



## Health and Safety Guidelines for Charity Gaming (last updated June 6, 2020)

The purpose of this communication is to set forth minimum standards for qualified organizations wishing to resume their charity gaming activities. Game- or activity-specific guidance is provided in addition to the minimum standards. Each qualified organization should develop a detailed plan corresponding to each point below, and should further tailor its plan to the type(s) of allowable activities conducted. Plans should focus heavily on the health and safety of all volunteers, guests, and members, and serve to provide confidence to the public that charity gaming will commence in a measured and responsible manner under conditions now necessary with the risks of the COVID-19 pandemic. This communication sets forth the minimum standards—qualified organizations are not precluded from implementing procedures and policies in addition to, or more stringent than, those listed below.

### COVID-19 Preparedness and Response Plans for Qualified Organizations

Each qualified organization must develop a COVID-19 Preparedness and Response plan consistent with current [Centers for Disease Control \(CDC\)](#) and [Occupational Safety and Health Administration \(OSHA\)](#) recommendations, guidance from the [Indiana State Department of Health \(ISDH\)](#), executive orders issued by Governor Holcomb, any orders or directives issued by local authorities, and this communication. General guidelines for all businesses, as well as industry-specific guidelines, are provided through Indiana's [Back on Track](#) website. Response plans must include procedures for addressing guests and volunteers who show signs of illness and measures taken if a person with COVID-19 is believed to have visited the qualified organization's facility or gaming location. Prior to reopening, all qualified organizations should conduct a full cleaning and disinfecting of its facility and/or gaming location in accordance with CDC guidelines. While qualified organizations are expected to prepare and develop their own plan, please note that the IGC will not be reviewing or approving plans.

### Reopening Minimum Health and Safety Guidelines

- 1. Designate a "Health Officer."** Qualified organizations should designate an Operator as its Health Officer. This Operator will be responsible for the qualified organization's compliance with this guidance and any other health and safety guidance provided. Qualified organizations should allow for volunteers and guests to identify and communicate potential improvements and/or concerns to the Health Officer or board leadership.
- 2. Enforce Social Distancing.** Qualified organizations must ensure that volunteers and guests remain a minimum of six (6) feet away from each other unless closer interaction is absolutely required to perform their duties (e.g., purchasing gaming supplies for play,

awarding a payout or prize), or if guests are traveling together. Signage, tape, or other markings should be used to designate six (6) feet of spacing for volunteers and guests to maintain an appropriate distance in queuing and seating areas. Where possible, designate one point of ingress/egress for incoming traffic, and a second point of ingress/egress for outgoing traffic to encourage at least six (6) feet of separation between individuals.

- 3. Determine Maximum Attendance.** Qualified organizations must make a determination of the maximum number of individuals (to include both volunteers and guests) allowed in the gaming area at one time based on implemented social distancing requirements. This will depend on the square footage and layout of the gaming area, or can be 50% of the occupancy load as determined by your local fire or building code inspector. The maximum attendance figures should be posted conspicuously and be included in any advertising and on the qualified organization's website so that guests are aware of the limit. This limit must account for adequate social distancing for volunteers and guests alike. Additionally, qualified organizations must continue to comply with limitations related to social gatherings set forth in Governor Holcomb's executive order(s) in effect at any given time. A volunteer should be assigned to count and keep track of attendance during the course of gaming activities.
- 4. Facial Coverings and Personal Protective Equipment (PPE).** Qualified organizations should ensure, to the greatest extent practicable, that their volunteers wear a facial covering (a surgical or N95 mask is not required). A qualified organization need not require a volunteer to wear a facial covering when it would create a safety hazard to the volunteer. Qualified organizations should make every effort to provide PPE (facial coverings, gloves, etc.) at no cost to volunteers. A qualified organization should offer instruction on proper use of facial coverings and PPE.
- 5. Encourage Guests to Wear Facial Coverings.** Qualified organizations should encourage guests to wear facial coverings, which the qualified organization may and is encouraged to provide. Qualified organizations are encouraged to proactively inform (e.g., on signage, advertising, on the website) volunteers and guests prior to the event regarding any requirement to wear a facial covering during gaming activities.
- 6. Provide Adequate Hand Sanitizer and Encouraging Hand Washing.** Qualified organizations must supply adequate hand sanitizer (60% alcohol content or higher) for both volunteers and guests and ensure that it is made available near high-traffic and high-touch areas (e.g., doors or door handles, ATMs, pull tab dispensers). Qualified organizations must also encourage routine and consistent hand washing for volunteers and guests, including ensuring an adequate supply of soap in the restroom(s). Handshaking and high fives should be discouraged in favor of alternative and creative ways to celebrate or greet one another while social distancing.
- 7. Sanitize Routinely.** Qualified organizations must routinely sanitize frequently touched surfaces and areas (e.g., door knobs, ATMs, counters, tables, chairs, restrooms, etc.). Cleaning and disinfecting supplies must be made available to both volunteers and guests during gaming activities and in the restroom(s). When a qualified organization identifies a volunteer who has COVID-19 or the associated symptoms, they must further ensure that

they immediately restrict access to potentially contaminated areas and post signage and adequately clean and disinfect impacted areas.

- 8. Conduct Daily Health Checks.** Qualified organizations should develop and implement daily health screenings for volunteers. These checks may be either self-administered or administered by the qualified organization prior to the volunteer's shift.
- 9. Signage for Guests.** Qualified organizations must conspicuously display signage at points of ingress with screening questions and notice for guests. Signage should pose questions necessary to screen guests that may be ill or have had potential contact with COVID-19. Guests that indicate positive answers to screening questions should not be admitted access to the venue. Signage should also note potential risks for guests.
- 10. Require Volunteers and Guests to Stay Home When Ill.** Qualified organizations should require that any volunteer or guest do not attend gaming activities if they are sick, develop COVID-19 symptoms, or believe they may have been exposed by a close contact. Volunteers or guests that exhibit COVID-19 symptoms during gaming activities should be advised to leave and seek medical care or COVID-19 testing. Resources for testing are available in Indiana through medical providers and the OptumServe testing procedure.
- 11. Make Special Accommodations.** Qualified organizations must, to the greatest extent practicable, make special accommodations for volunteers and guests at higher risk for severe illness. Vulnerable volunteers should be offered duties that minimize their contact with other individuals. Consider offering special operating hours for elderly or vulnerable populations.
- 12. Educate and Train Volunteers.** Qualified organizations must educate and train volunteers regarding COVID-19, its symptoms, and the measures required to limit its transmission and related protocols.
- 13. Have a Backup Plan.** Qualified organizations should ensure that they have an adequate number of volunteers (as required, Operators and Workers designated on the license) to conduct the gaming activities scheduled for that day. To the extent possible, schedule Operators or Workers to be "on call" in the event an Operator or Worker is sick or unable to work that day. Have a procedure in place if an activity must be cancelled or postponed (e.g., issue refunds, update any advertising and website, etc.), and proactively inform guests and volunteers that an activity or event has been cancelled or postponed.
- 14. Post COVID-19 Preparedness and Response Plan.** Qualified organizations must develop a reopening plan and post this plan in a conspicuous place near the entry to the gaming area, and make copies available to volunteers and guests. Qualified organizations are encouraged to display information from the CDC and ISDH regarding handwashing, the need to stay home if sick, and other health information at their facility or gaming location.
- 15. Notice of Positive COVID-19.** If a qualified organization is informed or alerted of a case of COVID-19 at its venue, whether guest or volunteer, it must notify and cooperate with the local health authorities. The designated Health Officer should assist local health authorities with data sharing and contact tracing. Qualified organizations should develop specific disinfecting plans in the event of a positive COVID-19 occurrence.

## **Complaints**

If any qualified organization fails to ensure workplace safety and health requirements, complaints may be submitted to [Indiana Occupational Safety and Health Administration](#).

## **Game Specific Guidance**

Some charity gaming licenses allow multiple games to be conducted at the same time. As an example, a license may allow an organization to conduct bingo and sell pull-tabs, punchboard and tipboards. Guidance listed above is applicable for all activities conducted at a facility or location at any given time.

### **Raffles, Pull-Tabs, Punchboards, Tipboards, Guessing Games and Water Races**

Proper disinfecting procedures should be enforced in all gaming areas and back of the house areas including but not limited to: break rooms, entrances, meeting rooms, and secure areas. Disinfecting procedures should also include shared equipment to include public address systems, cash drawers and storage devices, raffle display boards, ATMs, counters, etc. Pull tab dispensing devices should be cleaned and disinfected at least twice per day, and disinfecting supplies should be made available to guests to use at their convenience. Volunteers that sell pull tabs throughout the venue during other allowable activities (e.g., bingo) should wear appropriate facial coverings and make every effort to minimize the duration and extent of the interaction, with routine breaks encouraged for handwashing and use of hand sanitizer.

Social distancing of at least six (6) feet for guests not traveling together should be enforced by the qualified organization. Operators and workers must observe social distancing requirements. Operators and workers should wear facial coverings and other appropriate personal protective equipment (PPE). Facial coverings should be encouraged for all guests.

### **Casino Game Nights**

In addition to the requirements listed above, card games will be limited to three (3) players per table and the tables should be positioned at least six (6) feet apart. Cards must be replaced at the start of each gaming day or cleaned daily with a disinfecting solution. Card games that require deals or frequent touching by guests are not initially allowed, for example: poker and euchre. Chips must be disinfected at the start of each gaming day and cleaned daily and dice must be disinfected for each new thrower. All individuals participating in card or dice games should be encouraged to wear facial coverings at all times and should utilize hand sanitizer prior to touching chips and dice. Operators and workers must ensure that guests do not congregate around card and dice games. Chairs and tables must be disinfected when guests leave the game prior to another guest utilizing them.

### **Bingo**

In addition to the requirements listed above, qualified organizations should arrange their bingo tables and seating in a manner that allows for guests and volunteers to be seated at least six (6) feet from one another to ensure adequate social distancing. Signage, tape, or other markings should be placed on the floor and/or on tables to allow guests and volunteers to maintain the

appropriate distance. Develop alternative operational plans to reduce instances where operators or workers would otherwise have close contact with a guest. All guests should be encouraged to wear facial coverings. Operators and workers must ensure that guests do not congregate around tables. Chairs and tables, and daubers, chips, wands, bingo cards, and other bingo supplies that are reused and shared should be disinfected prior to another guest utilizing them. Disinfecting supplies must be made available for guests' usage throughout bingo activities.

Questions and/or complaints for non-compliance regarding gaming-specific operations may be directed to the Charity Gaming Division at 317-233-4646 or [charitygaming@igc.in.gov](mailto:charitygaming@igc.in.gov).

### **Helpful Links**

The following links may be helpful as you develop your plan. This is not an exhaustive list. Please continue to consult current [CDC](#) and [ISDH](#) guidelines for health and safety guidance and adjust your operational plan as needed.

- Indiana Department of Homeland Security – Code Enforcement Guidance for Businesses During Indiana's Phased Reopening: <https://www.in.gov/dhs/files/Code%20Enforcement%20Guidance%20During%20Phase%20Reopening.pdf>
- ISDH guidance for wearing face-coverings in public, including links to instructions for making your own cloth face-covering: [https://www.coronavirus.in.gov/files/IN\\_COVID-19\\_Cloth%20Face%20Coverings%204.5.20.pdf](https://www.coronavirus.in.gov/files/IN_COVID-19_Cloth%20Face%20Coverings%204.5.20.pdf).
- ISDH guidance on glove use: <https://www.coronavirus.in.gov/files/Glove-use.pdf>.
- CDC guidance on handwashing and use of hand sanitizer: <https://www.cdc.gov/handwashing/when-how-handwashing.html>.
- CDC guidance for proper cleaning and disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>.
- CDC guidance for how the virus spreads: [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Ftransmission.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Ftransmission.html).
- CDC guidance for identifying symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- ISDH's list of testing sites: <https://isdh.maps.arcgis.com/apps/webappviewer/index.html?id=fa61af71d4474e62b2408647d1624817>.
- CDC FAQs regarding high risk individuals: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>.
- CDC guidance regarding how to protect yourself and others: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>.