**Health and Safety Planning for Re-Opening Fairs**

 **COVID-19 RISK ASSESSMENT CHECKLIST**

 **for Agricultural Fairs**

*Ontario Agricultural Societies have a mandate of promoting agricultural and the rural lifestyle, mostly through hosting Agricultural Fairs throughout the summer and fall.  Across the province of Ontario there are more than 200 Agricultural Societies as part of a provincial organization. Fairs have become an ingrained part of Ontario’s (and indeed Canada’s) culture over the last 200 years.*

*In Eastern Ontario and Western Quebec, District One Fairs represent over 18 Agricultural Societies who operate Fairs annually from mid-June to early October.   Thousands of visitors attend these events each year, providing education and entertainment to families and participants of all ages.*

**Building on health and safety guidance, Agricultural Fairs will be expected to employ multiple strategies, informed by public health advice, to make every effort to establish healthy and safe environments at their Fair and Fair events.**

**Fair Directors are responsible to ensure all employees/volunteers are familiar with protocols to follow while at work, as well as monitoring and enforcing these protocols.**

**This checklist has been prepared to assist Fairs in identifying preventative and infection control measures, physical distancing opportunities, communication requirements and staff/volunteer training requirements.**

**Fair Directors and Committees can review this document in preparation for their event(s), and can share with volunteers working at their events. (Directors may make the booklet specific to their fair).**

**PART A – Overview of Considerations for Fair Activities**

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|  | **Strategies to Put in Place** |
| Fairgrounds facilities consist of multiple venues operating together in one encompassing facility. May be used for the annual fair and/or for non-fair events. |  |
| * Use of open and outdoor spaces (i.e. rodeo arena/bleachers)
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| - Typical capacity use (i.e. at capacity for concerts, marginal for other events, scarce attendees at some livestock events, etc.)- The number of people on the grounds and how long they remain on the grounds at any one time are critical factors. For example, 10,000 people per day does not equate to all there at one time, all day. |  |
| * Open air building (i.e. livestock facility with showring and bleachers, covered by roof, but open on most or all sides)
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| * Totally enclosed building (identify air-handling mechanism for each individual facility as that may vary amongst enclosed buildings on property)
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| * Does the fairgrounds have a perimeter fence and thus ingress/egress control?
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| 1.
 | **Strategies to Put in Place** |
| 1. **2. Conduct a risk assessment and analysis of all program areas of the fair to determine feasibility and capability for each and review with the health authority**
 |  |
| Livestock/Horse Shows (inside)  |  |
| Livestock/Horse Shows (outside) |  |
| Horse Pull (indoors) |  |
| Horse Pull (outdoors) |  |
| Truck/Tractor Pulls |  |
| Demolition Derby |  |
| Equipment Demonstrations |  |
| Petting Zoo |  |
| Agricultural Education Centre |  |
| Talent / Dance / Musical Competitions |  |
| Sporting Events / Tournaments |  |
| Food & Beverage (outside)  |  |
| Food & Beverage (inside) |  |
| Commercial Exhibits (inside) |  |
|  | **Strategies to Put in Place** |
| Competitive (static) Exhibits |  |
| Commercial Exhibits (outside) |  |
| Fixed location Entertainment (inside) |  |
| Entertainment (indoors)  |  |
| Fixed location Entertainment (outside) |  |
| Grandstand Entertainment |  |
| Roving Entertainment |  |
| Carnival Rides |  |
| Carnival Games |  |
| Fireworks Shows |  |
| Baby Show |  |
| Fashion Show |  |
| Receptions / Hospitality Rooms |  |
| Catered Dining Hall |  |

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|  | **Strategies to Put in Place** |
| 1. **Fair should put forward a safety plan to cover these areas:**
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| * Worker safety (for most fairs this means volunteers, but for some will be paid staff as well)

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| * Areas of interaction with guests – ticket booths, security control checkpoints, entrance queues, etc.
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| * Contact tracing
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| * 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 Health Canada guidelines for cleaning and disinfecting in all areas
 |  |
| * Maximum capacity of buildings; with ingress/egress procedures, traffic patterns and control
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**Part B: Safe Practices**

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|  | **Strategies to Put in Place** |
|  Livestock and Horse Shows* 1. It is possible to do social distancing:

\*Split classes to limit number in show ring\*Cattle, horse, sheep, 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\*Poultry & Rabbits – spacing cages in order to maintain distance between exhibitors; walkways adequate for social distancing\*Proper ventilation in livestock facilities is crucial to human and animal safety\*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* + 1. fair will need to have the human resources (volunteers, paid staff) to control the seating areas
		2. seating areas could be removed, and spectators limited to standing room only in space to accommodate physical distancing
		3. some shows could be moved to temporary show rings outdoors
	1. The spectators can be limited to immediate family if necessary
	2. Virtual market auctions are viable, easily supported
	3. Show times and length of stay for animals on grounds and in barns can be shortened
 |  |
|  | **Strategies to Put in Place** |
| 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 forProtecting Worker Safety\* Cleaning/Disinfecting protocol for the rides and games\*Some rides are naturally conducive to “distancing” |  |
|  | **Strategies to Put in Place** |
| Food Concessions Operations\*It may be possible to spread out professional trailer operations 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 |  |
|  | **Strategies to Put in Place** |
| Static, competitive exhibits, displays\*Fair may be able to control access to building to manage capacity\*Lay it out to make 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.) |  |
| Commercial/trade vendors\* Fair may be able to control access to building to manage capacity\*Lay it out to make one-way flow\*Perhaps need to limit number of spaces sold to spread out\*Protocols in place for items guests normally need to touch to evaluate (i.e. pillows, mattresses, etc.) |  |
| 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\*Move entertainment scheduled for indoors (or in tented space) outside in open-air setting. |  |

**Part C: Sample Checklist Safety Plan Actions Prior to Opening**

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| **COVID-19 RISK ASSESSMENT CHECKLIST** |
|  | **Yes** | **No** | **N/A** |
| **A. Preventative Measures and Hygiene** |  |  |  |
| Our Fairgrounds have adequate hand-sanitizer facilities available. |  |  |  |
| Hand sanitizer bottles, in sufficient numbers, are available in each building |  |  |  |
| Hand sanitizer station is located at all entry doors. |  |  |  |
| Hand sanitizer station is located at elevator doors (all floors). |  |  |  |
| Hand sanitizer station is located at all office spaces |  |  |  |
| Hand sanitizer is located in common areas that are being utilized (halls, etc.) |  |  |  |
| Proper hygiene techniques for washing hands have been communicated to staff and volunteers (This can be through posters, training sessions, emails, all of the above.)  |  |  |  |
| Employees have been advised not to share supplies or materials (cups, glasses, pens, etc.)? |  |  |  |
| Commonly touched items that are not required for regular work have been removed from offices, common spaces, waiting areas, (fair books and pamphlets in office, etc.) |  |  |  |
| Employee guidelines for physical distancing whenever possible have been shared with staff and volunteers (2 m apart, face shields and/or masks when physical distance is not possible) |  |  |  |
| Water bottle filling stations have been designated for grounds. Water fountains have been identified as only water filling stations with proper signage.  |  |  |  |
| There is a designated staff/volunteer washroom(s) available with appropriate signage (limiting staff only, hand washing techniques) |  |  |  |
| Disinfectant cleaning materials have been provided to staff/volunteers |  |  |  |
|  |  |  |  |
|  | **Yes** | **No** | **N/A** |
| **B. Infection Control** |  |  |  |
| All employees/volunteers have been instructed to do a daily self-assessment prior to coming to work/volunteer shift and have been instructed to stay home if they are ill. |  |  |  |
| PPE is available and being used when social distancing measures cannot occur. All staff/volunteers are aware of how to access this equipment if required. |  |  |  |
| All staff been provided with face shield/mask along with protocol for proper use and cleaning. |  |  |  |
| The fair has an appropriate supply of reusable face masks. |  |  |  |
|  |  |  |  |
|  | **Yes** | **No** | **N/A** |
| 1. **Workspace and Practices**
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| Work stations in offices are at least 2 m apart, or barriers have been installed on work stations where moving desks is not an option. |  |  |  |
| Work and break times are flexible wherever possible to encourage employees to physically distance themselves from other employees. |  |  |  |
| Staff have discussed and designated a maximum occupancy for shared spaces (i.e. offices, meeting spaces, etc.)  |  |  |  |
| Floor and wall markings are in place to direct the flow of traffic in your buildings, considering a system for entering and exiting the building. |  |  |  |
| Alternate arrangements have been developed for meetings with director and/or volunteers, or other group meetings through online platforms or phone calls, etc. |  |  |  |
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|  | **Yes** | **No** | **N/A** |
| 1. **Employee Training**
 |  |  |  |
| Employees have received and reviewed the Protocols for Staff/Volunteer Daily Self Screening. |  |  |  |
| Employees have received and reviewed the Covid-19 Protocols. |  |  |  |
| Employees have received and reviewed the cleaning protocols and proper use of chemicals (including the approved chemical list). |  |  |  |
| Employees are aware of where to find Protocols or any other information related to Covid-19 on the Health Unit Website. |  |  |  |
|  |  |  |  |
|  | **Yes** | **No** | **N/A** |
| 1. **Communication**
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| Visitors have been advised of Protocols for visiting the fairgrounds, (i.e., wear mask, physical distancing, sign in at designated locations, etc.) |  |  |  |
| Visitors are advised of daily self-assessment requirements prior to attending the fairgrounds each day. |  |  |  |
| Visitors are advised that they must leave the fairgrounds as soon as possible if they become ill while at the fair. |  |  |  |
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|  | **Yes** | **No** | **N/A** |
| 1. **Signage for Fair and Other Events**
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| Entry Area* wear masks, use hand sanitizer
* Staff/Volunteers - use hand sanitizer when entering building
 |  |  |  |
| Physical Distancing Signs throughout the Grounds* Gate Area
* Entrance doors
* Grandstands
* Washrooms
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| Washroom Entrance Doors* Maximum occupancy
* Social Distancing
* Hand washing
 |  |  |  |
| Notices for Prize Book, Printed Advertising, Signage at Gates, etc. re liability |  |  |  |