



## Year-Round Event Guidelines

*Effective July, 2020*

*Eastern States Exposition is committed to providing an exceptional experience, which begins by ensuring the health and safety of our guests, promoters, exhibitors, vendors and employees. We are closely monitoring Centers for Disease Control (CDC) guidelines, federal, state and local government mandates and public health advancements and will continue to make changes as necessary or appropriate to our protocols and procedures.*

### **ESE has developed stringent cleaning protocols for all show buildings.**

- 1.** The frequency of cleaning and disinfecting has been increased in all public spaces including an emphasis on frequent contact surfaces to be wiped and sanitized in show buildings prior to show move-in, prior to public entry and frequently throughout the show. Restrooms will be cleaned and disinfected before and during each show. During an event, male and female cleaning service staff are on hand and throughout day will clean surfaces, floors, handles, toilets and sinks and stock supplies in buildings and restrooms. Trash receptacles are washed and disinfected in preparation for every event.
- 2.** A Victory electrostatic cordless sprayer will be used to sanitize and disinfect surfaces throughout the building continuously while the show is open, focusing on door handles inside and out, counter tops, lids of trash barrels, and ATMs.
- 3.** Buildings will have hand sanitizer stations placed in key areas for guests. Visitors are encouraged to wash hands often, and signage in restrooms, entrances and other areas and public address announcements will serve as a reminder throughout the show. Hand sanitizer will be available for ticket sellers and entry personnel.
- 4.** There will be health and hygiene reminders throughout building including bathrooms.
- 5.** Cleaning products, which meet EPA guidelines and are approved for use effectively against viruses, bacteria, and other airborne pathogens, will be used.
- 6.** Show offices will be thoroughly cleaned prior to move-in dates. Promoters will be given disinfectant supplies for their use on desks and counters.
- 7.** The frequency of air filter replacement and HVAC cleaning has been increased and the amount of air exchange will be maximized to increase external air flow into buildings.
- 8.** Air conditioning will not be used within Exhibition buildings during events. One-way air removal exhaust fans will be utilized to control climate within buildings.

### **Social Distancing**

- 1.** Ticket booths will have only one ticket seller. Dividers between the tickets sellers in the booths, as well as outside the booth will protect the attendees purchasing tickets.
- 2.** Gloves and masks will be required of all ticket sellers and entry personnel. Gloves must be changed regularly and must be changed immediately after work in high traffic areas.
- 3.** Governor Baker issued an order requiring masks or cloth face coverings in public places where social distancing is not possible. This applies to both indoor and outdoor spaces. Exceptions include children under the age of 2 and those unable to wear a mask or face covering due to a medical condition. ESE staff and event staff will monitor guests for compliance.
- 4.** Wherever possible, we will utilize touchless payment systems. Wherever possible, guests are encouraged to purchase tickets online and/or in advance. Wherever possible, we will place plexiglass or other types of barriers/hygiene screens between guests and employees/show staff.
- 5.** Every aspect of attending ESE shows and events will utilize social distancing measures. Lines for the purchase of tickets, food and beverage, booth spacing, seminars, guest appearances, rides and attractions and commerce will provide distancing requirements of six ft. or greater. Lines may not inhibit emergency exits or encroach on other que lines.
- 6.** Building capacities for commerce and educational viewing will be reduced to current guidelines.
- 7.** In case of an adverse weather event, all brick buildings on ESE property qualify for shelter in place locations. Additional smaller locations within each building are clearly marked. Should these locations need to be utilized, ESE Public Safety officers are prepared with supplemental masks and gloves to be distributed.



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*All vendors, exhibitors, show promoters, show managers, and attendees are asked to review and adhere to the following guidelines to ensure the safety of all our guests.*

### Show Manager Responsibilities

- All show staff, volunteers, exhibitors, and attendees are required to participate in a daily self-certification confirming they are not experiencing COVID-19-related CDC-defined symptoms prior to entering Eastern States Exposition. Anyone experiencing COVID-19 symptoms should report to their supervisor immediately. Supervisors should contact their event coordinator and **notify Cliff Hedges, director of Public Safety and Security, immediately.**
- Provide a plan to obtain contact information for all staff, volunteers, exhibitors and attendees for contact tracing purposes.
- All events are expected to abide by their specific trade industry requirements.
- Government advised 6ft social distancing spacing.
- Maintain 6ft social distance in all work areas and offices.
- Governor Baker issued an order requiring masks or cloth face coverings in public places where social distancing is not possible. This applies to both indoor and outdoor spaces. Exceptions include children under the age of 2 and those unable to wear a mask or face covering due to a medical condition.
- Wash hands or hand sanitize 4 x per hour, and wash hands before each meal and after each use of bathroom, sneeze, cough, touch of face, blowing of nose or smoking.
- Hand sanitizer should be an anti-microbial agent that kills or renders 99.9% of all known bacteria, viruses, and fungi that are present on surfaces. (Hand sanitizers must contain at least 60% alcohol.)
  - Hand sanitizer provided by ESE in stationary units.
  - Hand sanitizer is not provided for individual show staff/vendors/exhibitors
- Hand Sanitizer available at all work stations.
- Maintain proper personal hygiene standards based on interaction with others, and consumable items.
- Align with Federal, State, and Eastern States Exposition cleanliness and sanitizing guidelines.
- Posting of health and hygiene reminders in all office, retail vending and storage areas.
- Posting of specific event guidelines in office, entrance points, and throughout the event.
- Validate the creation of COVID-19 guideline policy manual, for all retail vendors.
- Sales and Office staff required to wear protective gloves and masks in transaction situations.
- Use of protective plastic shield recommended for all counter transactions.
- Deep cleaning and sanitation of counters, registers, and customer service devices on a daily basis, including writing implements, pens and pencils.
- Restrict show office access to essential personnel only, configure the space and limit the number of office staff to comply with social

distancing, and limit the number of participants who can enter the show office at one time (e.g., schedule check-in/check-out times).

- Use exterior windows when possible and monitor the number of people within the office at one time.
- Monitor spacing in queue lines for show offices and all vending areas and floor markings.
- Recommended to accommodate pre-registration and check-in when possible or available online option.
- Align with Eastern States Exposition Public Safety COVID-19 communication protocol, and assist communication to all vending partners.
- Align with Eastern States Exposition disinfecting policies in all areas.
- All retail vending and bank related items to be sanitized daily.

### Food/Beverage/Vendors

- Self-serve, buffet style food is prohibited -- including but not limited to: Hospitality areas, food provided for committee members, judges and office staff.
- Self-serve drink and condiment dispensers are prohibited.
- Self-serve utensil, napkin and straw dispensers are prohibited.
- Seating areas will adhere to social distancing guidelines and be cleaned after each customer use.
- Use of table cloths is prohibited, unless changed after each customer use.
- Table centerpieces are prohibited.
- Limit decorations around event.
- Group dining must adhere to all social distancing guidelines and cleaning protocols.
- Maintain proper personal hygiene standards based on interaction with others, and consumable items.
- No sampling of consumable products.
- Vendors must offer hand sanitizer at transaction areas.
- All vendors are recommended to offer credit and debit card machines.
- Vendors should monitor number of attendees within exhibit space.
- Deep cleaning and sanitation of entire food service area, including counters, registers, and customer service devices on a daily basis, including writing implements, pens and pencils.
- Establish protocol for high customer touch areas.
- Monitor queue lines for adherence for social distancing guidelines.
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# ES EASTERN STATES Exposition

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- Create an Emergency Response Plan specific to a COVID-19 incident or outbreak that includes local medical resources and addresses outbreak protocols including medical evaluation, isolation and quarantine, and reporting. Include directions on how to handle a case on the grounds during an event.
- Provide training for staff, volunteers and licensed officials regarding all procedures and requirements associated with the Plan.
- Ensure vendors and service providers are included in the communication and training requirements associated with the Plan.
- Disseminate a copy of the Plan to all applicable personnel.
- Anyone experiencing COVID-19-related symptoms in the past 14 days or currently under home quarantine or self-monitoring should not attend ESE events.
- If you feel sick: Alert First Aid or ESE staff. First Aid is clearly marked in each building.
- If a COVID-19 incident or outbreak occurs, all participants and staff must be notified. **Contact Cliff Hedges, director of Public Safety and Security, immediately.**
- Notify all participants, staff, and appropriate personnel if a person who was present on the grounds tests positive for COVID-19 within 14 days of the conclusion of event.
- Post signage at all entrances which identify the symptoms of COVID-19 and states proper hygiene practices.
- Provide signage throughout event stating: To protect others from possible transmission of the virus, anyone who exhibits COVID-19 symptoms or has been in contact with someone who has tested positive for COVID-19 within the last two weeks, cannot enter the grounds.
- Provide clear floor markings stating flow of foot traffic and 6 ft. required spacing when in line.
- ESE must approve floor markings before placement.
- Configure stabling/grooming areas/exhibit space to comply with social distancing requirements.
- Required to provide ESE with refund and cancellation policy.
- ESE reserves the right to remove anyone from the grounds displaying COVID-19 symptoms.

### Agricultural Event Guidelines

- All exhibitors must provide a waiver to the show manager.
- Consider utilizing technology for information transfer to mitigate the risk of virus spread by the manual transfer of paper (i.e. judge's cards, scoresheets, giveaways etc.).
- Create a method of giving ribbons and trophies that reduces or eliminates hand-to-hand contact.
- Any staff member with an underlying health issue will be encouraged not to join us this year.
- There can be no more than one person on a golf cart unless the other is a member of the same pod or sitting on the tailgate. Those delivering agricultural feed products are exempt but must wear a mask or face covering.
- There will be no food preparation allowed in the barns by exhibitors. No sleeping in Mallary Complex.
- All exhibits will be separated by a space as required at event time. The separation space may not be used for tack space.
- Exhibitors should not wear mask in the show ring for safety purposes.
- Breed and exhibitor meetings limited to one representative per farm, and held in space large enough to maintain social distancing.
- Limit number of animals in show ring and warm-up ring at any one time and space them out. Show managers to break large classes into smaller heats.
- Judge and ring steward are required to wear a mask and maintain 6 ft. social distancing with exhibitor. Microphone is reserved for judge's use and sanitized between shows. Mask may also be removed for photos.
- No handshakes, slaps or fist bumps.
- Official photographer only for ring photos. Other photographers allowed ringside and must maintain social distance. Videographer for live stream maintains separate table and operates camera remotely. Only handler, judge and queen/award presenter allowed in backdrop photo with animal, spaced appropriately. No group photos, single animal only. Photographers to wear masks. Limit number of animals waiting for photos, spaced appropriately.
- Spectators must maintain appropriate distance at ringside, no leaning on fence or crowding entry/exit points. Space to be marked/ outlined around ring and in bleachers. Limit number of spectators at ringside in order to maintain distance, using staff at doors if necessary.
- Staff and announcer table remains at ringside, with appropriate social distancing.
- Showers will only be available when agreed-upon cleaning measures

**Please include "Year-Round Event Guidelines" protocols in all prize list mailings, vendor packets, registration packets, website and email campaigns.**

**Year-Round Event Guidelines are subject to change without notice to ensure the safety of our guests.**