

Reopening Protocol for Cardrooms, Satellite Wagering Facilities and Racetracks with Onsite Wagering: Appendix Q

Effective as of Friday, June 19, 2020

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow Cardrooms, Satellite Wagering Facilities and Racetracks with Onsite Wagering to safely reopen. The requirements below are specific to these businesses. In addition to the conditions imposed on cardrooms, satellite wagering facilities and racetracks by the Governor, these types of businesses must adhere to the conditions laid out in this Protocol, including any occupancy limits.

Cardrooms, satellite wagering facilities and racetracks that operate other services or facilities may need to comply with the following guidance:

- DPH Protocols for Restaurants
- DPH Protocols for Retail Establishments
- DPH Protocols for Hotels
- DPH Protocols for Fitness Centers

Note that Cardrooms, satellite wagering facilities, and racetracks with onsite wagering that operate or lease bars, spas, nightclubs, lounges, conventions, indoor and outdoor sporting and entertainment venues, etc. should keep those areas closed until each of those types of establishments are allowed to resume modified or full operation. Racetracks are currently allowed to operate without spectators. All public events or concentrated gatherings, including musical or other performances at these facilities, must be canceled or postponed.

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document and related guidance, including those listed above.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

All businesses covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business name:

Facility Address:

Occupancy Allowed,
per 50% Occupancy Limit:

Approximate total square footage
of space open to the public:

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH
(CHECK ALL THAT APPLY TO THE FACILITY)**

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- Consider offering workers who request modified duties options that minimize their contact with patrons and other employees (e.g., managing inventory rather than working as a dealer, server, cashier or managing administrative needs through telework).
- In compliance with wage and hour laws, alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employers have provided information to employees regarding [employer or government sponsored leave benefits](#), including their right to paid sick leave as guaranteed by the [Families First Coronavirus Response Act](#).
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) [isolate themselves at home](#) and require the immediate [self-quarantine](#) of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See the public health guidance on [responding to COVID-19 in the workplace](#).
- Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival. A temperature check should be done at the worksite if feasible.
- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821.
- All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn, covering both the nose and mouth, by the employee at all times during the workday when in contact or likely to come into contact with others. Employees need not wear a cloth face covering when the employee is alone in a private room, office or walled cubicle.
- Employees are instructed to wash their face coverings daily.
- Employers should consider whether gloves should also be provided to employees to supplement frequent handwashing. For example, employees who participate in screening patrons or guests to the establishment, handle frequently touched items, and/or handle items contaminated by body fluids should wear gloves.
- All workstations, including office spaces, gaming tables, casino cages, meeting rooms, etc. are reconfigured to ensure workspaces allow for six feet between employees and patrons. Place additional limitations on the number of workers in enclosed areas such as supply rooms, to ensure at least six feet separation between employees.

- Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
 - Break rooms _____
 - Restrooms _____
 - Gaming tables _____
 - Other _____
- In compliance with wage and hour regulations, breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others.
- Disinfectant and related supplies are available to employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Employees are allowed frequent breaks to wash their hands. Provide time between dealer rotations to allow for thorough hand washing.
- A copy of this protocol has been distributed to each employee.
- To the extent possible, each worker is assigned their own tools, equipment and defined workspace. Whenever possible, sharing held items (e.g., phones, tablets, laptops, desks, pens, etc.) is minimized or eliminated.
- Workers are provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- Optional—Describe other measures:

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- The number of employees and patrons in the facility at a given time is restricted to 50% maximum occupancy to ensure that patrons and employees are able to maintain physical distancing of at least six feet. Where feasible, parking is limited to further enforce maximum occupancy limits.
 - Maximum number of patrons in facility limited to: _____
- The establishment monitors all entrances in order to track occupancy. Some public entrances to the establishment may be designated "exit only" to enable easier tracking of total building occupancy.
- Security staff remind patrons of the importance of maintaining physical distancing, wearing face coverings at all times, and that they should not congregate with others inside or outside the establishment.
- A staff person (or staff people if there is more than one entrance) wearing a cloth face covering is posted near the door but at least 6 feet from the nearest customers to track occupancy and to direct customers to line up six feet apart outside the entrance if the establishment has reached its occupancy limit.
- Measures to ensure physical distancing of at least six (6) feet have been implemented to ensure physical distancing between and among employees and patrons in all facility locations. This may include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where workers and patrons should stand). Employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

- Tape or other markings assist patrons in keeping a 6 feet distance between them and others in line. A marking identifies both a starting place for customers arriving in the line and 6-foot intervals for subsequent customers who are joining the line.
- If the establishment has elevators, elevator capacity is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders; during peak building entry and exit times, this number can be adjusted to 4 individuals or fewer at a time for any elevator that does not allow for a 6-foot physical distance between riders. All riders are required to wear cloth face coverings. Monitor elevator use and consider using staff to assist with elevator queuing if the elevator is in high demand.
- Public seating areas (e.g., lounge chairs or benches) are configured to support physical distancing.
- Gaming tables, chairs, tables, and gaming machines are configured to ensure that patrons and employees are able to maintain a 6-foot physical distance and/or there is an appropriate physical barrier to limit possible exposures. For example, chairs or stools in front of every other gaming machine may be removed so that patrons do not sit next to each other. If such items cannot be removed, use visual cues to show that they are not available for use or install Plexiglas or other types of impermeable barriers to minimize exposure.
- The number of patrons at gaming tables and machines is limited such that patrons have increased physical distance. Non-player game watching is discontinued if it increases the chance of patrons breaking physical distance of six feet.
- For racetracks and satellite wagering facilities with betting windows, some windows have been closed to allow six feet of separation between windows, where possible. Consider installing physical impermeable barriers at betting windows.
- Break rooms and other common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet. Where possible, outdoor break areas with shade covers and seating are created to help ensure physical distancing. In compliance with wage and hour regulations, employee breaks are staggered to help maintain physical distancing protocols.
- Physical distancing requirements are implemented at loading bays and contactless signatures have been implemented for deliveries.

C. MEASURES FOR INFECTION CONTROL

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. 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.
- To reduce the risk of [Legionnaires' disease](#) and other diseases associated with water, the establishment operator has [taken steps](#) to ensure that all water systems and features are safe to use after a prolonged facility shutdown.
- Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe: _____
- Common and high traffic areas such as lobbies, waiting areas, and break rooms, and frequently touched objects (e.g., counters, club terminals, gaming machines, devices, chairs, handrails, elevator controls, doorknobs or handles, credit card readers, elevator buttons, escalator handrails, ATM pin pads, etc.) are disinfected on an hourly basis during business hours using [EPA approved disinfectants](#) following the manufacturer's instructions for use.
- Equipment and furniture that must be shared is cleaned and disinfected between shifts or between users, whichever is more frequent, including but not limited to working surfaces, keys, chips in play, gaming table rails and chairs, dice and tiles, cards (if not discarded after use), electronic playing book forms, touchscreens, time clocks, cleaning equipment and stationary and mobile equipment controls.

- Terminals, desks and help counters are equipped with proper sanitation products, including hand sanitizer and sanitizing wipes, and personal hand sanitizer is provided to all staff assisting customers.
- Symptom checks are conducted before patrons may enter the facility. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the patron may be experiencing. These checks can be done remotely or in person upon the patron's arrival. A temperature check should be done if feasible.
- Patrons are instructed that they must wear cloth face coverings while inside the facility, at all gaming tables and machines, and in any outdoor areas where they are in contact with others not in their household. Only individuals with chronic respiratory conditions or other medical conditions that make use of a mask hazardous are exempted from this requirement. Patrons may remove their face coverings temporarily when eating and drinking in restaurants, dining rooms, and bars.
- Hand sanitizer stations (touchless wherever possible) are placed in all high traffic areas such as reception, lobbies, gaming tables, restaurant entrances, and elevator lobbies, and other areas where queuing and handling of chips, cards, money, tickets, etc. will occur including but not limited to machine banks, gaming tables, ATM machines, ticket redemption machines, casino cages, restrooms, etc. Sanitizing stations are monitored and replenished as necessary.
- When patrons and employees pass items back and forth for an extended period of time (such as chips and cards), patrons are reminded to use hand sanitizer frequently and not to touch their eyes, nose and mouth. Consider offering disposable gloves at each table to be used by patrons.
- Cards are changed upon every dealer rotation, disposed of by the outgoing dealer and replaced with new cards.
- Workspaces and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently.
- Public restrooms are sanitized regularly using EPA approved disinfectants and following the manufacturer's instructions for use, on the following schedule:

- Public drinking water fountains are turned off and have signs informing patrons that they are inoperable. All self-service coffee, water, and snack areas are closed unless patrons and employees are capable of dispensing without physical touching.
- Employee restrooms are not available for customer use.
- Customer entrances and exits, counter service areas, and other common-space areas are equipped with proper sanitation products, including alcohol-based hand sanitizer, disinfectants, tissues, disposable towels, and no-touch trash cans.
- Restaurants, snack bars or concessions stands comply with the [Checklist for Reopening Restaurants](#). Meal and beverage service at gaming tables is discontinued.
- Optional—Describe other measures:

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- A copy of this protocol is posted at all public entrances to the establishment.
- Signage at the entry and/or where patrons line up notifies patrons of occupancy limit and requirement that they wear a face covering to enter the facility.
- Display signage at entrances, cage counters, restrooms, ATM machines, ticket redemption stations, gaming tables, etc. to remind patrons of physical distancing, proper use of face coverings and the importance of hand hygiene at every opportunity.
- Online outlets of the establishment (website, social media, etc.) provide clear information about establishment hours, required use of face coverings, limited occupancy, and other relevant issues.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Services that are critical to the patrons/clients have been prioritized.
- Measures are instituted to assure access to goods and services for patrons who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name:

Phone number:

Date Last Revised:
