

SAFER AT HOME

FESTIVALS AND FAIRS

Safeguarding Guidance:

The intent of these recommendations is to reduce transmission of COVID-19 among employees and customers; support healthy business operations; and maintain a healthy work environment. In addition to strict adherence to [U.S. Centers for Disease Control and Prevention](#) (CDC), [Equal Employment Opportunity Commission](#) (EEOC) and [Occupational Safety and Health Administration](#) (OSHA) guidance, and [US Food and Drug Administration](#) (FDA), the State of New Hampshire recommends policies and procedures to protect consumers and employees, including:

General Guidance

1. For the protection of other guests and employees, attendees are encouraged to bring and wear a protective face mask, especially when on shuttle buses, entering and exiting the grounds, waiting in lines, buying tickets or food/drink, and when social distancing is difficult to maintain. Face coverings are not required when seated and watching a performance in an appropriately physically distanced area.
2. It is encouraged that organizers have protective face masks available onsite for patron/employee/volunteer use.
3. Staff, performers, production crews, exhibitors, and volunteers must wear cloth face coverings when in a facility, in public locations, shared staff areas (e.g. break rooms), and when interacting with clients, even if outdoors (e.g. operating a ride or booth). Outdoor employees may temporarily remove their masks when no other individuals are within 6 feet.
 - a. Provide training on cloth face coverings based on CDC guidance for [Use of Cloth Face Coverings](#).
 - b. People wearing face coverings should not touch their eyes, nose, mouths, or faces, or adjust their face coverings without first sanitizing their hands. After touching their faces or adjusting their face coverings, their hands should be sanitized.
4. Customers should be encouraged to wear cloth face coverings when within the facility or public spaces with other individuals present, even if outdoors when social distancing is difficult to maintain.
5. Staff, performers, production crews, exhibitors, and volunteers should maintain a distance of at least 6 feet from others at all times.
6. There may be times when singers, musicians, emcees, auctioneers, etc. cannot wear masks given the nature of their roles. They should follow the “Additional Process Guidance for Presenting Venues and Performers” in the [Performing Arts Venue](#) guidance.
7. Staff/independent contractor testing may be considered for use as well. If adopted, a written policy must be developed and communicated to those contracted for the company.



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8. All staff, independent contractors, exhibitors and volunteers should be screened in accordance with New Hampshire's [Universal Guidance](#) for Employers.

General Guidance to Protect Employees, Volunteers, and Attendees

1. Review and follow the [Universal Guidelines](#) for all New Hampshire Employers and Employees.
2. Review and follow CDC [guidance for businesses and employers](#).
3. Review and follow CDC [guidance for cleaning and disinfection](#).
4. If providing Food Services, follow [Food Service Industry guidance](#). Follow [ServSafe COVID-19](#) training guidelines if applicable.
5. Review and follow the [Retail](#) guidance as appropriate.
6. If amusement park rides are offered, review and follow [Amusement Park Guidance](#).
7. Conduct employee health screening as outlined in the [Universal Guidelines](#) for All New Hampshire Employers and Employees.
8. Train all employees on the importance of frequent hand washing and the use of appropriate hand sanitizers.
9. Provide COVID-specific safety training for staff who manage or oversee event volunteers, occasional part-time employees, and production and security crews.
10. Alcohol-based hand sanitizer/portable wash stations must be made readily available and must be placed with frequency throughout the grounds, including on entry, in key walkways, in food and beverage locations, in restrooms, at transportation points, at checkout locations, and at exits. Hand sanitizer must also be provided in non-public settings as well.
11. Commonly touched surfaces, work areas, and public areas should be frequently cleaned and disinfected according to [CDC guidance](#) at a minimum every 2 hours and at the end of each shift.
12. Staff, volunteers, and attendees should maintain a distance of at least 6 feet at all times.

Employee and Volunteer Protection

1. Assign dedicated staff (i.e. a safety officer) to monitor and ensure compliance with social distancing, hand hygiene, cloth face covering use, and other protective actions.
2. Employees and volunteers must be provided with education and training around safe practices as it relates to hand hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the [Universal Guidance](#) and [Retail Store Guidance](#).
3. Employees and volunteers must be screened (questioned about) symptoms of COVID-19 before each shift as outlined in the [Universal Guidelines](#) for all New Hampshire Employers and Employees. Staff and volunteers with any symptoms should not be allowed to work.



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4. Require all employees and volunteers to report any symptoms of COVID-19 or close contact to a person with COVID-19 to the event's COVID-19 director.
5. Acrylic shields or other types of barriers/hygiene screens should be placed in areas between attendees and staff/volunteers who are in frequent close transaction situations; e.g., ticket sales, ticket collection, prize collection, etc.
6. Shared use tools and equipment will be cleaned and disinfected before being redistributed.
7. Employees should carry alcohol-based hand sanitizer and frequently practice hand hygiene throughout the day, including upon arrival, before and after going to the restroom, before and after touching their face masks or face coverings, before and after eating, and prior to leaving the facility for the day.

Performer and Exhibitor Protection

1. Adhere to all [NH travel guidance](#) for performers and exhibitors from out of state.
2. Conduct daily screenings on COVID-19 symptoms for all performers and exhibitors. Performers and exhibitors with any symptoms should not be allowed to work.
3. Ensure that any performance areas/locations allow enough space for appropriate physical distancing of performers (see [Performing Arts Venue](#) guidance).

Attendee Protection

1. Festival and fair organizers should have a communication plan to inform attendees prior to their visit about health and safety practices at the event and other information attendees need upon arrival. Plans may include: websites, social media, email or other electronic communication, such as reservations or confirmations, and print.
2. Events must incorporate social distancing into the operation of restrooms, performance/event seating, and food service. Special consideration should be taken with parking and public transportation (shuttle buses, golf carts, carriages, etc.).
3. Signage must be prominently posted at entrance(s) informing attendees about symptoms of COVID-19 and social distance requirements; to practice frequent hand hygiene/washing; and wear a cloth face covering over mouth and nose to protect others (see Universal Guidelines for sample language).
4. Attendees should not be admitted to a fair or festival if they report experiencing symptoms associated with COVID-19 or have knowingly been in contact with anyone who is ill.
5. Attendees should be limited to no less than six feet distancing from the edge of a performance area. Singing or wind instrument performances should follow audience spacing detailed in [performing arts venue](#) guidance. Attendees should remain in their seats and performers should not physically interact with audience. More space should be considered when larger performance groups are present.



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Business Process Adaptations

1. Outdoor venues are preferable to indoor venues to reduce the risk of exposure and spread to attendees. Outdoor events are not subject to capacity limitations and may operate at normal operating capacity as long as 6 feet of separation between individuals and groups can be maintained.
 - a. Indoor venue admissions should be limited to 50% occupancy, or to the number of people where at least 6 feet of physical distancing is able to be consistently maintained between people or groups of close household contacts when seated in the auditorium, whichever number is lower.
2. Admission limits will be determined for daily and hourly capacities to ensure appropriate social distancing pursuant to the [Universal Guidelines](#).
3. Advance reservations will have priority and general admission will be permissible based on availability.
4. Where possible, utilize online tickets or touchless scanning technology in place of paper tickets. Utilize touch-free/contactless payment options when possible, reducing face-to-face purchase transactions.
5. Clearly mark physical distancing spaces/guidelines with floor/ground markings, seat markings, or signs.
6. Aisles between Exhibitor tables/booths will be spaced at least six feet apart; alternatively, booths may be adjacent side by side provided a barrier (side wall) is in place.
7. Parking Lot workers should be trained on pedestrian flow to allow for minimal congestion when directing parking.
8. Organizers should consider separate entry and exit points and one-directional flow throughout the grounds, including clearly marked ingress and egress points and easy-to-understand directional signage.
9. Organizers should consider increasing the number of entrances/exits where possible to alleviate issues with bottlenecks.
10. Any seating will be spaced at least six feet apart to maintain social distancing.
11. Any location where people may queue up — restroom, water station, shuttle bus, food truck, exhibitor's table/tent — should have markings, where practical, to reinforce six feet of separation.
12. If shuttle buses are used, capacity should be determined by social distance limitations. Those who live together may be seated together. Buses must be sanitized every two hours. Lines for buses must have clearly marked spots designating six foot distancing.
13. A frequent cleaning schedule for moderate-high touch surfaces before – during – after event will be established. CDC guidelines must be adhered to for disinfecting moderate-high touch surfaces. This includes all surfaces such as tables, barriers/hygiene screens, chairs, and portable toilets.

