



## SDR SCCA Supplemental Safety Guidelines COVID-19

*“In light of the current COVID-19 situation, every attempt will be made to minimize the risks of exposure to the virus. New processes and procedures are being developed and will be put into place for events going forward.*

*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.”*

— SCCA National Office

This is the preface to SCCA's National Guidelines that you should also review in full. The San Diego Region Solo Committee and Board of Directors have also worked to develop this Safety Supplement to keep our members as safe as possible and to allow us to host events in compliance with city, county and statewide standards. We need your help to be successful and to ensure that we can operate our events. Please keep in mind:

1. Some of our members are in high-risk categories. Others may have at-risk family members at home. Do your best to keep them safe.
2. Respect your fellow members. Your opinions about current guidelines are not shared by everyone. Behave accordingly, and keep it about the racing, that's why we're here.
3. The virus is not the only risk to our events. Government officials have the power to end current and future events, including potential monitoring by law enforcement and the health department. Our venues can also shut down our events if they perceive that we are not behaving appropriately. So, behave as if your day of racing, and everyone else's, depends on it – because it does. Non-compliance with these safety guidelines may result in your removal from the event.



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The following guidelines and revised event protocols and processes, in conjunction with those issued by the SCCA National Office, are our attempt to secure your safety given what we know at this time. We cannot predict every circumstance or mitigate every potential risk. We are counting on you to exercise your best judgment in deciding whether to attend, and throughout the event. We reserve the right to change these processes, at any time, as may be needed

***If you are sick or symptomatic, stay home. Self-check your temperature before the event and if it is over 100, stay home.*** You will not be charged if you do not attend. If you become sick at the event, maintain your social distancing and notify the event chair immediately prior to leaving so that we can get you help if needed, and track others who may have been in contact with you.

***Events are closed to spectators. This includes your family members and friends that may want to come down and watch or support.*** Only registered entrants are allowed into the event.

***Participants are required to bring their own personal protective equipment (PPE), including face coverings, hand sanitizer and disinfectant.*** Your safety needs to be your first priority as always. We will have hand sanitizing materials, as well as gloves and basic PPE on hand for event operational needs only.

***You must observe all social distancing, sanitizing and handwashing guidelines.***

***Participants must wear face coverings at all times when in hot areas of the event (grid and course), during your work assignment and during your run group when not helmeted in your vehicle. You must maintain social distancing and have your face covering with you in the paddock area. If social distancing is not possible at any point in time while in paddock, you must wear a face covering. Course walkers must wear a face covering and to the extent practical, maintain social distance.***

***The loaner helmet program is suspended until further notice. Loaner helmets will not be available, you must bring your own.***



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***Co-driving of a vehicle is only allowed with members of your direct household and those consenting and registered as official co-drivers.*** Co-drivers not from the same household shall practice all social distancing guidelines and maintain enhanced sanitation of shared equipment.

***The following are revisions to event protocols and processes that will be implemented, please read them as while they are similar, things will not always operate as they have recently, or for the last 5, 10, 20 or 40 years that you've been autocrossing:***

- All entries must be made online in advance. You must be an annual SCCA member and San Diego Region card holder prior to registering, validated through MSR. There will be no on-site or day of event registration.
- Registration, waivers and wristbands, and tech will be handled on a drive through basis, observed at a social distance. Unnecessary handling of waivers, wristbands and tech inspection documents should be avoided.
- Work assignments shall be pre-determined, and assigned by the event chair and worker chief. There will be no sign-up sheets but you will still check in for work while distancing from others and the worker chief, and wearing a face covering as required in hot areas of the event.
- The drivers meeting will be conducted via FM radio broadcast, and via our public address system. Do not gather as a group at the trailer, maintain social distance.
- The timing and scoring trailer will be limited to a maximum of three people at any one time to maintain safe distancing. If you are not assigned in the trailer, you may not enter.
- Course and setup workers must wear gloves when handling cones, and will be available.
- Physical contact is discouraged. Please refrain from shaking hands, high-fives and hugs, etc. except with members of your direct household. Do not share driver or other equipment including helmets, tire gauges, water sprayers, etc.
- Event equipment and work surfaces must be sanitized throughout the day. Before and after your work assignment, use the materials provided to wipe down radios, headsets, flags, keyboards, work surfaces, etc. and use gloves during your assignment.

If necessary, remind each other gently and respectfully to observe these guidelines. ***Anyone who continually or willfully violates these guidelines will be asked to leave.*** Thank you in advance for your cooperation, and we look forward to seeing all our friends back in action!



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## SCCA GUIDELINES FOR ALL PROGRAMS AND EVENTS

### Event Planning Guidelines

- Follow state and municipal guidelines in relation to COVID-19
- Work with local officials ahead of time to ensure your guidelines are acceptable and there is agreement that the event falls within current local orders.
- Require or strongly encourage all participants and workers to wear masks, for not only their own safety but for the safety of everyone on-site
- Published guidelines for participants should be non-negotiable and should be communicated frequently, prior to and during the event.
- Have all published guidelines on hand for easy reference—you may be approached by local authorities or other individuals regarding your event guidelines.
- Provide COVID-19 prevention supplies to event staff and participants—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 (suggestions contained on this page)
- 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 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



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## 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 at higher risk for severe illness, 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 they are expected to follow – Social distancing, frequent hand washing, face covering, 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
- Provide workers and participants with details on additional precautions that the Region is taking

## General Operations

- Do not provide community beverage coolers. Suggest participants bring their own, or have water available in opened cases, but not chilled. Shared coolers are discouraged to decrease the spread of the virus
- 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 spectators
- Depending on the space available in the paddock, ask drivers to park 6' away from other vehicles or as far as paddock space allows
- Add hand washing and sanitizer stations in and around the facility



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- Only allow 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://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
  - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

## Social Distancing

- Six feet 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

## Personal Protective Equipment + Hygiene

- Event staff should be required to wear cloth face coverings or masks
- Provide COVID-19 prevention supplies to event staff and participants if they do not supply their own
- 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



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## SCCA GUIDELINES FOR SOLO + RALLY

### Course 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.)

*\*Note: The CDC has not made a recommendation for the public to wear disposable gloves in order to protect against COVID-19. If disposable examination gloves are worn, recommended hand hygiene procedures must still be followed before putting gloves on and after removing them. Avoid touching your face, eyes, nose and mouth. Gloves should be changed as often as you would wash your hands. Gloves rip easily and are not durable for long wear. Gloves provide a new surface for COVID-19 to inhabit and may not reduce the spread.*

### Registration

- Online registration should be left open so that at-event walk-ups can register for the event with little/no contact.
- Regions should utilize ticket office/registration buildings with individual walk-up windows that help maintain physical separation and protection from splashes/sprays. Limit the number of people allowed in the registration building to 10.
- If the above is not available, regions should hold registration in an open area like an open garage or outside.
  - Free standing plexiglass barriers are encouraged.
- Registrar stations shall be 6 ft 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.
- If registration is held indoors:
  - Limit the number of people permitted inside based on the size of the room, keep 6 feet apart.
  - Mark the floor indicating where people should stand—use a bright color like blue or green painters tape
  - Use different doors for entrance and exit, when possible
- Once available, utilize online waivers through registration software (*National Office is actively pursuing this capability*)
- 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.
  - Use scanners to scan membership cards OR



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- 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.

## Tech

- 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

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## Driver & Worker Meetings

- Driver meetings may be held if they are outside and social distancing protocols can be followed however, 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 net
- Add information about COVID-19 procedures to your normal meeting content and allow for Q&A.
- Virtual meetings can be held the day before. Options for virtual meetings include:
  - [Zoom](#)
  - [Google Hangouts](#)

## Loaner Helmets

- Discourage the use of loaner helmets at events
- If it is necessary to provide a helmet, a clean balaclava/head sock should be provided and the inside and outside of helmet should be disinfected before and after use
- Participants should be allowed to select their helmet to avoid additional contact



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## Indoor Specialty Work Areas

- Includes timing & scoring, registration, race control (for road race and time trials), sound, etc.
- Each specialty location should be equipped with appropriate disinfectant, hand sanitizer, etc.
- Minimize number of people in the work area, ensuring 6 feet of separation
- Strongly encourage/mandate 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, sound, worker stations/flagging
- General social distancing protocols should be followed
- Encourage workers to wear masks when a 6-foot distance cannot be followed
- Encourage workers to wear nitrile gloves\* to prevent cross-contamination when touching cones. (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
- Use baggies to transport either contaminated or disinfected equipment
- Assign household members together, when possible

*\*Note: The CDC has not made a recommendation for the public to wear disposable gloves in order to protect against COVID-19. If disposable examination gloves are worn, recommended hand hygiene procedures must still be followed before putting gloves on and after removing them. Avoid touching your face, eyes, nose and mouth. Gloves should be changed as often as you would wash your hands. Gloves rip easily and are not durable for long wear. Gloves provide a new surface for COVID-19 to inhabit and may not reduce the spread.*

## Trophy Presentations

- Hold outside and follow social distancing protocols
- If social distancing cannot be achieved, trophy presentations should be eliminated.
- No physical contact
- 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