



PHASE I

COVID – 19

Re-Opening Manual

Updated April 22, 2020





# **NEW JERSEY MOTORSPORTS PARK**

## **The Premier Motorsports Entertainment Complex**

### **New Jersey Motorsports Park Social Distancing Plan**

New Jersey Motorsports Park (NJMP) is a PRIVATE 500-acre open space entertainment facility located in Millville, New Jersey of Cumberland County.

Most of the activity at NJMP takes place outside and is perfectly set up for social distancing activities. These activities take place with a natural element of social distancing. Cars, bikes and karts are driven around a 2-mile open air track by one individual inside their own cars, bikes or karts.

We request to open up our facility and allow individuals to enjoy a safe and controlled outside private facility that allows for controlled activities, following increased safety steps, while allowing for positive financial stimulation into the Cumberland County Region and surrounding areas.

The NJMP facility allows participants the opportunity to enjoy safe and controlled outside private activities while following the increased safety steps established by NJMP:

- 100% Managed and Controlled Social Distancing Policy
- Hand Washing Stations at all locations
- Masks will be worn by EVERYONE entering NJMP, or made available by NJMP
- Dedicated Staff to monitor and clean touch spots and areas
- Established Standard Operating Procedures (See Attached)
- COV-19 Signage at front entrance and in all areas of facility (See Attached)
- Maintain strict and required 100% compliant 6' social distancing policies
- Cleaning and Disinfecting of Facility (see CDC Recommended Facility Action Step Attachment)
- Vehicle on track be limited to one person per vehicle
- All permitted attendees into facility must have masks and follow SOP
- Any inside activities will follow the directive of State of NJ Government guideline and timeline
- Clubhouse and Restaurant to stay closed until Governor permits restaurants to open, but will offer curbside pick up or delivery
- All required meetings to take place outside following social distancing policy and not inside buildings
- All staff and security staff to travel separately and individually in vehicles
- Safety and Emergency Workers will work at stations following 6' distancing
- Facility has large restroom facilities which will be frequently cleaned and rotated for controlled use



# **NEW JERSEY MOTORSPORTS PARK**

## **The Premier Motorsports Entertainment Complex**

New Jersey Motorsports Park LLC is committed to providing a safe, healthy, and productive work and activity environment. Consistent with this commitment, it is the intent of the Company to share steps we are taking to protect the health and well-being of NJMP staff and guests.

NJMP is closely tracking guidance from the Centers for Disease Control (CDC), World Health Organization (WHO), and the local/state Health Departments.

Our team has established internal resources, as well as action plans to further enhance our existing cleaning, sanitation, and safety protocols. This includes, but is not limited to, significantly increasing the frequency in which we are sanitizing our “high touch surfaces” such as doorknobs, tables, restrooms, meeting rooms, karts, helmets and common touch areas.

Safety has always been, and will continue to be, our top priority. During the midst of the Coronavirus outbreak, our team has taken significant additional measures to ensure that the safety of our team members and guests remain uninterrupted.

### **Practices include but not limited to:**

- Facilities within the park are cleaned/sanitized daily
- Carefully monitoring our cleaning inventory and supplies to ensure teams have what they need
- Soap and hand sanitizers are located throughout the park and available to staff and guests
- Employees who have symptoms of illness are required to stay home

### **Required key precautions for all staff and guests:**

- Social Distancing (keeping a safe distance from others)
- Hand Hygiene (washing hands for at least 20 seconds with soap & water)
- Daily Environment Cleaning using household disinfectants
- Avoid Spreading Respiratory Droplets Coughing/Sneezing into a disposable tissue or into inter-elbow



## EXHIBIT A

# Facility Signage

## NOTICE



**NO VISITORS  
ALLOWED  
DUE TO  
COVID-19**

## WARNING

**IF YOU ARE  
EXPERIENCING**

- FEVER
- COUGH
- FATIGUE
- SHORTNESS OF BREATH

**DO NOT VISIT TODAY  
THANK YOU FOR HELPING  
TO KEEP COVID-19  
OUT OF OUR FACILITY**

## SAFETY FIRST

**PLEASE SANITIZE HANDS  
BEFORE AND AFTER  
USING TIME CLOCK**



**DID YOU WASH  
YOUR HANDS?**

**WASH YOUR HANDS WITH SOAP  
AND WATER FOR AT LEAST  
20 SECONDS TO REDUCE THE  
SPREAD OF INFECTIOUS DISEASE**

**CLEAN HANDS SAVE LIVES**

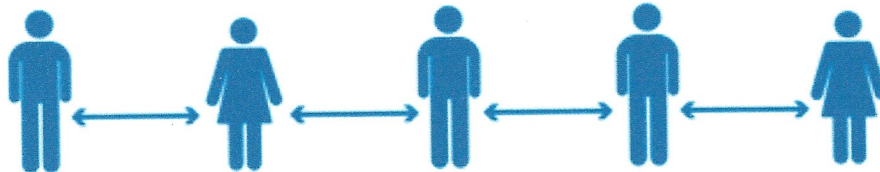


**UNTIL FURTHER NOTICE,  
THIS FACILITY IS A  
HANDSHAKE-FREE ZONE.**

**PLEASE BE CONSIDERATE  
OF OTHERS AND BE SURE  
TO WASH YOUR HANDS  
REGULARLY**

# NOTICE

## SOCIAL DISTANCE



**MAINTAIN A 6FT DISTANCE!  
KEEP YOURSELF AND OTHERS SAFE!  
STOP THE SPREAD OF COVID-19**



## EXHIBIT B

# Facility Cleaning

# Cleaning And Disinfecting Your Facility

## Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

### How to clean and disinfect

**Wear disposable gloves** to clean and disinfect.

#### Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



#### High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



#### Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

**To make a bleach solution, mix:**

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**

### Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

## Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



## Laundry

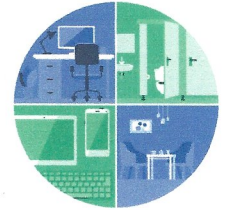
For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



## Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.



## When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a sick person.





- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

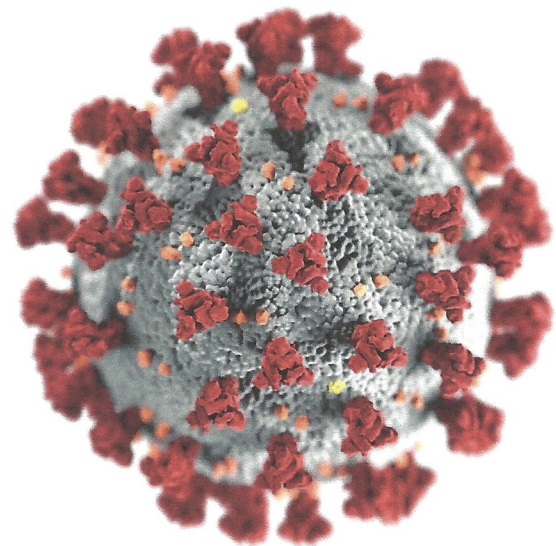
## Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

### For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).





# EXHIBIT C

## Facility Standard Operating Procedures

### COVID Standards and Procedures

#### **General**

- Only employees allowed on property are those essential to administering the event
- At no time or place (indoors or outdoors) may people gather in large groups.
- All groups should stay on property if possible
- All members must maintain a minimum of 6' social distancing
- All required meetings or gatherings will follow 6' social distancing
- Driver meetings can be held over the PA system and people can tune their radios to 105.5FM to hear the PA.
- As an employee if you do not feel comfortable being at work or around others then please advise
- If anyone is observed as violating these standards please ask them nicely to comply with the CDC guidelines and the posted signage.
- No one – including employees and event members – who has experienced any of the following symptoms at any time during the 14 days preceding event, or who is a household member, intimate partner or caregiver of anyone who has experienced these symptoms, may enter the property – fever, cough, shortness of breath, persistent pain or pressure in chest, confusion, or bluish lips or face. Any employee who is or has experienced any of the above symptoms must notify his or her supervisor immediately. Anyone who begins experiencing any of the above symptoms during an event must leave the facility immediately.



# **NEW JERSEY** **MOTORSPORTS PARK**

## **The Premier Motorsports Entertainment Complex**

- Practice the following safeguards as recommended by the CDC:
  - Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about [coughing and sneezing](#) etiquette on the CDC website.
  - Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#) [external icon](#), the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Direct employees to visit the [coughing and sneezing etiquette and clean hands](#) webpage for more information.

### **Security Gate**

- Security will work directly with the participants to establish who is critical to the Event. Once that list is established then anyone not on that list will not be allowed to enter the Property.
- Staff will work the gate making sure those that are on property are either on the list or required to be here
- Anyone working the gate will wear gloves for all interactions with signing the waiver and or mask if they feel that is needed
- Stay in gatehouse opening to pass the clip board to maintain a 6-foot distance.
- NJMP is closed to the public and is only accepting private groups and their guests

### **Emergency Service**

- Windows to remain down in the trucks as best as possible
- People indoors need to maintain 6 foot spacing
- Clean the radios that were used at the end of the day
- Clean all vehicle surfaces used at the end of the day
- Cleaning supplies will be provided to regularly wash down surfaces
- Notify Management if anyone is complaining or showing any symptoms associated with Covid-19



# **NEW JERSEY MOTORSPORTS PARK**

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### **Safety Workers**

- Once people collect their radios, have them go to their stations. All radios to be sanitized at the end of the day
- Any instructions for the day can be given on the radio channel by Race Control
- Corner workers to stay at station for lunch. Clean all radios used at the end of the day

### **Maintenance**

- If track repairs are needed then please work with available staff following policies
- No gathering in the break room
- Each maintenance person can ride solo in the trucks
- Clean all tools, radios, steering wheels, and surfaces used at the end of the day

### **Food & Beverage**

- Advise on what staff you would need to feed renters
- All meals need to be in delivery or take out form. Concession windows can work as long as we mark out spacing for the lines and no one is allowed to eat or gather under the Pagoda.
- No congregating of any sorts by guests
- All food needs to go through NJMP, and they are not to have outside services cater in
- If they want to bring their own grills and cook for themselves then that is fine as long as social distancing is maintained
- Continuously clean all equipment and surfaces used throughout the day.

### **Lodging**

- Staff to work the front desk with gloves and mask
- A six-foot table will be placed in front of her counter to extend the 6-foot spacing
- If weather permits the front door and back window will stay open
- If rooms are used then Management will use what staff she needs to turn rooms.
- Staff to be dedicated as a roaming cleaner that goes around cleaning all surfaces, doorknobs and public places
- Guests have to stay on property with us and should if all possible be restricted to the Pit Suites
- Provide disinfectant bottles and gloves to all Departments so they can self-clean their areas.
- Indoor Areas
  - o Provide tissues and no-touch disposal receptacles.
  - o Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
  - o Place hand sanitizers in multiple locations to encourage hand hygiene.
  - o Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
  - o Discourage handshaking – encourage the use of other noncontact methods of greeting.



# COVID-19 Guidance for Bars and Restaurants



## Requirements for All Businesses Continuing to Operate

Executive Order No. 122

Owners of buildings used for commercial, industrial, or other enterprises, and of residential buildings with at least 50 units, must follow these guidelines:

- Clean and disinfect **high-touch areas** routinely
- Maintain current **cleaning procedures** in all other areas of the facility
- Ensure the facility has enough **workers** to perform the above protocols effectively

## Additional Requirements for Bars and Restaurants

Executive Order No. 125



Restaurants, cafeterias, food courts, bars, etc., that are still permitted to operate must follow these guidelines:

- Limit occupancy to **10%** of stated maximum capacity
- Ensure **6 feet** of distance between workers and customers (except at the moment of payment or exchange of goods)
- Arrange for **contactless pay** options, pickup, or delivery wherever possible
- Provide **hand sanitizer and wipes** to staff and customers
- Frequently sanitize **high-touch areas** like credit card machines, keypads, and counters
- Require **infection control practices** such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage
- Place conspicuous **signage** at entrances and throughout the food business alerting staff and customers to the required 6 feet of distance
- Require workers and customers to wear **cloth face coverings**, and require workers to wear **gloves**



<https://covid19.nj.gov/>



**Questions?** Call 2-1-1 or  
text NJCOVID to 898-211



# COVID-19 Guidance for Retail Businesses

Executive Order No. 122



## Requirements for All Businesses Continuing to Operate

Owners of buildings used for commercial, industrial, or other enterprises, and of residential buildings with at least 50 units, must follow these guidelines:

- Clean and disinfect **high-touch areas** routinely
- Maintain current **cleaning procedures** in all other areas of the facility
- Ensure the facility has **enough workers** to perform the above protocols effectively

## Additional Requirements for Essential Retail Businesses



Essential retail businesses still permitted to operate must follow these guidelines:

- Limit occupancy to **50%** of maximum store capacity at one time
- Establish hours of operation specifically for the exclusive use of **high-risk individuals**
- Install a **physical barrier**, such as a shield guard, between customers and cashiers/baggers where possible and anywhere you cannot maintain 6 feet of distance
- Provide employees break time for **regular hand washing**
- Arrange for **contactless pay options**, pickup, or delivery of goods wherever possible;
- Provide **hand sanitizer and wipes** to staff and customers;
- Frequently sanitize **high-touch areas** like restrooms, credit card machines, keypads, counters and shopping carts
- Require **infection control practices** such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage
- Place conspicuous **signage** at entrances and throughout the store alerting staff and customers to the required 6 feet of distance
- Mark out **6 feet** of spacing in check-out lines for appropriate social distancing
- Require workers and customers to wear **cloth face coverings**, and require workers to wear **gloves**



<https://covid19.nj.gov/>



**Questions?** Call 2-1-1 or text NJCOVID to 898-211



## EXHIBIT D

# Participant Agreement

### Track Renter Private Group Acknowledgement

- Only employees or crew allowed on property or those essential to administering the event.
- All participants must maintain a minimum of 6' social distance.
- All required meetings or gatherings to be held following 6' social distancing policy.
- No one – including any employee or event member – who has experienced any of the following symptoms at any time during the 14 days preceding event, or who is a household member, intimate partner or caregiver of anyone who has experienced these symptoms, may enter the property: fever, cough, shortness of breath, persistent pain or pressure in chest, confusion, or bluish lips or face.

Any Renter or crew member who is or has experienced any of the above symptoms must notify NJMP immediately. Anyone who begins experiencing any of the above symptoms during an event must leave the facility immediately.

Practice the following safeguards as recommended by the CDC:

Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

Avoid touching your eyes, nose and mouth with unwashed hands. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

Learn more about coughing and sneezing etiquette on the CDC website:  
[https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use

products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.

- Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Direct employees to visit the CDC's coughing and sneezing etiquette and clean hands webpage for more information (first link above).

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Print Name of Track Renter

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Signature of Track Renter Representative

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Date





# EXHIBIT E

## Facility Contact Information

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