

Mid-Ohio Event Planning
Covid 19 Protocols
June 24-28, 2020



www.ligierautomotive.com



Ligier Attendees:

Jeff Barrow

Dave Cooper

Vickey Baxley

Dick Mitchel

Daryl Atkinson

Russ Murr (Wednesday-Thursday)

** Additional Technical Support – Chris Lowe will be available remotely and monitoring e-mail throughout the event. Please e-mail technical requests to c.lowe@ligierautomotive.com*



www.ligierautomotive.com



Guidelines & Resources

- The following links will have information on Covid-19 Protocol's and Events Guidelines. Please familiarize yourself with these guidelines if you are attending the event.
 - Ohio Guidelines <https://coronavirus.ohio.gov/static/responsible/Consumer-Retail-Services.pdf>
 - Morrow County Covid-19 Dashboard – <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/dashboards>
 - Federal CDC Guidelines - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - Travel Guidelines - <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>
 - North Carolina Guidelines - <https://covid19.ncdhhs.gov/>



www.ligierautomotive.com



Mid-Ohio Customer Service Protocol

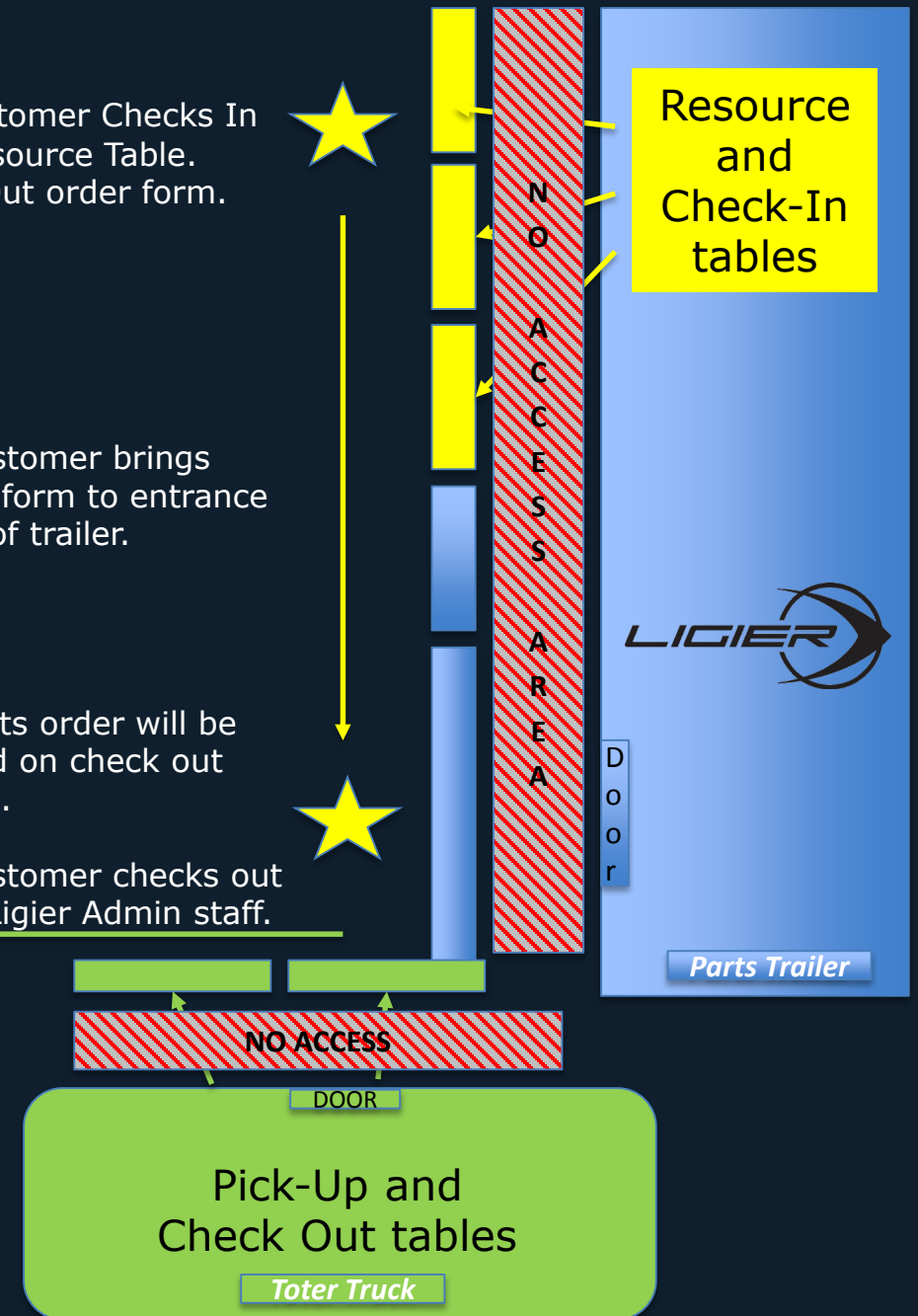
- Customers will not be allowed into Toter Truck or Parts Trailer.
- The process flow is diagrammed as shown.
- All customers must wear face masks when visiting the Parts Truck.
- Computer Monitors and other resources will be available for finding part numbers. Hand Sanitizer must be used prior to using any resources. It will be provided at the resource table.
- Ligier staff will be there to help support finding part numbers, however all parts requests must be written down on the proper order form which will be supplied.
 - Ligier will e-mail the order form to all teams prior to the event. Teams will be encouraged to e-mail order into usparts@ligierautomotive.com. We will be monitoring this during the event, and this will help prevent any potential backlogs at the resource tables.
 - Our new F4 Parts Book can be found on the F4 FTP site along with the current F3 Parts Book.
- Ligier staff will pick order and parts will be transferred to outside table for pick-up. Each customer must check out with Ligier at the Check-Out table prior to returning to paddock with parts.

1. Customer Checks In at Resource Table. Fills Out order form.

2. Customer brings order form to entrance door of trailer.

3. Parts order will be placed on check out tables.

4. Customer checks out with Ligier Admin staff.



www.ligierautomotive.com



Customer Resources – FTP Sites

Please refer to the series SCCA Pro customer web sites and the following SCCA Pro Advisory memos for Ligier FTP sites document links.

- F4 – CAMF4-2020-001 Ligier JS F4 Server
- F3 – CAMF3-2020-001 Ligier JS F3 Server



www.ligierautomotive.com



Questions and/or Concerns please e-mail
Jeff Barrow – Director of Business Development
j.barrow@ligierautomotive.com



www.ligierautomotive.com

