

PrairieLand  
Park

WHERE GREAT THINGS HAPPEN

# Re-open Protocol



# “We’re all in this together”.

An unprecedented closure due to the COVID-19 pandemic in March of 2019 changed the way we, and the event industry as a whole operate going forward. As the Corona virus swept through Canada, Prairieland Park officially closed the facility to the public in April 2020. Our staff then began working from home, doing their best to reschedule clients to alternate dates – however, with no real way of knowing when we would be able to re-open again.

On July 16<sup>th</sup> the Saskatchewan Government allowed the re-opening of banquet and conference facilities, along with the production of trade shows. Both of these allowances have come with restrictions and additional safety protocols as the world still battles with the spread of COVID-19.

The following re-open document is a culmination of plans created by industry partners locally, the Event Safety Alliances’ Reopening Guide and the protocols proposed as industry standards for expositions and trade shows in Canada by the Canadian Association of Exposition Management (CAEM). All of the following protocols match or exceed the current restrictions and recommendations of the Saskatchewan Health Authority and the Provincial Government.

It is important to recognize many of the events hosted here at Prairieland are significant to the industries, charities and associations they support. Business to business trade shows, sole-revenue generating fundraisers and community outreach programs are just some of the noteworthy events held here annually. It is the goal of Prairieland Park to continue to be a leader in the event industry; help to support the community with safe and allowable events, while encouraging economic recovery.

## Disclaimer

Saskatoon Prairieland Park Corporation will periodically update this document, as new information about the virus is available or as health and safety measures are lifted/alterd, based on guidance from government and public health officials.

*Protocols involving food service and related items will be discussed on a case per case basis taking into account all the relevant requirements and standards needed at the time of the event.*

The health and safety of all event participants (exhibitors, attendees and workers) is a top concern. This guide will focus specifically on an increased emphasis on physical distancing, health, hygiene and safety in order to safely host events.

## Occupational Health and Safety

The recommendations in this guide constitute a set of industry specific best practice guidelines for the re-opening of the events sector in Saskatchewan. These guidelines should be used by event and trade show stakeholders as a supplement, in addition to the obligations that already exist under the Province’s existing Occupational Health and Safety Acts, including all existing resources to prevent COVID-19 in the workplace.



# Operational Guidelines

## Purpose

In this document Prairieland Park will outline the safety protocols for staff and events amid the COVID-19 pandemic in accordance with all current regulations, limitations and requirements in place by the government and the public health authority (*as of Sept 15<sup>th</sup>, 2020*).

***Current restrictions and limits: Trade show attendees can not exceed 150 persons not including staff and/or vendors. Banquet and conference guests cannot exceed 30 persons per room with served meals only (no buffets) and cannot intermingle with guests from other rooms. Seating must accommodate a min of 2 meters between each guest, unless the guests are of the same cohort. Max of 6 per table.***

## Procedure

This operational guide will focus on upgraded safety procedures implemented to reduce the transmission of COVID-19 and to ensure proper physical distancing requirements during any event hosted at Prairieland Park

*Patrons* are the paid or invited attendees to any event. *Vendors* are the business and booth purchasers that attend trade shows to sell to the patrons. *Staff* are those of the venue and host facility – Prairieland Park, and are responsible for organizing and running the event. *Event Organizers* are outside or third party contracted staff responsible for booking the venue and most event details.

Communication of expectations with all stakeholders will be key to our success.

## Plan

While there is no guarantee of an illness-free event, even with all the guidelines, we are confident that with planning, training and implementing reasonable health and safety measures events can operate as safely in our space, as other entities such as hotels, restaurants and retail locations currently operate in the province.

Our goal is to find safe solutions to working, planning and managing events at Prairieland Park **during** this pandemic.



# The Venue

Our commitment to community has always been through exceptional customer service in a safe facility designed to host world renowned events. During this pandemic, we are renewing that commitment to find safe and appropriate ways for trade shows, conferences, fundraisers, galas and other events to get back to business. This starts with a clean space, with easy to follow physical distancing rules and helpful, knowledgeable staff.

## Cleaning

Enhanced protocols for cleaning and disinfecting will be implemented facility wide. Emphasis will be put on frequency and thorough disinfection practices, especially when the building is occupied. Cleaning of occupied rooms or restrooms will be increased to coincide with breaks as the program allows. Cleaning products used will match or exceed the recommended products outlined by the Saskatchewan Health Authority.

## Safety

PrairieLand Park will stay current with the limitations, restrictions and requirements on events and mass gatherings and communicate those to our clients. As the venue, focus will be put on employee training, cleaning protocols, building ventilation, floor plans for crowd control, on-site signage, increased sanitation stations, protective barriers and staff PPE where appropriate.

## Restrooms

Each Hall at PrairieLand has a designated bathroom group, making it fairly easy to segregate event groups and ensure they are not intermingling. Where possible separate entrance and exists will be established. Floor decals in the washrooms will show patrons proper traffic flow and remind of distance requirements. In peak times restrooms will be sanitized every 30 minutes. Taps, soap dispensers and hand dryers are all contactless and will be encouraged using signage over paper towel dispensers.

## Facility Access

The World Trade Center building at PrairieLand Park will remain closed to the public unless a scheduled event is happening in the facility to reduce the amount of unauthorized or untraceable traffic on site. The administration office of PrairieLand Park staff on the second floor of the WTC Saskatoon building will strictly remain closed

to the general public. Client meetings and suppliers or deliveries should be held in the publicly accessible areas of the building with appropriate distancing and PPE. The Prairieland Park Ag Center is open to the public and those boarding animals there. All physical distancing requirements and cleaning protocols of high touch surfaces will be expected in the Ag Center.

## Common & Confined Spaces

Elevators, cleaning supply spaces, kitchens, concessions, restrooms, meeting rooms and corridors be marked to remind patrons and staff that 2 meters distance must be maintained. Where possible one way directional floor markings will also be employed to aid in crowd control. Private board rooms and meeting rooms should have cleaners and paper towel accessible for cleaning after every meeting. Offices will be cleaned nightly.

## Common Surfaces

Because COVID-19 can be transferred between people through high-touch and common surfaces, those will be the focus of the cleaning protocol at Prairieland Park, with special emphasis to when the building is occupied. The frequency of the cleaning will be determined by the usage. High-touch areas of focus will be:

- Public Areas - lobby, hallways, dining and food service areas
- Door handles, handrails, push plates, cabinet handles. Light switches, thermostats
- Elevator buttons – inside and out
- Reception desks and ticket counters
- Point of Sale terminals, and other keypads
- Tables and chairs
- Trash receptacle touch points
- Restrooms - Sink faucets and counters, stall handles/locks and toilet handles, lids of containers for disposal of women's sanitary products, soap dispensers and towel dispenser handles, baby changing stations

## Employee Screening

Prior to starting each shift, event staff will confirm they have no current signs of COVID-19 and have not come in contact with anyone with COVID-19. In addition, all event staff will undergo a temperature screening using 'no-touch' thermometers approved by the Infection Mitigation Coordinator. Anyone displaying a temperature over 100.4 F (38.0 C) should be taken to a private area for a secondary temperature screening. Staff (or patrons) confirmed to have a higher temperature should be denied entry and directed to appropriate medical care. Upon arrival, staff will use the nearest sink or hand sanitizing station to clean their hands before signing in or touching computers or other items.

## Pandemic Training

Prairieland Park will remain current with all health protocols during the pandemic that affect staff, food service or the execution of events. Those procedures will be posted in common areas, updated in this document and added to the employee manual where appropriate. Included in regular event meetings will be a 'protocol update' to ensure all departments are operating with the same knowledge and understanding of the health authorities requirements.

## PPE

When physical distance of 2 meters can not be consistency maintained, a protective face covering will be worn by staff. Staff are highly encouraged to wear face coverings when interacting with the public, even in areas where 2 meters of distance is possible. Requirements of personal protective equipment will be determined by each individual department and will adhere to health authority guidelines.

## Bar Service Guidelines

Bartenders will model safe behavior by wearing a face covering when they are behind the bar. Additional bar locations will be added where necessary to accommodate longer, less dense lines. Physical distancing and hand sanitizing protocol should also be implemented for back-bar staff. Contactless and cashless payment will be encouraged.

## Food and Beverage Services

Food service will be limited to served meals only, with all grab-and-go, buffet and self-serve options being discontinued at this time. Expanded cleaning and work teams will be implemented to reduce transmission between serving and kitchen staff with all new protocols following the most current Saskatchewan Health Authorities recommendations for the food service industry.





# The Event

Recently it became clear that COVID-19 was going to be a virus we were going to have to learn to live with, even if for a short while. Hopes of the pandemic passing before events resumes is not feasible or economically viable. They can, however, operate while still maintaining a high-level of safety for both staff and guests. In a similar way to emergency evacuation plans and food safe protocols keep us safe, we believe that by implementing COVID-19 Safety Action Plans we can mitigate the risk while allowing groups to celebrate, fundraise, learn and shop at our venue and events.

## Event Registration and Ticketing

Event organizers will be encouraged to process registrations and sell tickets prior to the event to reduce the need for registration line ups, ticket taking (touch point), or cash purchases. Pre-registration or online ticketing also aids in mandatory event contact tracing of event participants and seating arrangements of various events.

## Contact Tracing

Currently required by the Saskatchewan Health Authority, all staff and guests attending an event must be registered and accounted for. If a case of COVID-19 was traced to the event, participants will be contacted via the information they provide when registering for the event. Personal contact

information is for the sole purpose of tracing attendees in the event of an exposure incident. We encourage all event organizers to also have attendees' complete COVID-19 screening questionnaires prior to attending.

## Contactless and Cashless

All efforts should be made to encourage contactless and cashless payments and registrations. This includes vendors at trade shows, concessions, bars, or merch tables. Staff will be assigned one payment terminal during an event that they will sanitize during and after their shift. If cash payment is required, staff should sanitize their hands immediately after the transaction.

## Crowd Control & Density

Current restrictions only allow 30 persons per room for banquets or conferences. Larger events can be accommodated in multiple rooms, as long as guests do not intermingle. Event organizers must pre-register guests and use assigned seating to meet contact tracing requirements for indoor sit-down style events. Trade shows are limited to 150 patrons not including staff or vendors. Vendors must be limited to 2 people per booth. Event organizers are responsible for maintaining the number of guests at any one time in the venue to the maximum of 150.

## Traffic Flow

Using physical distancing floor markers, one way directional signage and separate entrances and exits guests will be guided efficiently and safely through events at Prairieland. In high traffic areas both the venue staff and event staff should assign a monitor to ensure physical distancing is being followed.

## Quarantine

A dedicated quarantine area specific to each event will be created by venue staff and communicated to event staff. If anyone should begin to show symptoms of COVID-19 they would be escorted to

the quarantine area until healthcare professionals could be notified and advice of the next steps.

## Event and Other Deliveries

To the extent possible, deliveries should be scheduled in shifts to minimize the time staff load or unload close together. Staff unloading deliveries should wash their hands between each delivery. Including all deliveries related to trade shows or other shows at Prairieland Park involving vendors or personal items. Suppliers and other event related deliveries should be monitored to ensure the delivery persons are following the same code of conduct as expected by all other staff or contactors.

## Temperature Screening

Temperature screen devices will be made available to all events upon request. For event staff, temperature screening is mandatory prior to each event shift.

## Face Masks

Applicable Prairieland Park staff will be required to wear face masks, especially when serving the public. Guests are encouraged to bring their own, but masks are not currently mandatory.





## Site Set-up (Banquets, Trade shows & Conferences, Media Conference)

Event floor plans and site plans will be created by Prairieland Park event coordinators for the event organizer, adhering to current limitations and restrictions from Saskatchewan Health. As of July 22, 2020 allowable events are small gatherings, car shows and trade shows.

### Banquets & Conferences

- Limited to 30 per room not including staff
- If multiple rooms are utilized, guests must not intermingle
- Spacing restrictions of 2 meters must be maintained even when guests are seated (classroom style, banquets or theatre style)
- Tables of up to 6 can utilize assigned seating if all guests are from the same household/cohort
- No dance floors at this time
- Physical distancing requirements in place through the building

### Trade Shows

- Limited to 150 people not including staff or vendors
- Min of 2 meters between each guest – with the exception of household groups
- Expanded, one-way aisle ways to accommodate physical distancing
- Max of 2 vendors per booth
- Physical distancing requirements in place through the building

\*Wedding ceremonies are also allowable events. If you wish to discuss the details of a wedding ceremony set up Prairieland Park, please contact the event services team.





# The Guests

*“We’re all in this together”* describes the essential role patrons play in allowing business and events to reopen safely. Because COVID-19 is highly contagious, everyone – patrons, vendors, organizers, and staff – must do their part. This section focuses on ways we will communicate our expectations to maximize health and safety compliance and minimize disruption of business being conducted.

## Communication

Clear and concise signs throughout the buildings will direct the flow of traffic, remind patrons and guests of the physical distancing requirements and encourage hand washing regularly. Our social media channels and website will be used to communicate event information, expectations and COVID-19 related restrictions or changes. Event organizers are encouraged to assign extra staff or volunteers to assist with questions related to protocol during their events.

## Expectations

For the health and safety of all those enter the facility, we will encourage guests, patrons, clients, vendors and suppliers to follow the Saskatchewan Health Authority Guidelines: frequent hand washing at provided sanitization stations or washrooms, maintaining 2 meters distance from other guests at all times, refraining from physical contact greetings such as hugs or handshakes and avoid touching of the face. Most especially, if you fell ill, please do not enter the space.

## Contact Tracing

PrairieLand Park will require event organizers to have an accurate up to date listing of all attendees, event staff and volunteers for each day of an event. Event organizers should be requiring all guests to register in some way to adhere to Contact Tracing Regulations. Guests should be aware this request will be coming and prepared to provide the necessary information. Personal information will only be used if COVID-19 contact tracing is required. It is also encouraged that guests download the Sask Health Contact Tracing App for general accountability.

# **COVID-19 SAFETY EVENT CHECKLIST**

To further highlight where the venue is responsible as compared to the event organizer for specific duties, Prairieland has created this checklist based on the recommendations of the Canadian Association of Expositions Management.

## **HEALTH HYGIENE AND SAFETY MEASURES**

### *Venue and Organizer to each:*

- Appoint a Health and Safety Point Person for the duration of the event, including planning, set up, the event days and dismantling of the event, to ensure best practice guidelines are being followed at each event milestone.
- Implement, as required, a pre-work screening “health check” for all workers, volunteers or contract staff, at the beginning of each shift, in accordance with public health regulations. This may include an active daily screening of workers for symptoms of fever, sore throat, cough, runny nose or difficulty breathing. Workers with these symptoms should not be allowed in the workplace and should be advised to return home.
- Encourage workers to clean their hands regularly with hand sanitizer or soap and water, including at the start of their shift, before eating or drinking, after touching shared / common items, after using the washroom, after any commercial transactions if contact was made, and at the end of their shifts.
- Ensure that key workers (cleaning, medical, food and beverage workers) are provided with and trained on the safe use of personal protective equipment which may include masks, eye protection and gloves. Continuous masking of all workers should be considered where physical distancing cannot be maintained between workers and between workers and exhibitors/attendees.
- Promote contactless payments at restaurant / food areas, on-site box office, and anywhere else on the event site where commercial transactions might take place. If a cash payment is accepted, worker (cashier) should immediately sanitize their hands after completing the transaction.
- Ensure shared equipment, machinery and tools, including but not limited to forklifts, pump trucks and scissor lifts, are regularly cleaned and disinfected.
- Use appropriate disinfectant solutions, approved by Health Canada, for all cleaning and disinfecting procedures.
- Ensure that any information booths, service counters, registration areas, box offices, restaurants / food service areas etc. are equipped with transparent partitions between workers and exhibitors/attendees.
- Strongly encourage participants to use personal protective equipment, including masks, when on-site at the venue.
- Encourage a no-contact policy (e.g. no shaking hands or exchanging business cards, encourage contactless payment and the advance purchase of tickets by visitors).

Venue to:

- Post signage outside all entrances to the building, including loading docks and parking garage entrances, stating that individuals with a fever or symptoms of COVID-19, or individuals who have been asked to self-isolate by public health authorities, are restricted from entering the premises.
- Install hand sanitizing stations and/or hand washing stations at key locations throughout the venue and exhibition site including entrances, restrooms, food and beverage locations, conference rooms, etc. with regular use encouraged for all participants.
- Strongly encourage hand sanitizing and/or washing upon entry into the venue.
- Operate all food service areas as outlined by public health regulations.
- Conduct a thorough cleaning of event site, as outlined by public health regulations, prior to move-in, before the event opens and at the end of each event day.
- Implement enhanced cleaning and disinfecting protocols with special attention to high-touch surfaces and areas including door handles, restrooms, waste receptacles, counters, seating areas, food preparation areas, pay stations, bank machines, ramps, escalators, elevators etc.
- Implement appropriate measures for restrooms which may include:
  - o managing line-ups at the entrance points to each restroom
  - o publishing the maximum capacity for each restroom
  - o maintaining restroom doors in the open position
  - o install hand sanitizing stations at entrance/exit of restrooms
- Display / publish cleaning protocols and measures.
- Increase the collection and removal of waste receptacles.
- Consider suspending coat check services, to avoid queuing and the unnecessary handling of personal objects, or implement enhanced health and safety measures to adapt coat check services and operations. In cases where coat check is managed by the organizer, this responsibility should be assumed by the organizer.
- Ensure ventilation, temperature, humidity and air purification controls inside the venue meet the standards set out in public health regulations.
- Manage procedure to address on-site concerns and answer questions from participants.

Organizer to:

- Post signage outside all entrances to the event stating that individuals with a fever or symptoms of COVID-19, or individuals who have been asked to self-isolate by public health authorities, are restricted from entering the exhibition site.
- Post signage around the exhibition reminding participants to clean their hands regularly, avoid touching their face, practice respiratory etiquette and for exhibitors to clean and disinfect their booths regularly.

- Consider eliminating badges, badge holders and lanyards in favour of a bar coded confirmation on the participant's mobile device. If badges, holders and lanyards must be used, they should be cleaned and disinfected before distribution.
- Discourage handouts on show site, including exhibitors' brochures, guides, catalogues and bags.
- Clean and disinfect any and all audio-visual equipment after each use, according to the manufacturer's instructions on products and process to avoid damage.
- Communicate to exhibitors their responsibility to clean their respective booths and exhibits regularly throughout the exhibition.
- Manage procedure to address concerns and answer questions from participants.

## **PHYSICAL DISTANCING MEASURES**

### **Venue to:**

- Communicate that all venue workers practice appropriate physical distancing measures, in accordance with public health regulations. If a situation occurs where it is impossible to maintain physical distancing, a mask should be mandated and worn by workers. In this case, the venue will provide its workers with masks.
- Introduce barriers, directional decals on floors and plan for additional attendants to administer physical distancing guidelines in areas under the venue's management where line-ups might occur.
- Design floor plan with aisle widths and booth layouts to allow participants to practice appropriate physical distancing, in accordance with public health regulations.
- Manage restaurant style seating and layout (where applicable) to enable appropriate physical distancing, in accordance with public health regulations.
- Manage seating in conference spaces (where applicable) to allow participants to practice appropriate physical distancing, in accordance with public health regulations.
- Post the maximum capacity of each elevator, based on appropriate physical distancing in accordance with public health regulations.
- Schedule load in and load out of events in a staggered nature to limit cross contact where ever possible. Ensure the event organizer has a staff member available to monitor the delivery schedule and venue access.

### **Organizer to:**

- Communicate that all participants practice appropriate physical distancing measures, in accordance with public health regulations. If a situation occurs where it is impossible to maintain physical distancing, a mask should be mandated and worn by participants. In this case, the organizer will provide its participants with masks.
- Communicate that all staff or volunteers employed by the event organizer practice appropriate physical distancing measures, in accordance with public health regulations. If a situation occurs

where it is impossible to maintain physical distancing, a mask should be mandated and worn by workers. In this case, the organizer will provide its participants with masks.

- Ensure that during the set up and dismantling process, a dedicated worker (with a mask) is stationed at the entrance of the loading docks, to ensure the delivery and pick-up of material is managed according to a pre-set move-in and move-out schedule and to control the number of individuals in the loading docks and on the exhibition site. In cases where dock access is managed by the venue, this responsibility should be assumed by the venue.

## **CROWD CONTROL MEASURES**

### **Venue to:**

- Manage entry and exit points to and from the exterior of the building, in case of an emergency, participants must have access to all emergency exits in the building.
- Remove or restrict seating in waiting areas and create a process to ensure attendees stay separate while waiting to enter the event site (e.g. floor markings, outdoor distancing, etc.).
- Consider how emergency preparedness plans are impacted by COVID-19 public health measures (e.g. building evacuation plans) and update accordingly.

### **Organizer to:**

- Manage number of exhibitors and their workers on event site during set up and dismantling.
- Enable online registration and online ticketing, wherever possible, to reduce contact onsite.
- Limit the number of participants on the event site in order to enable physical distancing, in accordance with public health regulations. Some suggested strategies include:
  - o managing the number of people based capacity and manual tally counters at entry points
  - o restricting the capacity in the venue to a pre-determined Health Authority approved amount
  - o implementing designated time slots for participants and vendors
  - o implementing advance registration and advance ticketing
  - o using, where appropriate, directional arrows on the floor, to create a logical flow of traffic throughout the exhibition site, to reduce crossover between attendees

## **COMMUNICATION MEASURES**

### **Venue to:**

- Communicate in advance to the organizer and the venue's official suppliers, all health, hygiene and safety measures; physical distancing measures; and crowd control measures that they are expected to follow and implement during the event.

### **Organizer to:**

- Communicate in advance to exhibitors and attendees, all health, hygiene and safety measures; physical distancing measures; and crowd control measures that they are expected to follow and implement during the event.

- Ensure each exhibitor signs an Exhibitor Health and Safety Acknowledgment Form outlining their obligation to respect and enforce certain health, hygiene and safety measures; physical distancing measures; and crowd control measures, with their own workers and within their own booth space. See attached sample of Exhibitor Health and Safety Acknowledgment Form.
- Ensure each exhibition supplier (decorators, A/V companies, registration companies, staffing agencies etc...) signs a Supplier Health and Safety Acknowledgment Form outlining their obligation to respect and enforce certain health, hygiene and safety measures; physical distancing measures; and crowd control measures, with their own workers while at the venue. See attached sample of Supplier Health and Safety Acknowledgment Form.
- Communicate safe re-opening guidelines in exhibitor manual, on exhibition website, on mobile apps and through push notifications (if applicable).
- Display signage throughout the exhibition site to communicate the most important health, hygiene and safety guidelines, as well as physical distancing guidelines.
- Consider making announcements about the importance of maintaining physical distance and the importance of washing and sanitizing hands, in addition to other safe re-opening practices.
- Communicate with attendees in advance - through email, social media channels, ticket purchasing sites and push notifications (if applicable) – key pieces of information, including updates from health organizations about admission policies; health, hygiene and safety guidelines; physical distancing guidelines; and crowd control guidelines.

# PRAIRIELAND PARK SUPPLIER HEALTH AND SAFETY ACKNOWLEDGEMENT FORM

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

I have received a copy of Prairieland Park’s Safe Reopening Guide and I accept my responsibilities as a supplier. I have reviewed the information provided with all my staff working the show, including those involved in the setup, the exhibition days themselves, the dismantling of exhibits and the moving out period.

<b>Staff</b>	<ul style="list-style-type: none"> <li>• I will implement a daily pre-work screening “health check” with my staff, at the beginning of each shift, in accordance with the <u>Saskatchewan Self Assessment Tool</u> This that may include one or more of the following: Fever, Cough, Headache, Muscle and/or joint aches and pains, Sore throat, Chills, Runny nose, Nasal congestion, Conjunctivitis, Dizziness, Fatigue, Nausea/vomiting, Diarrhea, Loss of appetite (difficulty feeding for children), Loss of sense of taste or smell, Shortness of breath, Difficulty breathing.</li> <li>• Staff with these symptoms will not be allowed into the exhibition site and will be advised to stay / return home.</li> </ul>
<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>• I will communicate to all my staff that they practice two-metre physical distancing measures, in accordance with Public Health regulations.</li> </ul>
<b>Health &amp; Hygiene</b>	<ul style="list-style-type: none"> <li>• I will appoint a Health and Safety Point Person to ensure best practice guidelines are being followed.</li> <li>• I will encourage my staff to clean their hands regularly with hand sanitizer or soap and water, including at the start of their shift, before eating or drinking, after touching shared / common items, after using the washroom, after any commercial transactions if contact was made, and at the end of their shifts.</li> <li>• I will ensure shared equipment, machinery and tools are regularly cleaned and disinfected.</li> <li>• I will use appropriate disinfectant solutions, approved by Health Canada, for all cleaning and disinfecting procedures.</li> <li>• I will ensure that any service counters under my management are equipped with transparent partitions between staff and exhibitors/attendees.</li> <li>• I will have alcohol-based hand sanitizer approved by Health Canada (DIN or NPN) available at my service counter.</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• I will train and provide my staff with personal protective equipment, including masks, for their use when on-site at the venue. My staff and I will wear masks at all times when inside the venue, if and as required by Public Health regulations.</li> </ul>
<b>Transactions with Customers</b>	<ul style="list-style-type: none"> <li>• I will encourage a no-contact policy (e.g. no shaking hands or exchanging business cards, no handouts, promos items or brochures).</li> <li>• I will promote contactless payment for all commercial transactions. If a cash payment is accepted, I will ensure my staff immediately sanitize their hands after the transaction.</li> </ul>



## PRAIRIELAND PARK EXHIBITOR HEALTH & SAFETY ACKNOWLEDGEMENT FORM

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date Reviewed:** \_\_\_\_\_

I have received a copy of Prairieland Park's Safe Reopening Guide and I accept my responsibilities as an exhibitor. I have reviewed the information provided with my booth staff, including those involved in the setup, the exhibition days themselves, the dismantling of exhibits and the moving out period.

<b>Staff</b>	<ul style="list-style-type: none"> <li>• I will implement a daily pre-work screening "health check" with my staff, at the beginning of each shift, in accordance with the <u>Saskatchewan Self Assessment Tool</u>. This that may include one or more of the following: Fever, Cough, Headache, Muscle and/or joint aches and pains, Sore throat, Chills, Runny nose, Nasal congestion, Conjunctivitis, Dizziness, Fatigue, Nausea/vomiting, Diarrhea, Loss of appetite (difficulty feeding for children), Loss of sense of taste or smell, Shortness of breath, Difficulty breathing.</li> <li>• Staff with these symptoms will not be allowed into the exhibition site and will be advised to stay / return home.</li> </ul>
<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>• I will communicate to all my staff that they practice two-metre physical distancing measures, in accordance with Public Health regulations.</li> <li>• I will introduce barriers, demarcate floors and plan for staff to administer physical distancing guidelines within booth space where line-ups might occur.</li> <li>• I will manage the number of staff in my exhibit space according to a pre-set badge allotment (to be determined in advance according to total exhibit square footage).</li> </ul>
<b>Health &amp; Hygiene</b>	<ul style="list-style-type: none"> <li>• I will encourage my staff to clean their hands regularly with hand sanitizer or soap and water, including at the start of their shift, before eating or drinking, after touching shared / common items, after using the washroom, after any commercial transactions if contact was made, and at the end of their shifts.</li> <li>• I will ensure shared equipment, machinery and tools are regularly cleaned and disinfected.</li> <li>• I will use appropriate disinfectant solutions, approved by Health Canada, for all cleaning and disinfecting procedures.</li> <li>• I will ensure that any service counters within my booth space are equipped with transparent partitions between staff and attendees.</li> <li>• I will have alcohol-based hand sanitizer approved by Health Canada (DIN or NPN) available at my booth.</li> <li>• I will not conduct any food sampling from my booth, including by-the-glass sales of wine and other alcohols.</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• I will train and provide my staff with personal protective equipment, including masks, for their use when on-site at the venue. My staff and I will wear masks at all times when inside the venue, if and as required by Public Health regulations.</li> </ul>
<b>Transactions with Customers</b>	<ul style="list-style-type: none"> <li>• I will encourage a no-contact policy within my booth space (e.g. no shaking hands or exchanging business cards, no handouts, promos items or brochures).</li> <li>• I will promote contactless payment for all commercial transactions. If a cash payment is accepted, I will ensure my staff immediately sanitize their hands after the transaction.</li> </ul>
<b>Booth Cleaning</b>	<ul style="list-style-type: none"> <li>• I will conduct a thorough cleaning of my exhibit space, before the exhibition opens, throughout the day and at the end of each exhibition day, with special attention to high touch surfaces, objects and areas.</li> </ul>

# PRAIRIELAND EVENT MANAGEMENT HEALTH & SAFETY ACKNOWLEDGEMENT FORM

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date Reviewed:** \_\_\_\_\_

I have received a copy of Prairieland Park’s Safe Reopening Guide and I accept my responsibilities as a supplier. I have reviewed the information provided with all my staff working the show, including those involved in the setup, the exhibition days themselves, the dismantling of exhibits and the moving out period.

<b>Staff</b>	<ul style="list-style-type: none"> <li>• I will implement a daily pre-work screening “health check” with my staff, at the beginning of each shift, in accordance with the <u>Saskatchewan Self Assessment Tool</u> This that may include one or more of the following: Fever, Cough, Headache, Muscle and/or joint aches and pains, Sore throat, Chills, Runny nose, Nasal congestion, Conjunctivitis, Dizziness, Fatigue, Nausea/vomiting, Diarrhea, Loss of appetite (difficulty feeding for children), Loss of sense of taste or smell, Shortness of breath, Difficulty breathing.</li> <li>• Staff with these symptoms will not be allowed into the exhibition site and will be advised to stay / return home.</li> </ul>
<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>• I will communicate to all my staff that they practice two-metre physical distancing measures, in accordance with Public Health regulations.</li> </ul>
<b>Health &amp; Hygiene</b>	<ul style="list-style-type: none"> <li>• I will appoint a Health and Safety Point Person to ensure best practice guidelines are being followed.</li> <li>• I will encourage my staff to clean their hands regularly with hand sanitizer or soap and water, including at the start of their shift, before eating or drinking, after touching shared / common items, after using the washroom, after any commercial transactions if contact was made, and at the end of their shifts.</li> <li>• I will ensure shared equipment, machinery and tools are regularly cleaned and disinfected.</li> <li>• I will use appropriate disinfectant solutions, approved by Health Canada, for all cleaning and disinfecting procedures.</li> <li>• I will ensure that any service counters under my management are equipped with transparent partitions between staff and exhibitors/attendees.</li> <li>• I will have alcohol-based hand sanitizer approved by Health Canada (DIN or NPN) available at my service counter.</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• I will train and provide my staff with personal protective equipment, including masks, for their use when on-site at the venue. My staff and I will wear masks at all times when inside the venue, if and as required by Public Health regulations.</li> </ul>
<b>Transactions with Customers</b>	<ul style="list-style-type: none"> <li>• I will encourage a no-contact policy (e.g. no shaking hands or exchanging business cards, no handouts, promos items or brochures).</li> <li>• I will promote contactless payment for all commercial transactions. If a cash payment is accepted, I will ensure my staff immediately sanitize their hands after the transaction.</li> </ul>