



## **Freehold Raceway**

**Date: 5/28/2021**

### **Freehold Raceway COVID-19 Policies and Procedures**

#### **Purpose**

To establish specific policies and procedures that must be followed by all vendors, licensees and employees that will allow Freehold to operate in a safe and efficient manner during this COVID-19 pandemic. These procedures are in place to ensure the safety and well-being of our licensees, employees and patrons. These procedures will be strictly enforced; any vendor, licensee or employee who chooses not to follow them will be directed to immediately leave our property for the day. If there are any issues, please report them to Security.

#### **Overall Operating Guidelines:**

##### **Social Distancing:**

- All Vendors, Licensees and Employees will be required to follow all guidelines from the Centers for Disease Control and the NJ Department of Health.

##### **Handwashing:**

- Frequent handwashing with soap is vital to help combat the spread of virus. All Licensees and Employees are encouraged to wash their hands (for 20-seconds), or use sanitizer when a sink is not available, frequently. Freehold Employees and Licensees must wash their hands after any of the following activities: working in barns, using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, going on break and before or after a shift.
- Break times will be given for hand washing throughout the day.

##### **Hand Sanitizer:**

- Hand sanitizing stations will be placed at key locations throughout the facility for use when sinks are not available for immediate hand washing.

##### **Personal Protective Equipment (PPE):**

- Appropriate PPE will be worn by all Team Members based on their role and responsibilities and in adherence to state or local regulations and guidance.

#### **Employees - Pre-Shift Screenings, Meetings and Timekeeping:**

- Meetings will be conducted in areas that allow for appropriate social distancing between Team Members. The meetings will be brief to relay pertinent information and any updates to COVID-19 protocols.
- Anyone having or exhibiting symptoms of COVID-19 will be immediately separated and sent home from the racetrack or paddock area.
- Freehold will report to the Division of Gaming Enforcement all cases known to them where an employee tests positive for COVID-19 within fourteen (14) days after being at the racetrack.
- Employees will be instructed to contact a supervisor if they notice a coworker with signs or symptoms of COVID-19.
- Signage will be placed in all employee/back of house areas reminding employees to follow CDC guidelines (wash hands, use sanitizer, stay home if sick, etc.) and setting forth a checklist of symptoms and reminding employees to not come to work if answering “yes” to any questions (i.e. Do you have a fever, Have you been in the presence of someone with COVID-19, etc.) Anyone that answers “yes” to any health screening questions will not be granted access to the Racetrack.
- All employees must wear masks/face shields while on property unless they have provided proof of being fully vaccinated.
- All back of house areas (i.e. count rooms, surveillance room, offices) will have a supply of masks, gloves and sanitizer available and will be part of a regular cleaning schedule.
- All employees must practice appropriate social distancing at all times.

#### **Notification:**

- Management will promptly notify any person on the premises of the racetrack, including stabling facilities, of any known exposure to COVID-19 at the racetrack, including stabling facilities, consistent with the confidentiality requirements of the Americans with Disabilities Act and any other applicable laws.

#### **Cleaning Products and Protocols:**

- Our Housekeeping team uses cleaning products and protocols which meet EPA guidelines and are approved for use and effective against viruses, bacteria and other airborne and blood borne pathogens.

- The frequency of cleaning and sanitizing has been increased with an emphasis on frequent contact surfaces including, but not limited to, wagering machines, door handles, bathrooms, elevators, dining surfaces and seating areas.
- Employees assigned to clean shall be informed on proper cleaning and disinfecting protocol, including on use according to recommended guidance. Employees will also be informed of proper PPE required for cleaning and day-to-day operations.

## **Procedures for Frontside:**

### **1. Building Access:**

#### **Patrons/Facility:**

- i. Patrons will be allowed entry to Freehold Raceway during normal operating hours subject to current capacity limits (if any).
- ii. Masks are optional for patrons who are fully vaccinated. Patrons not fully vaccinated are strongly encouraged to continue wearing masks and social distance. (Per Executive Order 242.)
- iii. Plastic shields remain in place to create a barrier between the teller and wagering public.
- iv. Program stands and point of sale food concessions feature plastic barriers protecting employees and patrons.
- v. All self-service machines will be cleaned no less than every four (4) hours or any time a customer requests them to be cleaned.
- vi. Signage will be placed at entrance areas to the facility and sportsbook reminding patrons to follow CDC guidelines (wash hands, use sanitizer, stay home if sick, etc.) and setting forth a checklist of symptoms and reminding patrons not to enter the facility if answering “yes” to any questions (i.e. Do you have a fever, Have you been in the presence of someone with COVID-19, etc.). Anyone that responds “yes” to any of the health screening questions will not be granted access to the racetrack.
- vii. Patrons presenting with and seeking assistance for COVID-19 symptoms will be provided a mask and directed to exit the facility and return home or to go to a medical facility for their safety and the safety of others. Such patrons shall be provided with the CDC material entitled, “Steps to help prevent the spread of COVID-19.” Freehold will comply with current CDC, state and local guidelines on requirements for businesses dealing with patrons who present COVID-19 symptoms.
- viii. In the event of a patron presenting severe COVID-19 symptoms (i.e. very high fever, extreme shortness of breath, uncontrolled cough), Freehold will follow current protocol for managing severely ill patrons which includes contacting Freehold medical staff, if present, or calling 911. Patrons and any accompanying persons will be separated from the general public and the Freehold will take appropriate measures to minimize the patron’s contact with others. Freehold shall maintain a list of employees known to have been in close contact with the ill patron and monitor the condition of the employees for two (2) weeks.
- ix. Freehold shall report to the Division of Gaming Enforcement all cases known to them where a patron has tested positive for COVID-19 within fourteen (14) days after the patron was at the racetrack.

### **2. Food and Beverage:**

**Freehold will follow all guidelines of Executive Order 183 and New Jersey Department of Health Executive Directive 20-030 relating to Retail Food or Beverage Establishments and Indoor Dining (when offered):**

- i. Adhere to capacity limits (if any).
- ii. Self service food (i.e. buffet or salad bar), if offered will be in accordance with updated Department of Health guidelines.
- iii. Single use condiments will be used.
- iv. Tables will be disinfected after each use.
- v. Employees must wash and/or sanitize their hands when entering the food and beverage establishment.
- vi. Procedures are in place to increase cleaning and disinfection in the kitchen areas. Care will be taken to avoid food contact surfaces when using disinfectants. Food contact surfaces must be cleaned and sanitized before use with a sanitizer approved for food contact surfaces. Non-food contact surfaces must be frequently cleaned.
- vii. Cleaning logs will be maintained that include date, time and scope of cleaning.

**HVAC units – Indoor Dining**

- i. Following design specifications of the HVAC unit, increase the volume of outdoor air to the maximum capacity when the facility is occupied.
- ii. Reduce the volume of recirculated air being returned to the indoor spaces.
- iii. Increase the volume of air being delivered to the indoor space to maximum capacity.
- iv. Select maximum filtration levels for the HVAC unit.
- v. Run the HVAC unit continuously while the facility is opened.
- vi. Run the HVAC unit for at least two hours before and two hours after the facility is occupied.

**4. New Jersey Racing Commission:**

**a. Employees/Licensees:**

- i. All Commission Employees/Licensees will follow guideline of the NJ Racing Commission regarding wearing masks/face shields while on property.

**5. Racing Office/Entries:**

- I. The Racing Office will be open regular hours via phone only.
- II. All entries must be made by phone or online.
- III. The Racing Office will limit the number of races to prevent overcrowding in the stable area.

**6. Draw:**

- i. Electronic draw system will be used.

**7. Administration Building:**

**a. Access Point:**

- i. Through the main entrance only. (The door in the Racing Office will not be used.)

**b. Procedure:**

- i. Only Freehold Employees, authorized licensees, and Racing Officials are allowed to access the building.

**c. Licensees' contacting personnel in the Administration Building:**

- i. All communication will be conducted via phone.
- li. Any business with the Horsemen's Bookkeeper will be scheduled in advance.
- lii. Any paperwork that is needed will be walked out and handed to the licensee outside of the Administration building.

**8. Horsemen's Bookkeeper:**

**a. Access Point/Procedure:**

- i. No in person walk-ups other than to make claims.
- ii. Communication must be done via telephone, email, fax or mail.

**Procedures for Paddock/Backstretch Area:**

**1. Stable Area Access for ALL licensees is as follows:**

**a. Gates/Access Points:**

- i. The two access points to the backstretch area are:
  - 1. The Upper Parking Lot entrance
  - 2. The Bridge Gate entrance

**b. Procedure:**

- i. All licensees are required to enter through the primary access point (Upper Parking Lot entrance) at which time a Security Officer will check them in.
- ii. Masks are optional for horsemen who are fully vaccinated. Horsemen not fully vaccinated are strongly encouraged to continue wearing masks. (Per Executive Order 242.)
- iii. Security will check the individual's license.

**c. Restrictions:**

- i. Access to the backstretch area will be limited to licensed essential personnel needed for the care of horses or conduct of live racing.
- ii. Owners and visitors/guests are not permitted in the backstretch; this includes those who are accompanied by essential personnel.
- iii. No day passes will be issued for guests/visitors, including owners and spousal passes.
- iv. Horses should be placed in stalls at least six feet apart, to limit human-to-human interaction.
- v. Horse equipment may not be shared for any reason.

**2. Shippers:**

- i. Van drivers are to have minimal contact with other persons. They must thoroughly disinfect their vans or trailers between trips.

- ii. The van driver and one (1) groom will be allowed access to the property to drop off the horse.
- iii. The groom will unload the horse from the trailer and load it into the trainer's stall.
- iv. As soon as the horse is unloaded, both the driver and groom must then immediately leave the property, unless caring for the horses being dropped off.

### **3. Paddock Access:**

#### **a. Access Point/Procedures:**

- i. Essential personnel will check in with the paddock guard before being allowed entry.
- ii. Only the required racing officials, grooms and drivers will be permitted in the paddock; no owners will be allowed to enter.
- iii. Paddock Judge is responsible for enforcing all protocols inside of the Paddock. The Paddock Judge is also responsible for making sure that anyone walking the horse from the track into the Paddock area is identified. Only a Driver and one (1) Groom are allowed to escort the horse into the paddock for the race; anyone else should be turned away.
- iv. The Laborers are responsible for disinfecting the stall areas with disinfectant cleaner following each use.
- v. Stagger entry whenever practicable to limit the number of individuals from entering and leaving the paddock areas at any one time.

### **4. Tack Shop:**

#### **a. Barn Area:**

- i. Limit the amount of people in the Tack Shop.
- ii. Once finished, they must immediately exit the Tack Shop.

### **5. Drivers:**

#### **a. Access Point/Procedure:**

- i. The only entrance point for the Drivers will be at the Upper Parking Lot.
- ii. The Drivers will wait in their vehicle between races.
- iii. Only licensed essential personnel shall be admitted.
- iv. All Drivers will be required to wear riding gloves.

#### **b. Single Race:**

- i. Any Driver who is driving in only one (1) race will report no sooner than required by the New Jersey Racing Commission.
- ii. Drivers will go to their horse as soon as possible and proceed directly to the racetrack for the post parade and warm up.
- iii. Driver's are required to leave immediately following their last race.

#### **c. Multiple Races:**

- i. Any Driver who is driving in more than one (1) race that day will follow the above-mentioned procedures for each race.
- ii. In between races, Drivers may go to their vehicle while waiting for their next race.

iii. The Drivers must remain in their vehicle. They may not roam at any time.

## **6. Driver's Lounge Kitchen :**

### **a. Access Point:**

i. Limit access to the Driver's Lounge to order food from the kitchen and have one way in, one way out flow of foot traffic.

### **b. Procedures:**

i. When possible, orders will be called into the Driver's Lounge Kitchen via phone.

ii. Food will be delivered to and picked up from the window at the Driver's Lounge.

## **7. Laundry & Locker Room Services**

i. There will be no laundry services until further notice.

ii. There will be no access to the locker room.

## **8. Starter's Vehicle:**

i. When in use, the vehicle shall be disinfected every morning before training, during breaks, and after the races.

ii. The Starter may not have any passengers unnecessary to perform their duties.

## **9. Winner's Circle**

i. Limit capacity to owners of winning horse for winner's circle photo.