This checklist is adapted from the State’s issued guidelines for this sector and is supplemental to the Guidance for Cardrooms, Satellite Wagering Facilities, and Racetracks. The checklist is a summary and contains shorthand for some parts of the guidance. Businesses should be familiar with the guidance before completing this checklist.

**CONTENTS OF WRITTEN WORKSITE SPECIFIC PLAN**

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent the spread of the virus.
- Training and communication with employees on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate workplace contacts of infected employees until they are tested.
- Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

**TOPICS FOR EMPLOYEE TRAINING**

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Review the importance of not coming to work if presenting any symptoms related to COVID-19.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- Enhanced sanitation practices, physical distancing guidelines and proper use and washing of face coverings.
- Ensure temporary, contract, volunteer, and all other types of workers at the facility are trained in COVID-19 prevention policies.
- Provide information on employer or government-sponsored leave benefits relating to COVID-19.

**INDIVIDUAL CONTROL MEASURES AND SCREENING**

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the establishment.
- If requiring employees to self-screen at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows CDC guidelines.
- Encourage workers and visitors who are sick or exhibiting symptoms of COVID-19 to stay home.
- Employers should provide and ensure workers use all required protective equipment, including eye protection and gloves where necessary.
COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR CARDROOMS, SATELLITE WAGERING FACILITIES, AND RACETRACKS

Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer.

Face coverings are strongly recommended when employees are in the vicinity of others.

Post signage in strategic and highly-visible locations and in reservation confirmations, to remind the public that they should use face coverings, practice physical distancing, to not touch their face, to frequently wash their hands with soap for at least 20 seconds, and to use hand sanitizer.

Display a set of clearly visible rules for customers and personnel at entrance(s) that are to be a condition of entry.

CLEANING AND DISINFECTING PROTOCOLS

Perform thorough cleaning in high traffic areas such as customer waiting areas and lobbies, employee break rooms, etc., and areas of ingress and egress, including stairways and elevator banks.

Frequently disinfect commonly used surfaces, counters, credit card machines, club terminals, touchscreens, armrests, toilets, hand washing facilities, door handles and locks, vehicle keys, and vehicles on display.

Avoid sharing phones, tablets, office equipment, or tools wherever possible.

Regularly clean and disinfect equipment and furniture that must be shared between shifts or between users, whichever is more frequent.

Provide time for workers to implement cleaning practices during their shift.

Equip terminals, desks, and help counters with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all staff directly assisting customers.

Ensure that sanitary facilities stay operational and stocked at all times.

Provide resources to promote employees’ personal hygiene.

When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions.

To minimize the risk of Legionnaires’ disease and other diseases associated with water, take steps to ensure that all water systems and features are safe to use after a facility shutdown.

Provide hand sanitizer dispensers throughout reception areas, lobbies, gaming tables, restaurant entrances, meeting and convention spaces, elevator lobbies, employee breakrooms, employee time clock locations, cages (both interior and exterior) showrooms, lobbies, and service areas, for use by customers and employees.

Adjust or modify table or machine operating hours to provide adequate time for regular thorough cleaning.
Install and encourage the use of credit cards and hands-free devices, if possible.
Inspect deliveries and take all necessary and feasible disinfection measures when receiving goods.
Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.

**PHYSICAL DISTANCING GUIDELINES**

- Implement measures to ensure physical distancing of at least six feet between workers and customers.
- Take measures where physical distancing cannot be maintained to minimize exposure between cashiers or other workers and customers.
- Consider offering workers who request modified duties options that minimize their contact with customers and other employees.
- Display signage at entrances, cage counters, restrooms, ATM machines, ticket redemption stations, gaming tables, etc. to remind customers of physical distancing, proper use of face coverings and the importance of hand hygiene at every opportunity.
- Adjust meetings to ensure physical distance and use smaller individual meetings at facilities to maintain physical distancing guidelines.
- Decrease the capacity for meeting rooms in order to maintain at least six feet of physical distance between employees.
- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks.
- Reconfigure office spaces, gaming tables, cashier’s cages, meeting rooms, etc. to ensure physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Close self-service coffee, water, and snack areas, unless guests and employees are capable of dispensing without physical touching.
- Provide a single, clearly designated entrance and separate exit to help maintain physical distancing, wherever possible.
- Ask vendors who are required to enter your locations to have their employees follow the guidance of local, state, and federal governments regarding face covering use.
ADDITIONAL GUIDANCE FOR INTERACTIONS WITH THE PUBLIC

- Place hand sanitizing stations in all high traffic areas and other areas where queueing and handling of chips, cards, money, tickets, etc. will occur.
- When members of the public and employees pass items back and forth for an extended period of time (such as cards or chips), ensure frequent use of hand sanitizer and remind members of the public (with signs and/or verbally) not to touch their eyes, nose, and mouth.
- Provide time between dealer rotations to allow for thorough hand washing.
- Cards should be changed upon every dealer rotation, disposed of by the outgoing dealer, and replaced with new cards.
- All chips should be washed and disinfected prior to circulation.
- Remove tables, chairs, machines, gaming tables, etc. from guest areas so that six feet of physical distance can be maintained for customers and employees wherever possible.
- Discontinue meal service at gaming tables. Staff should take and deliver drink orders to customers to limit the number of people moving around shared spaces.
- For racetracks and satellite wagering facilities with betting windows, closure of windows to allow six feet of separation is highly recommended.
- Racetrack and satellite wagering facilities seating areas should be reconfigured and sectional closures implemented based on physical distancing requirements.
- Provide resources to promote personal hygiene of members of the public.