

OPERATING GUIDELINES

IN A COVID WORLD

Martin County Fairgrounds



HEALTH AND SAFETY GUIDELINES FOR ALL VENUES

Note* - We do not provide just a Fair, we provide an “Experience”. It is up to all of us to ensure our customer experience is as good as we can make it, even with the challenges of COVID time.

1. **Our Fairgrounds facilities** consist of multiple venues operating together in one encompassing facility. We will take into consideration the following physical conditions:

- Open and outdoor spaces (i.e. Carnival area/Food & Vending areas/entertainment & bleachers)
- Open air building (i.e. livestock facility with showring and bleachers, covered by roof, but open on most or all sides)
- Totally enclosed building (2 of our buildings are Airconditioned, the rest are not sealed with vented roofing and double doors at each end.) Typical Maximum Capacity per building is 200 at one time.
- Typical capacity use (i.e. at capacity for concerts, marginal for other events, scarce attendees at some livestock events, etc.)
- Historic attendance total is not the complete picture. The number of people on the grounds and how long they remain on the grounds at any one time are critical factors. For example, 1000-3000 during a weekday, coming and going at different intervals is safer than 6000-8000 on weekends.
- Our fairgrounds has a perimeter fence and thus ingress/egress control.

2. **Risk assessment and analysis** - We have conducted of all program areas of the fair to determine feasibility and capability for each and reviewed with the health authority:

Livestock/Small Animal Shows (inside)	Fixed location Entertainment (inside)
Competitive (static)	Fixed location Entertainment (outside)
Exhibits Commercial Trade Show (inside)	Carnival Rides Carnival Games (outside)

3. **Demographics** - Our event demographic, as a majority, our attendees are not in high-risk category. Older or health compromised individuals should consider carefully before attending our event.

4. **Overall Safety Plan**

The Fair will put forward a safety plan to cover these areas:

- Worker safety (Volunteers & Staff)
- Areas of interaction with guests – ticket booths, security control checkpoints, entrance queues, etc. Signage in abundance with straight-forward language
- Increased hand sanitization plan (i.e. more hand wash and/or hand sanitizers)
- Control of restroom areas to limit capacity and step up the cleaning
- Staff and supplies in place to follow CDC guideline for cleaning and disinfecting in all areas
- Maximum capacity of buildings; with ingress/egress procedures

5. **Livestock** - Safe practices are possible for livestock and Small Animal shows

A. It is possible to do social distancing with:

- Split classes to limit number in show ring at one time
- Cattle, lamb, and goat shows naturally lend to social distancing when on the walk; can adapt line-up
- Hog shows can be adapted by penning and only letting one hog/exhibitor at a time into the ring
- Proper ventilation in livestock facilities is crucial to human and animal safety. Keep fans on.
- Strategic scheduling of shows so that typical simultaneous activities (i.e. washing and grooming) can be spaced out
- Strategic scheduling of animal move-in/move out
- Most venues have fixed seating so sections might be taped off and/or limit number of people within that specific area (a) fair will need to have the human resources (volunteers, paid staff) to control the seating areas (b) seating areas could be removed, and spectators limited to standing room only in space to accommodate physical distancing

B. The youth participants are typically NOT high-risk population for COVID 19

C. The spectators can be limited to immediate family if necessary

D. Virtual market auctions are viable, easily supported

E. Show times and length of stay for animals on grounds in barns can be shortened

6. **Mobile Amusement** Operators' Plans - Each fair should verify with their operator in advance of discussions with health authorities their specific plans and safety practices; but some may include:

- Operator may be able to space out the rides and/or reduce the number of rides (this may or may not be possible due to other activities on grounds)
- Games could safely operate if spaced out and operator limits number of people participating at one time to allow distancing and with regular cleaning of high touch game elements
- Operator will have in place agreed-upon protocols for protecting guests
- Protecting Worker Safety
- Cleaning/Disinfecting protocol for the rides and games
- Some rides are naturally conducive to “distancing”

7. **Food Concessions Operations**

- It may be possible to spread out professional trailer operations a little to provide social distancing in queue lines, if space allows
- Common seating areas can be limited or controlled to manage distancing
- Licensed food and beverage operators will be complying with local regulations anyway – and these always go above and beyond what is expected in other settings – and are expected to have additional steps because of COVID 19
- Communal high-touch items (i.e. condiments, reach-in coolers, straw dispensers, etc.) can be eliminated Concessionaires can hand food items to patrons on a tray or with gloved hands

8. Static, competitive exhibits displays

- Fair will be able to control access to building to manage capacity
- Lay it out to make buildings one-way flow
- Adjust entry acceptance protocols and judging procedures to manage distancing and common-touch situations (i.e. no judging done in public setting, staggered assigned times for entry delivery/pick-up, etc.)

9. Commercial/trade vendors

- Fair may be able to control access to building to manage capacity
- Lay it out to make one-way flow *We will reduce the number of spaces sold to spread out distances.
- Protocols in place for items guests normally need to touch to evaluate (i.e. pillows, mattresses, etc.)
- NO samples to touch and share.

10. Entertainment

- Fair may be able to control access to building to manage capacity
- A band/act on stage should not be required to "social distance" between themselves – but that should not be a risk for the public.
- Create a buffer zone between seating and stage
- Everyone should remain in assigned seats (no mosh pits)
- Elimination of meet and greets

EVENT MANAGEMENT

***The following guidelines should be followed for the 2021 Annual Fair.**

Masks. Signage at front gates will say “Based on Martin County Emergency Order 20-17, For the safety of others, Masks are STRONGLY ENCOURAGED while visiting the fairgrounds”. On the Building entrances, signs will be posted saying “Please wear a mask while visiting this exhibit.”

*The Fair Staff and Volunteers MUST wear a mask while on the fairgrounds. We cannot expect the public to wear them if we don't. Gloves and masks will be made available to our volunteers at no charge.

Staff and Volunteers to the Fair will wear mask when serving the public.

Anyone with a temperature over 98 will be turned away.

Staff and volunteers who feel flu-ish should stay home.

Any staff or volunteer whom tested positive for COVID-19 should stay home.

Any staff or volunteer whom had direct contact with a positive COVID patient should stay home.

Masks should NOT be used on babies under 2 years old., on anyone having trouble breathing, or anyone unconscious.

Physical Distancing. In public areas, physical distancing will be practiced by staying at least six feet away from other groups of people while standing in lines or moving around the property. Table rounds, chairs, seating areas and other physical layouts will be arranged to ensure appropriate distancing. Employees are reminded not to touch their faces and to practice physical distancing by standing at least six feet away from guests and other employees whenever possible.

Hand Sanitizers. The Fair will provide **20 touchless dispensers** at locations convenient for our guests. All other renters should provide hand sanitizer dispensers placed at key guest and employee entrances and contact areas such as reception areas, and restrooms. Signage will be displayed at each of these locations indicating the proper procedures.

Public Spaces and Communal Front of the House Areas. The frequency of cleaning and sanitizing will be increased in high traffic areas. The frequency of cleaning and sanitizing continues to be increased in all public spaces with an emphasis on frequent contact surfaces including countertops, vending machines, door handles, public bathrooms, ATMs, and all seating areas and tables.

Seated Venues. In venues with reserved seating, social distancing will remain between unrelated patrons. Chairs will be set 6' apart. Patrons that attend in groups, will be safely accommodated.

General Admission Venues. Patrons cannot gather in groups like they are accustomed to. When appropriate, the following will be utilized to remind patrons of the importance of social distancing:

- Tape on the floor of an indoor space, or spray chalk, survey flags, and cones for outdoor spaces, to mark six-foot separation.
- Rope barriers and stanchions to physically separate patrons.
- Open areas patrolled by workers performing the guest services functions of providing information, enforcing rules, and modeling healthy behavior.
- Messaging to patrons before and during the event through electronic messaging and physical signage.
- Messaging by the promoter or performer during the event.

Online Ticket Sales. The Fair will provide and encourage an online ticket sales platform for each event. This will assist in monitoring number of people planning to attend. It will also aid in lessening interaction between attendee and employee at the entrance gates. Online sales also assist in Contact tracing, knowing who is attending the event.

Ingress and Egress Procedures. Patrons' experience at the venue should match the health guidelines they consistently receive, beginning with their first ticketing or social media engagement.

Handwashing Stations. (4) Stations will be provided at all points of ingress and other locations throughout the venue. Supervisors must regularly confirm there are adequate supplies. Fair staff and volunteers should frequently wash hands.

Parking Lots. To ensure that patrons observe social distancing for outdoor events, parking lot operators will establish spaces between vehicles.

Queuing for Ingress. Ingress will operate under a staggered schedule whenever possible to help minimize lines. The line waiting to enter can be managed using common methods such as lines marked on the ground, rope and stanchions, fencing or bike rack, in combination with workers who also enforce social distancing. The area where patrons wait will have signage showing the event's health rules, including social distancing guidelines and face covering requirements.

Ticket Booths

Ticket windows will be separated by Plexiglass dividers to separate ticket purchasers. Markings on the ground will be painted 6' apart for the que line.

Ticket Scanning. Fair Admission tickets are available in advance and online to minimize transactions on-site. Electronic tickets can be scanned by ticket-takers wearing facial coverings and gloves. Tickets purchased at the gate are just reviewed and discarded in trash receptacles.

Public Safety Officers and Ticket Takers. Public Safety Officers and ticket takers will wear facial coverings and gloves whenever they are among patrons, both for their own health and to model safe practices. If touching becomes necessary, the worker should immediately discard the gloves, wash their hands, and put on fresh gloves before resuming work.

Disability Accommodations. New health screening measures may require new accommodations for persons with disabilities. For example, deaf patrons who read lips may require screening from a worker wearing a clear face covering or one with a see-through window over their mouth. An event space that reduces points of ingress or egress must ensure continued accessibility. Patrons whose disability makes them unable to wait in a long line may need a more expedited access process.

Scheduled Egress. Social distancing likely requires that egress be managed. After events that have a definite end such as a concert, patrons nearest the exits should leave first, by row or section, in order to clear space for patrons further inside to follow. This will require workers and volunteers to ensure that patrons understand the procedure and comply with social distancing requirements until they are outside the venue doors.

Emergency Egress. The need for social distancing creates significant challenges when planning to evacuate a crowd during an emergency. Event organizers will have to coordinate with all stakeholders, including public health and public safety officials, to reevaluate their emergency plans as larger crowds gradually return.

The goal of maintaining six feet between people would become a distant secondary consideration if there is a clear and imminent danger requiring an emergency evacuation. Even during this pandemic, emergency egress plans should reflect that moving patrons away from the most urgent hazard is the first order of business.

Medical Personnel. The Fair will have an on-site medical provider. Medical staff is on-site during events. Medical Staff will provide a quarantined area for guests who may show symptoms of COVID-19.

Facility Occupancy Guidelines. Each building at the facility has a designated occupancy. A reduced capacity guideline follows. The MC Fair will follow a 25% occupancy. Capacity will be monitored throughout the event, counting at the entrance and exit of the venue. Volunteers will monitor the number of people permitted to enter an exhibit. In the event capacity is reached, entry to the facility will be discontinued until there is room for additional guests. Signage will be made indicating COVID occupancy.

STRUCTURE	MAX OCCUPANCY	25%	50%	75%
Building A	200	50	100	150
Building B	200	50	100	150
Building C	200	50	100	150
Building F	200	50	100	150
Building G	300	75	150	225
Railroad Building	200	50	100	150
Goat Barn	100	25	50	75
Cattle barn	100	25	50	75

CLEANING AND SANITATION PROTOCOLS

The top priority for the Martin County Fairgrounds is protecting employees, clients and the community. An essential element of our sanitation strategy includes working with our vendors, distribution partners and suppliers to ensure an uninterrupted supply of cleaning supplies and necessary PPE. Any area that cannot accommodate social distancing or sanitizing will not be utilized at any time.

Hand Sanitizers

Hand sanitizer dispensers are touchless. They should be wiped down with antibacterial wipes several times each day and kept clean. When refilling, staffer will wear disposable gloves and discard after use.

Hand Washing Areas

The restroom sinks at the facility are equipped with germicidal antibacterial soap. Correct hygiene and frequent handwashing with soap is vital to help combat the spread of virus. Signage will be displayed at each of these locations indicating the proper procedures.

Sanitizing High-Touch Areas

As soon as vendors begin to load-in, surfaces and objects that are touched frequently, such as the ones listed below, are regularly disinfected using products approved by the applicable health authority.

- Public Areas (Fair Office, exhibit halls, and food service areas, and the fair Kitchen area)
- Door handles, handrails, push plates
- Bike rack or other barricades the public may touch (front Gate, Concert area)
- Ticket Booth counter tops
- Telephones, Point of Sale terminals, and other keypads
- Tables and chairs
- Beverage stations, vending and ice machines
- Trash receptacle touch points

Restrooms – Regular schedule determined by number of patrons

- Door handles and push plates
- Sink faucets and counters, and toilet handles
- Lids of containers for disposal of women's sanitary products
- Soap dispensers and towel dispenser handles
- Baby changing stations
- Trash receptacle touch points
- Air hand dryers

Restrooms

Workers should limit occupancy to (4-6) at a time to ensure social distancing. The area where they are waiting will require monitoring to preserve appropriate space between patrons. A Willy Burns employee will be assigned to the restroom facility and will continue to clean the restrooms throughout the event.

Physical Distancing

In public areas, physical distancing will be practiced by staying at least six feet away from other groups of people while standing in lines or moving around the property. Table rounds, chairs, seating areas and other physical layouts will be arranged to ensure appropriate distancing. Employees are reminded not to touch their faces and to practice physical distancing by standing at least six feet away from guests and other employees whenever possible

Trams

Trams should be wiped down after each drop off of customers. A volunteer will be assigned to wipe down each trams when it pulls thru the main entrance.

Arts & Crafts

Dropoff – Plexiglass dividers will be set up between our volunteers and the exhibitors. Plexiglass Dividers will be set up for volunteers to sit in during operating hours of the fair. Younger/less vulnerable volunteers will be recruited and scheduled to watch over the exhibits.

Railroad Area

The railroaders will wash hands regularly and use hand sanitizer from time to time. No touching fair visitors and visitors may only touch trains with their eyes, not hands. Viewing windows will be disinfected several times during operating hours.

Beer Garden & Screen Room

Bartenders will wear disposable gloves to serve cans of beers/wines/food. Gloves will be worn when moving stock around. Encourage Credit Card purchases to reduce hands on money.

Science Zone

Fewer activities will be allowed, to accommodate social distancing. Activity accoutrement will be wiped down after each participant. If CPR instruction is given, participants must wear disposable gloves.

Vendors and Exhibitors

No “samples” will be permitted. All vendors will wear face coverings. Fewer vendors will be allowed on the indoor floor space to accommodate social distancing.

SPAM / Robots

No public will be allowed to touch or operate any SPAM equipment. The SPAM Club members must wear facial coverings.

Food Vendors

Food vendors will wear facial coverings when serving customers. Surface areas must be kept clean and wiped down regularly. Que lines will space out the best we can in the space provided. No self service Soda Fountains. Employees will refill the cups or consider issuing new cups to customers for refills if cost effective.

Encourage touchless payment options.

Provide disposable food service items such as forks, knives, containers.

Food vendor staff will wear masks when interacting with the public.

Food vendor staff should wear disposable gloves.

Food vendor staff will wash their hands after removing gloves or after directly handling used food service items.

Parking Lot Attendants

Will wear mask at all times, and wear disposable gloves when taking money from customers.

Ground Acts

Chairs will be spaced 6' apart. Bleachers will be used for seating, with every other row blocked off.

Performer protocol recommendations:

- Limited hand-to-hand contact with volunteers and between volunteers
- Maintain social distancing between multiple volunteers and performer
- Clean/sanitize props after every show
- Props that cannot be sanitized/washed, must be one use props and suitably disposed of
- Do not toss objects/prop out to the audience that requires multiple audience handling (ex. tossing hats, juggling balls, etc.)
- Performer sanitizes hands throughout show
- Performers do not hand out giveaways to audience members
- Bubbles blown with ambient air, not by blowing with the mouth
- Balloons are blown up with pumps, not by mouth
- Maintain social distancing with pre/post-show meet-n-greet or do not do meet-n-greet
- Maintain COVID-19 social distancing and infectious preventative with after-show sales and/or promote online sales

Event protocol recommendations:

- Offer a hand sanitizer/hand washing station at stages. Performers encourage audience volunteers to use washing station when entering/leaving the stage - also available to the audience on the whole
- Pre-recorded pre-show statement regarding the show and COVID-19 audience recommended protocol
- Provide signage at stage regarding COVID-19 audience recommended protocol

Livestock

- A. The fair's livestock will be limited to:
 - a. Chickens, Ducks, Goats, Heifers, Steer, and Hogs
 - b. Reduce Hog entries to 40% of typical year
 - c. Rabbits and Cavies will be in separate tent from chickens.
- B. Move-in and move-out times of individual species will be staggered to allow for enhanced distancing among exhibitors and their family members.
- C. Service Aisles in hog area will be closed to the public. Public may view from outer edges.
- D. Bleacher seating shall be available for Show Ring spectators. These seats will be sprayed and cleaned after each show.
- E. Spectators in seating areas and standing viewing will be monitored and controlled to maximum of 100 people at any time.
- F. Replace 60x60 Small Animal Tent with (2) 30x30's. One for chickens, One for rabbits.
- G. The Fair will discourage standing/gathering around show ring.
- H. For those exhibitor families not comfortable attending in person, the Fair will offer a Live Stream viewing option of judging activities.
- I. Because of the popularity of the Youth Livestock Auction, the auction will be conducted as a hybrid of both on site and a virtual format using a commercial online platform. On-site audience capacities will be limited to comply with our social distance measures.
- J. Since livestock judges actively engage with both exhibitors and animals in the show ring, the Fair has prescribed new guidance for judge participation and interaction to include the following:
 - a. Specifying minimum distance of 6" between judge and exhibiter except when handling the animal by touch or feel is required; and
 - b. Administering a no-contact temperature check of all judges at the start of each day of judging. Temperature should be below 100.4 F according to U.S. Centers for Disease Control; and
 - c. Allow only immediate family members to appear in any livestock show staged photos. Judges should not be requested to nor appear in any of these photos.

Preparing for When Someone Gets Sick

In the event someone gets sick.

- **Advise Sick Individuals of Home Isolation Criteria**
 - Communicate to sick staff members that they should not return to work until they have met CDC's criteria to discontinue home isolation.
- **Isolate and Transport Those Who are Sick**
 - Make sure that staff and attendees know that they should not come to the event and that they should notify Fair Management (e.g., the designated COVID-19 point of contact) if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a suspected or confirmed case.
 - Immediately separate staff and attendees with COVID-19 symptoms (e.g., fever, cough, shortness of breath) at the event. Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow CDC guidance for caring for themselves.
 - Individuals who have had close contact with a person who has symptoms should be separated, sent home, and advised to follow CDC guidance for community-related exposure.
 - Work with local officials, and healthcare providers to identify an isolation area to separate anyone who has COVID-like symptoms or who has tested positive but does not have symptoms. Fire Rescue on premises should use Standard and Transmission-Based Precautions when caring for sick people.
 - EMS will safely transport anyone sick to their home or to a healthcare facility. If calling an ambulance or bringing someone to the hospital, call first to alert them that the person may have COVID-19.
- **Clean and Disinfect**
 - Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
 - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning external icon and disinfection products, including storing them securely away from children.
- **Notify Health Officials and Close Contacts**
 - In accordance with state and local laws and regulations, event planners should notify local health officials, staff, and attendees of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)external icon and other applicable laws and regulations.
 - Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.