

Safe • Easy • Essential

# SAFETY CHECKLIST



The following recommendations are to be considered in addition to all federal, provincial, and local best practice procedures and regulations, including pre-screenings and temperature checks.

## Fair Setup and Operations:

- Personal protective equipment to be worn at all times, as directed by your school safety protocol.
- Allow for increased outdoor air circulation, where possible.
- Post COVID-19 awareness and safety-related signage throughout.
- Space displays to allow for adequate physical distancing (minimum of 6 ft) to be maintained.
- Place physical distancing and walking flow markers throughout the floor area(s).
- Request that everyone wash their hands (for a minimum of 20 seconds) before entering the Fair.
- Make hand sanitizer visible and accessible throughout the Fair location.
- Disinfect all touchable surfaces regularly, in particular, after each group visits the Fair.
- Do not set up the Fair with any impacts to fire and life safety systems, traffic controls, means of egress, tripping hazards, and other hazards.



# SAFETY CHECKLIST



## During Your Fair:

- Request that everyone wash their hands (for a minimum of 20 seconds) before entering the Fair.
- Limit the number of shoppers at the Fair to allow for physical distancing.
- Personal protective equipment (at a minimum, a face covering) to be worn following school safety guidelines and protocol.
- Share the rules on the safety poster with all shoppers.
- Make hand sanitizer visible and accessible throughout the Fair location.
- Have school personnel throughout the Fair to direct traffic.
- Encourage shoppers to only touch books they think they might want to purchase. If they decide not to purchase the item they've touched, keep it aside for 24 hours before remerchandising.
- For the school supplies on the cashier table, have the Chairperson or volunteer hand items to the students instead of students searching through the bins.
- Disinfect all touchable surfaces regularly, in particular, after each group visits the Fair.
- Cashier to use hand sanitizer after every transaction.
- Clean the wireless debit machine throughout the day. Wipe the key surface with a disinfecting cloth.
- All surfaces should be disinfected at the end of every day.