

XTREME XPERIENCE EVENT OPERATING PROTOCOLS PERTAINING TO COVID-19

PRE-EVENT COMMUNICATIONS to PARTICIPANTS

- Recommending participants bring no more than (1) guest. May be evaluated on an event-basis. Allows better management of social distancing and enhances the visual of social distancing.
- Pursuing methods to enable non-contact at-track purchase capabilities.
- Implementing digital e-waivers to replace paper & pen.
- Advising guests to bring hats, glasses, sunscreen, water and other conveniences (such as bag-chairs) they may require. Due to social distancing, we are unable to provide shaded seating areas. In the case water cannot be provided in public coolers, an emergency stock will be kept on-hand for individuals who are concerned about their hydration.
- Informing guests that all attendees must arrive wearing a face-mask and wear at all times. XX personnel should convey that proper use of a mask REQUIRES that it cover both nose and mouth to be worn properly. XX personnel should also feel comfortable communicating that masks are additionally mandated by racetracks and failing to comply may result in consequences for racing programs and racetracks nationwide.
- Advising guests to take advantage of our reschedule policy if they are considered at-risk or are demonstrating symptoms of illness, including symptoms related to COVID-19.

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 will 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 / table cloths, 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 on charger.
- Label your personal effects, including reusable PPE / masks, clothing items, etc. Do not misplace.

SOCIAL DISTANCING

- All queuing areas will be marked to manage social distancing at a minimum of (6) feet. If you see markers out of place / deteriorating, make sure to fix it or report it so someone who will.
- As an open-air venue, the racetracks provide sufficient space for guests and staff to maintain social distancing. Signage will be displayed as reminder of this requirement. Guests observed to be congregating will be reminded to adhere to social distancing requirements.

CHECK-IN

- Social distancing markers will be placed at a minimum of (6) feet to guide queuing at registration.
- All guests will be reminded at check-in (first interaction) of the face-mask requirement.
 - *Masks may be available for purchase if guest has not brought their own.*
- Guests are required to wear a mask and use the provided hand-sanitizer prior to engaging in the Check-In process.

- Our registration team will adapt practices to minimize common points-of-contact during exchanges / transactions. Whenever possible, guests will process transactions without handing their credit-card to XX personnel. Driver Licenses will be validated, but will not be held by XX.
- **Drivers** will be asked to put on their own waiver-wristband (**RED**) under supervision of FOH staff.
- **Guests** will be asked to put on their own waiver-wristband (**BLUE**) under supervision of FOH staff.
- High-touch items and surfaces will be routinely disinfected (hourly at minimum).

CLASSROOM

- Attendance is strictly limited to Driver's Only and will support social distancing with a minimum of (6) feet of spacing between chairs.
- Classroom surfaces will be disinfected routinely (hourly at minimum).
- Delivery of NEW balaclava (head-sock) for the driver, which will cover the driver's nose and mouth while keeping the inside of the helmet clean for each guest.

From the CLASSROOM to PIT LANE STAGING

- Following class, guests will be guided in one-of-two directions to avoid congestion or congregation.
- Our Team will be able to address any questions once all guests have settled into their queues.
 - Option 1 – Lead Car Xperience.
Guests who have pre-purchased, or would like to enjoy the Lead Car Xperience, will proceed directly to the Lead Car queue (marked for social distancing). For a non-contact transaction, guests may use the card on file from the original booking. Otherwise, we ask that guests have their preferred payment method in-hand.
 - Option 2 – Supercar Xperience.
Guests choosing NOT to see the track before their drive will proceed to the PIT AREA where they will be greeted by XX personnel. Please physically hold-out and present your drive-tags to our team and you will be guided to the proper queue (marked for social distancing).

PIT AREA SAFETY & SANITIZATION PROTOCOLS

- Social Distancing
 - Vehicle queues are clearly marked to maintain a minimum (6) feet of distance. The queuing area may be subject to "Driver's Only" restrictions (or limited guests), to maintain distancing.
- PIT Area Personnel will:
 - Wear face-masks that properly cover their nose and mouth.
 - Have access to, and frequently use, hand-sanitizer.
 - Have access to and use protective nitrile gloves as appropriate.
 - Routinely disinfect surfaces in the guest-staging pit-area (hourly at minimum).

- Helmets
 - An Expediter from our Team will put-on and fasten the helmet before your Xperience.
 - Following the Xperience, an Expediter will unfasten and remove the helmet.
 - Helmets will be disinfected following removal / prior to each use.
 - Balaclava (head-sock) will be kept by guest for their next drive. Alternately, guests may take them home or discard in the plastic-lined head-sock bin.

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.

IT'S YOUR TURN to DRIVE

- Guests will be fitted with a helmet just prior to their drive.
- When it's time to drive, **guests are required to thoroughly sanitize their hands prior to entering the vehicle**, using the provided sanitizer (near the helmet-storage area) and must avoid touching anything other than the vehicle afterwards.
- For the safety and comfort of both guest and instructor,
 - Guests will keep their head-sock in place, completely covering their nose and mouth.
 - Instructors will be equipped with KN95 masks [(2) to be provided by XX per day - (1) in the morning, (1) in the afternoon].

FOLLOWING the EXPERIENCE

- Guests will be met by an Expediter, who will unfasten and remove the helmet. Guests must keep their head-sock on until they leave the immediate area.
 - Guests with additional drives will be guided to the queue for the next vehicle.
 - Guests interested in more track-time may purchase in the PIT AREA. A no-contact purchase is possible using the card on file from the original reservation, or alternately guests may purchase using a credit card.
 - As guests depart, they may remove the head-sock and substitute with a personal mask. Head-socks may be taken home, or otherwise discarded in the plastic-lined bin located at Check-OUT.

CHECK-OUT

- Social distancing markers will be placed at a minimum of (6) feet to guide queuing at check-out.
- Guests are required to wear a mask and use the provided hand-sanitizer prior to engaging in the check-out process.
- Our team will adapt practices to minimize common points-of-contact during exchanges / transactions. Whenever possible, guests will process transactions without handing their credit-card to XX personnel.
- Please feel free to use the provided hand-sanitizer, restrooms or hand-washing stations to sanitize your hands prior to returning to your vehicle.
- High-touch items and surfaces will be routinely disinfected (hourly at minimum).

VIDEO PURCHASE / USB MANAGEMENT PRACTICES

- Guests will be informed at check-in, classroom and in the pit that all video's must be pre-purchased.
- XX will continue to record all drives for purposes of safety and education.
 - If a guest has NOT PRE-PURCHASED their video, the instructor will still record the drive as per usual. The recording will be stored on the SD-card already installed in the VBox unit.

- If a guest HAS purchased a video, the instructor will remove a USB from the sealed bag (stored in the glove-box, etc.) and insert fully into the USB logging port to record the drive.

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.
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PERSONAL HYGIENE RECOMMENDATIONS

[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 60-80% alcohol**. Cover all surfaces of your hands and rub them together until dry. **Avoid touching your eyes, nose and mouth with unwashed hands.**

Clean AND disinfect [frequently touched surfaces](#) daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

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 ill.** 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.

If **WEARING** a PPE face covering:

- Everyone should wear a face covering (nose and mouth) when they have to go out into public, in social gathering spaces, shopping, or otherwise in 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 or [other symptoms](#).
 - Especially important if you are [running essential errands](#), going into the office or workplace and in settings where it may be difficult to maintain a [physical distance of \(6\) feet](#).
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30min. of exercising or after taking medications that could lower your body temperature, such as acetaminophen.
 - Follow [CDC guidance](#) if symptoms develop.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

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.

COVID-19 Suspected GUEST 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.
- The suspected infectious individual should be isolated, advised to seek medical evaluation off-site and will be requested to depart from the venue until such a time as they are no longer symptomatic and possibly contagious. The individual(s) names will be documented and the rescheduling of any unused bookings should be accomplished via telephone, as to avoid the spread of any possible contagions.
- All known and suspected areas of contact by the suspected infectious individual(s) should be disinfected immediately.

PERSONNEL – Be Informed

- No / Limited Hotel Breakfast or Coffee.
- Lunch (limited options w/ boxed lunch requirement. Plan for your personal needs if you prefer other options than can be provided.
- Shuttles: Hotel / Airport, etc. Check for operating status.
- Hotel Housekeeping is Limited. Do not expect daily service. Request the extras (towels, etc.) from the front desk as necessary.