

Purpose: To provide guidance for managing the risk of COVID-19 exposure to the extent possible for guests and staff, utilizing generally accepted practices in conjunction with Federal, State and local guidelines.

Glossary of Terms:

- **Cleaning:** The physical removal of dust, soil other foreign material from the various surfaces in the event space, to include those in vehicles. Cleaning physically removes rather than kills microorganisms.
- **Disinfectant:** Chemical compound, typically in liquid form, which contains one or more of the chemicals on the EPA's *List N: Disinfectants for Use Against SARS-CoV-2* .
Please Note: To determine if a product is included on List N, check its EPA registration number (EPA Reg. No.). If it is, you have a match and the product can be used against SARS-CoV-2. You can find the registration number on the product label – just look for “EPA Reg. No.” followed by two or three sets of numbers. For example, if EPA Reg. No. 12345-12 is on List N, you can buy EPA Reg. No. 12345-12-2567 and know you’re getting an equivalent product.
- **Disinfecting:** Process of destroying the largest possible amount of microorganisms or pathogens present on surfaces in the event space, to include those in vehicles, which may be contaminated with microorganisms. This includes surfaces and areas that may not be readily accessible to guests or staff, but are in the immediate vicinity of high touch areas and surfaces. Disinfecting typically involves the use of antimicrobial chemicals applied for a period of several minutes or the application high levels of heat for longer periods.
- **Gray Zone:** Those areas which guests are restricted from entering, but staff may enter on an as needed basis. See *Site Layout – ADA Lot* for additional information.
- **Personal Protective Equipment:** Wearable devices and/or apparel which are designed and intended to reduce the potential for an individual to come in contact with, or being exposed to, a contaminant.
- **Red Zone:** Those areas within the event space which guests and staff are restricted from entering. See *Site Layout – ADA Lot* for additional information.
- **Sanitizing:** Process of reducing the presence of microorganisms to a level considered safe by public health standards, typically 99.9% on high touch and readily accessible surfaces, such as tables, chairs, door knobs/handles, coffee makers, steering wheel, controls and switches, visors, etc. Sanitizing typically involves the use of antimicrobial chemicals applied for a period of 10 – 20 seconds.
- **Social Distancing:** Maintaining a minimum of 6’ between and among individual staff members and individual guests.
- **Yellow Zone:** Those areas within the event space, to include all event and/or support vehicles, within which guests and staff MUST wear the required Personal Protective Equipment (PPE).

Recommended Frequency: Cleaning, disinfecting, and sanitizing shall be performed as frequently as is practical, and on a regular scheduled basis in keeping with the following:

- **Cleaning:** At a minimum, thorough cleaning shall be performed prior to the start of each event, followed immediately by disinfecting, provided that sanitization is being performed on a frequent and regular basis.
- **Disinfecting:** At a minimum, disinfecting shall be performed immediately following the conclusion of an event, and in conjunction with cleaning prior to the start of an event, assuming that sanitization is being performed on a frequent, regular basis throughout the event.
- **Sanitizing:** On a recurring basis throughout the duration of an event, all high touch and easily accessible areas and surfaces throughout the event site shall be sanitized. At a minimum, sanitizing will be performed at the start of each event prior to guests arriving, and at the end of each day, after guests have departed.

Documentation: Upon completion of cleaning, disinfecting, or sanitizing specific areas, to include vehicles, the staff member that performed the tasks shall annotate which tasks were performed, what areas they were performed on, and the date and time they were performed, on the *CDS Log*. A separate *CDS Log* will be maintained for each course until further notice.

Use of Personal Protection Equipment (PPE): Guests and staff members are required to wear the PPE listed while engaged in the activities described below:

- **Cleaning, Disinfecting, Sanitizing (STAFF):**
 - Wrap Around Protective Eyewear
 - Protective Face Mask
 - Nitrile or Latex Gloves
- **External Vehicle Preparation and Maintenance (STAFF):**
 - Wrap Around Protective Eyewear
 - Protective Face Mask
- **At All Times When in Designated Yellow Zones* (STAFF & GUESTS):**
 - Protective Face Mask
- **OPTIONAL When in Designated Yellow Zones*(GUESTS or STAFF):**
 - Wrap Around Protective Eyewear
 - Nitrile or Latex Gloves (*Required When in Event Vehicle, OPTIONAL at all other times*)

Please Note: The Yellow Zone, which is depicted in the Site Layout – ADA Lot, also includes any event vehicle and/or support vehicle regardless of where the vehicle is located or being operated on the site. Activities which take place in the yellow zone include, but are not limited to event safety briefing, driving exercises/drills, periodic breaks, use of portable lavatories, etc.

Use of Vehicle Protective Equipment (VPE): Once cleaning and disinfecting have been completed prior to a course ALL event and support vehicles shall be equipped with the following,:

- **Disposable Microphone Cover for Mounted 2 Way Radios**

Please Note: *If vehicle is being utilized solely by an individual participant, the VPE may remain in place for the duration of the course, as long as it is not ripped, torn, and continues to function as intended.*

If vehicle is being utilized by more than one participant:

- *VDI staff member shall sanitize the microphone cover once a participant has exited the vehicle*
- *A staff member shall sanitize all high touch surfaces in the vehicle, to include the microphone and steering wheel, prior to the next participant entering the vehicle (see Recommended Practices for Cleaning, Disinfecting, and Sanitizing Event Vehicles for additional information)*

If VPE becomes ripped, torn, or is no longer functioning as intended, it shall be replaced immediately

Social Distancing: ALL staff members and guests shall maintain social distancing to the fullest extent possible throughout the event.

To enable the adherence to social distancing guidelines, the following measures shall be in place throughout the event:

- **Reduced briefing area capacity, with a maximum of 10 guests, masks required.**
- **6' separating guests chairs and a minimum of 6' separating instructor from guests**
- **Guests will wear masks anytime they are seated or riding in a event vehicle**
- **Guests will wear masks anytime they are within the confines of the event briefing area, food/beverage area and/or the Dynavision D2 event lab.**
- **Use of portable lavatories, which shall be positioned a minimum of 6' apart from one another.**

General Risk Management Measures: The following measures shall be enacted to manage the risk of exposure to guests and staff to the fullest extent possible:

- **Temperature Checks:** Each morning, upon arrival and prior to commencement of event, every participant and staff member will be required to undergo a temperature check. If an individual's temperature reading is above 100⁰ F, they will be isolated, allowed a ten minute period of inactivity, and then their temperature will be rechecked. If that individual's temperature is still above 100⁰ F at that time, he or she will not be allowed to participate in the event or remain at the facility. Temperature checks will be performed using one of the following devices:
 - No Touch IR Temperature Scanner
 - 3M TempaDot Disposable Single Use Thermometer
- **COVID PPE Issue/Risk Management Briefing:** Prior to the commencement of event on the first day of the course, all guests will be provided the following PPE:
 - (1) disposable face mask

Please Note: *Replacement PPE will be immediately available for guests and staff*



COVID Risk Mitigation and Management Plan (cont)

es, COVID PPE Issue/Risk Management Briefing (cont)

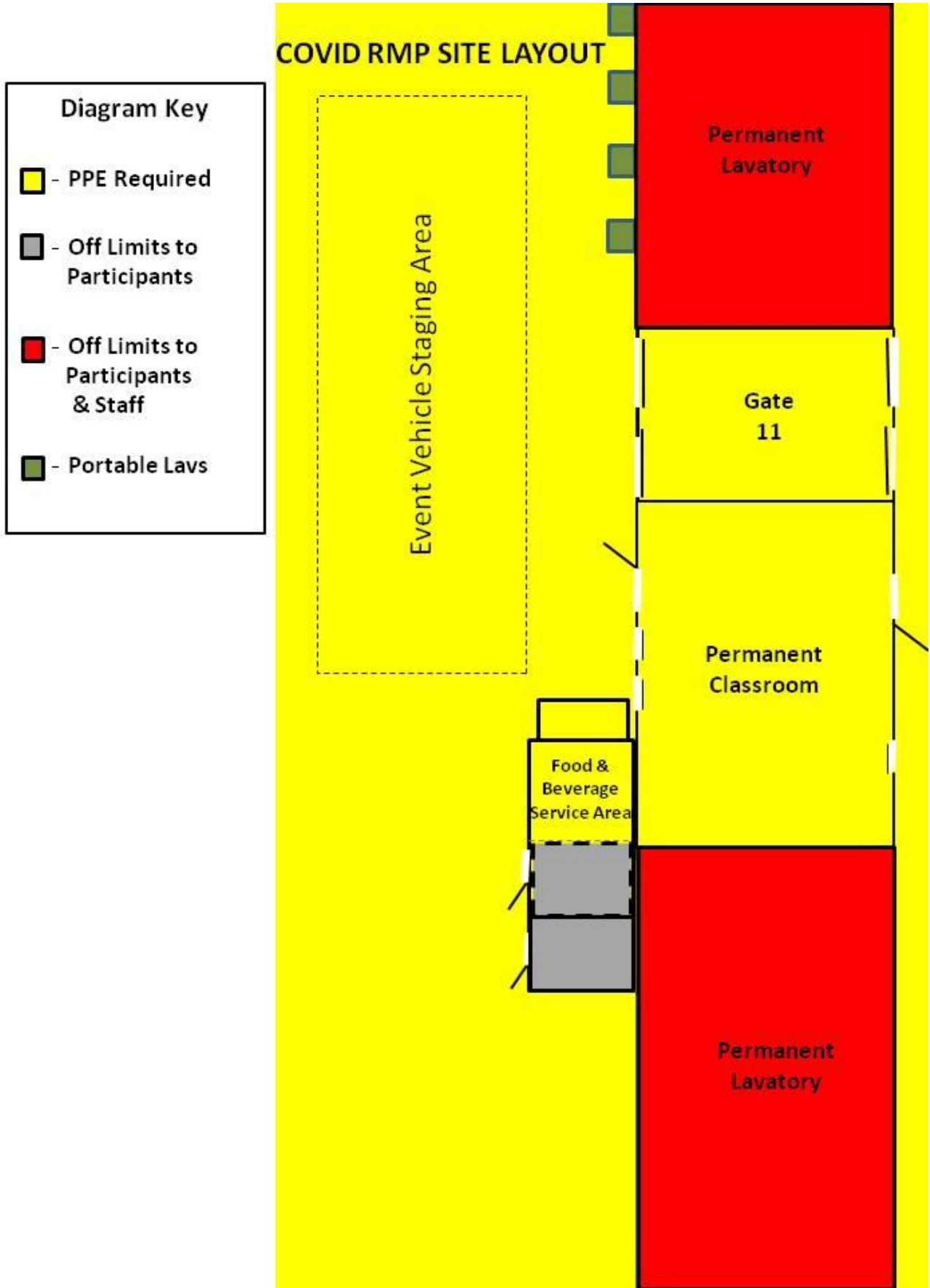
Immediately following the issuance of PPE, guests shall receive a COVID risk management briefing which details the pertinent information contained in this plan, to include:

- Social distancing guidelines and requirements
 - Requirements for the use of PPE and VPE
 - Protocols for Food & Beverage Service Area
 - Protocols for Dynavision D2 event area
 - Protocols for portable lavatories
 - Locations of replacement and optional PPE
 - Disposal of PPE, VPE and food/beverage refuse (i.e. cups, plates, plastic utensils)
- **Availability of Additional/Optional PPE:** While guests may elect to bring their own PPE above and beyond disposable masks, which they will be allowed to utilize, they will also be afforded access to the following optional items for use at their discretion:
 - Disposable Nitrile gloves
 - Wraparound eye protection w/lanyard
 - ZipLock bags for disposing of PPE/ TempaDot thermometer
 - **Access to Hand Soap, Disinfectants and Sanitizers:** While guests may elect to bring their own disinfectant and/or sanitizers to the course, which they will be allowed to utilize as long as it contains one or more of the chemical compounds described in EPA's *List N: Disinfectants for Use Against SARS-CoV-2*, they will also be afforded access to the following List N compliant items for the duration of the course:
 - Medical grade hand soap
 - Gel hand sanitizer
 - Disinfectant/sanitizing spray
 - Disinfecting/sanitizing wipesOne or more of these items will be visibly located in close proximity to the temporary classroom, the portable lavatories, and the food & beverage service area.
 - **Disposal of PPE, VPE and Food & Beverage Refuse:** Guests and staff will utilize hands free, covered waste cans visibly located in the vicinity of the portable lavatories to dispose of all PPE and VPE as well as to dispose of any food and beverage service refuse in the no touch waste can located outside the food and beverage service area, on the grandstand side of the building.
 - **Use of Portable Lavatories:** Guests and staff shall use the portable lavatory to which they are assigned (i.e. unit A, B, C, or STAFF) for the duration of the course. Toilet seats shall be closed and lavatory doors shall be propped open at all times when not in use. Guests and staff will be strongly encouraged to utilize disinfectants/sanitizers located in close proximity to the lavatories immediately after use of portable lavatories, ensure all high touch surfaces are sanitized after use, and will properly dispose of all such materials.

COVID Risk Mitigation and Management Plan (cont)

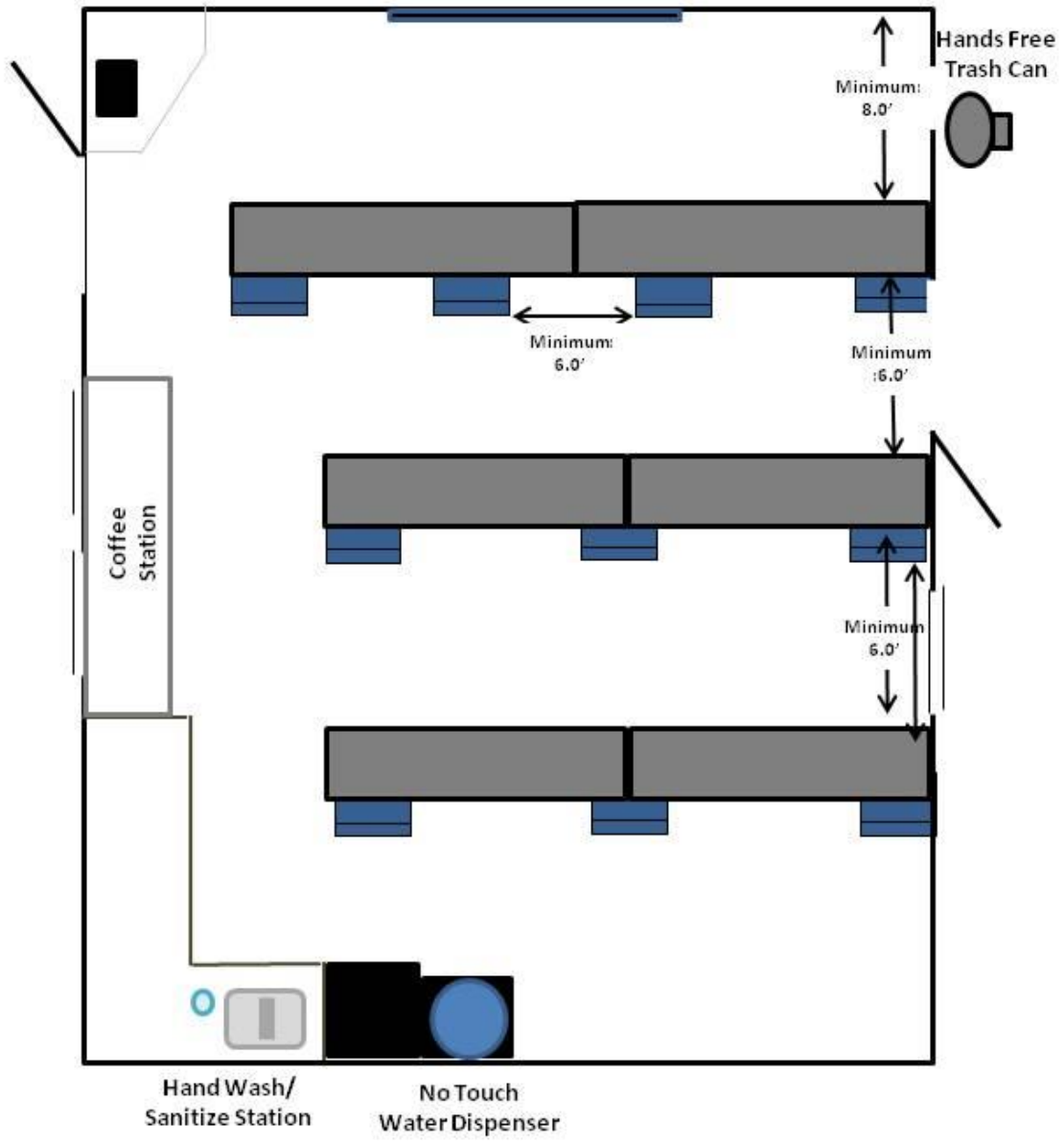


- **Enabling Contact Tracing:** VDI shall maintain the following information for each participant, for a period of 30 days following the conclusion of the course:
 - Cell phone number
 - Employer’s address and phone number
 - Name and location of lodging/accommodations establishment (if applicable)



Event Briefing Area Layout

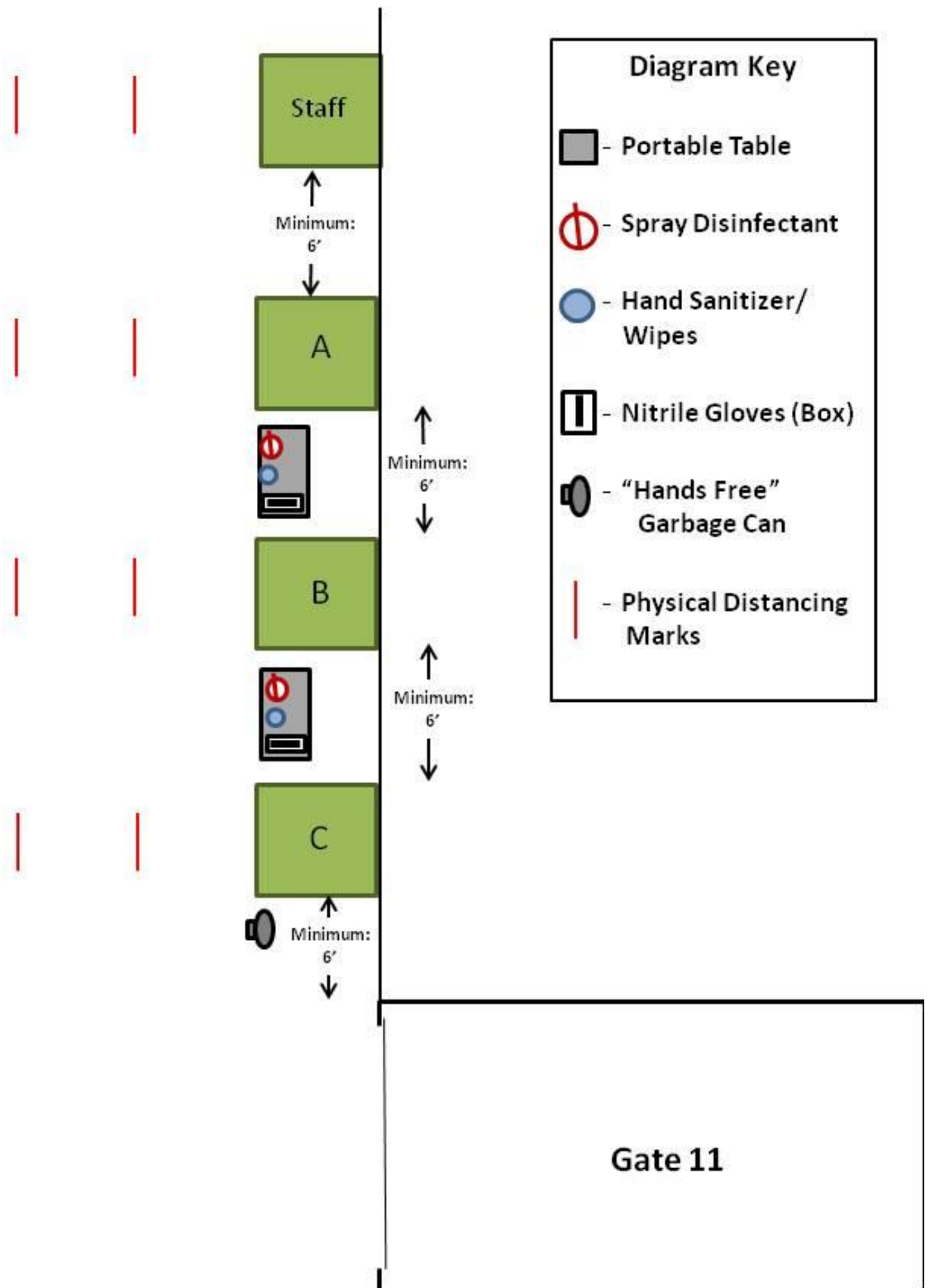
PLEASE NOTE: ALL WINDOWS AND DOORS SHALL REMAIN OPEN THROUGHOUT THE TRAINING DAY



Not to Scale

COVID RMP Portable Lavatory

(Not to Scale)



Purpose: To provide recommended practices for cleaning, disinfecting, and sanitizing event vehicles in an order to minimize the risk of exposure to contaminants for event guests and staff.

Glossary of Terms:

- **Cleaning:** The physical removal of dust, soil other foreign material from the various surfaces of a vehicle. Cleaning physically removes rather than kills microorganisms.
- **Disinfecting:** Process of destroying the largest possible amount of microorganisms or pathogens present on the interior surfaces of a vehicle, to include those which are difficult to reach and/or generally inaccessible during normal operations of the vehicle. (i.e. vents and ducts, foot wells, etc.) Disinfecting typically involves the use of antimicrobial chemicals applied for a period of several minutes or the application high levels of heat for longer periods.
- **Sanitizing:** Process of reducing the presence of microorganisms to a level considered safe by public health standards, typically 99.9% on high touch and readily accessible surfaces, such as steering wheel, controls and switches, visors, door and grab handles, etc. Sanitizing typically involves the use of antimicrobial chemicals applied for a period of 10 – 20 seconds.

Recommended Frequency: Cleaning, disinfecting and sanitizing of each event vehicle be performed as follows:

- **Cleaning:** After the completion of a event or prior to the commencement of the next event, with disinfecting being performed at the same time and sanitization being performed on a frequent and regular basis (see below).
- **Disinfecting:** In conjunction with cleaning, after the completion of a event or prior to the commencement of the next event.
- **Sanitizing:** On a daily basis, prior to any guests entering the vehicle; multiple times a day if different guests are intermittently utilizing the same vehicle throughout the event day.

Personal Protection Equipment (PPE): Individual responsible for performing any cleaning, disinfecting or sanitizing of a vehicle **MUST** wear appropriate PPE at all times. At a minimum, that equipment will include:

- Wrap Around Protective Eyewear
- Protective Face Mask
- Nitrile or Latex Gloves

Please Note: *Prior to donning PPE, thoroughly wash hands with soap and water for at least 20 seconds. Immediately upon removal of PPE, hands must also be thoroughly washed for at least 20 seconds as well.*

Required Materials/Products:

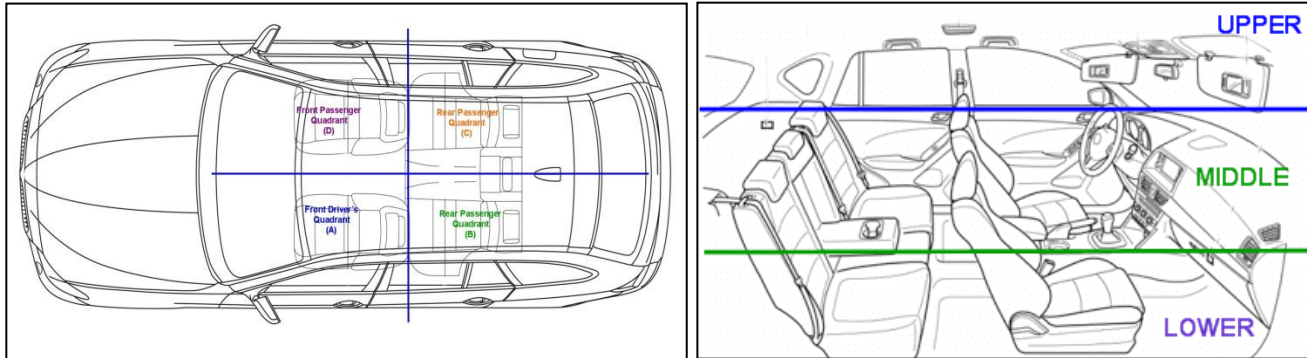
- **Cleaning:**
 - Vacuum with attachments for carpet, fabric, and extensions for difficult to reach areas
 - Small Bucket (1 – 2 Gal. capacity)
 - Warm water
 - Small sponge
 - Mild detergent soap (such as dish soap)
 - Glass cleaner
 - Microfiber cloths
- **Disinfecting:**
 - Disinfecting Spray (avoid products which contain bleach)
 - Disinfecting wipes (avoid products which contain bleach)
 - Leather Conditioner (for seats, steering wheel, dash pad, and gear shift knob, if applicable).
 - Microfiber cloths
- **Sanitizing:**
 - Disinfecting wipes (avoid products which contain bleach)

Appendices

- **Recommended Practices for Cleaning**
- **Recommended Practices for Disinfecting**
- **Recommended Practices for Sanitizing**

Recommended Practices for Cleaning Vehicles

IMPORTANT! Performing cleaning, disinfecting, and sanitization tasks in a manner which ensures that no surfaces are overlooked or missed during the process is the key to minimizing the risks of exposure to any potential contaminants for drivers and passengers. The diagrams below depict how to divide the interior compartment of a vehicle into an organized framework for cleaning, disinfecting, and sanitizing; the tiers and quadrants described in the diagrams are also referenced in the task lists that follow.



- **Cleaning:** Once hands have been washed and PPE properly donned, perform the following tasks in the order described:
 - Clean the vehicle key or key fob with warm soapy water for at least 20 seconds and dry with a microfiber towel. Do not submerge key fobs or RFID keys in water.
 - Using soap, water and a sponge thoroughly wash the exterior door handles, starting with the driver's door handle for at least 20 seconds. Immediately dry each handle with a microfiber cloth. It is recommended that task be performed in the same sequence every time (i.e. counterclockwise rotation starting with the driver's door handle).
 - As each door handle is cleaned, open that door and, using soap, water and a sponge, thoroughly wipe down the inside and outside edges along the top and open side of the door (where someone may place their hand when entering or exiting the vehicle). **LEAVE DOORS OPEN AFTER PERFORMING THIS TASK.**
 - It is recommended that the interior cleaning process begin with the driver's side front quadrant of the interior compartment and, once completed, be repeated for the other three quadrants (see diagram above). It is recommended that cleaning of the vehicle's interior be performed in the same sequence every time (i.e. counterclockwise rotation starting with the driver's side of the front compartment).
 - Utilizing the vacuum cleaner, after ensuring it is placed as far from the vehicle as possible, and that the exhaust port of the machine is pointed away from the vehicle, thoroughly clean the carpets of the vehicle, taking care to clean hard to reach spaces. It is recommended that this be performed in the same sequence every time (i.e. counterclockwise rotation starting with the driver's side front quadrant).
 - In an orderly fashion, starting with the upper tier, working down to the middle tier, then followed by the lower tier (see diagram above), use soap, water and a sponge to wash all

Guidelines for Cleaning, Disinfecting, and Sanitizing Event Vehicles



Recommended Practices for Cleaning Vehicles (cont)

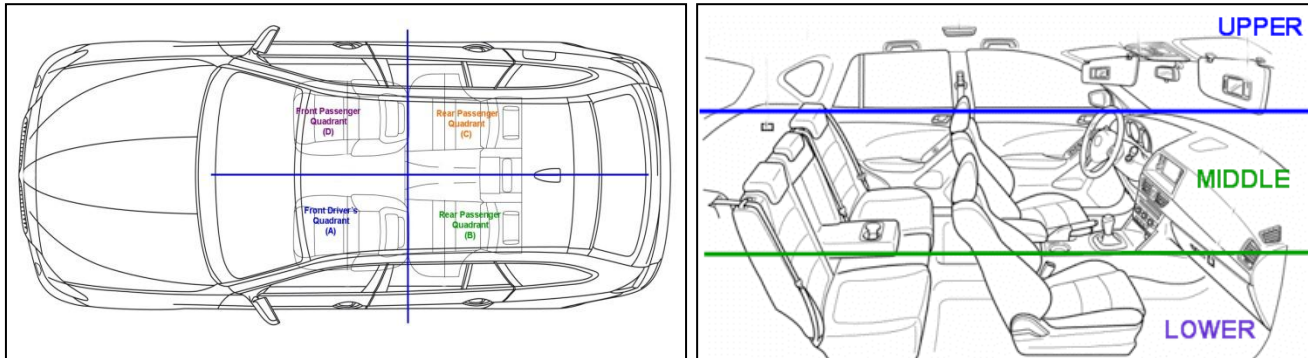
Recommended Practices, Cleaning (cont)

hard surfaces and components of the vehicle for at least 20 seconds. Immediately dry each surface and component with a microfiber cloth once cleaned. **TAKE CARE TO NOT USE EXCESSIVE AMOUNTS OF SOAP AND WATER ON OR NEAR ELECTRONIC COMPONENTS.**

- The surfaces and components to be cleaned may include, but are not limited to:
 - Visors mirrors/light assemblies
 - Windshield
 - Rearview mirror
 - Grab handles
 - "A" Pillar Trim
 - Dashboard (from base of windshield to leading edge)
 - Steering wheel
 - Wiper/Turn Signal/Light Control Stalks
 - Instrument panel
 - Dash mounted switches and knobs
 - Vent grilles and controls
 - Infotainment/Navigation System touch screen
 - Glove Box door and locking latch
 - Door Glass
 - Door mounted controls, switches and knobs
 - Interior door handles
 - Gear shifter
 - Console mounted switches and knobs
 - Console
 - Console Storage Compartment Lid and Latch
 - Cup holders
 - Seat belt buckles and latches
 - Seat surfaces and controls

Recommended Practices for Disinfecting Vehicles

IMPORTANT! Performing cleaning, disinfecting, and sanitization tasks in a manner which ensures that no surfaces are overlooked or missed during the process is the key to minimizing the risks of exposure to any potential contaminants for drivers and passengers. The diagrams below depict how to divide the interior compartment of a vehicle into an organized framework for cleaning, disinfecting, and sanitizing; the tiers and quadrants described in the diagrams are also referenced in the task lists that follow.



- **Disinfecting:** In order to be most effective, the disinfecting process should be performed immediately upon completion of the cleaning process.
 - It is recommended that disinfecting the vehicle's interior be performed by quadrant, in the same sequence every time (i.e. counterclockwise rotation starting with the driver's side quadrant of the vehicle's interior compartment).
 - Prior to starting the full disinfecting process, conduct a test in discrete areas of the vehicle's interior using a small amount of disinfectant (spray or wipe) on the various materials to ensure that the disinfectant is not going to cause discoloration of any components.
 - Utilizing spray disinfectant, liberally spray the interior of the vehicle in an orderly fashion, working from the upper tier, through the middle tier and down to the bottom tier. After surfaces have been wet with disinfectant for 2 – 3 minutes (this may require multiple applications of the spray), wipe down all hard surfaces with a microfiber cloth
 - In addition to all of the surfaces previously cleaned with soap and water (reference *Recommended Practices for Cleaning*), attention must be paid to ensure that surfaces which are difficult to reach in the cleaning process are disinfectant. These areas include, but are not limited to:
 - openings between seats and consoles
 - areas underneath seats
 - interior of consoles and other storage compartments
 - the pedal area and underside of the dashboard
 - Particular attention must also be paid to introducing disinfectant into the vents and ducts to the fullest extent possible, Spray disinfectant should be directed into each of the vent openings throughout the vehicle, to include the defroster vent or vents at the base of the windshield. **When spraying disinfectant into the defroster vent it is recommended that a piece of cardboard or other material be used to protect the windshield from overspray.**

Recommended Practices for Disinfecting Vehicles (cont)

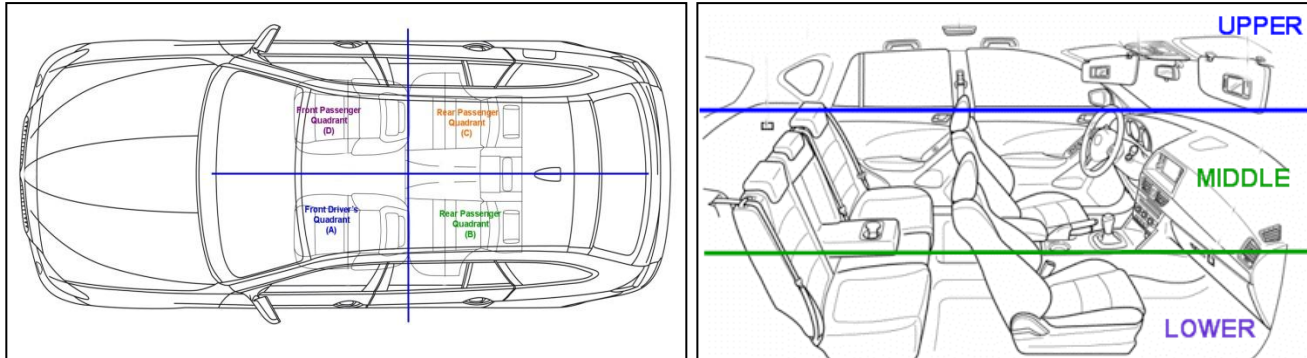
Required Tasks and Recommended Sequence, Disinfecting (cont)

- Following the application of spray disinfectant, high touch surfaces should also be treated thoroughly with disinfectant wipes, once again ensuring the surfaces stay wet for 2 – 3 minutes (this may require multiple passes with the wipe). Those surfaces include, but are not limited to:
 - Steering wheel
 - Wiper/Turn Signal/Light Control Stalks
 - Infotainment/Navigation System touch screen
 - Dash mounted switches and knobs
 - Vent grilles and levers
 - Door mounted controls, switches and knobs
 - Interior door handles
 - Gear shifter
 - Console mounted switches and knobs
 - Console
 - Console Storage Compartment Lid and Latch
 - Cup holders
 - Seat belt buckles and latches
 - Seat controls

- Upon completion of the disinfecting process, all leather surfaces *MUST* be treated with leather conditioner to counter the effects that some chemical compounds may have on the leather.

Recommended Practices for Sanitizing Vehicles

IMPORTANT! Performing cleaning, disinfecting, and sanitization tasks in a manner which ensures that no surfaces are overlooked or missed during the process is the key to minimizing the risks of exposure to any potential contaminants for drivers and passengers. The diagrams below depict how to divide the interior compartment of a vehicle into an organized framework for cleaning, disinfecting, and sanitizing; the tiers and quadrants described in the diagrams are also referenced in the task lists that follow.



- **Sanitizing:** While similar to the disinfecting process, sanitization is intended as an interim measure intended to reduce the risk of exposure to viruses, bacteria and other contaminants, but is not a replacement for either the cleaning or disinfecting process.
 - It is recommended that sanitizing the vehicle's interior be performed by quadrant, in the same sequence every time (i.e. counterclockwise rotation starting with the driver's side quadrant of the vehicle's interior compartment).
 - Prior to starting the sanitizing process, and if the disinfectant wipes are in anyway different from those used in the disinfecting process, conduct a test in discrete areas of the vehicle's interior to ensure that the disinfectant is not going to cause any discoloration.
 - Prior to starting the full sanitizing process, conduct a test in discrete areas of the vehicle's interior using a small amount of disinfectant (spray or wipe) on the various materials to ensure that the disinfectant is not going to cause discoloration of any components.
 - To sanitize the interior of the vehicle, all high touch surfaces must be treated thoroughly with disinfectant wipes, with the surfaces remaining wet for at least 10 -20 seconds. Those surfaces include, but are not limited to:
 - Steering wheel
 - Wiper/Turn Signal/Light Control Stalks
 - Infotainment/Navigation System touch screen
 - Dash mounted switches and knobs
 - Vent grilles and levers
 - Door mounted controls, switches and knobs
 - Interior door handles
 - Interior grab handles
 - Gear shifter
 - Console mounted switches and knobs
 - Console
 - Console Storage Compartment Lid and Latch
 - Cup holders
 - Seat belt buckles and latches
 - Seat controls