

**COVID-19  
CHARITABLE GAMING  
GUIDELINES**

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LICENSEE NAME: \_\_\_\_\_

LICENSEE ADDRESS: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_

MAZIMUM OCCUPANCY APPROVED BY STATE FIRE MARSHALL: \_\_\_\_\_

**CAPACITY CONTROLS:** Charitable gaming is limited to **25 percent** of the capacity as determined in Governor Edward’s proclamation of their game establishment occupancy as approved by State Fire Marshall’s Office. This includes all workers, volunteers, distributor employees, etc. Security guard or a designated employee will keep count of people entering and exiting the room and restrict the flow accordingly. The Licensee shall provide to the Office of Charitable Gaming (“Office”) it’s gaming establishment’s maximum occupancy rating allowed.

**SOCIAL DISTANCING:** In order to stay in compliance with CDC guidelines requiring social distancing throughout a facility, this gaming facility will:

- Require security services or a designated employee to enforce guidelines for guest distancing throughout the gaming facility: ATM’s, Cashier, Hand-held devices, Video Bingo Machines, Entrances, etc.
- Mark the floor at transaction areas for six-foot spacing.
- Reconfigure gaming devices at the establishment for social distancing. The Licensee will notify the Office in writing how it intends to practice social distancing within its gaming establishment.
  - Have a clear/translucent barrier between the games that that is approved by the Office for its use. A picture of the barrier must be submitted to the Office.
  - Place gaming devices that are non-compliant of six-foot spacing or barrier in the “Out of Service” mode.
  - Reconfigure the game room floor so gaming devices are 6ft apart.

**PATRON SCREENING:** In order to provide non-invasive screening of customers entering a venue, the establishment will:

- Screen all patrons by requiring them to answer the recommended CDC guidelines questionnaire for screening individuals. Patrons will have to read it and respond that they do not have any of the symptoms. At that point they have been screened.
- If identification checks are required, the patron must be asked to remove mask for ID purposes only.

**EMPLOYEE TRAINING AND PROTECTION:** Each employee/volunteer returning to the gaming establishment will go through reorientation and training to help them mitigate risks to co-employees and customers, the establishment will:

- Train each employee/volunteer on all the safety precautions suggested by the CDC and how-to social distance while on the gaming establishment.
- Require face mask if they interact with guest and made available for all other employees as needed.
- Check employee/volunteer’s temperature when arriving for a shift. Anyone with over 100 degrees temperature twice in a ten-minute period will not be admitted onto the property.
- Have employees answer the recommended by the CDC guidelines questionnaire for screening individuals in addition to temperature scans to start a shift.

**SANITIZATION AND CLEANING PROTOCOLS:** In order to ensure that the gaming establishment is constantly being cleaned and sanitized, this establishment will:

- Clean all highly touched areas constantly.
- Wipe down gaming devices.
- Disinfectant all surfaces.
- Provide hand sanitizer at each entrance and throughout the game room/casino.

**Employee and Patron Screening:** Each employee and patron will be asked to answer the following questions at the start of each shift:

- Have you recently had or do you currently have an unusual cough?
- Do you have any shortness of breath or a sore throat?
- Do you have at least two of these symptoms:
  - Fever;
  - Chills;
  - Repeated shaking with chills;
  - Muscle pain;
  - Headache;
  - Sore throat;
  - New loss of taste or;
  - New loss of smell
- Do you have a household member or have you had close contact with a person that is confirmed to have COVID-19 by a health care provider or laboratory confirmed test?

If employee, volunteer and patron answers “yes” to any of the above questions, the employee, volunteer and patron will not be cleared to enter the premises and should be advised to contact a physician to inform them of the symptoms.

- Signage provided by the CDC or a health authority will be posted educating staff and customers of enhanced hygiene procedures.

These Covid-19 re-opening guidelines are submitted to the Louisiana Department of Revenue, Office of Charitable Gaming by using email address: [OCG@la.gov](mailto:OCG@la.gov) as conditions required prior to the re-opening of any licensed charitable gaming establishment. The above referenced Licensee has met these requirements and is prepared to open.

Submitted on behalf of the above referenced Licensee by:

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Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_