

Local Health Department Fair Worksheet

Supplemental worksheet to the Work Plan for Local Health Departments

Fair Information

- Dates of operation:
 - Start:
 - Date:
 - Time:
 - End:
 - Date:
 - Time:
- Location / fairground address:
- Animal events or venues expected? Y / N
(e.g., exhibits, shows, competitions, petting zoo)

Key Collaborators

Fair Management / Staff

- Name:
- Title:
- Phone:
- Email:
- Responsibilities:

- Name:
- Title:
- Phone:
- Email:
- Responsibilities:

Other Fair Operation Partners (Local / County, State)

- Name:
- Title:
- Agency / Affiliation:
- Phone:
- Email:

- Name:
- Title:
- Agency / Affiliation:
- Phone:
- Email:



Animal Events / Exhibits at the Fair

Document detailed information for each event/exhibit separately. Make additional copies of this and the following sheets as necessary.

Event / Exhibit

Name:

Classification:

- No contact between animals and the public
- Possible public-animal contact (e.g., livestock barns)
- Intentional public-animal contact (e.g., petting zoos, hands-on educational events)

Date(s):

- Date(s) animals arrive:
- Date(s) animals depart:

Location (on fairgrounds):

- Animal housing location (when not shown or on exhibit):

Event / Exhibit

Name:

Classification:

- No contact between animals and the public
- Possible public-animal contact (e.g., livestock barns)
- Intentional public-animal contact (e.g., petting zoos, hands-on educational events)

Date(s):

- Date(s) animals arrive:
- Date(s) animals depart:

Location (on fairgrounds):

- Animal housing location (when not shown or on exhibit):



Fair / Venue Walkthrough

Petting Zoo

Exhibit Name / No. _____

- Handwashing stations present? Y / N
 - Stocked/operational? Y / N
 - Maintenance log? Y / N
 - Quantity: _____
 - Location: _____
- Hand sanitizing stations present **in addition to** washing stations? Y / N
 - Stocked/operational? Y / N
 - Maintenance log? Y / N
 - Quantity: _____
 - Location: _____
- Designated single entrance? Y / N
- Designated single exit? Y / N
- Space outside entrance for stroller/mobility device storage? Y / N
- Written public education messaging/signs prominently posted? Y / N
 - Messaging about disease risk at entrance? Y / N
 - Messaging about handwashing at exit? Y / N
 - Other written messaging within exhibit? Y / N
 - _____
 - Messaging available in different languages? Y / N
 - _____
- Verbal/audible public education messaging provided? Y / N
- Disease prevention infographic signs (with minimal or no text) provided within exhibit? Y / N
- Food dispensed for animals in distinct containers not to be confused with human food? Y / N
- Staff/exhibitors present (or scheduled) to assist and help visitors? Y / N
 - Staff reminding visitors of precautionary steps? Y / N
 - Example _____
- Petting zoo custodial schedule? Y / N
- Area free of excess manure? Y / N
- Nearest food vendor is _____ meters away from the entrance/exit of petting zoo.

Notes:



Livestock Barn(s)

Exhibit Name / No. _____

- Handwashing stations present? Y / N
 - Stocked/operational? Y / N
 - Maintenance log? Y / N
 - Located within exhibit space? Y / N
 - Quantity: _____
 - Located at exit of exhibit space? Y / N
 - Quantity: _____
 - Other locations: _____
- Hand sanitizing stations present **in addition to** washing stations? Y / N
 - Stocked/operational? Y / N
 - Maintenance log? Y / N
 - Quantity: _____
 - Location: _____
- Designated single entrance? Y / N
- Designated single exit? Y / N
- Space outside entrance for stroller/mobility device storage? Y / N
- Appropriate barriers around livestock exhibits? Y / N
- Written public education messaging/signs prominently posted? Y / N
 - Messaging about disease risk at entrance? Y / N
 - Messaging about handwashing at exit? Y / N
 - Other written messaging within exhibit? Y / N
 - _____
 - Messaging available in different languages? Y / N
 - _____
- Verbal/audible public education messaging provided? Y / N
- Disease prevention infographic signs (with minimal or no text) provided within exhibit? Y / N
- Fair staff present (or scheduled) to assist and help visitors? Y / N
 - Staff reminding visitors of precautionary steps? Y / N
 - Example: _____
- Stable/barn custodial schedule? Y / N
- Areas free of excess manure? Y / N
- Nearest food vendor is _____ meters away from the entrance/exit of livestock barn.

Notes:



Response Plan Contacts

Communicable Disease Control Staff

County / Local

- Name:
- Title:
- Agency / Affiliation:
- Phone:
- Email:

- Name:
- Title:
- Agency / Affiliation:
- Phone:
- Email:

State

- Name:
- Title:
- Agency / Affiliation:
- Phone:
- Email:

Public Health Laboratories

County / Local

- Name:
- Title:
- Agency / Affiliation:
- Phone:
- Email:

State

- Name:
- Title:
- Agency / Affiliation:
- Phone:
- Email:



Environmental Health

County / Local

- Name:
- Title:
- Agency / Affiliation:
- Phone:
- Email:

State

- Name:
- Title:
- Agency / Affiliation:
- Phone:
- Email:

Animal Control

- Name:
- Title:
- Agency / Affiliation:
- Phone:
- Email:

County Ag Commissioner

- Name:
- Phone:
- Email:

