

SCCA COVID-19: Solo + Rally Event Guidelines

from their website as of May 15, 2020

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. *(added 5/12)*
- 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. *(added 5/12)*
- Have all published guidelines on hand for easy reference—you may be approached by local authorities or other individuals regarding your event guidelines. *(added 5/12)*
- 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.
 - Source from [DiscountMugs](#)
- 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

Updated: 5/12/2020

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

Updated: 4/28/2020

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
- 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>

Updated: 4/28/2020

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

Updated: 4/28/2020

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
 - PPE and sanitizer equipment source: DiscountMugs.com
- 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.

Updated: 4/28/2020

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

Updated: 4/28/2020

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.*

Updated: 4/28/2020

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. Here are two sources for barriers: [Displays2Go.com](https://displays2go.com) or [Shoppopdisplays.com](https://shoppopdisplays.com)
- 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
 - 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.

Updated: 4/28/2020

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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Updated: 4/28/2020

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** – A limited plan is available for free, and the full version is available for \$14.99 per month.
 - **Google Hangouts** – Via G Suite. The Basic Package is \$6 per month and will serve most region's needs.

Updated: 4/28/2020

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

Updated: 4/28/2020

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

Updated: 4/28/2020

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

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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

TIME TRIALS + TRACK EVENTS

Additional Operations Guidelines

- Worker lunches, if provided, should be pre-assembled for a grab & go service or have them delivered directly to workers. Encourage workers to eat at their car or maintain 6-foot social distancing protocols.
- If a participant meal is provided, have the food served and provide to-go containers so people may take it back to their camping and paddock areas.
- Limit tower access to essential workers only. If rotating positions, leave the tower until your next scheduled session.

Updated: 4/28/2020

Track Entrance

- Speak with the track before the event to do what you can to mitigate any possible transmissions at this high traffic area. Ask the track worker to wear a mask and gloves and to sanitize the pen and clipboard after every vehicle.
- Where possible ask them to print enough waivers for each vehicle.
- You may also recommend in pre-event communications that everyone bring their own pen to sign with to minimize pens being passed through many hands.

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- 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
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Outdoor Specialty Areas

- Each specialty location should be equipped with appropriate disinfectant, hand sanitizer, etc.
- Includes pit, grid, start, sound, flagging, paddock, etc.
- Limit to 10 workers per specialty area
- General social distancing protocols should be followed
- Encourage workers to wear masks when a 6-foot distance cannot be followed
- Use baggies to transport disinfected equipment, supplies to corner stations and other specialty locations; disinfect after use
- Disinfect all shared work areas and equipment between staffing changes and at the end of the day.
- Only essential, on-duty workers are allowed in specialty work areas
- If canopies/tents are used, leave sides open or removed

Updated: 4/28/2020

Tech

- Self-tech w/oversight
- Have driver perform functions to verify equipment where possible
- Wear nitrile gloves* (nitrile preferred to latex due to allergies)

Updated: 4/28/2020

Pit Lane/Black Flag

- All pit lane workers must wear a mask when conversing with drivers or other workers.
- When speaking to drivers use the passenger side whenever possible to allow for extra distance. If the car is particularly loud and makes it challenging to speak from a distance, you may need to ask the driver to turn off the car.

Updated: 4/28/2020

F&C/Corner Stations

- Disinfect shared equipment and supplies before and after each use; use baggies to transport either contaminated or disinfected equipment.
- Assign household members together, when possible
- Keep corner teams together at the same station during the entire event
- All personnel drive separately to the station, when possible; if this is not possible, do not fill the transport vehicle to capacity and have passengers wear masks

Updated: 4/28/2020

Wreckers/Course

- Each person in the vehicle should wear a mask
- Disinfect interior before and after use

Updated: 4/28/2020

Medical/Fire/Contracted Service Providers

- Medical and Fire Personnel should follow protocols outlined by their employer and local/state recommendations

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