the event via email, and confirmation of understanding will be made at the entry gate.
- The leader of each setup and teardown “work crew” will distribute masks, sanitizer, and ensure each participant understands their responsibilities as described in this document.
- The rider safety meeting and marshal volunteer meeting will emphasize the importance of physical distancing and sanitation, and the changes in procedures outlined here.
- Rider meeting and marshal meeting will identify the WMRC Health and Safety Officer.
- Signage will be posted in various areas that identifies occupancy limits for certain areas, reminds attendees to maintain physical distance and practice proper hand hygiene/cough etiquette.
- Signage will be posted at the facility’s main entrance indicating who is restricted from entering the premises, including visitors with symptoms.

WMRC executives have been trained on monitoring attendees and volunteers to ensure policies and procedures are being followed.

Should any attendee have any questions or concerns about their health and safety they can speak to WMRC Health and Safety Officer at any time.

## Appendices: Detailed Procedures and Guidelines

These detailed procedures and guidelines can be used as “quick reference” guides on site to organize the information above into task specific guides. These procedures are not intended to be exhaustive and careful thought and caution should prevail. It may be necessary to make adjustments to these procedures on site.

### Appendix A: Hay Baling Procedures

Volunteers are divided into groups of three, working as one unit physically separated from each other (in addition to the ideally 2m between members within a group). Each participant sanitizes their hands, puts on a mask, and lastly gloves (if wanted), in that order. Because of the amount of touching of items and close contact, it is important to remind people to not touch their faces and sanitize their hands often.

- Member 1 is cutting plastic to length and creating appropriate lengths of duct tape, and taping one end of the bag. These bags and tape are then made available for the other group members.

- Member 2 retrieves a bale from the truck, ensuring only one person in the truck at a time.
- The bale is placed on a table with one end hanging off.
- Member 3 places a bag over the hanging end of the bale, while member 2 pushes the bale forward to fall into the bag, potentially using a broom to do so in order to keep greater distance.
- Member 3 twists the end of the bale and applies tape.
- One member stacks the bale on the trailer, or leaves it on the ground for someone stacking bales. When the piles get high, it is sometimes necessary to have two people throwing bales. Both members throwing should be from the same work group.

Roles between members within a group may change to expedite the process, but avoid helping other groups to prevent cross-contamination.

When finished, sanitize your hands before removing the mask, and do not touch the surface of the mask on your face. Then sanitize your hands again.

## Appendix B: Hay Debaling Procedures

To be completed prior to the debaling event.

## Appendix C: Setup and Teardown Guidelines for Participants

Due to the amount of varied tasks and work required during setup and teardown, it would be impossible to provide detailed instructions. Instead, general guidelines to follow are provided. These guidelines should be made clear to every person participating in setup and teardown.

Setup and teardown participants shall:

- Sanitize their hands before putting on a mask, followed by gloves (if wanted), and wear a mask during the duration of setup or teardown. Because of the amount of touching of items and close contact, it is important to remind people to not touch their faces and sanitize their hands often.
- Participants should break into two “work crews,” each operating one truck and trailer. Once attached to a work crew for setup and teardown, they should not switch crews to prevent cross-contamination.
- Within a work crew, when lifting items requiring multiple people (air fence, for example), participants should use the “group system” and select partners. Once they have selected a group to lift and move items, they should remain together as a lifting group for the duration of setup / teardown to prevent cross-contamination between potentially infected groups. For example:
  - Laurel and Hardy will always lift airfence together, as these require two people.

- Abbott and Costello will always throw hay bales onto the truck together, as high stacks can require some throwing.
- When moving large airfence requiring four people, Laurel, Hardy, Abbott and Costello may team up to do so, not adding different members to their group.
- One participant will drive the truck and is the only participant allowed in the truck cab.
- Other participants, when travelling from station to station, must maintain 2 m of physical distance. Walking or cycling to the next station is encouraged.
- Only two people are allowed in any cargo container at any one time.
- When complete at a station and moving to the next, sanitize your hands. Sanitize more often if handling items that have been handled by others.
- Only one work crew shall be actively loading or unloading from the containers at one time. The other crew must wait for them to complete and move away before moving on.

When finished, sanitize your hands before removing the mask, and do not touch the surface of the mask on your face. Dispose of the mask, then sanitize your hands again.

## Appendix D: Registration and On-Site Check-In Procedures

Registration and payment will be online only. No payments will be collected at the gate. Participants who wish to register the same day will be required to perform the registration and payment online as well.

Registration should occur at the front gate to the facility. If occurring inside the booth, the window show be closed as much as possible.

On site, for each arrival, the registrar will:

1. Examine the number of people in the vehicle. If there is more than one person, understand why and ensure there are no superfluous people arriving. Extra people means no admittance.
2. Ask them if they have experienced any of the criteria that would require us to turn them away; any of:
  - a. Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
  - b. Anyone directed by Public Health to self-isolate.
  - c. Anyone who has arrived from outside of Canada within the last 14 days.
3. Discover if they are pre-registered, or if they are not yet registered. People not yet registered should be directed to the side to register online, as no payment will be handled in person. If they are registered, mark them as arrived.
4. Sanitize and provide them a pen and a clipboard (via a physical barrier if within 2m, or set down on a table and step back to maintain 2m distance), containing the following forms for them to fill out:
  - a. The normal waivers;
  - b. A registration form;

5. After completion, take back the waivers and registration form. Put the forms in the appropriate place, and sanitize the clipboard before handing it to another person.
6. Provide them with a wrist band to wear, and advise them we'll actually be checking for it so don't just throw it out.
7. Lastly, before entry inform the riders:
  - a. Remind them of the need for physical distancing when selecting their pit area and to spread out.
  - b. Inform them to unload and prepare for an inspector to come to their pit area for inspection.
  - c. Inform them when leaving their pit area, they must be wearing a mask.

## Overnight Camper Registration

For those that have already been admitted and stayed overnight, they must walk over to the gate and complete the above process. Since they will be leaving their pit, and they may get close to registrars, they should be reminded to wear masks.

## Appendix E: Technical Inspection Procedures

Tech inspection will occur by the inspectors walking pit to pit. Tech Inspectors must wear face masks and should wash or sanitize hands in between inspections. Attendees will be required to wear face masks during tech inspection. The tech inspector will complete the tech form for this person; at no time will a participant touch a piece of paper.

Motorcycle inspection:

- The attendee will stand, lean, or side stand the motorcycle, leaving the tech form on the seat, and back away.
- The tech inspector will inspect the machine.
- If the machine passes, the inspector will sign the form.

Gear inspection:

- Conducted "at distance" with the attendee presenting their gear for display, as requested by the inspector.
- Attendee is required to show the inspector where the manufacturer label is in the helmet.
- If the gear passes, the inspector will sign the form.

At completion of the inspection, the inspector will apply a sticker to the front of the motorcycle. The inspector will sanitize their hands before performing the next inspection.

## Appendix F: Important Changes to Note at Rider's Meeting

- Everyone should wear a mask at the meeting.

- Identify the Health and Safety Officer, and ask people to direct their procedural or COVID-19 related questions to them. Remind participants that they can and will be asked to leave if they are not following the rules.
- If you feel unwell and begin to exhibit symptoms of COVID-19, you must immediately put on a mask, sanitize your hands, and report to the ambulance, and you will be required to leave.
- Please remain in your pits as much as possible. This obligation exists even after the day is over, if you are camping. Socializing is discouraged. Do not enter another person's pit. When you do leave your pit, you are required to wear a mask.
- Please follow guidelines on social distancing, handwashing, etc. It is important for us as a club to set the example for safety as racers and motorcyclists.
- Riders and marshals are to remain 2m apart as much as possible. This may mean that if you are stopped at a marshal station and have difficulty hearing them. Try turning off your engine and exhausting all other options before getting close. If that does not work and you are required to get any closer, riders must keep their visor down and marshals must wear a mask.
- When loading a bike into the crash truck, it should be done by one person where possible. If not possible, all people loading the motorcycle should be wearing either their helmet or a mask.
- If the rider is returning to the pits via the crash truck they must ride in the back of the truck.
- After handling the rider's motorcycle and gear the race director and other marshals must wash or sanitize their hands.
- After the rider has returned to their pits and has been unloaded, they should sanitize their hands and report to the ambulance. When checking in at the ambulance station, follow their instructions in regards to physical distance and mask usage. After checking in at the ambulance, they must locate a tech inspector and ask them to come to their pits to request a re-inspection. (Bring your pit number.)
- Discourage the sharing of hand tools, or sanitize them if you must.
- Discuss the location of sanitizing stations: Tech shack, pregrid, registration, containers.

## Appendix G: Important Changes to Note at Marshal Meeting

- Everyone should wear a mask at the meeting.
- Identify the Health and Safety Officer, and ask people to direct their procedural or COVID-19 related questions to them. Remind participants that they can and will be asked to leave if they are not following the rules.
- If you feel unwell and begin to exhibit symptoms of COVID-19, you must immediately report this on the radio. At the earliest opportunity, you should report to the ambulance, sanitize your hands, and put on a mask. If you are sent home, your equipment (flags, cooler, radio, headset) should be quarantined and removed from circulation (if possible), or sanitized (if not possible) before a replacement marshal takes your post.

- Do not enter another person's pit. Socializing is discouraged. When in common areas (the tech shack, pit lanes), you are required to wear a mask.
- Please follow guidelines on social distancing, handwashing, etc. It is important for us as a club to set the example for safety as racers and motorcyclists.
- Riders and marshals are to remain 2m apart as much as possible. Exhaust all options for communication before getting close to a rider - sign language, turn off the engine, etc. If that does not work and you are required to get any closer, riders must keep their visor down and marshals must wear a mask.
- Corner marshals will wipe their radios, flags, coolers, and equipment with an alcohol based sanitary / disinfecting wipe prior to the start of the event. If it is a multi-day event marshals are encouraged to take their headsets home with them between days.
- Marshals should only get as close as necessary to assess the rider's condition. Marshals will be provided masks in case they need to get within 6 ft. of a rider.
- When loading a bike into the crash truck, it should be done by one person where possible. If not possible, all people loading the motorcycle should be wearing either their helmet or a mask.
- If the rider is returning to the pits via the crash truck they must ride in the back of the truck.
- After handling the rider's motorcycle and gear the race director and other marshals must wash or sanitize their hands.
- When checking in at the ambulance station, follow their instructions in regards to physical distance and mask usage.
- Discuss the location of sanitizing stations: Tech shack, pregrid, registration, containers. Each marshal will also be provided a supply of masks and sanitizer.
- Instructions should be provided on the proper usage of disposable masks for marshals: Sanitize hands, put on; sanitize hands, take off, sanitize again. Don't touch the surface of the mask once on the face.
- The pregrid marshal should be provided with a whiteboard, pens, and megaphone to communicate with riders in pregrid, if they choose to do so. They should also be provided with a face shield to use if they choose as well.

## Appendix H: Signage and Equipment Required On-Site

Each riding participant is required to bring:

- Their own hand sanitizer.
- Their own mask.

At the front gate, signage will be posted stating:

- The requirement for social distancing at all times.
- COVID-19 symptoms and the requirement to stay away if you are exhibiting them.
- Signage indicating that only participants are allowed, and no other visitors, pit crew, or staff are to be present on site.

Existing signage indicating the direction of travel in the pits will be modified to add:

- The requirement for social distancing at all times.

- COVID-19 symptoms and the requirement to report to the ambulance immediately after sanitizing hands and putting on a mask.

Hand sanitizer should be deployed:

- At registration, during the registration period.
- At the rider's meeting, for speakers handling the megaphone.
- In the "tech shack."
- In front of, but not in, the pregrid area.
- At the cargo containers.
- In the starter tower.
- Each washroom should be checked for sanitizer provided by the cleaning company; if none is in a washroom, sanitizer should be provided.

Each marshal should be provided with:

- A small supply of disposable masks.
- A container of hand sanitizer.
- Sprayable sanitizer or wipes should be made available to each marshal to sanitize their radios, cooler handles, and flag handles.

Additionally, the pregrid marshall should be provided with:

- A small supply of disposable masks.
- A face shield, to wear if they choose.
- A whiteboard and pens, to communicate with pregrid riders at a distance. Markers should be attached to the board with a string.
- A megaphone, to communicate with pregrid riders at a distance.
- Sprayable sanitizer to clean whiteboards and pens that riders may touch in communication.

Each registrar should have available to them:

- A small supply of disposable masks.
- A clipboard and a supply of pens.
- Sprayable sanitizer, to sanitize their hands and clipboards.
- A physical barrier between them and registrants (plexi or a face shield), or a table where registrar and registrant alternate being near.
- A supply of both waivers and registration forms.

Each tech inspector should have available to them:

- A small supply of disposable masks.
- A clipboard and a pen, that the participant will never touch.
- A supply of tech inspection forms, that the participant will never touch.
- Hand sanitizer.
- A supply of decals to be applied to the motorcycle when tech is complete.
- A sharpie for the decals.

## Appendix I: Online Registration Notification

The online registration process should notify participants that:

- They will be asked to leave if they are exhibiting symptoms of illness, potentially without refund.
- They will be required to bring their own hand sanitizer and mask, no exceptions.
- They are not allowed to bring visitors, and only riders are permitted.
- Social distancing is required at all times, and socialization is discouraged. Please bring enough equipment (tent, tools, etc) to be self-sufficient.
- No lunch facilities will exist; bring your own food and beverages.
- Camping is permitted, but rules on distancing still apply in the evenings.