



Hunterdon County 4-H & Agricultural Fair, Inc.



PO Box 2900, Flemington, NJ 08822-2900

Phone: (908) 782-6809 Fax: (908) 806-4735 E-Mail: fourhagfair@co.hunterdon.nj.us Website: www.hunterdoncountyfair.com

Operating Guidelines in a COVID World

Hunterdon County 4-H & Agricultural Fair



The non-profit fair is supported in part by the Hunterdon County Board of Commissioners, County Department of Parks & Recreation, Rutgers Cooperative Extension of Hunterdon County, County Board of Agriculture, County Municipal Alliances as well as many businesses and organizations.

COVID-19 Safety Plan

The Hunterdon County 4-H & Agricultural Fair pleased to bring 4-H, fun, fair food, entertainment, rides, and livestock shows once again to families in Hunterdon County. We know these are difficult times and there are many concerns about health and safety. Our team is working hard to reduce the impact of the corona virus on our communities while preparing for the upcoming fair. The Hunterdon County 4-H & Agricultural Fair continues to be in contact with county and health officials to ensure the safety of event attendees. We are following all the Governor's Executive Orders <https://nj.gov/infobank/eo/056murphy/>. Governmental regulations and guidelines concerning Covid-19 continue to evolve. The Fair organization will comply with all requirements in effect at the time of the Fair. This plan is written in compliance with the regulations as of mid-June.

The traditional 2021 Hunterdon County 4-H & Agricultural Fair will take place August 25-29, 2021. Note* - We do not provide just a Fair, we provide an "Experience". It is up to all of us to ensure our customer experience is as good as we can make it, even with the challenges of COVID time.

1. **Fairgrounds** - Our Fairgrounds consists of multiple venues operating together in one encompassing facility. We will take into consideration the following physical conditions:
 - Open and outdoor spaces (i.e. Carnival area/Food & Vending areas/entertainment & bleachers).
 - Open air building (i.e. livestock facility with show ring and bleachers, covered by roof, but open on most or all sides.)
 - Totally enclosed building (Administration building is air conditioned, containing rest room facility and two small offices).
 - Typical capacity use (i.e. at capacity for Main Stage entertainment, marginal for other events, scarce attendees at some livestock events, etc.).
 - Our fairgrounds have a main entrance, main exit, exhibitor entrance/exit.
2. **Risk assessment and analysis** - We have conducted reviews program areas of the fair to determine feasibility and capability for each and reviewed with the health authority:
 - Livestock/Small Animal Shows (inside open-air pavilions with a show ring in each of the goat and sheep barn and outside horse ring and large livestock show ring under a tent, and dog show ring under a tent).
 - Drill Team Performances (Horse Ring outdoor).
 - Tractor Pull (Horse Ring outside).
 - Dog Events (outside under tent).
 - Shooting Sports and Robotics (outside under tent).
 - Entertainment (outside under tent).
 - Exhibits such as Community Service/Agricultural exhibits (outside under tent).
 - Carnival Rides and Carnival Games (outside).
 - Antique Tractor Display (Building with doors that fully open on the ends and sides allowing for air flow).
 - 4-H Club displays and Home Arts Exhibits in Ramsburg Building (with fully open ends allowing for air flow).
 - Vendors (outside).

- Friday evening Fireworks display (outside).
3. **Overall Safety Plan to cover these areas**
 - Worker safety (Volunteers & 4-H Staff).
 - Areas of interaction with guests – ticket booths, security control checkpoints, entrance queues, etc. will contain Rutgers signage with straight-forward language.
 - Increased hand sanitization plan (i.e. more hand wash stations and hand sanitizer stations)
 - Increased cleaning of restrooms.
 - Staff and supplies in place to follow CDC guidelines
<https://www.cdc.gov/coronavirus/2019-ncov/index.html> for cleaning and disinfecting in all areas.
 4. **Livestock and Small Animal Shows** - Safe practices are possible for livestock, equine demonstrations and Small Animal shows
 - A. It is possible to do social distancing with:
 - o Split classes to limit number in show ring at one time.
 - o Equine, Cattle, lamb, and goat shows naturally lend to social distancing when they are being walked can adapt line-up.
 - o Proper ventilation in livestock facilities is crucial to human and animal safety. Keep fans on and all entrances open.
 - o Strategic scheduling of shows so that typical simultaneous activities (i.e. washing and grooming) can be spaced out.
 - o Strategic scheduling of animal move-in/move out.
 - o Most venues have fixed seating so sections might be taped off and/or limit number of people within that specific area.
 - (a) Each show ring is housed with volunteers to make announcements to spectators regarding social distancing.
 - (b) Sanitization of bleachers will take place after the shows.
 - B. The youth participants are typically NOT high-risk population for COVID 19.
 - C. The spectators can be limited to immediate family if necessary.
 - D. Show times and length of stay for animals on grounds in barns can be shortened.
 5. **Amusement Operators' Plans** – The fair committee will verify with Amusement Director that he has discussed with their operator’s specific plans and safety practices; some may include:
 - Operator may be able to space out the rides and/or reduce the number of rides (this may or may not be possible due to other activities on grounds).
 - Games could safely operate if spaced out and operator limits number of people participating at one time to allow distancing and with regular cleaning of high touch game elements.
 - Operator will have in place agreed-upon protocols for protecting guests.
 - Protecting worker safety.
 - Cleaning/Disinfecting protocol for the rides and games.
 - Some rides are naturally conducive to “distancing”.
 - <https://covid19.nj.gov/faqs/nj-information/reopening-guidance-and-restrictions/are-playgrounds-amusement-parks-and-water-parks-open-what-rules-or-safety-guidance-must-they-follow>
 6. **Food Concession Operations**
 - Food and beverage operators will be complying with Board of Health, local, state and federal regulations. <https://www.co.hunterdon.nj.us/health/food.html>

7. **Vendor and Food Seating Areas**

- Common seating areas can be limited or controlled to manage distancing.

8. **Open Agricultural Shows** including Hay, Horticulture, Honey, Vegetable and Home Arts

- Adjust entry acceptance protocols and judging procedures to manage distancing and common touch situations (i.e. no judging done in public setting, staggered assigned times for entry delivery/pick-up, etc.).

9. **Community Service Tent**

- Lay it out to make one-way flow.
- Space out tables and add an additional tent if needed to social distance exhibits.
- Ask exhibitors to limit handouts and items that guests normally would touch.
- NO samples to touch and share.
- Suggest QR codes be used so that guests may have access to handouts.
- Suggest exhibits are free standing with no table attendee (if group would like to have more than one attendee, they should sit with 6' space between).

10. **Fireworks**

- Fireworks will be held Friday night at dark.

11. **Tractor Pulls**

- Tractor pulls will take place outside horse ring on Wednesday.
- Contact State Police <https://www.njsp.org/> for COVID updates and event procedures.
- If needed, limit number of spectators who enter the gate.
- Volunteer will make continuous announcements of maintain social distancing.

12. **4-H Youth and 4-H Activities** – Fall under the Direction of Rutgers Cooperative Extension (RCE). RCE <https://njaes.rutgers.edu/covid-19/rce-in-person.php> will follow all Executive Orders in place during the Hunterdon County 4-H & Agricultural Fair. As of June 7, 2021, the guidelines include:

- RCE may develop and deliver outdoor programs with no group size limits, social distancing requirements, or mask requirements. For the comfort of faculty, staff, volunteers and participants, it is nevertheless advisable to maintain distancing when feasible. Masks will not be required in outdoor program settings; however, it will be the policy of RCE to strongly encourage their use.
- RCE programs/events at indoor venues may be organized; however, efforts to maintain distancing between participants in indoor spaces are encouraged to the extent practicable and masks are required. Planning for the delivery of extension programs in outdoor settings is, when feasible, a preferred option.
- Pre-approval of in-person extension programs at off-campus locations is no longer required.
- Proof of vaccination or affirmation of vaccination status will not be required for participation in RCE programs. Note that vaccinations are not presently available to individuals under 12 years of age.

Organizers of RCE programs must:

- Communicate the requirement that all participants self-evaluate their health ([COVID-19 symptoms check](#)) before attending any RCE program or

event. An individual presenting COVID symptom must not attend the program.

- Maintain program attendance records for at least a period of 90 days.
- Provide adequate accommodations for hand washing and/or sanitation.
- Encourage social distancing to the extent practicable, particularly in indoor program settings.
- Encourage the use of masks for anyone who has not received the vaccination at outdoor RCE programs. All attendees of RCE programming must wear a mask at any indoor program.
- <https://covid19.nj.gov/>

A. Overnight stay of Herdsman

We recognize the potential need for overnight supervision, in order to maintain the safety and welfare of animals and exhibits, at the Hunterdon County 4-H and Agricultural Fair. A small number of 4-H parents or youth may be permitted to stay overnight on the fairgrounds in a 4-H capacity.

B. Overnight participants must be *contained in a family unit one per club* (household members only) for each night of the Hunterdon County 4-H & Agricultural Fair (Tuesday, August 24th – Saturday, August 28th). If there are two clubs sharing a barn/tent, then one family unit per club will be allowed overnight to oversee the animals. Families staying overnight should be one family per each side of the barn/tent.

<https://ipo.rutgers.edu/publicsafety/protect-minors>

<https://nj4h.rutgers.edu/policies/volunteers-supervisionofyouth.pdf>

C. A list of overnight families (youth and parents) for each night of the fair will be submitted to Hunterdon County Command Bus on Tuesday, August 24th as per the request Director of Public Safety Brayden Fayhey. The list is for command bus files in the event of an evacuation so that proper head count can be made.

13. Entertainment (Schedule to be available soon)

- The Main Stage will implement a new policy of “CLEAR TIME” to provide the necessary control of the area we now know as the Main Stage at the fair.
- We will limit the # of shows and presentations during the five days off the fair, so as to allow for “CLEAR TIME”.
- “CLEAR TIME” will be defined as the period of time when one show or presentation has ended and the next one begins. During this “CLEAR TIME” the Main Stage, the audience seating area and the areas around the Main Stage tent will be CLEARED of all patrons, vendors and crew.
- It will also be looked at for cleaning purposes where needed. We will wipe down our seating area, as we always do, adding a bleach solution to the water we would normally use for that purpose each day of the fair.
- I have requested, and it will be necessary that we have 2 additional wash stations added to the one we already have.
- The main stage will have an ample supply of masks, gloves and hand sanitizer available to the general public, likely supplied by the Hunterdon Medical Center,

whose sole purpose is a Main Stage Sponsor yet again, and we will continue a dialogue on what role they will play for each day of the fair at the Main Stage.

- All PPE will be supplied by the main stage and fair committee. Nothing will be requested of Hunterdon County.
- Our bench seating will be placed in a way as to gather the most people we can gather with allowance for spacing between individuals and or families.
- For the loading and unloading of equipment, the current manner in which we do so yields us the best separation of vendors from the audience and our sound crew.
- We actually have a load in and load out separation from one side of the stage to the other. In considering what is the best way to limit the # of people gathered at any one time in the back stage areas and dressing rooms, it has been decided that the best and safest way to achieve this is by allowing a sufficient amount of time, "CLEAR TIME", for an act to set up, perform, break down, and pack up (all with no pressure of the next act to get on).
- We are adding external speakers (weather permitting of course) to enable all announcements from the main stage to permeate the areas in the general vicinity of the Main Stage, however the performance sound will not. It is the best and only way to control the area around the Main Stage tent (and the entire grounds if only we had such a public address capability)
- I will be requesting an official presence of both Rescue personnel and Security personnel to be at the main stage area all the time we are presenting shows.
- This will be needed to maintain the safe separation we would like to have in and around the Main Stage area and to be able to control access and egress to the tent managing capacity as we see fit. Our Stage and viewing area are separated by an area of approximately 10 feet, we will increase that to 15 feet and clearly mark with signage where you can and cannot view from.
- When performers are on stage they are at least 3 feet back from the apron (the apron is the area of the stage which projects inward toward the audience) Entertainment Safety Plan for Fair 2021 Acts will not be required to social distance from each other or have a specific amount of space between themselves when on stage setting up or performing.
- They will however be aware of keeping separate from the audience. We will, prior to each performance, announce our stage policies, rules and regulations of viewing as it pertains to safety and security of all concerned.
- We will have this posted in various places via signage in and around the outside of the tent. We do not have Meet and greet type events, we never have, HOWEVER we will post and announce that when the show is over please use applause to be the only contact with the performer/performers acts etc.
- When each show concludes an announcement will be made to PLEASE ENJOY YOUR TIME AT THE FAIR and THANK YOU FOR ATTENDING OUR SHOW, it is now time to CLEAR the viewing and allow us to prepare for the next show (announcing the next show and time).
- We intend to mark label and attach a sign to each and every aspect of the Main Stage process so as to make all those attending, performing and producing aware of what we have set forth in this plan.

EVENT MANAGEMENT

Brayden Fahey, Office of Emergency Management Coordinator will be contacted with questions regarding emergency management throughout the operations of Hunterdon County 4-H & Agricultural Fair.

Rutgers signage at front gates will be used throughout the fair at entrance gate, buildings, tents, etc. “Based on Governors Executive Orders <https://nj.gov/infobank/eo/056murphy/>, for the safety of others, masks are strongly encouraged for unvaccinated attendees” however we will not be policing this. On the Building entrances, signs will be posted saying “Masks are strongly suggested while visiting this area.”

- The following protocol will be used for 4-H Staff and volunteers.
- A self-health check will be conducted by 4-H Staff, 4-H volunteers and Fair Committee Volunteers, those who feel sick or feverish, should stay home.
- Any 4-H Staff or volunteer who tested positive for COVID-19 must stay home.
- Any 4-H Staff or volunteer who had direct contact with a positive COVID patient must stay home.
- Masks should NOT be used on babies under 2 years old., on anyone having trouble breathing, or anyone unconscious.

Physical Distancing

- In public areas, physical distancing will be practiced by staying at least six feet away from other groups of people while standing in lines or moving around the property.
- Table, chairs, seating areas and other physical layouts will be arranged to ensure appropriate distancing.
- Employees are reminded not to touch their faces and to practice physical distancing by standing at least six feet away from guests and other employees whenever possible.

Hand Sanitizers

- Hand sanitizer dispensers will be placed in locations including entrance, pole barns/ building/tent entrances, ticket booth, ATM, seating areas and roadway to parking lot.
- All other renters will be asked provide hand sanitizer dispensers placed at key guest and employee entrances and contact areas such as reception areas, and restrooms.

Public Spaces

- The frequency of cleaning and sanitizing will be increased in high traffic areas and all public places, with an emphasis on frequent contact surfaces.

General Admission Venues

Patrons will be reminded throughout the day not to gather in groups.

When appropriate, the following will be utilized to remind patrons of the importance of social distancing:

- Rope barriers and stanchions to physically separate patrons.
- Messaging to patrons before and during the event through electronic messaging and physical signage.
- Messaging by the promoter or performer during the event will make announcement reminding spectators to social distance.

Hand-wash Stations

- Stations will be provided at all points of ingress and other locations throughout the venue, especially near all animal barns/tents.
- Supervisors must regularly confirm there are adequate supplies.
- Fair staff and volunteers should frequently wash hands.

Fire Company/Volunteers, ticket takers and wristbands

- Recommendation will be made to Fire Company and volunteer fair Committee who collect tickets, and those putting on wristbands to wear facial coverings and gloves whenever they are among patrons, both for their own health and to model safe practices.
- If touching becomes necessary, the worker should discard the gloves, wash their hands, and put on fresh gloves before resuming work.
- Areas where this will take place include entrance, ride ticket booths and tractor pull.

Emergency Egress

- The need for social distancing creates significant challenges when planning to evacuate a crowd during an emergency. Event organizers will have to coordinate with all stakeholders, including public health and public safety officials, to reevaluate their emergency plans as larger crowds gradually return. The goal of maintaining six feet between people would become a distant secondary consideration if there is a clear and imminent danger requiring an emergency evacuation. Even during this pandemic, emergency egress plans should reflect that moving patrons away from the most urgent hazard is the first order of business.

On-site First Aid/EMS

- The Fair Committee has arranged to have Amwell valley EMS services on site during the 2021 Hunterdon County 4-H and Agricultural Fair.
<https://www.cdc.gov/coronavirus/2019-ncov/index.html> and COVID guidelines
<https://covid19.nj.gov/>

CLEANING AND SANITATION PROTOCOLS

The top priority for the fair is protecting employees, volunteers, youth, and community. An essential element of our sanitation strategy includes working with our vendors, distribution partners and suppliers to ensure an uninterrupted supply of cleaning supplies and necessary.

Hand Sanitizers

- Hand sanitizer dispensers will be placed in locations including entrance, pole barns/ building/tent entrances, ticket booth, ATM, seating areas and roadway to parking lot.
- They should be wiped down with antibacterial wipes several times each day and kept clean.

- When refilling, staffer will wear disposable gloves and discard after use.

Clean and Disinfect

All cleaning and disinfecting procedures will follow CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/index.html> and COVID guidelines <https://covid19.nj.gov/>

Hand Washing Areas

Signage will be displayed at each of these locations indicating the proper procedures. Sanitizing high-touch areas as soon as vendors begin to load-in, surfaces and objects that are touched frequently, such as the ones listed below, are regularly disinfected using products approved by the applicable health authority.

- Public Areas (Fair Office, exhibit halls, and food service areas).
- Door handles, handrails, push plates.
- Ticket Booth countertop.
- Telephones, Point of Sale terminals, and other keypads.
- Tables and chairs.
- Trash receptacles touch points.
- Restrooms – Regular schedule determined by number of patrons.
- Sink faucets and counters, and toilet handles.
- Lids of containers for disposal of women's sanitary products.
- Soap dispensers and towel dispenser handles.
- Baby changing stations.
- Trash receptacle touch points.

Social Distancing Practices

- Announcements will be made several times during the day to remind visitors of staying at least six feet away from other groups of people while standing in lines or moving around the property.
- Tables, chairs, seating areas and other physical layouts will be arranged to ensure appropriate distancing. Employees and volunteers are reminded not to touch their faces and to practice physical distancing by standing at least six feet away from guests and others whenever possible.

Golf Carts

- Shared golf carts should be wiped down after use by each staff/volunteer.

Administration Building Restroom

- The restroom sinks at the facility are equipped with germicidal antibacterial soap.
- This restroom is open to include only staff/volunteers/4-H members.
- This restroom facility should be cleaned and sanitized multiple times during the day.

Port a Johns for 4-H

- Each 4-H area which includes: Goat, Sheep, Horse, Dairy, Small Animal, Dog, Robotics and Shooting Sports, will have their own port a john located near their area. They will receive a lock and key to assure that it is for 4-H member use only.

Public Port a Johns

- A Fair Volunteer will be assigned to the restroom facility and will continue to clean the restrooms throughout the event.

Food Vendors

- Food vendors will follow regulations of local, state and federal Board of Health.
- Surface areas must be kept clean and wiped down regularly.
- Queue lines will space out the best we can in the space provided.
- Provide disposable food service items such as forks, knives, containers.
- Food vendor staff will wash their hands after removing gloves or after directly handling used food service items.

Parking Lot Attendants

- Recommendation will be made to parking lot attendants to wear mask and gloves at all times, when taking money from customers.

Performer protocol recommendations

- Limited hand-to-hand contact with volunteers and between volunteers.
- Maintain social distancing between multiple volunteers and performer.
- Clean/sanitize props after every show.
- Props that cannot be sanitized/washed, must be one use props and suitably disposed of
- Do not toss objects/prop out to the audience that requires multiple audiences handling (ex. tossing hats, juggling balls, etc.).
- Performer sanitizes hands throughout show.
- Performers do not hand out giveaways to audience members.
- Bubbles blown with ambient air, not by blowing with the mouth.
- Balloons are blown up with pumps, not by mouth.
- Maintain social distancing with pre/post-show meet-n-greet or do-not do meet-n-greet.
- Maintain COVID-19 social distancing and infectious preventatives with after-show sales and/or promote online sales.

Event protocol recommendations

- Offer a hand sanitizer/hand washing station at stages. Performers encourage audience volunteers to use washing station when entering/leaving the stage - also available to the audience on the whole.
- Pre-recorded pre-show statement regarding the show and COVID-19 audience recommended protocol.
- Provide signage at stage regarding COVID-19 audience recommended protocol.

Livestock/Small Animals

- A. The fair's livestock/small animal will include:
 - a. Goats, Sheep, Cattle, Beef, Equine, Llama, Alpaca, and Hogs.

- b. Small Animals including Dogs, Rabbit, Cavy, Poultry, Waterfowl, Turkey.
- B. Move-in times of individual species will take place Tuesday, August 24th, and will be staggered to allow for enhanced distancing among exhibitors and their family members.
- C. The fair will follow the guidelines established by State Department of Agriculture and place perimeter fencing around hogs to keep public from getting near them.
- D. Bleacher seating shall be available for show ring spectators. These seats will be cleaned after each show.
- E. The fair will discourage standing/gathering around show ring.
- F. Since livestock judges actively engage with both exhibitors and animals in the show ring, the Fair has prescribed new guidance for judge participation and interaction to include:
 - a. Specifying minimum distance of 6' between judge and exhibitor except when handling the animal by touch or feel is required; and
 - b. Requiring all judges do a self-health check prior to attending our events. If a judge is sick or feverish, they must stay home.

Preparing for When Someone Gets Sick

In the event someone gets sick

- Advise sick individuals of home isolation criteria.
 - o Communicate to sick staff members that they may not return to work until they have met CDC's criteria to discontinue home isolation.
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Make sure that staff and attendees know that they should not come to the event and that they should notify Fair Management (e.g., the designated COVID-19 point of contact) if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a suspected or confirmed case.
 - o Immediately separate staff and attendees with COVID-19 symptoms (e.g., fever, cough, shortness of breath) at the event. Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow CDC guidance for caring for themselves.
 - o Individuals who have had close contact with a person who has symptoms should be separated, sent home, and advised to follow CDC guidance for community-related exposure.
 - o Work with local officials, and healthcare providers to identify an isolation area to separate anyone who has COVID-like symptoms or tested positive but does not have symptoms.
 - o EMS will safely transport anyone sick to a healthcare facility. If calling an ambulance or bringing someone to the hospital, call first to alert them that the person may have COVID-19.
- Clean and Disinfect
 - o Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning external icon and disinfection products, including storing them securely away from children.
- **Notify Health Officials**
 - o In accordance with state and local laws and regulations, event planners should notify local health officials, staff, and attendees of any case of COVID-19 while maintaining

confidentiality in accordance with the Americans with Disabilities Act (ADA)external icon and other applicable laws and regulations.

B. Bowlby

BL. Everitt

B. Hoffman

L. Grzankowski

M. Grzankowski

S. Miller

S. Peterson

C. Pierman

D. Torrone

T. Wright

D. Young

June 2021