

COVID-19 General Checklist for Cardrooms, Satellite Wagering Facilities and Racetracks

July 2, 2020

This checklist is intended to help cardrooms, satellite wagering facilities, and racetracks implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Cardrooms, Satellite Wagering Facilities, and Racetracks](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



Contents of Written Workplace Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker representatives 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 close workplace contacts and infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).



Topics for Worker Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if workers have symptoms of COVID-19 as described by the CDC, such as a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after 10 days since symptom onset and 72 hours of no fever.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.

- ❑ Proper use of cloth face covers, including information in the [CDPH guidance](#).
- ❑ Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and the Governor's [Executive Order N-51-20](#) and workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- ❑ Train any independent contractors, temporary or contract workers, and volunteers in these policies and ensure they have necessary PPE.



Individual Control Measures & Screening

- ❑ Symptom screenings and/or temperature checks for workers and the public.
- ❑ Encourage workers and members of the public who are sick or exhibiting symptoms of COVID-19 to stay home.
- ❑ Encourage frequent handwashing and use of hand sanitizer.
- ❑ Consider providing gloves as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening. Workers should wear gloves when handling items contaminated by body fluids.
- ❑ Remind guests to bring a face covering. Provide face coverings to people who do not bring one.
- ❑ Post signage in highly visible locations to remind the public that they must use face covers, practice physical distancing, not touch their face, frequently wash their hands with soap for at least 20 seconds, and to use hand sanitizer. Also post this information on websites and promotional materials.



Cleaning and Disinfecting Protocols

- ❑ Perform thorough cleaning in high traffic areas.
- ❑ Frequently disinfect commonly used surfaces.
- ❑ Clean and sanitize shared equipment between each use.
- ❑ Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ❑ Provide hand sanitizer and sanitizing wipes at terminals, desks, and help counters. Provide personal hand sanitizer to all staff who directly assist customers.
- ❑ Ensure that sanitary facilities stay operational and stocked at all times.
- ❑ Make hand sanitizer and other sanitary supplies readily available to employees.
- ❑ Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow CDPH [asthma-safer cleaning methods](#).
- ❑ Ensure all water systems are safe to use after a prolonged facility shutdown to minimize risk of Legionnaires' disease.
- ❑ Provide time for workers to implement cleaning practices during their shifts.
- ❑ Provide hand sanitizer throughout reception areas, lobbies, gaming tables, restaurant entrances, meeting and convention spaces, elevator lobbies,

employee breakrooms, employee time clock locations, cages, showrooms, lobbies, and service areas, for use by customers and employees.

- Modify table or machine operating hours to provide adequate time for regular thorough cleaning.
- Install hands-free devices if possible, such as no-touch trash cans and hand soap dispensers, and allow adequate time for handwashing.
- Encourage the use of debit or credit cards by customers.
- Inspect deliveries and take all necessary and feasible disinfection measures when receiving goods.
- Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- Consider upgrades to improve air filtration and ventilation.



Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers and customers, using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Where physical distancing cannot be maintained, use barriers such as Plexiglas.
- Display signage at various locations to remind customers of physical distancing, proper use of face coverings, and hand hygiene at every opportunity.
- Decrease the capacity for meeting rooms to ensure physical distancing.
- Close breakrooms, use barriers, or spread out chairs and discourage congregating during breaks. Create outdoor break areas with shade and seating, if possible.
- Reconfigure office spaces, gaming tables, cashier's cages, meeting rooms, etc., to ensure workspaces allow for six feet between employees and guests.
- Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation.
- Stagger worker breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Close self-service coffee, water, and snack areas, unless guests and workers are capable of dispensing without physical touching.
- Provide a single clearly designated entrance and separate exit to help maintain physical distancing when possible.



Additional Guidelines for Interactions with Members of 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 workers 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. Consider providing gloves at each table for use by members of the public. Provide a means of disposal at each location where gloves or other materials are provided.
- Provide time between dealer rotations to allow for thorough handwashing.
- For card games where players touch the cards, upon dealer rotation, discard cards in play, sanitize them, or keep them out of rotation for at least 7 days. For card games where players do not touch the cards, after at least 8 hours, discard, disinfect, sanitize, or take cards out of rotation for at least 7 days. The dealer must use hand sanitizer prior to beginning play at each card table and immediately at the conclusion of the table rotation.
- Replace chips with clean chips upon every dealer rotation, and wash and disinfect used chips.
- Remove tables, chairs, machines, gaming tables, etc., from guest areas so that six feet of physical distance can be maintained for customers and workers wherever possible. If such items cannot be moved, use visual cues to show that they are not available for use or install Plexiglas or other types of impermeable physical barriers.
- Reduce the number of occupants at gaming tables so that guests have increased physical distance. Do not allow spectators who are not playing.
- Do not provide meal service at gaming tables. Take and deliver drink orders to customers. When serving drinks at tables with guests from different households, provide beverages in lidded containers.
- Close betting windows to allow six feet of separation. Consider opening additional locations in alternative venues to increase physical distancing and provide sanitation stations at the alternative venues.
- Reconfigure racetrack seating areas and close sections. Use physical barriers where necessary.
- Provide resources to promote personal hygiene of members of the public, including tissues, no-touch trashcans, hand soap, adequate locations for handwashing, alcohol-based hand sanitizers, disinfectants, and disposable towels.

