



COVID-19 GUIDELINES AND RULEBOOK

ALABAMA STATE FAIR COVID-19 OVERVIEW

The ALABAMA STATE FAIR has developed a comprehensive set of COVID-19 Ground Rules and Safety Guidelines to open in a safe manner. The Ground Rules and Safety Guidelines are established to embrace the health and safety of all employees & attendees.

The health and safety of our attendees, employees, volunteers and communities-both the City of Birmingham, Jefferson County and your home community- has been the ALABAMA STATE FAIRS' focus since the pandemic began and will remain so as we return in 2020 in a responsible manner.

We ask for your assistance in familiarizing yourself with the ALABAMA STATE FAIR COVID-19 Guidelines and CDC recommendations regarding the prevention of COVID-19.

HEALTH & MEDICAL SCREENING

If medical authorities have concerns at any time about an individual's suitability to attend, that person may be denied access to the event until cleared by their physician. In consultation with ALABAMA STATE FAIR & medical experts, the ALABAMA STATE FAIR may include testing as an element of the medical screening process.

Certain populations may be at increased personal risk regarding COVID-19. Please review the [CDC definition of "People Who Are at Higher Risk of Severe Illness,"](#) e.g. people over 65, and people with existing underlying medical conditions such as: chronic lung disease, moderate to severe asthma, severe heart disease, immunocompromised, chronic kidney disease, liver disease, severe obesity, diabetes, etc.

ALABAMA STATE FAIR recommends that attendees who meet the CDC definition of "People Who Are at Higher Risk of Severe Illness," not attend the event. If you are unsure if you meet the CDC definitions, please consult with your physician.

Attendees concerned for their own health should consult with their physician prior attending the ALABAMA STATE FAIR.

Exhibitors or staff should be symptom and fever free for a minimum of 72 hours before the event day. Individuals with a confirmed COVID-19 infection, with known exposure to a confirmed COVID-19 case in the last 14 days, exhibiting physical symptoms of COVID-19 or experiencing a fever should not attend and consult with their physician.

If employees are experiencing COVID-19 type symptoms, please do not attend and do not travel to the event. Seek medical attention and be tested. • CDC COVID-19 Symptoms, [click here](#).

- If in the last 24 hours, the person has had: Cough; Shortness of Breath; Difficulty Breathing
- If they have had two (2) of these symptoms: Fever; Chills; Repeated Shaking with Chills; Muscle Pain; Headache; Sore Throat; New Loss of Taste or Smell

It is important to maintain social distancing and health requirements for the protection all parties involved.

SOCIAL DISTANCING & COMPARTMENTALIZING

The ALABAMA STATE FAIR presents unique situations where different groups are interacting and cross functioning from one end of the grounds to the other. It is recommended to compartmentalize staff personnel functions into cells of 10 or fewer people to avoid an outbreak that could jeopardize the event. All compartmentalized teams should limit their interactions with other groups and follow social distancing guidelines and wear Personal Protective Equipment. It is important to manage how attractions & shows are timed and conducted by managing the traffic flow of attendees during all scheduled attractions.

- Attractions & Shows should operate in functional cells, keeping working spaces separated and limiting contact with others minimally.
- ALABAMA STATE FAIR Staff should mark the fairgrounds throughout to properly warn social distancing guidelines in attendee areas.
- Staff should minimize direct contact with each other during the event via two-way radios and/or cell phones.

CDC EDUCATION RESOURCES

The Centers for Disease Control and Prevention has an [information hub](#) that includes comprehensive guidance for operating during the COVID-19 pandemic. We recommend familiarizing yourself with the CDC resources.

LOCAL, COUNTY & STATE HEALTH DEPARTMENTS

All Vendors & Concessionaires should contact the Jefferson County health departments in advance of the ALABAMA STATE FAIR to ensure of any additional directives necessary for your conduct at the ALABAMA STATE FAIR. Should you have any questions regarding government directives, please contact the ALABAMA STATE FAIR.

TRAVEL GUIDANCE

CDC Guidance recommends staying at home as much possible and practice social distancing. In advance of events held at ALABAMA STATE FAIR, participants should follow these guidelines and try to self-isolate before and between events to reduce exposure to potential infection. [CDC Travel in the United States](#).

- When traveling, consider the following recommendations:
 - Minimize contact with others and limit carpooling
 - Anticipate needs before departing your home to minimize unnecessary stops which could increase your exposure risk.
 - Have alcohol-based hand sanitizer readily available in your vehicle
 - Have disinfectant wipes readily available in your vehicle and wipe down fuel station pumps

- Travel directly to the ALABAMA STATE FAIR Grounds and return home after the event.

USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

The ALABAMA STATE FAIR COVID-19 Ground Rules and Safety Guidelines require the use of personal protection equipment for all employees. In accordance with CDC recommendations, wear a face mask over the nose and mouth to reduce potential infection.

CONTINGENCY PLANNING

Working with medical authorities, ALABAMA STATE FAIR has developed detailed Ground Rules and Safety Guidelines to address potential emerging infections. If a participant develops symptoms during the event day, medical resources inside the facility will be prepared to isolate that individual and a disinfecting and decontaminating response will be implemented to ensure vehicles, equipment and venue areas are quickly cleaned. In accordance with state, county and local mandates, notify public health officials immediately.

RESPONSE TO POTENTIAL EXPOSURE

In the event of a potential exposure situation, detailed procedures for participants and organizations are outlined in the ALABAMA STATE FAIR's Coronavirus Ground Rules & Safety Guidelines.

- ALABAMA STATE FAIR Employees and Staff must be familiar with requirements for cleaning and disinfecting venue areas, equipment and work areas.
- A comprehensive guide prepared by the Occupational Safety and Health Administration regarding best practices for workplace cleaning related to COVID-19 can be found by [clicking here](#).

WAIVERS

All Employees & Staff must submit a completed COVID-19 waiver to the ALABAMA STATE FAIR prior to their admittance to the inner grounds of the ALABAMA STATE FAIR, including setup prior to opening.

- COVID-19 Waiver

ALABAMA STATE FAIR will host the event at the Birmingham Race Course in 2020, while ensuring the safety of our attendees, employees, volunteers and communities. Following these guidelines and procedures is critical to our overall success.

ALABAMA STATE FAIR EXTENSIVE TRAINING CLASS FOR EMPLOYEES

ALABAMA STATE FAIR will provide extensive training using OSHA and CDC Guidelines to ALL employees, Contractors, Vendors, Staff & Volunteers on how to properly disinfect & clean areas, wear PPE, distribute PPE to Attendees prior to the event.

Our onsite EMT's will along with the Birmingham Fire department will participate in the training and guideline procedures to ensure public safety at the event.

COVID-19 EVENT GROUND RULES

CONTRACT PERSONNEL

- Contract Personnel requiring additional individuals for acts shall only use medically screened personnel.
- Contract Personnel shall not enter attendee seating to minimize any chance of contracting COVID-19.

ALABAMA STATE FAIR SAFETY GUIDELINES

ALABAMA STATE FAIR will use these processes for the event and operations. ALABAMA STATE FAIR will review and consult with the appropriate health department for additional requirements.

GENERAL SAFETY GUIDELINES

- ALABAMA STATE FAIR has performed a risk assessment and determined where attendees interact and focused our efforts there.
- Staff & personnel who are experiencing and showing symptoms at home and encourage attendees to stay home if experiencing and showing symptoms.
- Clean and disinfect frequently touched areas, entry/exit locations, doors, railings, etc., with the focus on highly congested and congregation areas.
- Individuals should not congregate in groups larger than 10 individuals at any given time. Safe distance of at least six feet apart is recommended. If unable to maintain recommended social distance a face mask covering mouth and nose is required.
- ALABAMA STATE FAIR will provide at least six-foot distancing for check-in areas and for locations where lines form. In highly congested areas, we will try to provide six feet markings to follow social distancing recommendations.
- ALABAMA STATE FAIR personnel will wear a face mask covering the nose and mouth or have a protective window separating employees and attendees.
- ALABAMA STATE FAIR and contract personnel will minimize and limit the exchange of items between attendees.
- ALABAMA STATE FAIR will provide sanitizing wipes and/or sanitize entry and exit points of the show office regularly. We will have a separate entrance/exit area so we can minimize crossing of people.
- All meetings at the ALABAMA STATE FAIR will observe a safe distance of at least six feet and all attendees will wear a face mask over the nose and mouth. Ideally, we will have no more than 10 people in meetings to the best extent possible.
- We will use EPA-registered disinfectants to clean. As with any EPA-registered product, we will carefully read the label and only use the product as described in its directions. Provide disinfectant spray or wipes throughout grounds and functional areas.
- Physical barriers and physical distancing are our best lines of defense.
- Ban non-essential people backstage or production area access throughout the fairgrounds
- Limit physical contact to the greatest extent possible.
- Stagger seating per event to minimize gatherings.

ATTENDEE SEATING, HIGH TRAFFIC & CONGESTED AREAS

- ALABAMA STATE FAIR to remind fans on the importance of wearing face masks covering the nose and mouth.
- Provide sanitizing stations.
- In highly congested areas, try to provide six feet markings to follow social distancing recommendations.
- Place signage around attendee seating and highly congested areas regarding safe distancing.
- ALABAMA STATE FAIR Staff will seek ways to disinfect attendee seating and heavily congested areas after each performance.
 - [Acceptable EPA approved cleaning products](#)
- Show Committees shall work with local/county health departments for approval and regulations.

ANNOUNCERS, SOUND, PERSONNEL

- The announcer stand (tables, seats, microphones, scoreboard, sound boards, etc.) shall be wiped down before and after each performance with a disinfectant solution.
- Acceptable EPA approved cleaning products
- Provide at least six feet of distance between personnel and mark accordingly.
- Contract personnel, excluding announcer(s), shall wear face masks over the nose and mouth.
- Only essential personnel are allowed to access the Announcer Stands & Sound Boards.

ESTABLISH SANITATION TEAMS –ALABAMA STATE FAIR Staff

- ALABAMA STATE FAIR Employees and volunteers will monitor, disinfect and record dates and times of cleanings.
- ALABAMA STATE FAIR has developed a sanitation tracking checklist to confirm scheduled cleanings
- ALABAMA STATE FAIR will provide additional sanitizing areas throughout the fair for use by attendees.
- ALABAMA STATE FAIR has established separate cleaning crews.

SAFETY MESSAGING FOR PUBLIC

SAFETY LANGUAGE RECOMMENDATIONS

- Post signage at entry points, ticket booths & throughout the fair
- Post language on website and online ticket sales websites

Personal Safety Language

WARNING – ENTER VENUE AT YOUR OWN RISK FACILITY ASSUMES NO RESPONSIBILITY FOR THE SPREAD OF INFECTIOUS DISEASES.

BY ENTERING YOU AGREE THAT YOU ARE ACCEPTING RESPONSIBILITY FOR YOUR OWN PERSONAL SAFETY AND THE SAFETY OF OTHERS BY FOLLOWING ALL CDC RECOMMENDED GUIDELINES, INCLUDING SOCIAL DISTANCING.

AVOID TOUCHING YOUR EYES, NOSE AND MOUTH.

PLEASE BRING & WEAR A FACE MASK COVERING YOUR NOSE AND MOUTH.

UTILIZE HAND WASHING AND SANITIZING STATIONS REGULARLY.

DO NOT ENTER VENUE IF YOU ARE SUSCEPTIBLE TO ILLNESS OR ARE SHOWING SYMPTOMS OF INFECTIOUS DISEASE.

BY ENTERING THE VENUE, YOU ARE ACKNOWLEDGING THAT YOU ARE RELEASING THE OWNER AND ALL SANCTIONING AND PARTICIPATING PARTIES OF LIABILITY. THE ACT OF ENTERING THE VENUE HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE THE VENUE OWNER, EVENT ORGANIZERS AND AFFILIATED PARTIES.

CLEANING & DISINFECTING

Workspaces will be separated and avoid touching others work areas, tools, computers, etc. The daily cleaning and disinfecting of workspaces responsibility is the user(s) of the functional space – before, during and after the fair. ALABAMA STATE FAIR will provide sanitizing spray or wipes throughout functional areas in addition to the base cleaning and disinfection protocol followed by ALABAMA STATE FAIR.

MIDWAY

- Restrooms
- Concession Stands
- Bleachers
- Ticket Booth(s)
- Picnic Tables
- Bars & Beer Stands
- Sanitizing Stations

STAFF AREAS

- Show Office
- Radios and Headsets
- Door handles

STAGES & THEATRE

- Mic Stands
- Mixing Equipment
- Music Equipment
- Common Areas

BANDS & MUSIC

- Contestant staging areas
- Dressing Rooms
- Stage Rails

CONTESTANTS

- Clothes Racks
- Chairs
- Dressing Rooms

Every Food Vendor will be required to have a hand sanitizing Station

Every Ride will be required to have a Hand Sanitizing Station

Every Vendor will be required to have hand sanitizer.

There will be over 250 Hand sanitizing stations throughout the fair

CONTINGENCY PREPARATION

Specific requirements and procedures to address potential emerging infection concerns are outlined below.

PRE-EVENT SCREENING

If an employee displays symptoms or otherwise indicates high risk for possible infection, he/she will not be allowed access to the inner grounds of the ALABAMA STATE FAIR during the event.

- Medical personnel will be contacted at the permission of the individual and will conduct a secondary screening to evaluate the individual and determine the appropriate action in accordance with CDC guidelines for mass gatherings, which may include:
- Returning home; Seek immediate medical care; Self-quarantine for 14 days; etc.
- Dedicated medical resources will be available at the screening location to evacuate suspected infected personnel if medical authorities deem necessary.
- Show Committee must prepare a support plan for any participant denied participation in the event due to medical concerns.

If a participant is denied access to the ALABAMA STATE FAIR due to COVID-19 related medical concerns, that individual must receive medical clearance from their physician (communicated in writing from the physician to the ALABAMA STATE FAIR) before being allowed to attend the ALABAMA STATE FAIR.

DURING THE SHOW

All Attractions, Carnival Ride Operators, Vendors & Concessions operators are required to immediately report to the ALABAMA STATE FAIR and medical officials any employee developing symptoms during the event.

- Individuals developing a fever or symptoms during the event day will be required to undergo an evaluation at the designated screening location. Medical personnel will assess the individual and determine appropriate action and treatment.
- Dedicated medical resources will be on call to evacuate suspected infected personnel, if necessary.
- Medical officials may determine an individual must depart the ALABAMA STATE FAIR immediately due to medical concerns.
- Disinfecting and decontamination materials will be pre-positioned to facilitate immediate cleaning of areas accessed by an individual suspected of COVID-19 infection.
- ALABAMA STATE FAIR must prepare a support plan for any participant denied participation in the event due to medical concerns.

If a participant is denied access to an event due to COVID-19 related medical concerns, that individual must receive medical clearance from their physician (communicated in writing from the physician to the ALABAMA STATE FAIR) before being allowed to attend the ALABAMA STATE FAIR.

ATTENDEE RECOMMENDATIONS

ALABAMA STATE FAIR is considering all processes for mass gatherings. ALABAMA STATE FAIR will review and consult with the appropriate health department for additional requirements. All Events covered under the Covid Guidelines and Rulebook shall be considered.

SCREENING PROCEDURES

- ALABAMA STATE FAIR will stagger entry times for attendees to avoid crowding at entrances.
- ALABAMA STATE FAIR will ensure public entry points are separate from employee entry points.
- ALABAMA STATE FAIR will have multiple information sheets available for Screening Personnel with the nearest hospital and emergency room for those who may not pass the health screening.
- ALABAMA STATE FAIR will have Screening locations before ticket booth(s) Checking Temperatures

PRE-SHOW PROCEDURES

- ALABAMA STATE FAIR will separate attendee parking away from Employee parking areas where possible.
- ALABAMA STATE FAIR will provide a hand sanitizing station(s) at entry locations
- ALABAMA STATE FAIR will place Safety Language signage at health screening locations and parking lots

SHOW PROCEDURES

- ALABAMA STATE FAIR will mark the bleachers & Seating areas with 6' social distancing guidelines, providing attendees to assemble in groups of 10 or less individuals and encourage to wear a face mask covering the nose and mouth.
- ALABAMA STATE FAIR will provide public address announcements on proper mass gathering policies to ensure the health and safety of all attendees
- ALABAMA STATE FAIR will place Safety Language signage throughout the fairgrounds

SHOW EXIT PROCEDURES

- Stagger the exit of attendees in an organized fashion through multiple exits and establish exits away from employee areas.
- Provide ushers to help attendees exit in an orderly way

OTHER CONSIDERATIONS

- Minimize employee and public interaction areas, such as autograph sessions, sponsor hosted sessions, public hospitality, etc.

REFERENCE MATERIALS

Centers for Disease Control and Prevention. (2020). Coronavirus Disease 2019 Symptoms. [Click here.](#)

Centers for Disease Control and Prevention. (2020). COVID-19 symptoms & Stop the spread of germs. [Click Here.](#)

Centers for Disease Control and Prevention. (2020). Use of cloth face coverings to help slow the spread of COVID-19. [Click here.](#)

Centers for Disease Control and Prevention. (May 4, 2020). Coronavirus 2019 Frequently Asked Questions. [Click Here.](#)

Centers for Disease Control and Prevention. (2020). Cleaning and disinfecting your facility. [Click Here.](#)

Food and Drug Administration. (2020). Best practices for retail food stores, restaurants, and food pickup/delivery services during the COVID-19 pandemic. [Click Here.](#)

Environmental Protection Agency. (March 13, 2020). EPA Expands COVID-19 Disinfectant List. [Click Here.](#)

Occupational Safety and Health Administration guide for best practices for workplace cleaning. [Click here.](#)

World Health Organization (WHO), Risk Assessment Publications. [Click here.](#)

CONTACT

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Grounds & Social Distancing

Outdoor measurements

The ALABAMA STATE FAIR outdoor footprint provides **625,000 Sq. feet** of outdoor space inside the carnival area.

Roughly 30% of that space is taken up with Rides, Concessions, Attractions etc.

To be on the safe side we will go with 50% of consumed space and gave **EVERY SINGLE INDIVIDUAL PERSON 12 feet of space in every direction**, the ALABAMA STATE FAIR can have up to **2,170** people outdoors at any given time.

If we assumed that at least 50% will be families of 2 people, then the number of people we can have on-site outdoors at any given time would be **4,340**

The national average for attendees going to the fair is 2.3 people per vehicle, so at max capacity we could have **1886** vehicles in the parking lots.

The max capacity for parking at the Birmingham Race Course is 2500 cars. We would cap it at 60% with 1500 cars.