

**STATE OF MICHIGAN
MICHIGAN GAMING CONTROL BOARD
EXECUTIVE DIRECTOR**

In the matter of:

John Carlo, Peter Battista, Margaret Zayti Partnership,
d/b/a Northville Downs

**ORDER SETTING FORTH GUIDELINES FOR
CONTINUED OPERATION OF NORTHVILLE DOWNS
WITH LIVE RACING AND SIMULCASTING**

The Executive Director of the Michigan Gaming Control Board (“Executive Director”) is committed to assisting Northville Downs (“NVD”) with opening for live racing and continuing simulcast operations in a safe and efficient manner consistent with all health guidelines.

This Order provides minimum standards for the continued operation of NVD. These minimum guidelines focus heavily on the health and safety of all employees and patrons and serve to provide confidence to the public that live and simulcast horse racing licensed by the Executive Director will commence in a measured and responsible manner under conditions now necessary during the COVID-19 pandemic.

This infection-control guidance is subject to revision. Any changes to information within these guidelines must be approved by the Executive Director in subsequent orders. This Order sets forth the minimum standards. NVD is not precluded from implementing procedures and policies in addition to, or more stringent, than those listed below.

I. GENERAL REQUIREMENTS

A. NVD will ensure that all persons must:

1. Wear a face mask (and gloves if appropriate) at all times.
2. Employees must change face masks and gloves on a regular basis.
3. Floor markings must be implemented to assist patrons to maintain 6 feet between patrons in lines and queues.
4. Avoid all physical contact, including, but not limited to, greetings.

5. Cover mouth and nose with arm or shoulder in addition to PPE or face mask (and gloves if appropriate) when coughing or sneezing.
6. Refrain from sharing pens, equipment, or anything else.
7. Wash hands for 20-seconds and/or use hand sanitizer on a regular basis.
8. Conduct daily entry screening protocols for all persons entering NVD, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with temperature screening.
9. Follow CDC guidelines for notification, and within 24 hours notify the following if a person is identified with a confirmed case of COVID-19:
 - a. The local public health department.
 - b. Any workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
 - c. The Executive Director.
10. Logs must be kept for each area that is required to be cleaned, sanitized, and/or disinfected. Those logs should include time of cleaning, sanitizing, or disinfecting and who is conducting the same. These logs must be sent to the Racing Manager weekly.

II. CLEANING/SANITATION PROTOCOLS FOR NVD

- A. NVD will provide all cleaning staff with PPE and cleaning staff will be required to wear PPE.
- B. Before opening or after closing and as needed throughout the day or as directed by the Racing Manager, NVD must clean and disinfect with EPA-Registered Disinfectant all utilized areas in the Grandstand, bar/restaurant, offices, and office areas. Disinfecting protocols in high traffic areas must be increased and intensified. This includes all entrance(s) and key touch points such as elevator buttons, escalator handrails, door handles, bathrooms, occupied office space, paddock facilities, the starting gate, and the stewards stand.
- C. Before opening or after closing and as needed throughout the day or as directed by the Racing Manager, NVD must spray all surfaces with an EPA-Registered Disinfectant. Surfaces will be allowed to remain wet for a period-of-time consistent with manufacturers' directions. Surfaces will then be wiped with a clean cloth.
- D. Before opening or after closing and as needed throughout the day or as directed by the Racing Manager, NVD must mop floors with an EPA-Registered Disinfectant or bleach solution.
- E. NVD must wash all linens, towels, and cleaning rags in hot water.
- F. NVD must empty trash bins twice daily or as other directed by Racing Manager.

- G. NVD must have hand sanitizer dispensers at all touch points throughout the Grandstand, bar/restaurant, office area, and barn area facilities. All bathrooms must be stocked daily with hand sanitizer and soap.

III. NVD VENTILATION

The following steps must be taken with respect to the buildings' ventilation systems to minimize the risk to occupants from the spread of viruses (including COVID-19 coronavirus). These steps include:

- A. Ensuring that the air handling systems for all buildings are operating properly, continually, and without service interruptions.
- B. Verifying that appropriate air filters are installed in the ventilation systems and that those filters are routinely replaced according to the manufacturer's recommended schedule.
- C. Using air filters that have the highest MERV (Minimum Efficiency Reporting Value) rating that is compatible with the air handling system equipment.
- D. Adjusting and balancing ventilation system components, including mechanical air handlers, to ensure that the maximum allowable amount of outside air is being mixed into the recirculated air in the system to maximize dilution of any viral contaminants that may be present inside the building.

IV. NVD EMPLOYEES

- A. All employees must be trained on effective sanitary and health protocols. Frequent handwashing, for at least 20-seconds with soap or hand sanitizer, should occur at least every 60 minutes and after any activity. Examples of such activities include: restroom breaks, sneezing, touching the face, blowing the nose, cleaning, sweeping, smoking, eating, drinking, entering and leaving the facility, going on break, upon entering or leaving a workspace or area, etc.
- B. All Grandstand, bar/restaurant, and office area employees must receive training on COVID-19 safety and sanitation protocols per CDC guidelines.
- C. All employees must be provided with a face mask (and gloves if appropriate) upon entry and are required to wear it always while on the property in adherence to state or local guidelines.
- D. Training on how to properly use and dispose of all PPE and related materials is mandatory.
- E. Each department or team of essential personnel must conduct social distancing to the highest degree possible and must be isolated from other departments and personnel based on their respective race day responsibilities. Physical interaction must be restricted to what is required and necessary to safely conduct the running of a live race

meeting. E-mail, text messaging, and phone usage must be the primary means of inter-departmental communications.

- F. All employees, vendors, and other personnel determined to be essential must be assigned to one point of entry and exit to and from the Grandstand, bar/restaurant, and office area facilities.
- G. There must be identified floor markings to facilitate social distancing in the entrance area and there must be staggering of personnel for arrival times and breaks. Where possible, doors throughout the main paths of ingress and egress will remain propped open to limit touchpoints.
- H. Entrances to the Grandstand, bar/restaurant, and office areas must be manned by security and qualified screening personnel.
- I. A list of essential employees who will be allowed to access the Grandstand, bar/restaurant, office area facilities on non-live race days must be compiled and retained by security and qualified screening personnel at the appropriate entrance. Each employee entering the Grandstand, bar/restaurant, and office areas is required to show valid ID upon arrival at their designated entrance.
- J. The layout of office spaces must be modified to ensure sufficient social distancing.
- K. Hand sanitation stations (touch-free preferred) must be set up throughout the facilities, including entrances and exits, paddock, and operating departments (e.g. Racing Office) to accommodate increased sanitation requirements.
- L. EPA-Registered Disinfectants must be used for all facility cleaning and maintenance activities.

V. NVD RACING OFFICE EMPLOYEES

- A. Racing Office staff must have temperatures taken and answer medical screening questions.
- B. Racing Office staff must be provided with and required to wear face masks (and gloves if appropriate).
- C. Racing Office staff shall to the extent practicable be isolated to their areas of work and asked to stay in that location throughout the workday.
- D. Sanitization stations must be located throughout the racing facilities.
- E. Social distancing must be enforced in the racing department.
- F. A Steward must be present at every post-position draw.
- G. All entries must be made by phone.
- H. The Racing Office facilities must be cleaned and sanitized twice daily or as otherwise directed by the Racing Manager.

VI. GRANDSTAND, BAR/RESTAURANT, OFFICE AREAS

- A. Capacity must be in compliance with local and state regulations and orders. This includes, but is not limited to, having no more than 100 persons gathered within any distinct place within the venue.
- B. Social distancing requirements must be maintained at all times. Party size is limited to no more than 10 people from up to two households. Patrons are prohibited from mingling with or engaging in physical contact with person outside their group.
- C. Plexiglass shields are to be present at every teller location and customer service desk.
- D. Consumption of food and beverages is permitted only as authorized in Michigan Department of Health and Human Services orders or as otherwise provided for by federal, state, or local law or order. This includes but is not limited to prohibiting patrons from consuming food and beverages unless seated in designated dining areas as approved by the Racing Manager, patrons are separated by at least 6 feet, and food and beverages are served by waitstaff. Face masks must be worn at all times except in designated dining areas as approved by the Racing Manager when a patron is actually consuming food or beverages.
- E. Self-serve food or drink options, such as buffets, salad bars, and drink stations must be closed.
- F. Shared items for customers must be limited (e.g., condiments, menus) and they and all high-contact areas must be cleaned after each customer (e.g., tables, chairs, menus, payment tools, condiments).
- G. Touchless faucets must be installed throughout the grandstand and clubhouse.
- H. Entire facility must be professionally cleaned and disinfected.
- I. Signs must be posted regarding hand washing and other COVID-19 prevention tips.
- J. Public announcements must be made to remind customers to respect social distancing policies and encourage hand washing.
- K. Post COVID-19 prevention tips in every race program.
- L. Post signs requesting customers who have recently been ill not to enter.
- M. Markers must be placed on the floor for patrons to stand 6 feet apart.
- N. Disinfecting products must be made available in all areas of the Grandstand to enable patrons to disinfect frequently touched surfaces at their discretion.
- O. Disinfecting wipe dispensers must be available for use by patrons at shared objects such as SAMS machines.
- P. During live racing, one steward may occupy the empty adjacent office to maximize social distancing.

VII. OUTDOOR AREA OPERATIONS AND PROTOCOLS

- A. Health screening at the entrance of the restricted outdoor area will include temperature checks with noncontact thermometers and health questionnaires.
- B. Only licensed individuals providing essential services in the outdoor area will be permitted access to the outdoor area, such as licensed trainers with horses and a reduced number of designated employees (e.g., grooms, paddock attendants, warm up drivers, etc.). Racing personnel will be limited to 1 trainer and 1 groom for every 2 horses. One more groom may be added for each additional 2 horses.
- C. Participants must be assigned stall numbers and must report horses to those stalls.
- D. Additional personnel who may be granted access to the outdoor area include: (1) veterinarians and their employees, (2) farriers, (3) emergency medical staff including EMTs and paramedics, (4) drivers and any other individuals deemed essential to outdoor area operations.
- E. All individuals entering the restricted outdoor area must wear face masks, which will be provided by NVD or its certified horsemen's organization, the Michigan Harness Horsemen's Association and must maintain social distancing.
- F. All racing officials and track maintenance staff must be provided with and required to wear a face mask (and gloves if appropriate) while practicing and enforcing social distancing in adherence to state and local guidelines.
- G. Track Maintenance
 - 1. All employees must follow basic protocols in Section I.
 - 2. A sanitizing station must be placed in the track maintenance building.
 - 3. When in use, all track equipment must be cleaned with EPA-Registered Disinfectant twice daily or as otherwise directed by the Racing Manager.
 - 4. Only one crew member will be allowed per vehicle unless the vehicle's operation requires more than one crew member.
 - 5. All vehicles must be equipped with hand sanitizer, sanitizing wipes, face masks, and gloves.
- H. Ship in barns
 - 1. Hand sanitizer stations must be available at each end of the barns.
 - 2. Wash bays are to be used only for bathing horses' post-race.
 - 3. All licensees in ship in barns must follow basic protocols in Section I.
- I. Paddock Access and Operations
 - 1. Only essential personnel wearing PPE can enter the paddock. Individuals allowed access to the paddock include:
 - a. Paddock judge
 - b. Identifier

- c. Outriders/Parade Marshall
 - d. One trainer or one groom per horse, both may be present when sending a horse to the track.
 - e. Standby blacksmith
 - f. Security staff
2. Social distancing must be enforced in the paddock. Pre-race conversations with drivers must be completed earlier in the day by phone or text.
 3. A sanitizing station must be placed in the paddock area.
 4. Paddock Office
 - a. Access reserved for racing officials only, a racing official may authorize a licensee to enter as needed.
 - b. One licensee at a time allowed to enter once authorized.
 - c. A sanitizing station must be placed in the paddock office.
- J. Drivers' Room
1. A sanitizing station must be set up inside of the drivers' room.
 2. Congregating areas in the drivers' room must be closed.
- K. Detention Barn
1. One employee at a time allowed in lab and break room.
 2. Each employee will be assigned their own break area.
 3. Equipment, including pens, should not be shared between employees.
 4. One licensee allowed per horse.
 5. Sealing samples preferably done outside lab office.
 6. Licensee must wear gloves when signing sample tag.
- L. Lasix Veterinarian
1. During Lasix veterinarians' administration of furosemide at Lasix office:
 - a. The individual holding the horse must stay on the other side of the horse unless there is an emergency that puts the safety or wellbeing of the horse or individual at risk.
 - b. Each time furosemide is administered the attending veterinarian must verify the administration on a form prescribed by the Executive Director. The signature of the horse attendant will be waived at this time.

VIII. MGCB OFFICES

- A. MGCB offices must be cleaned and sanitized twice daily or as otherwise required by the Racing Manager.
- B. The Racing Manager may designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this and the race meeting licensee's plan. The supervisor

must always remain on-site when employees are present on site. An on-site employee may be designated to perform the supervisory role.

1. Licensing
 - a. All employees must follow the basic protocols in Section I.
 - b. New protocol for licensing:
 - i. Licensees must, if possible, send their applications electronically, prior to racing, to horseracing@michigan.gov, excluding SSN's and DOB for security protection. Payment must be dropped off or mailed to the licensing office, or a credit card payment is available in office or by phone.
 - ii. The Executive Director will accept a photo of the completed license application emailed to horseracing@michigan.gov.
 - iii. Licensees will be sent their receipt and badge electronically; a photo of their badge is accepted by security and in the MGCB detention barn as identification.
 - iv. Applicant must call the licensing office to reserve a place in line to get licensed.
 - A. Applications and pens will be available both inside and outside of the licensing conference room.
 - B. Licensees must wait in their vehicles until receiving a phone call when they are to be licensed.
 - C. The licensing conference room will be available for one person at a time to complete an application, if necessary.
 - D. Licensees will have the option of a plastic badge or an electronic badge to be viewed on their phones.
 - c. Veterinarian's Office
 - i. No licensees are allowed in the veterinarian's office without authorization.
 - ii. Paperwork submitted by licensees must be placed in the veterinarian's folder in the first-floor licensing room.
 - d. Steward's Office
 - i. No licensees are allowed in the steward's office without authorization.
 - ii. One steward may use the spare desk in the veterinarian's office to maintain proper distancing precautions.
 - iii. Stewards hearings and disciplinary procedures will be conducted via telephone or video conference whenever possible.

IT IS ORDERED that NVD must comply with the Horse Racing Law of 1995, MCL 431.301 to MCL 431.336, its promulgated administrative rules, and orders of the Executive Director. Failure to abide by the statute, rules, and/or orders will result in a fine, suspension, or revocation of the license and/or permit as permitted by the act.

