



## **2021 HEALTH & SAFETY PLAN**

Prepared:  
May 5, 2021

## **INTRODUCTION**

The Bay County Fair & Youth Exposition (BCFYE) celebrates both the heritage and the future of Bay County. The BCFYE aims to build a fair that showcases the county's agriculture as well as being of interest to all county residents. Although 2020 proved challenging for the entire fair, festivals, and events industry, we are confident that with this BCFYE Health & Safety Plan in place, we will be able to produce a safe, healthy, and responsible Bay County Fair events for the citizens of Michigan to enjoy. We began by examining each independent aspect of what it takes to produce our events and annual fair, dissecting each component, making strategic and measurable changes, and rebuilding the entirety of the event into a curated experience that places our guest, exhibitor, and team member health and safety at the forefront of every aspect of the 2021 Bay County Fair and events. We will inform guests of information and protocols prior to their visit via our website and social media.

## **GOALS & OBJECTIVES**

1. To host the 2021 Bay County Fair and events with health and safety measures in place
2. To create a safe and healthy environment that is manageable and enforceable for our team members
3. To adjust events to spread guests further throughout the grounds to different venues to cultivate naturally occurring social distancing

This plan is based on information and guidance from the Centers for Disease Control (CDC), the Occupational Health and Safety Administration (OSHA), and the Michigan Department of Health and Human Services (MDHHS) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, MDHHS, and other public officials at the state or local levels.

The BCFYE Health & Safety Plan is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place
2. Sanitizing all areas
3. Requiring appropriate personal protection equipment

## **2021 BAY COUNTY FAIR HEALTH & SAFETY TASK FORCE**

Implementation consultants (2021 BCFYE Health & Safety Task Force):

- Mary Jo Brandt, BCFYE President, Board of Directors, baycountyfair@yahoo.com, 989-859-8673 (cell)
- Mike Meier, BCFYE Vice President, Board of Directors 989-415-2441
- Kristy Brandt, BCFYE, Treasurer, Board of Directors 989-859-1281
- Melissa Meier, BCFYE Secretary, Board of Directors 989-415-3735

The BCFYE Health & Safety Task Force's responsibilities include:

- Consulting on 2021 BCFYE Health & Safety Plan development
- Verifying plans are carried out
- Assisting with post-event summary and future recommendations

## **BCFYE EMERGENCY SUCCESSION ORGANIZATIONAL CHART**

This organizational chart outlines the seven most critical roles for the success of the Bay County Fair and events. If one of the critical team members is deemed a possible COVID-19 case, they will immediately appoint their substitute.

<b>Role:</b>	<b>Primary:</b>	<b>Emergency Substitute:</b>
President, Board of Directors	Mary Jo Brandt	Mike Meier, VP
H&S Implementation Consultant		
Livestock Committee	Mike Meier	Jason Ruple
Carnival Partner		
Maintenance/Janitorial	Allan Brandt	
Security Management	Jason Ruple	Brent Green
Grandstand Management	Kristy Brandt	Melissa Meier
Board Chair	Mary Jo Brandt	Mike Meier

It is respectfully submitted and suggested by the directors of the Bay County Fair, that the Grandstand events starting May 15, 2021, can reasonably and safely be permitted to operate conditioned upon and with the exception that those responsible for planning the events will conduct it in a manner that takes into account the need to practice enhanced physical distancing throughout the fairgrounds' programming areas and to impose precautionary measures throughout the entirety of the operations.

The BCFYE acknowledges that it is important to note that guidance will most certainly change as state guidelines, best practices, and guidance from public health officials evolve. The board will periodically revise this document with additional information as updates become available.

Unlike other venues for mass gatherings, such as movie theatres, sports arenas, and stadiums, the BCFYE is differentiable along the following lines:

- The BCFYE can manage and reduce capacity at the grandstands and pit locations with appropriate social distancing.
- All BCFYE entertainment for 2021 will occur outdoors
- All dining at the fairgrounds will occur outside in designated areas
- Exposure time between non-same-household sheltering family members is somewhat limited and is completely controllable by the BCFYE guests themselves
- BCFYE guests will be seated at least 6 feet apart, with no more than 6 people from the same household together.

The principles and considerations outlined in this document were compiled from federal and state health mandates, fair, outdoor attractions, amusement, agriculture, livestock exposition, food service, and commercial vendor industry trade associations including:

- Centers for Disease Control (CDC)
- Occupational Health & Safety Administration (OSHA)
- Michigan Department of Health and Human Services (MDHHS)
- International Association of Fairs and Expositions (IAFE)
- Michigan Association of Fairs and Exhibitions (MAFE)
- Bay County Public Health Department

In order to prepare such a plan, many key and critical assumptions have been made as to where the BCFYE reasonably believes the state will be by May 15, 2021, relative to public health protocols and the phased reopening of the economy of the State of Michigan.

## **OVERVIEW OF GROUNDS**

Physically located at 800 Livingston Street, Bay City, Michigan, the Bay County Fairgrounds is comprised of 40-acres and over 14 buildings/structures. The BCFYE uses the grandstands, public bathrooms, race tower, and fair office during the non-fair events.

Venue		100% Capacity	75% Capacity	50% Capacity	25% Capacity
Grandstands		1536	1152	768	384
Horse Arena / Pit Area		220	165	110	55
Merchants Building	3840 sq ft	380	285	190	95

**DAILY OPERATIONS**

Masks will be required at all times, except for when seated in the designated eating areas.

Driver’s Entries will be taken outside the Fairboard office. 6 ft markers will be on the ground, in case there is a line for registering. Spectator entry will be taken at the Ticket booth at the entrance to the grandstands. There will be one way traffic – one entrance and one exit. We will also have one way traffic in and out the grandstands with signage.

Volunteers, Spectators, and Participants will be advised to practice social distancing by staying at least six feet away from other groups of people whom they are not travelling with or are not immediate family while standing in lines or while moving about the facility. Picnic tables and seating areas will be arranged to ensure appropriate distancing. All BCFYE Health & Safety Guidelines will comply with, or exceed, local or state mandated occupancy limits.

Hand sanitizer dispensers will be placed at key locations throughout the facility. MAP OF LOCATIONS & QUANTITIES TBD

Health and hygiene signage will be placed throughout the facility. MAP OF LOCATIONS & SAMPLES TBD

If we are alerted to a presumptive case of COVID-19 at the BCFYE, the Board President will work with the Bay County Health Department to follow the appropriate actions recommended.

Locations for Distribution of PPE

Disposable face masks will be available free of charge to all Volunteers, Spectators, and Participants upon entering.

Team Members’ Responsibilities

BCFYE volunteers are vital for the effective implementation of the BCFYE Health & Safety Plan.

Proper hygiene and frequent handwashing with soap is vital to mitigate the spread of COVID-19. All volunteers will be instructed to wash their hands (or use hand sanitizer when a sink is not available) on a regular basis and after any

of the following activities: using the restroom, sneezing, touching their face, blowing their nose, cleaning, sweeping, mopping, smoking, eating, drinking, taking a break, and before and after starting a shift.

Appropriate PPE will be worn by all team members based upon their role and responsibilities and in adherence to state or local regulations and guidance. Training on how to properly use and dispose of all PPE will be mandatory. Every team member entering the facility will have access to a mask. Gloves will be provided to team members whose responsibilities include cash handling and/or those in direct contact with spectators/participants.

Team member pre-shift meetings will take place in areas that allow for appropriate social distancing. Hand sanitizer will be available at team member check-in areas. Our team will ensure constant communication and proper PPE and sanitation procedures are followed and updated in accordance with the latest governmental guidance.

#### Cleaning Products, Protocols, and Venue Specific Sanitization Policies

BCFYE uses cleaning products which meet EPA Guidelines that are approved for use and effective against viruses, bacteria, and other airborne and bloodborne pathogens. We will clean all public areas, at least, every 2 hours.

#### Physical Distancing Protocols

Throughout the facility we will meet or exceed state and local health authority guidelines on proper physical distancing.

BCFYE will work to minimize or eliminate guest queuing wherever and whenever possible. Any area where guests or team members queue will be clearly marked for appropriate social distancing. Serpentine lines will not be permitted.

- i. In addition to the aforementioned Sanitization Policies and below-mentioned Event Specific Protocols, the following venue specific protocols will be enforced.
- ii. Food vendors
  1. All concessionaires will have plexiglass barriers at the service window with a pass through opening at the bottom
  2. Ground will be marked for social distancing in areas where lines would form
  3. All vendor staff will be required to wear face masks and nitrile gloves while cooking, serving customers, and/or taking orders and payments
  4. All vendors will provide hand sanitizer at their service window
  5. Vendor provided seating (picnic tables) must be spaced at least ten feet apart and sanitized after each use

Condiment pumps and napkin dispensers will not be allowed (customers will get these items from the concession attendant

- b. Grandstand Seating
  - i. Venue will be sanitized before and after each event
  - ii. Capacity will be reduced to comply with governmental orders at the time of fair
  - iii. Guests will wear face masks whenever they are not seated
  - iv. Team members will wear face masks and nitrile gloves at all times
- c. Outdoor Vendors – East Triad, Center Triad, West Triad
  1. )
  - ii. Commercial vendors
    1. BCFYE outdoor commercial vendors typically fall into the following categories:
      - a. Immediate exchange of goods (retail, clothing, etc)
      - b. Future exchange of goods (tractors, implements, vehicles, wood stoves, etc)

2. Immediate exchange of goods vendors
  - a. Vendor is responsible for limiting booth capacity to allow for social distancing
  - b. Vendor is responsible for enforcing customer face masks while in booth area
  - c. All vendor staff will be required to wear face masks and nitrile gloves when in close proximity to customers and when processing transactions
  - d. Vendors must provide hand sanitizer stations for customers in their booth area
3. Future exchange of goods vendors
  - a. If booth is manned by vendor staff:
    - i. Face masks must be worn when in close proximity to customers
    - ii. Customer information collection stations (pens, clipboards, tables, etc) must be sanitized after each customer and writing instruments may not be reused
  - b. If booth is unmanned:
    - i. Customer information collection stations are not allowed
    - ii. All equipment and touch points will be sanitized by the CCF Clean Team in accordance with the most current OPCA Sanitation Schedule
- d. Grandstand Ticket Booths
  - i. Plexiglass barriers will be installed with pass-through space at the bottom
  - ii. Team members will wear face masks and nitrile gloves at all times
  - iii. Wristbands will be put on by the guests in front of the team members to reduce contact
  - iv. Team member will be designated to count people entering and exiting for an accurate count of venue occupancy
  - v. Ground will be marked for social distancing where lines might form
  - vi. Hand sanitizer stations will be placed throughout
  - vii. Signage will be in place (see appendix for samples and placement TBD)
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## **BUILDING PUBLIC CONFIDENCE IN THE BAY COUNTY FAIR AND GUEST COMMUNICATIONS**

Communication protocols will be developed by the BCFYE to communicate the need to address:

1. COVID-19 specific emergency medical service calls
2. Social distancing violations
3. Any need for immediate cleaning or sanitation service

The BCFYE board will develop important lines of communication to be conveyed through the BCFYE website, social media, and facility signage warning spectators, volunteers, and participants about the risk of contracting COVID-19 in any public space. Messaging shall take the following form:

*“The BayCounty Fair is committed to keeping you healthy and safe, but we cannot guarantee you won’t be exposed to COVID-19. We rely on you to protect yourself. Please:*

- A. Wash your hands often and avoid touching your face*
- B. Maintain your distance from others*
- C. Cover your mouth and nose when coughing or sneezing*
- D. Avoid unnecessarily touching any surfaces, objects, or things while on the fairgrounds*
- E. If you’re sick, please don’t attend the fair and encourage your family not to attend until you are well”*

Other messaging will highlight the BCFYE guests' responsibility to remember that those who are over 65 years of age and those with underlying medical conditions should remain at home. Underlying medical conditions include chronic lung disease, moderate to severe asthma, serious heart conditions, immunocompromised, severe obesity, diabetes, chronic kidney disease undergoing dialysis, and liver disease.

The CCF will communicate new COVID-19 related operational procedures to guests prior to their arrival via the BCFYE website, social media platforms, and local news media outlets. This will be aimed at establishing reasonable expectations and instilling public confidence by:

- Identifying COVID-19 symptoms and messaging that asks guests to come back another day if anyone in their party is experiencing symptoms
- Offering directives on wearing face masks
- Specifying social distancing guidelines
- Communicating capacity limits for the entire facility and individual venues
- Recapping the overall efforts undertaken by the BCFYE to facilitate social distancing
- Summarizing the BCFYE enhanced cleaning and sanitizing protocols

The BCFYE will use and incorporate universal icons on all signage aimed at effectively and efficiently communicating public health protocols.

- I. General Protocols
  - a. Health Policy for Attendees
    - i. Prior to visiting the BCFYE, attendees will be asked to review our health policy (please see Appendix B)
    - ii. Availability of health policy for review:
      1. Posted on the BCFYE website
      2. Posted at each gate
      3. Printed copies available for guests
      4. Included in 2021 fair book
      5. Included in pre-fair mailings to registered campers and vendors
  - b. BCFYE will post signage identifying where face masks must be worn
- II. Social Distancing Protocols
  - a. Promote social distancing in queue lines
  - b. Separate guests on rides and attractions
  - c. Promote guest separation in seating areas
  - d. Reduced indoor venue capacity
  - e. Separation of team members/vendor staff and guests (plexiglass barriers)
- III. Sanitation Protocols
  - a. Enhanced cleaning teams to sanitize common areas
  - b. Hand sanitizer stations throughout the facility
  - c. Hand washing stations throughout the facility
- IV. Guest Communications and Team Member Training Protocols
  - a. Guest communication program
    - i. Brochure "What to Expect at the 2021 Bay County Fair"
  - b. Social distancing and hygiene signage

**APPENDIX A – BAY COUNTY FAIR VOLUNTEER SELF-SCREENING PROTOCOL**



Team Member Name:	
Team Member Phone:	

**In the past 24 hours, have you experienced (Y = yes, N = no):**

	5/15/21	6/5/21	7/15/21	9/11/21	10/16/21		
Fever (felt feverish or temperature above 100°F)	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Cough	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Shortness of breath	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Sore throat	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Diarrhea	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Temperature 100°F +	Y N	Y N	Y N	Y N	Y N	Y N	Y N

If you answered “yes” to any of the above symptoms, or if your current temperature is 100°F or higher, please do not come in to volunteer. Contact the Board VP, self-isolate at home, and contact your healthcare provider for direction.

*If symptoms such as shortness of breath are due to a known, non-worsening chronic condition, mark “no”*

In the past 14 days, have you:

- Had close contact with an individual diagnosed with COVID-19?       YES       NO  
 Travelled via airplane internationally or domestically?       YES       NO

If you answered “yes” to either of these questions, please do not come in to volunteer and contact the Board VP.

Sign below and return this form to the Fair Office at the end of each volunteer date.

Volunteer Signature:
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## APPENDIX B – BAY COUNTY FAIR 2021 HEALTH & SAFETY POLICY



### PLEASE READ CAREFULLY BEFORE ENTERING THE FAIRGROUNDS

The health and safety of everyone entering the fairgrounds is our top priority. We have implemented several measures that you will see throughout the fairgrounds which are designed to protect our guests, exhibitors, participants, concessionaires, and volunteers from potential exposure to COVID-19 by minimizing contacts, promoting social distancing, and enhancing sanitation throughout the property.

In addition, to further protect the health and safety of persons at the fairgrounds, you will not be admitted to the facility and you should stay home if within the past fourteen days you have:

1. Tested positive or have been deemed presumptively positive with the Coronavirus
2. Sought testing to determine whether you might have the Coronavirus, and have not yet received the results
3. Been informed that you may have been exposed to the Coronavirus or learned that you have been in the immediate vicinity of a person now known to have been carrying the Coronavirus
4. Experienced any of the following symptoms commonly associated with the Coronavirus, including cough, shortness of breath, or difficulty breathing, OR two or more of any of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell

As required by the Michigan Department of Health and Human Services (MDHHS), once you enter the fairgrounds, there are certain buildings and areas where you are required to:

1. Wear a face mask (other than children two and under) while on the grounds, except while in designated eating areas.
2. Adhere to the social distancing and personal hygiene guidelines posted throughout the fairgrounds

The Bay County Fair reserves the right to modify these requirements on a case-by-case basis to accommodate any circumstance that in the Bay County Fair's sole discretion warrants a modification to this policy.

The Bay County Fair cannot guarantee that you will not be exposed to Coronavirus during your visit or while on any part of the fairgrounds.

The CDC advises that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from Coronavirus.

Guests should evaluate their own risk in determining whether to attend. People who show no symptoms can potentially spread Coronavirus if they are infected and any interaction with the general public poses an elevated risk of being exposed to Coronavirus.

By coming to the fairgrounds in any capacity, you acknowledge and agree that you assume these inherent risks associated with your presence on the fairgrounds.

**If at any time, the Bay County Fairgrounds Board of Directors determines that someone on the grounds does not meet the criteria outlined in this policy, he/she reserves the right to refuse entry or (if the person is already on the grounds) immediately remove that person from the grounds.**

These actions are at the sole discretion of the Bay County Fair.

By entering the fairgrounds, you acknowledge that you have read, understand, and agree to abide by this policy.

If you have any questions, or if you do not understand the policy, please contact the Bay County Fairgrounds office at 989-895-3744 or [baycountyfair@yahoo.com](mailto:baycountyfair@yahoo.com).

This is a fluid document and will be diligently updated as new mandates are released from health officials. Please refer to the cover page date to ensure you are viewing the most recent rendition.

We are hosting a Tack/Craft Sale at the Bay County Fairgrounds on Saturday, May 15, 2021. There will be vendors inside the Merchants Building and set up outside the building. This is a free event. People can park and then walk through and shop. Tables are set up 6 feet apart, and social distancing signs will be placed. Hand Sanitizer will be available. Public restroom will be close to the Merchants Building, and cleaned every two hours. The sale will take place from 10 am – 4 pm.

