

SAFETY GUIDELINES FOR FAIRS AND FESTIVALS

Recommended by the NH Re-Opening Task Force

ETHICAL AND SOCIETAL CONSIDERATIONS

- Community leaders and local public health officials should be consulted. Does the community want to host your event?
- Can your event be rescheduled to a safer time?
- Should an event receive notification that an employee, volunteer, performer, or exhibitor has tested positive for COVID-19, they will communicate with local or state health officials and follow their guidance. If deemed necessary, prepare to cancel a scheduled event.
- Festival/fair organizers must have a plan in place to contact staff, volunteers, performers, exhibitors, and attendees post-event in the event that someone associated with the fair or festival is confirmed to have COVID-19.
- Be prepared to cancel event(s) should community leaders and public health officials determine it is unsafe to hold the event.

Safeguarding Guidance:

The Governor's Economic Re-Opening Task Force recommends protocols for safeguarding all New Hampshire businesses and individuals during the coronavirus disease 2019 (COVID-19) pandemic. This industry-specific guidance is based on what is currently known about COVID-19 and is intended to protect the public's health and allow New Hampshire to remain open for business.

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:

I. Protective Face Mask Use:

1. For the protection of other guests and employees, attendees are encouraged to bring and wear a protective face mask, especially when:
 - a. arriving and departing;
 - b. within six feet of anyone else;
 - c. attending performances.
2. It is encouraged that organizers have onsite protective face masks available for patron/employee/volunteer use.

3. Employees/volunteers shall wear protective face masks over their nose and mouth. Employee/volunteer protective face masks should be kept clean in accordance with CDC guidance.
4. Performers, production crews, and exhibitors must wear face coverings while on site and, where possible, maintain at least six feet apart at all times (whether indoors or outdoors) with one another and with attendees.
5. There may be times when singers, musicians, emcees, auctioneers, etc. cannot wear masks given the nature of their roles. Precautions such as use of acrylic shields and increased distancing should be incorporated. 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. All staff and independent contractors should be screened in accordance with New Hampshire's Universal Guidance for Employers.
6. Masks are required when using any provided public transit (shuttle buses, etc.).

II. 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. Conduct employee health screening as outlined in the Universal Guidelines for All New Hampshire Employers and Employees.
7. Train all employees on the importance of frequent hand washing and the use of appropriate hand sanitizers.
8. Provide COVID-specific safety training for staff who manage or oversee event volunteers, occasional part-time employees, and production and security crews.
9. 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.
10. 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.
11. Staff, volunteers, and attendees should maintain a distance of at least 6 feet at all times.

III. Employee and Volunteer Protection

1. Appoint a COVID-19 director whose task it is to ensure all set protocols are being carefully followed for your fair/festival/event.

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.
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.

IV. 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.

V. 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 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. More space should be considered when larger performance groups are present.

VI. Business Process Adaptations

1. Total event capacity should be limited to the number of people that can inhabit the space while maintaining even social distancing distribution (maintenance of at least 6 feet of separation between individuals and between groups at all times); this number may be determined by dividing square footage of the public areas of the fair/festival venue by 6.
 - a. Close household contacts (e.g., a parent and child) are allowed closer than 6 feet to one another.
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 scanning technology in place of paper tickets.
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. Final spacing requirements will be based on HHS guidance.
7. Parking areas, where possible, will allow for greater separation between vehicles. 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. Utilize touch-free/contactless payment options when possible, reducing face-to-face purchase transactions.
11. Any outdoor seating will be spaced at least six feet apart to maintain social distancing.
12. 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.
13. 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.
14. 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.