

Infectious Disease Practices

EMPLOYEE TRAVEL / TRANSPORTATION

Automotive Transportation Etiquette (personal / rental vehicles)

- Prior to departing, individuals report any fever or symptoms of illness. - Occupants will sanitize the surfaces and touch-points of their respective areas. - Anyone fueling a vehicle, entering a convenience store, etc. will wash / sanitize their hands. - Team-members will hold themselves and others accountable for practicing proper hygiene and use of PPE to protect themselves and their fellow passengers.

Airport Travel

- Prior to departing, individuals report any fever or symptoms of illness. - PPE will be required for air-traveling passengers. Employees will be provided (1) KN95 per departure and (1) per return. If your travel plans do not have you returning for multiple events, please acquire the proper number of KN95 masks required for all departure / return segments. Gloves will also be available for those who prefer. - Team-members will hold themselves and others accountable for practicing proper hygiene and use of PPE to protect themselves and their fellow passengers.

GENERAL

- All XX personnel may report to have their temperature scanned each morning prior to work. Anyone exhibiting a temperature in excess of 100 F will be asked to sit idle for (5) minutes and their temperature will be retaken. If a temperature of 100 F+ persists with secondary measurement, the individual will be excused from duty to self-quarantine and receive care.
- Any XX personnel required to self-quarantine due to fever and/or multiple symptoms (body ache, dry cough, fatigue, chills, headache, sore throat, loss of appetite, loss of smell / taste) will be required to take a COVID-19 screening test and provide proof of negative test result before returning to work.
- All XX personnel are required to wear a mask while working on-site, properly covering nose and mouth. Precautions shall be taken when removing PPE to eat, drink, etc. This includes washing / disinfecting hands prior to donning or removal of your mask.

- When not wearing a mask, such as during meals, while drinking or sleeping, etc., personnel will maintain (6) feet distance (~2 arm-lengths) or more from another individual.

- All team-members will routinely disinfect frequently touched or communal surfaces and should avoid sharing personal items.

▪ Examples include, but are not limited to: wallets, ID's, credit cards, currency, fuel-pump / handle / door, keys, convenience store items / surfaces, event equipment, tables / tablecloths, chairs, doors, handles, switches, gates & fencing, coolers, radios, in-ear comms., office supplies, tools, storage bins, phones, headphones, iPads, computers & peripherals, recycled USB's, remote controls, appliances (coffee / microwave, etc.), cameras, printers, etc. - Communication headsets will be issued (1) per person and become the individual's responsibility. Lost or misplaced headsets must be replaced at the expense of the individual (no "loaners"). - Radios must be disinfected by the user at day-end PRIOR to placing in the charger.

- Label your personal effects, including reusable PPE / masks, clothing items, etc. Do not misplace.

PIT LANE VEHICLE SANITIZATION PRACTICES

- In consideration of the comfort and safety of our Team and guests, we are committing additional staff who will remain dedicated to sanitizing high-touch areas of our vehicles between drives. These staff members will be provided with proper PPE (masks and gloves). Our high- frequency vehicle disinfecting practices will be supplemented by all-available personnel – including management, instructors and other available staff.

Examples of areas to be sanitized between drives include:

Exterior:

- Door Handle (surface and inner-grip side) and surrounding area.
- Door Archway, including exterior (touch-point used as aid to get in / out of vehicle).
- External Door Panel (upper panel touch-point near window)
- Interior:
 - Steering Wheel, including Grips, Grooved Areas, Adjustment Levers and Vehicle Controls
 - Door & Ceiling mounted handles / grips (particularly in Lead Cars)

- Gear Selector / Paddles
- Seat Belt Buckle and Receiver
- Seat Adjustment Controls (electronic controls and physical levers)
- All Driver-Side Arm-Rests / Grips / Door Handles / Door Release Levers
Other Low-Touch Areas (as needed):
- VBox Camera Systems (Logging Switch)
- Window Switches, Stalks (signals / wipers), Various Switches / Knobs
and Controls
- Vehicle Keys
- Rear-View Mirror
- Fuel Door / Release
- Hood / Trunk Release

- **Instructors who are relieved** are responsible for ensuring the Passenger-Side (Lead Car = Driver- Side Area) is properly sanitized. This means either completing the work themselves, or confirming the responsibility has been delegated AND accepted by another staff-member.

GENERAL SANITIZATION and PPE PRACTICES

- Masks

- **Must be worn**, properly (covering both nose and mouth).
- A reusable mask will be provided for employees for daily use. It is the individual's responsibility and they may be required to purchase a new one if lost or misplaced.
- Disposable KN95 masks will be provided for employee travel per terms listed in the "Travel / Transportation" section.
- Label / do NOT misplace your PPE (people often misplace hats / jackets, etc.)
- Wash all reusable masks at minimum 1x per day.
- Instructors will be provided disposable KN95 masks – (2) provided daily (1) AM / (1) PM.
- Event personnel operating in close-contact with other staff or guests will be provided with disposable KN95 masks as deemed necessary, or by request.
- In the event a guest does not have their own mask, we may have options available for sale.

- Gloves

- Nitrile gloves will be available for staff who request them.
- Nitrile gloves may be required for certain personnel based on role (for instance, Expeditors, individuals dedicated to disinfecting practices, etc.).
- Gloves should be sanitized hourly (hand-washing or sanitizer).
- New gloves should be worn each morning and afternoon.

- Cleaning & Disinfecting

- Surfaces will be cleaned with provided disinfectant on a frequent (hourly) basis.
- Towels used to disinfect surfaces should be refreshed periodically. At the end of each day, all towels will be disposed of, or collected and sealed in a plastic bag.
- Disposable cleaning products (wipes, paper-towels, etc.) must be disposed of following use.
- Departments must thoroughly sanitize all surfaces and items at the end of the day, prior to pack-up / departure. If circumstances prevent this, defer to STEP 1 for the following morning (under approval of the Event GM).
- At event-end, the same disinfecting requirements apply prior to pack-up. Additionally, inventory must be taken of all PPE and Sanitizing / Disinfecting products to ensure the next event team has everything they require to maintain these practices. The GM must report these inventories to the VP of Operations and the 2nd GM via Basecamp communications.

- Personal Hygiene

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry. **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- **Wash your hands thoroughly** prior to eating, drinking, donning and removal of face mask.
- **Clean and disinfect frequently touched surfaces daily**. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

- **Use a household disinfectant.** Most common EPA recommended household disinfectant cleaners will work.

If **NOT** wearing a PPE face covering:

Avoid close contact with people who are sick. If possible, maintain 6 feet between the person who is sick and other household members.

- **Put distance between yourself and other people outside of your home.**

- Remember that some people without symptoms may be able to spread the infection if contagious.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.

When wearing a PPE face covering:

- **Everyone** should wear a face covering (nose and mouth) when they have to go out in public, in social gathering spaces, shopping, close proximity with others.
- The cloth face cover is meant to protect other people in case you are infected.
- The face cloth is designed to protect each of us from the respiratory droplets produced when an infected person coughs, sneezes or talks.

Monitor Your Health:

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, and other symptoms **of COVID-19.**
 - Especially important if you are running essential errands, like going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications

that could lower your temperature, like acetaminophen.

- Follow [CDC guidance](#) if symptoms develop.

INFECTIOUS PERSONNEL PROCEDURES

COVID-19 Suspected TEAM Personnel Illness Response

Should an individual present with or report any of the following symptoms: lethargic, fatigued, fever, dry-cough, chills, muscle aches, sore throat, shortness of breath or difficulty breathing, loss of sense of smell / taste. The following actions will commence:

- Mask, gloves and eye protection will be worn by personnel treating suspected infectious individual(s). - Suspected infectious individual(s) will be in mask and immediately isolated. Temperature will be taken 2x (5-8min apart). A reading of 100F or higher on both readings will be considered a positive sign of some type of illness.
- A brief account of recent contacts with other individuals within the past 48hrs should be documented in order to notify those potentially exposed individuals.
- Hydration, rest and assessment from a medical professional will be advised for the individual. This may be in the form of transportation to an urgent care facility, returning to their hotel room / home, sitting in a comfortable isolated location on-site and offering water.
- The suspected infectious individual(s) will be assisted in their earliest departure from the event to seek medical attention.
- Those individuals that were in close contact with the suspected infectious individual(s) should isolate and temperature scanning process initiated. If a temperature scan indicates a reading of 100F or higher, the previously mentioned processes will be enacted. If no high-temperature or combination of other symptoms present themselves, those individuals may be permitted to return to work – maintaining the proper PPE and sanitization protocols in place.
- All known and suspected areas of contact by the suspected infectious individual(s) should be disinfected immediately.