



COVID-19 Exposure Control Plan (Fair Name)

June 2020

CFSA Risk Control Team

(Fair Name)

COVID-19 Exposure Control Plan

As California fairs begin to plan and hold events and gatherings, CFSA has developed recommendations based off the most current information available today. These recommendations were developed to assist our members with a foundation to develop an Employee/Employer Exposure Control Plan (ECP), cleaning/sanitizing protocols, and venue recommendations for social distancing.

There is recommended COVID-19 Warning signage language that expressly states that anyone coming onto your fairgrounds does so at their own risk. There are other recommended signs to be used throughout your grounds to help educate employees and the public on safe practices during your event and/or daily operations.

The recommendations and programs offered by CFSA are derived from the Center for Disease Control and Prevention (CDC) guidelines, state and local health officials, and Cal/OSHA. **Use of these recommendations are advisory only.** Event planners and officials can determine, in collaboration with their state and local health officials, whether and how to implement CFSA's advisory-only recommendations and the CDC's Guidelines, making adjustments to meet the unique needs, circumstances and protocols of your local community and health department.

Because COVID-19 virus circulation varies in communities, CFSA's advisory-only recommendations and the CDC's guidelines are meant to supplement—**not replace**—any state or local county health and safety laws, rules, and regulations with which gatherings must comply. Written approval to hold events on your grounds from your local county health organization is required to ensure that you are meeting the most up to date requirements.

CFSA recommends that organizers continue to assess **daily** what the current conditions are, whether to postpone, cancel, or significantly reduce the number of attendees for gatherings in your local area. CFSA will continue to update the membership as we become aware of any new information.

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Section 1. Employee and Workplace Protocol

SYMPTOMS OF COVID-19:

According to the Centers for Disease Control and Prevention (CDC) the symptoms of COVID-19 are:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

(NOTE: The CDC may update these symptoms so please check the website frequently:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

The CDC recommends immediate medical attention if a person develops emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure
- New confusion or inability to arouse
- Bluish lips or face

Responsibilities of Managers and Supervisors

1. A manager, supervisor, or safety person should be designated to frequently check (daily if possible) with the local County Health Department and other organizations such as the state CDPH (California Department of Public Health) and the federal CDC to ensure that employees are being given the most up to date information on COVID-19. All staff should know who this person is and how to contact them. Said person should also ensure that any posted educational and legal verbiage remains up to date.
2. Managers and supervisors should first adhere to local County Health Department guidelines and then to state and federal guidelines, as COVID-19 spread is different from region to region. Contacts for the local county health department are as follows:
[Pool Member to Insert their County Health Department COVID-19 Contact Information, including Hotline or other phone numbers, Website Address, etc.]
Contact information for state and federal health agencies can be found in Section 6 at the end of this COVID-19 Exposure Control Plan (ECP).
3. All managers and supervisors must be familiar with this COVID-19 ECP and be able to answer questions from employees.

4. Encourage employees to telework from home if feasible.
5. Managers and supervisors will identify where and how employees might be exposed to COVID-19 in the workplace.
6. Before each shift, managers and supervisors will ask employees to answer the “Three Questions” provided in Section 3, Paragraph 1, below. They will also maintain daily sign-in documentation for all employees.
7. Managers and supervisors will review sick leave policies with employees and encourage employees to stay home if they are ill.
8. Managers and supervisors should:
 - Determine what PPE (personal protective equipment) is needed for their workers’ specific job duties
 - Select and provide appropriate PPE to the workers at no cost
 - Train employees on the correct way to use assigned PPE.
9. Managers and supervisors should set a good example by following all COVID-19 protocols and encouraging all employees to do the same.
10. Employers should either add the COVID-19 ECP to their existing Injury and Illness Prevention Program (IIPP) -or- make it a stand-alone document within their Title 8 workplace safety documents.

Responsibilities of Employees

1. Employees must acknowledge in writing, that they have read and understand the COVID-19 ECP.
2. Employees must follow the guidelines of the COVID-19 ECP.
3. Before each shift, employees must answer the “Three Questions” provided below in Section 3, Paragraph 1, of the COVID-19 ECP.
4. If an employee has a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell, they should immediately inform their supervisor or manager and stay home and contact their doctor.
5. Employees are expected to follow the COVID-19 ECP at all times and are expected to comply if asked by management to go home due to possibly being sick or exposed.

Workplace Safety Protocol and Etiquette

1. **The Three Questions** – Each employee must self-screen each day by asking/answering the following “Three Questions” prior to entering the workplace. In addition, before each shift, managers and supervisors will ask employees to answer the Three Questions. If any employee answers “yes” to any of the following questions and they are at work, they will be asked to go home and not return to work until cleared to do so by a doctor:
 - Are you experiencing any symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with anyone who has been diagnosed with COVID-19?
 - Have you or anyone in your immediate household traveled outside of the United States in the last 14 days?
2. Employees will be required to have a temperature check prior to entering the workplace or self-screen by taking their temperature at home. Both the temperature screener and the employee shall wear a face mask during the screening. If an employee’s temperature is 100.4 or above, they will be sent home. (Employer can choose to do one or both.)
3. Employees should constantly observe their work distance from other employees and customers. They should always maintain the recommended six feet of distancing.

4. If work groups are unable to maintain the recommended 6' foot separation while working, those employees working within close proximity of each other will be required to wear a face mask.
5. Face masks will be provided. Employees may also bring their own face masks. Cloth face masks must be laundered by employees after each shift or, if disposable face masks are used, properly disposed of after each shift. Face masks must never be shared.
6. Employees should keep a minimum distance of six feet away from others while in copy rooms breakrooms, restrooms, handwashing stations and any other area where employees tend to congregate in the course of their work.
7. When feasible, employees should stagger breaks and lunches to limit group exposure.
8. Employees must wash their hands frequently with soap and water for at least 20 seconds.
9. When soap and water are not available, hand sanitizer that contains at least 70% alcohol may be used.
10. Employees must wash their hands before work, before and after eating, before and after using the restroom, and before leaving for the day.
11. Employees should not touch their face, eyes, nose, or mouth with unwashed hands.
12. Employees should cover their mouth and nose with a tissue when they cough or sneeze and throw the used tissue in the trash. If a tissue is not available, Employees should cough or sneeze into their elbow and not their hands.
13. Employees should frequently disinfect surfaces that are touched often, including phones, earphones, tablets, vehicle keys, keyboards/mouse, forklift steering wheel, shared office equipment or tools, etc.
14. Employees should not share pens, pencils, keyboards, phones, earphones, tablets, or other electronics.
15. Employees must wipe down communally touched items (refrigerator, water cooler, microwave, etc.) after each use with an EPA approved disinfectant.
16. Employees should not shake hands or make other direct contact with other persons at the workplace that they do not share a household with.
17. Employees must disinfect all tools and common office equipment prior to use and after use.
18. Employees should ensure that they clean and maintain their Personal Protective Equipment (PPE) and do not share or loan PPE to others.
19. Employees should not share food or drinks. Throw uneaten food and wrappers in the trash.
20. Disposable PPE, paper towels, and similar waste must be deposited in in the trash.
21. Trash cans should have trash bag liners that can be twisted closed when full.
22. Spitting is discouraged. If employees must spit, they should do so into a sealed container.
23. Employees should check with their local county health department on whether to launder work clothes separately from other laundry if they believe they have been exposed to COVID-19.
24. Employees will be trained on the proper fit and use of face masks.
25. Employees who fail to comply with the requirements of the COVID-19 ECP may be subject to a written warning or other disciplinary action depending upon the circumstances.
26. Management will ensure that supplies of EPA approved disinfectants are available and will oversee the disinfecting of maintenance shops, offices, meeting rooms, and restrooms. Employees will be given specific PPE for this task.
27. COVID-19 educational signage will be displayed in the office, break rooms, and maintenance shops.

Procedures for Employees Showing Symptoms at the Workplace

1. If an employee has a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell, they must immediately inform their supervisor or manager and they will be directed to stay home and contact their doctor.
2. Employees who are out of work ill with fever or acute respiratory symptoms should not return to work until the following occur:
 - At least three full days (72 hours) pass with no fever, without the use of fever-reducing medications
 - No acute respiratory illness symptoms
 - At least 10 days have passed since the symptoms first appeared
 - They are cleared by their doctor to return to work
3. Any employee showing cold or flu-like symptoms at the workplace, will immediately be isolated from their coworkers, asked to wear a mask, and will be asked to go home.
4. All employees will be informed that a member of the workforce is ill and have been sent home. Employees will be asked if they have been working in close contact with the ill employee.
5. Employees that have been in close contact (within six feet for a prolonged period of time (15 minutes or more) or potentially came in contact with secretions (such as coughing or sneezing, or have carpooled) with the ill employee, will be asked to go home, asked to self-monitor, and await confirmation of testing and/or doctor recommendations.
6. Employees that have been exposed to the ill employee will be informed of a “positive” COVID-19 test result of the ill employee. Exposed employees will be asked to self-quarantine and provide a doctor’s release before returning to work.
7. Employees that were not exposed to the ill employee will be informed of a possible exposure to COVID-19 in the workplace, but confidentiality must be maintained as required by the Health Insurance Portability and Accountability Act (HIPAA).
8. If it is determined that a deep cleaning is required in specific areas, employees will be removed from those areas until a deep cleaning can be completed and return only after instructed to do so.
9. The County Health Department will be notified of a positive case of COVID-19 and managers, supervisors and employees will comply with any direction given by the Health Department.

Training

It is strongly recommended that employers provide immediate training and instruction for existing and new employees on how to prevent the spread of COVID-19.

Provide training in a language that is readily understandable by all employees on the following topics:

- Proper fit and use of face masks
- General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer’s procedures for preventing its spread at the workplace
- How an infected person can spread COVID-19 to others even if they are not sick
- How to prevent the spread of COVID-19 by using face masks, including:
 - CDC guidelines that everyone should use face masks when around other persons
 - How face masks can help protect persons around the user when combined with physical distancing and frequent hand washing

- Information that face masks are not protective equipment and do not protect the person wearing a face mask from COVID-19
 - Instructions on washing and sanitizing hands before and after using face masks, which should be laundered after each shift
- Cough and sneeze etiquette
- Washing hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects
- Avoiding touching eyes, nose, mouth, and face with unwashed hands
- Avoid sharing personal items with co-workers, i.e., dishes, cups, utensils, towels, phones, other electronics
- Providing tissues, no-touch disposal trash cans, and hand sanitizer for use by employees
- Safely using cleaners and disinfectants, which includes:
 - The hazards of the cleaners and disinfectants used at the worksite
 - Wearing PPE (such as gloves)
 - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees
- To avoid the passing of a sign-in sheet and a commonly used pen or tablet, supervisors and managers should document employee attendance and the employee's answers to the three questions in the Workplace Safety Protocol and Etiquette section
- COVID-19 educational signage should be displayed in the office, break rooms, and maintenance shop

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Section 2. Cleaning Protocol

California Department of Public Health: Train and remind employees of best hygiene practices including washing their hands often with soap and water for at least 20 seconds. Additional opportunities throughout the venue for persons to reduce the spread of the virus through hand washing or sanitizing stations.

California Department of Public Health: Increase frequency of cleaning and sanitizing per CDC Environmental Cleaning and Disinfecting guidance of all hard surfaces, including tables and counter tops that are being utilized by employees and patrons.

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. For further information check with the local County Health Department.

Cleaning Products and Protocols

Cleaning products should meet EPA guidelines and are approved for use and are effective against viruses, bacteria, and other airborne and blood borne pathogens. Work with vendors, distribution partners, and suppliers to ensure an uninterrupted supply of these cleaning supplies and the necessary PPE.

Consider closing areas such as drinking fountains that cannot be adequately cleaned and disinfected during an event.

Train employees on the proper way to put on and take off disposable gloves and face shields. Be sure that all attending employees are documented to show that they have received training. To avoid the passing of a sign-in sheet and a commonly used pen or tablet, supervisors and managers should document the employee attendance.

Offices/Electronics

1. Wear a face mask for limiting the spread of COVID-19 when social distancing is not an option.
2. Consider the use of wipeable covers for electronics.
3. Disinfect all hard surfaces after they have been touched, including counter tops, phones, light switches, and doorknobs.
4. Limit number of persons using keyboards. Use gloves when multiple persons will be using the same keyboard.
5. Limit number of persons using equipment such as copiers, printers, etc.

Personal Protection for Janitorial Staff - Nonmedical Facilities

1. Wear disposable face mask and gloves. Dispose of gloves and face shields in appropriate receptacles when one task is complete. (If working multiple tasks use new set of disposable gloves for each task).
2. Wear protective clothing (apron) if possible, to prevent contamination of clothing.
3. Store commonly used cleaning products in areas only accessible by staff to avoid excessive handling. Wash/disinfect outside of containers after each use.
4. Wash hands with soap and water after cleaning. Use an alcohol-based hand sanitizer if hand washing is not available.
5. Open doors and windows when cleaning.
6. Emphasize hand hygiene, wash hands frequently. Hand hygiene should be performed before putting on and after removing PPE, including gloves. Hand hygiene after removing PPE is particularly important to remove any pathogens that might have been transferred to bare hands during the removal process.

Maintenance Workers - Medical Facilities

For their protection, it is recommended that maintenance workers not enter facilities where COVID-19 patients are being treated. Proper PPE must be provided to employees when conducting building repairs, trash removal, or food services.

1. Maintain social distancing of 6 feet from other persons as much as possible.
2. Wear gloves.
3. Wear N-95 type respirators (medical consultation is required to ensure the masks are the correct type and that they fit properly).
4. After tasks are complete, remove PPE, and wash hands with soap and water for at least 20 seconds.
5. Avoid touching your face, eyes, or nose without first washing hands, especially after working with materials that may have come out of the medical facilities.
6. Any shared workspaces between the fair and the medical facility should be cleaned and sanitized regularly.
7. Maintain documentation of the cleaning schedule.

Employee Restrooms

1. Use trash can liners
2. Sanitize:
 - Light Switches
 - ADA handrails
 - Toilet handles and tissue dispensers
 - Paper towel dispenser handles
 - Sinks and their handles

Cleaning and Sanitizing Protocol - Employee Break Areas

1. Doors shall remain propped open when possible.
2. Recommend single use condiments, utensils, plates, etc. -or- consider having employees bring their own instead of using supplied shared utensils.
3. Employees to sanitize the following areas after they are done touching:
 - Door Handles
 - Dining tables and counters
 - Food preparation utensils
 - Vending machines and coffee makers
 - Microwave and toaster oven handles
 - Chairs/benches, interior/exterior, including chair backs
 - Handrails
 - Paper towel dispenser handles and trash bins

Cleaning and Sanitizing Vehicles, Heavy Equipment, and Golf Carts

1. Vehicles, heavy equipment (forklifts, scissor lifts, tractors, etc.) and golf carts to be sanitized after each use and recommend employees wear a face mask while operating equipment.
2. One person per vehicle or in golf carts until social distancing restrictions have been lifted.
3. No passengers allowed on heavy equipment during transport.
4. Operating controls wiped down before and after use.
5. Keys and steering wheels before and after use.
6. Safety harness and tie points before and after use.

Equipment and Hand Tools

1. Wear disposable gloves when using hand tools (if safe to do so).
2. Wipe down before and after every use.
3. Limit sharing of tools as much as possible.
4. Training on how to properly clean equipment after task.

Kitchen or Fair-Operated Concessions Precaution Recommendations

1. Frequent washing and sanitizing of all food contact surfaces and utensils.
2. Food-service workers also must practice frequent hand washing and glove changes before and after preparing food.
3. Include frequent cleaning and sanitizing of counters and condiment containers. (recommend individual use containers).
4. Recommend one-time use utensils
5. In communities with sustained transmission of COVID-19, state and local health authorities have implemented social-distancing measures which discourage or prohibit dining in congregate settings. (buffet style service is not recommended).

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Section 3. Parking Protocol

Responsibilities of Fairground/Event Center

1. If using an outside company to oversee parking/security, Fairground/Event Centers should require that the parking/security company submit plans for how they plan to prevent the spread of COVID-19 amongst their employees and within the parking areas.
2. If using an outside company to oversee parking/security, Fairground/Event Centers should ensure that the parking/security company is following any guidelines put forth by the Fairground/Event Center and local and California Department of Public Health authorities.
3. A manager, supervisor, or safety person should be designated to frequently check (daily if possible) with the local County Health Department and other organizations such as the state CDPH (California Department of Public Health) and the federal CDC (Centers for Disease Control) to ensure that employees and the general public are being given the most up to date information on COVID-19. All staff should know who this person is and how to contact them. Said person should also ensure that any posted educational and legal verbiage remains up to date.
4. The Fairground/Event Center should adhere to local and California Department of Public Health guidelines first as COVID-19 spread is different from region to region.
5. Fairground/Event Centers should:
 - Determine what PPE (personal protective equipment) is needed for their workers' specific job duties within parking areas
 - Select and provide appropriate PPE to the workers at no cost
 - Train their workers on correct use of PPE
6. Provide pre-opening training to employees to ensure they understand and feel confident managing the social distancing and hygiene aspects of their role.
7. It is not currently recommended to use community transport vehicles such as hayrides, people movers, etc. If the use of these cannot be avoided, drivers should practice all safety actions and protocols as indicated for other staff—for example, washing hands often and wearing face masks and maintaining social distancing of the riders.

Entering Parking Areas

1. If the Fairground/Event Center will be operating at reduced capacity, it is recommended to minimize the number of gates to ensure that all safety measures and protocols can be better followed.
2. Patrons will enter parking areas via parking lot entry (gate/s).
3. Educational and warning language should be posted at the parking lot entry gates that proactively communicates guidelines and expectations for health and hygiene procedures and precautions. Examples include:
 - "By visiting this Fairground/Event Center, you voluntarily assume all risks related to COVID-19 exposure"

- Identifying COVID-19 symptoms and recommending that patrons come back another day if they, or anyone in their party, are experiencing symptoms
 - Mandated and recommended safety requirements
 - Social distancing requirements
 - Capacity limits to facilitate social distancing
 - Enhanced cleaning and sanitizing protocols
 - List the Fairground/Event Center’s website so patrons can obtain more information regarding guidelines and expectations for health and hygiene procedures and precautions while visiting the Fairground/Event Center
4. Employees working within parking areas should constantly observe their work distance from other employees and patrons. They should always maintain the recommended six feet of distancing.
 5. If the recommended six-foot distancing is not feasible employee-to-employee or employee-to-patron, and work must be completed within the six-foot radius, employees must wear a face mask and wash their hands or use hand sanitizer frequently.

Monetary Transactions and Cash Handling

1. When possible, encourage patrons to purchase parking passes online (prior to their visit) or from apps to minimize on-site payment transactions.
2. Consider using contactless payment methods to avoid the spreading of germs.
3. When cash handling is required, employees should wear gloves and wash or sanitize their hands frequently. Employer should provide hand washing station or hand sanitizer within proximity of where employees will be working.
4. Clean and sanitize cash bags/employee tills prior to distribution and upon return.
5. If there is a staffed booth where patrons purchase parking passes, parking attendants should place plexiglass shields between themselves and the patrons if possible. Hand sanitizer should be provided for frequent use.
6. To avoid employee handling of money, try to arrange POS (Point-Of-Sale) terminals so patrons can insert/swipe their own credit or debit cards.
7. Assign one person to each POS terminal if possible. The terminals should be sanitized between each user and after each shift. If multiple employees are assigned to one POS terminal, employees should sanitize their hands before and after each use or wear gloves.

Parking and Exiting Vehicles

1. Parking lot capacity should be reduced and managed to allow for appropriate social distancing.
2. Spacing between cars should be encouraged. It is recommended to block every other space.
3. Recommend signs advising patrons to practice social distancing by walking at least six feet away from other groups of persons while moving through the parking lot areas and while queueing.
4. One-way foot traffic flow should be implemented on walkways in parking areas.
5. Encourage patrons to not “tailgate” within parking areas.
6. If the Fairground/Event Center has placed benches or patron seating within the parking area, ensure that proper cleaning and sanitizing protocols are followed, along with proper social distancing.
7. It is recommended to place hand sanitizer stations systematically throughout the parking areas with clearly marked signage.

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Section 4. Gate and Ticketing Protocol

1. If the grounds will be operating at reduced capacity, it is recommended to minimize the number of gates to ensure that all safety measures and protocols can be better followed.
2. Guests will enter the grounds through (Gate) entry gates.
3. A manager, supervisor, or safety person should be designated to frequently check (daily if possible) with the local County Health Department and other organizations such as the state CDPH (California Department of Public Health) and the federal CDC (Centers for Disease Control) to ensure that employees and the general public are being given the most up to date information on COVID-19. All staff should know who this person is and how to contact them. Said person should also ensure that any posted educational and warning language remains up to date.
4. The Fairground/Event Center should adhere to local and California Department of Public Health guidelines first as COVID-19 spread is different from region to region.
5. Paths of travel should encourage social distancing between guest arrival and static groupings of people. One-way paths of travel are recommended if possible.
6. Guests should be advised to practice social distancing by keeping at least six feet away from other groups of persons while queueing. Reminder signs should be placed throughout the grounds.
7. Pre-Entry health screenings and/or temperatures should be taken before guests can enter the grounds.
8. It is recommended that all guests wear face masks while queuing and while inside the grounds.
9. If a guest's temperature is higher than 100.4 or they are experiencing other symptoms, it is recommended that the guest is asked to come back another day.
10. Educational and warning language that proactively communicates guidelines and expectations for health and hygiene procedures and precautions should be posted at all entry gates.

Examples include:

- "By visiting this Fairground/Event Center, you voluntarily assume all risk related to COVID-19 exposure"
 - Identifying COVID-19 symptoms and recommending that patrons come back another day if they, or anyone in their party, is experiencing symptoms
 - State and county health mandates and recommended safety requirements
 - Social distancing requirements
 - Capacity limits to facilitate social distancing
 - Enhanced cleaning and sanitizing protocols
 - List the Fairground/Event centers website so patrons can obtain more information regarding guidelines and expectations for health and hygiene procedures and precautions while visiting the Fairground/Event Center
11. Encourage the use of digital ticketing options to minimize on-site payment transactions. If possible, offer incentives for touch-free ticketing.
 12. Ensure that there is an appropriate number of touch-free ticket scanners available.
 13. Consider marking spots on the ground for proper social distancing between guests in line.
 14. Any onsite ticket sales, Will Call, or Guest Services locations should have clear social distancing guidelines.
 15. Consider the use of contactless payment methods to help avoid the spread of germs.

16. Ticket scanning locations should be clearly defined via overhead and ground signage. Social distancing wait points should clearly be marked to accommodate the queuing guests.
17. Hand-sanitizing and/or hand washing stations should be placed at all entrances to encourage proper hand washing hygiene. And, throughout the grounds so that they are easily accessible.
18. If possible, entry gate attendants should place plexiglass shields between themselves and patrons.
19. Proper cleaning products should be used frequently to wipe down areas of high touch points at entry gates.

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Section 5. Vendor Protocol

Recommendations for Fairgrounds/Setup:

1. A manager, supervisor, or safety person should be designated to frequently check (daily if possible) with the local County Health Department and other organizations such as the state CDPH (California Department of Public Health) and the federal CDC (Centers for Disease Control) to ensure that employees and the general public are being given the most up to date information on COVID-19. All staff should know who this person is and how to contact them. Said person should also ensure that any posted educational and legal verbiage remains up to date.
2. Fairgrounds/Event Centers should adhere to local and California Department of Public Health guidelines first as COVID-19 spread is different from region to region.
3. Fairgrounds/Event Centers should consider operating commercial buildings/areas at a restricted capacity if unable to meet social distancing guidelines.
4. Social distancing guidelines created by the CDC and local/California Department of Public Health should be adhered to for both vendors and customers.
5. Sufficient space should be left between each vendor to allow for social distancing.
6. One-way traffic flow should be implemented to help the flow of the customers and allow them to adhere to the social distancing guidelines.
7. Hand sanitizer stations should be posted systematically to provide the patrons the opportunity to use it before/after handling any products/payments.
8. Signs should be posted for the following:
 - At entrances to indicate the CDC recommendations for wearing face masks along with the proper usage of said masks
 - To stress the importance of returning home when not feeling well or experiencing symptoms of COVID-19
 - "By visiting this Fairgrounds/Event Center, you voluntarily assume all risks related to COVID-19 exposure"
 - Identifying COVID-19 symptoms and recommending that patrons come back another day if they, or anyone in their party, is experiencing symptoms
 - State and county health mandates and recommended safety requirements
 - Social distancing requirements
 - Capacity limits to facilitate social distancing
 - Enhanced cleaning and sanitizing protocols
 - List the Fairgrounds/Event Center's website so patrons can obtain more information regarding guidelines and expectations for health and hygiene procedures and precautions while visiting the Fairgrounds/Event Center
9. Booth fronts should be placed on only one side of the walkway, as to not encourage patrons to cross in front of each other to reach other booths.
10. Recommend placing docents at the entrances to these areas to ensure that social distancing is being adhered to and that not too many people are entering at one time. It is essential that this staff member/volunteer understands the risks of COVID-19 and is provided with proper PPE.

Recommendations for Vendors:

1. Fairgrounds/Event Centers should ensure that vendors are following any guidelines put together by fair management and local/state authorities.
2. Fairgrounds/Event Centers should require that vendors submit their plans for how they plan to prevent the spread of COVID-19.
3. Social distancing guidelines created by the CDC and local/ California Department of Public Health should be adhered to for both vendors and customers.
4. Vendors should implement contactless payment methods to eliminate the handling of payments.
5. Vendors should do their best to ensure that customers are using hand sanitizer prior to handling and products.
6. Whenever possible, vendors should place plexiglass shields between themselves and the customers to help protect from germs.
7. Facemasks should be worn by both customers and vendors.
8. Anyone showing signs of illness should return to their homes.
9. Vendor areas, tabletops, and products (whenever possible) should be disinfected on a regular basis, especially after products are handled by customers.
10. When possible, products should be in display cases prior to sale to limit contamination of the products.

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COVID-19 Exposure Control Plan

ACKNOWLEDGMENT OF RECEIPT AND REVIEW OF COVID-19 Exposure Control Plan

TO ALL Employees:

Attached is a copy of the **YOUR FAIRGROUND'S** COVID-19 Exposure Control Plan (ECP). These guidelines are provided for the safety of yourself as well as your fellow employees and volunteers.

It is the responsibility of each supervisor to provide training and review the ECP components with each employee and volunteer. It is the employee's/volunteer's responsibility to read and comply with these ECP components.

The attached copy of the COVID-19 Exposure Control Plan is yours to keep and make copies. Please sign and date below and return this page to: **DESIGNEE HERE**

I have read and understood the COVID-19 Control Plan as well as my duties and responsibilities as a supervisor or employee.

Date: _____

Name: _____

Signature: _____

COVID-19 WARNING

I am aware of the COVID-19 pandemic and related governmental orders, directives and guidelines, including directives for:



Frequent Hand Washing



Social Distancing



Use Of Face Masks In Public Locations

By entering the **FAIR NAME** County Fairgrounds

I agree to adhere to all directives.

I am aware that the activities therein are occurring
in a public location during the COVID-19
pandemic and are therefore hazardous activities.

I am aware that I could be Infected, seriously Injured or
even die due to COVID-19 by attending the activities.

I am voluntarily participating in these activities with knowledge of the
danger involved and agree to assume any and all risks of bodily injury,
death or property damage, whether those risks are known or unknown.

WELCOME

I am aware of the COVID-19 pandemic and related governmental orders, directives and guidelines, including directives for:



When required, you will wear a face mask.



You agree not to exceed the number of persons allowed in a restroom.



When required, you will wear gloves.



When required, you agree to stay in your vehicle.



You will maintain social distancing at all times, a minimum of 6' feet.



You or members of your party are NOT sick or showing signs of being sick.

(Fair Name)

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Daily Sign-In Sheet

If any employee answers “yes” to any of the following questions, they will be asked to go home and may be asked to self-quarantine for 72-hours up to 14 days. If an employee has tested or had COVID-19 or a household member has tested or had COVID-19, employee will be required to provide a medical release prior to returning to work. To avoid the passing of a sign-in sheet and a commonly used pen or tablet, supervisors and managers should manage this document.

- 1. Are you experiencing any symptoms such as fever, cough, or shortness of breath? N=No, Y=Yes
- 2. Have you been in close contact with anyone who has been diagnosed with COVID-19? N=No, Y=Yes
- 3. Have you traveled outside of the US in the last 14 days? N=No, Y=Yes

Name	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday		
	1.	2.	3.	1.	2.	3.	1.	2.	3.	1.	2.	3.	1.	2.	3.	1.	2.	3.	1.	2.	3.

DEPARTMENT:

MANAGER/SUPERVISOR:

(Fair Name)

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Appendix 5: Resources

- COVID-19 California - <https://COVID19.ca.gov/>
- Center for Disease Control and Prevention - <https://www.coronavirus.gov/>
- California Department of Health - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
- State of California Department of Industrial Relations - <https://www.dir.ca.gov/dosh/coronavirus/>
- State of California Department of Industrial Relations- <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.htm0l>
- Cal Osha California Department of Industrial Relations Division of Occupational Safety & Health Publications Unit - <https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Grocery-Stores.pdf>
- State of California Department of Industrial Relations - <https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>
- Cal Osha Department of Industrial Relations California Department of Industrial Relations Division of Occupational Safety & Health Publications Unit - <https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Construction.pdf>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-COVID-19.html>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/visitors.html>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>
- Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- U.S. Department of Health and Human Services - <https://www.hhs.gov/sites/default/files/february-2020-hipaa-and-novel-coronavirus.pdf>
- United States Environmental Protection Agency - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- World Health Organization - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- U.S. Equal Employment Opportunity Commission - <https://www.eeoc.gov/wysk/what-you-should-know-about-COVID-19-and-ada-rehabilitation-act-and-other-eeo-laws>

- Cable News Network - https://www.cnn.com/2020/05/18/opinions/disney-sue-COVID-honig/index.html?utm_medium=social&utm_source=fbCNN&utm_content=2020-05-19T21%3A41%3A37&fbclid=IwAR2-Qc0e68dLo0TjA_AhU5ILMC5EG2caultOv4fT0VTUIdKlup0YX06KctU
- Amusement Today COVID-19 Reopening Guidance - <http://amusementtoday.com/images/PASafePlay.pdf>
- Amusement Today Reopening Guidelines - <http://amusementtoday.com/images/NJAA-SafePlay.pdf>
- Deschutes County Fair & Expo Health & Sanitation Program
- OC Fair & Event Center COVID-19 Safety Plan Handbook