



# Kansas 4-H Fair Discussion Guide

The purpose of the Kansas 4-H Fair Discussion Guide is to assist local extension units to develop thinking and strategies, as well as, understand the context for decisions that county fair boards are responsible for making. It is adapted from the IAFE Contingency Planning for Restricted Fair Opening- A Self-Assessment Scenario (2020). Local Extension unit professionals should be prepared to act as an informed advisor regarding programmatic and risk management concerns in Extension's partnership with county fair boards. **“The assumptions in this document are for contingency planning and are purely hypothetical”** (IAFE Contingency Planning for Restricted Fair Opening – A Self-Assessment Scenario, 2020).

**Please refer to the May 11<sup>th</sup>, 2020 directives from Dr. Gregg Hadley concerning our professional responsibilities.**

1. K-State Research and Extension is committed to the health and wellbeing of the public and the participants in our Extension programs.
2. K-State Research and Extension has no authority over county fairs.
3. K-State Research and Extension only has authority over the 4-H and other extension programs/activities that are showcased at county fairs.
4. K-State Research and Extension should plan for a traditional face-to-face and non-face-to-face alternative.
5. When the appropriate local authorities have declared a traditional fair needs to be canceled, the local Extension board cannot hold a showcase event in a face-to-face manner.

## **PRE-PLANNING**

- Is there is a county-based advisory group planning and assessing county fairs?
  - Is someone from the local Extension unit a part of this group?
  - If there is not one, should one be created?
  - Who should you contact to participate in an advisory group?
- Who is your local community health contact?
  - What State of Kansas phase is your county currently in?
  - Do you have their recommendations?
  - What is your process for staying current on recommendations?
- Who is your general liability insurance provider?
  - Have you discussed your coverage with them?
- Are there negative risks of public perception if the local Extension unit participates in fair?

## **ALL OPERATIONS (questions to discuss with fair boards)**

- If a total capacity limit is determined for the grounds.
  - Are there controlled entrance and exit points and fencing?
- If staff and volunteers must wear face covering:
  - What is required to have more than one covering per shift?
  - Will you each person be required to provide their own?
  - If fair board provides, can you procure enough for 4-H volunteers?
- If staff and volunteers must wear gloves
  - Can enough be secured in time for the fair?
  - If they can be procured, who is financially responsible?
- If staff and volunteers must have temperature checked daily upon arrival
  - Are local extension units responsible for their own volunteers and staff?
- If staff and volunteers considered at-risk category (i.e. 65 years+) are discouraged from working at the fair?
  - Do local extension units have enough volunteers/staff to replace those who can't work?
- Who will keep common surfaces cleaned and disinfected with frequency as recommended by CDC or mandated by governing authority?
  - How will these be tracked?
- Are there some areas of activities that might require more frequent cleaning/disinfecting?
  - Will additional staff/volunteers be needed?
  - How will this be tracked?
- Are additional handwashing stations and/or hand sanitizer locations required?
  - Can sufficient quantity of both stations/stands and product be secured in time for the fair?
  - If they can be procured, can you afford them?
- Is there additional staffing necessary to monitor programming areas within grounds to prohibit more people within than a stated capacity that will allow social distancing?
- How will costs be shared?

## **4-H EXHIBIT BUILDINGS**

- If buildings must operate at only a percentage of allowed occupancy
  - Do you have staff to monitor and control?
  - How many entrance/exit points must be controlled?
- Can exhibitor displays be spread out?
  - Can wider aisles be made?
  - How can one-way traffic be encouraged?
- Are personnel required to wear masks and gloves?
- Is additional ventilation or air handling equipment needed for indoor spaces?
- Can demonstration areas be configured to maintain 6' distancing?
- Should sampling from live cooking demonstrations be restricted or prohibited
  - Should Food sampling be discouraged or not permitted
  - Does judging of food products (where judge must remove mask to taste) need to be changed to allow distancing?
- If outside exhibit areas must limit number of people within a tent or structure, how are lines and social distancing maintained?

## **4-H FOOD STANDS**

- Do trailers/tents/stands spaced farther apart to allow for lines?
- Do the seating areas allow for adequate distancing between tables and seating?
  - Who is responsible for designing those areas?
- If there is no common source touch points (i.e. condiments, reach in coolers), how is this communicated with those hosting a food stand?
  - What is the extra cost/time for changing requirements?
- Are personnel required to wear masks and gloves?
  - Who is responsible for providing to workers?
  - How are shift changes handled?
- What is the lead time required to secure products and supplies necessary?

## **4-H LIVESTOCK SHOWS**

### **FUN CLASSES**

- Should Round Robin classes be removed?
  - Is there time, if shows must be spread out?
  - What are the considerations for moving youth and animals, disinfecting equipment or everyone bring their own?
- Is there a way to ensure that fun fitting competitions have social distancing?

### **SHOWRING**

- Do some classes, such as swine, need to be set up in pens similar to a judging competition?
  - What works best for your facility?
  - Do you need additional volunteers/workers to configure show spaces differently?
  - Do extra panels/gates need to be rented and/or borrowed?
- Can you limit number of animals in show ring at any one time and maintain social distancing?
  - Will this lengthen your fair exhibiting days?
  - Will this require more judges?
  - Can you accommodate additional days to show the animals?
- Are there considerations for requiring judges to maintain social distancing to youth?
  - How do you communicate changes/restrictions?
  - Do you announce that when the show begins to inform families and spectators?
- Do you require judge to wear a mask (and undergo temp check upon entering the grounds)
  - How do you manage judges that travel for show circuit?
- Do you require exhibitors to wear masks?
  - Does it depend on specie?
- Should you limit number of people in staged photographs?
- How do you have exhibitor picks up prize (ribbon/trophy/banner)?
  - Are additional volunteers/staff needed?

### **SPECTATOR SEATING**

- Limited occupancy limits to allow distancing in stands (i.e. seating taped off/blocked so that only every third seat on every other row can be utilized)
  - Broadcasting options may need to be consider, such as Facebook live, etc.
- Controlled entrance/exit points and control of number is monitored by staff
- What timely communication needs to be in place? Social media, radio, TV, newspaper, etc.

## **4-H LIVESTOCK SHOWS – Continued**

### **STALLING AREAS**

- Distance between each exhibitor's group of animals is required
- If barns do not allow for proper distancing, what are the options?

### **WASH RACKS**

- Size will determine number of animals and handlers allowed in at any one time to meet 6' distancing

## **OTHER 4-H OR EXTENSION SPONSORED EVENTS AT COUNTY FAIRS**

- If there are activities that are based upon common touching (i.e. milking a cow whether real or artificial), how are they cleaned between each person touching it?
  - Who is responsible for this?
- Can group activities maintain social distancing?

### **SPECTATOR SEATING**

- Are there limited occupancy limits to allow distancing in stands (i.e. seating taped off/blocked so that only every third seat on every other row can be utilized)?
- Who controls entrance/exit points?
  - How is this monitored?

## **RESOURCES**

IAFE Contingency Planning for Restricted Fair Opening – A Self-Assessment Scenario (2020). Retrieved from <https://www.fairsandexpos.com/files/galleries/FairContingencyPlanning.pdf>

Centers for Disease Control and Prevention (2020). Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html>

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