

BOONE COUNTY HEALTH DEPARTMENT

116 W. WASHINGTON STREET - LEBANON, IN 46052

www.boonecounty.in.gov/health

ENVIRONMENTAL DIVISION

SUITE B201

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BOONE COUNTY
HEALTH DEPARTMENT

NURSING & VITAL RECORDS DIVISION

SUITE B202

(765) 482-3942

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In accordance with [Governor Holcomb's Executive Order 20-36](#), all special or seasonal events occurring on or after Thursday, July 23, 2020 that expect to have 250 or more attendees must submit a COVID Safety Plan to their local health department for approval. These events include (but are not limited to) weekly summer concerts, movies in the park, fairs, festivals, carnivals, graduation ceremonies, community holiday celebrations, sports or racing competitions, shows, or other entertainment events. Event organizers will be expected to submit plans until further notice.

Event plan submission timeline:

Events occurring **July 23rd-26th**: At least 72 hours prior to event

Events occurring **on or after July 27th**: At least 7 days prior to the event date

Events occurring **on or after July 27th that will have food/concessions**: At least 20 days prior to event date so a food vendor permit may be permitted.

Please submit plans to Claire Haughton at chaughton@co.boone.in.us

Event Name: Historical Trade Faire

Organization name: Samson Family Leather, LLC dba Historical Trade Faire

Event Address: Boone County 4-H Fairgrounds, 1300 E. 100 S., Lebanon, IN 46052

Organization Address (city, state, zip): 119 N Meridain St Lebanon, IN 46052

Date(s) of Event: Jan 2&3 2021

Event Hours: 9am-5pm

Estimated number of attendees daily: 750

Will food vendors and/or concessions be available? Yes No

If yes, please contact the Boone County health Department at (765)483-4458 to obtain a food permit at least 20 days prior to the event date.

Person(s) we may contact for event: Casey Samson

Phone: 3177064961

Fax: Click or tap here to enter text.

Email Address: casey@samsonleather.com

Event organizers are required to design and submit a health and safety plan outlining the steps to be taken to mitigate the spread of CoVID-19. Please complete following form:

1) Capacity limit

Outline what steps have been taken and will be taken to ensure the overall capacity does not exceed allowable limits set out in [Stage 4 or Stage 4.5](#) and how social distancing will be achieved

Our estimated attendance for the Jan 2nd & 2rd Historical Trade Faire is approximately 750 attendees spread out between the two day and the hours of 9AM-5PM. The attendees will be spread out through the following buildings/areas throughout the fairgrounds: Whitman Pavilion, Centennial Hall North, Centennial Hall South. We will have a staff member supplying attendees with wristbands which help us keep track of the number of people coming in as well as utilizing an app on an iPad to keep track of attendance. We will have a staff member monitoring each building to ensure the capacity stays under the determined numbers below. Directional markers will be placed throughout the facilities to help streamline the flow of attendees. Separate entrances and exits will be marked and utilized to also help the flow of attendees. This will also help us to monitor the occupancy of each building. Signs will be posted throughout the buildings encouraging social distancing. Our calculations for occupancy area as follows based on the recommended 6', or 36SF, social distancing recommendation:

Whitman Pavilion: 10,800SF = 300 max occupants
Centennial Halls North : 12,000SF = 333 max occupants
Centennial Halls South: 12,000SF = 333 max occupants

Even with the recommended 6' social distancing recommendation factored in we anticipate the number at any given time to be less than ½ of the max occupant numbers mentioned above.

2) Guest information

*Identify the appropriate information to be provided to guests to stay home if sick or part of a vulnerable population, engage in social distancing, increase handwashing, etc
Upon admission attendees will be asked if they are currently/recently experienced any of the Covid-19 symptoms, including but not limited to fever, cough, shortness of breath, ect., and each visitor will be required to sign a waiver acknowledging they are in compliance. We will also have a contactless thermometer onsite screening the visitors as well as hand sanitizer at the entrances/exits and throughout the venue. Guests will be expected to wear masks at all time and for those who do not have a mask one will be provided for them.*

3) Staff & Volunteer Screening

Identify measures to be taken to appropriately screen staff and volunteers for COVID-19 symptoms
We will be operating on a limited staff of no more than 10 staff. This number of personal will allow for social distancing among staff and enough help to meet the needs of the event. The temperatures of all staff and volunteers will be taken upon arrival as well as asking them if they are experiencing or have recently experienced any Covid-19 symptoms. Names and contact information for all staff and volunteers will be taken and kept incase reference is needed after the event. Staff and volunteers are required to wear masks at all times during the event.

4) Social Distancing Measures

Identify measures to be employed to ensure attendees engage in social distancing such as use of multiple entrances, signage, designated seating, one-way flow of attendees, ground markings, etc.
Signs and handouts emphasizing social distancing will be used and located throughout the venue.

Vendors inside will have a maximum of 1 chair in per table. Floors will be marked and additional signage will be used to help indicated the flow pattern of attendees to help promote social distancing as well. Hand sanitizer will be available and all entrances as well as exits and hand sanitizing stations will also be spread out throughout the buildings. The smallest vendor booth space is 8'x6', 48 SF, which is above the recommended social distancing space of 6', 36SF. This extra space will allow for more distance between vendors and attendees.

5) Increased Sanitation

Outline steps to be taken to ensure the event space is appropriately cleaned and sanitized, that high touch areas have increased cleaning, and that additional handwashing or hand sanitizing is available

As stated previously hand sanitizer will be placed at entrance and exit doors as well as throughout the buildings. All high touch areas such as door handles, rest chairs, faucets, ect. will be routinely

cleaned and sanitized throughout the event. Restrooms will also routinely be cleaned and disinfected and the trash removal will be frequent throughout the show.

6) Compliance

*Identify the number of event staff or volunteers who will be available and sufficient to monitor and ensure compliance with the approved plan and other [Executive Order](#) directives. **Please note that in accordance to Executive Order _____, face masks are required to be worn by any Hoosier over the age of 8 in indoor spaces, in outdoor spaces when social distancing cannot be observed, and when near individuals not in belonging to their immediate household. Exceptions may be made for individuals with medical concerns that make mask wearing difficult, during eating or drinking, and during strenuous physical activity.***

Approximately 10 staff members and volunteers will be onsite to cooperatively monitor the event, attendees, and cleanliness of the facility which includes but is not limited to the sanitizing of surfaces, removal of trash, disinfecting of restrooms, ect. Staff and volunteers will also be observing to make sure everyone is wearing a facemask. There will be a one warning policy. If they do not comply after the warning they will be asked to leave the property.