



Milton Chamber of Commerce
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2021 Horseshoe Crab & Shorebird Festival Health & Safety Plan

As of March 26th, 2021

PURPOSE

To prevent the spread of COVID-19, the State of Delaware has certain mandates, rules and guidelines in place via the Twenty Seventh Modification to the Delaware State of Emergency for outdoor events. The Milton Chamber of Commerce is committed to following these guidelines in order to host the 2021 Horseshoe Crab & Shorebird Festival in a manner that is safe for all who attend. The below report outlines the measures the Chamber will take in order to do this. The Chamber will also ask all those involved in hosting the event (the vendors, the exhibitors, the food vendors, the volunteers, etc.) to follow the protocols stated below.

GENERAL SAFETY PROTOCOLS

1) **Marketing:** Pre-event messaging/marketing and signage at the festival the day of will ask all those showing any symptoms of any kind to stay home. This will include:

- a) anyone with a temperature of 99.4 degrees or higher,
- b) anyone with symptoms such as a cough, fever, shortness of breath, or muscle aches,
- c) anyone who has come in close contact (within 6 feet) of a person with a confirmed COVID-19 infection.

All vendors, volunteers and other event participants will also be asked to stay home if they have any of the above.

2) **Restroom:** There will be one porta potty available for attendees to use. The porta potty will be sanitized by an event volunteer once every thirty minutes. A hand washing station will be located at the porta potty. The Milton Chamber Information table will also be sanitized every thirty minutes.

3) **Vendors:** Vendors will be required to wear masks and provide hand sanitizer at their tables. Signage will be posted at the entrance of the event asking attendees to 'shop with their eyes' and only touch things they intend to purchase. Vendor tables will be separated by at least six feet.

4) **Food Vendors:** The two food trucks will follow all current guidelines for Food & Drink Establishments, including providing single serve condiments, utensils, napkins, etc. There will be minimal contact between those working the food truck and the customers ordering. Those working will be required to wear face masks. Hand sanitizer will be required at the food truck order/pickup windows. ****Lines will be drawn in the grass to indicate six feet social distancing while waiting in line.****

5) **Seating Area:** The provided seating and tables will be sanitized every thirty minutes by event volunteers and there will be a bucket of sanitizing wipes at each table with signage asking those sitting there to wipe down the area before and after use. ****Signage at tables will also instruct attendees that only families from the same household can sit together at each table.****

6) **Educational Displays and Kids Activities/Crafts:** There will be two exhibits in the middle of the event area that are strictly educational displays and two that are kids' activities/crafts.

The two educational displays will be setup so that they can be viewed from a distance of six feet. Those working will be required to wear masks and be encouraged to social distance when possible.

The two kids' activities will be done so that activities are pre-packaged individually and children are able to complete them without the hands-on assistance of anyone except a parent. If there are any tools that will be shared (such as scissors, glue sticks, etc.) the volunteers running the activities are aware that those items must be sanitized between users. ****There is enough space in this area for families to spread out and be six feet away from each other when completing activities. Circles will be drawn on the grass to indicate exactly where a family can be to complete their activity/craft.****

7) **Attendance:** The Milton Chamber understands that as of this writing and with the approval of this plan, the number of festival attendees will need to be limited to 250 people. As marked on the attached plan, there will be a clear 'Entrance' to the festival and a clear 'Exit'. Volunteers will be present at both and the number of guests entering and leaving will be tracked. Hand sanitizer will be located at both the Entrance and Exit of the festival with signage asking all to please use it when entering and leaving. There is a dashed line indicating barriers (cones and signage will be used) of the festival area and attendees will be instructed to enter and exit at the designated areas.

**** Upon exiting the festival, attendees will be surveyed on a number of things related to the festival. As a part of this survey, attendees will have the opportunity to provide their contact information for purposes of contact tracing, should there be any evidence of COVID-19 spread from this event in the future.****

8) All festival attendees will be reminded to social distance while anywhere inside the festival area.

9) All festival attendees, vendors, volunteers, and anyone else inside the event area will be required to wear their masks at all times (except when eating/drinking).****

10) **There will be signage posted throughout the festival area reminding attendees to wear masks and social distance. All vendors, food vendors, and educational displays/activities will have hand sanitizer available to all volunteers, employees, and attendees. Hand sanitizer will also be placed at the registration table at the entrance to the event, at the exit area of the event, at the restrooms, and at 'hand sanitizing stations' in the event area.**

11) The total number of masked volunteers that this festival will require is 8. The Milton Chamber will have the required number of volunteers present that day at all times.

SUMMARY

This year, the Annual Horseshoe Crab & Shorebird Festival is a fundraiser for the local Friends of Prime Hook group; a non-profit whose focus is on preserving and maintaining the nature and wildlife found at the nearby Prime Hook Nature Reserve. There will be much promotion before and during the event to encourage attendees to enjoy what we have put together here in downtown Milton, but to then head to Prime Hook itself and further enjoy being outdoors and particularly in nature. As seen from this plan, the intent of this festival area is for people to come and learn something, shop the vendors, get something to eat, and then move on so that others can also do the same. Signage will communicate these intentions to guests who we expect will move along through the festival grounds so that others can also enjoy the festivities of the day, all while maintaining a safe attendance at any given time.

The Milton Chamber of Commerce believes it can successfully put on this event and adhere to all of the health and safety guidelines outlined above. We look forward to working with the Division of Public Health to put on a fun, healthy, educational, outdoor festival for the residents of Milton.

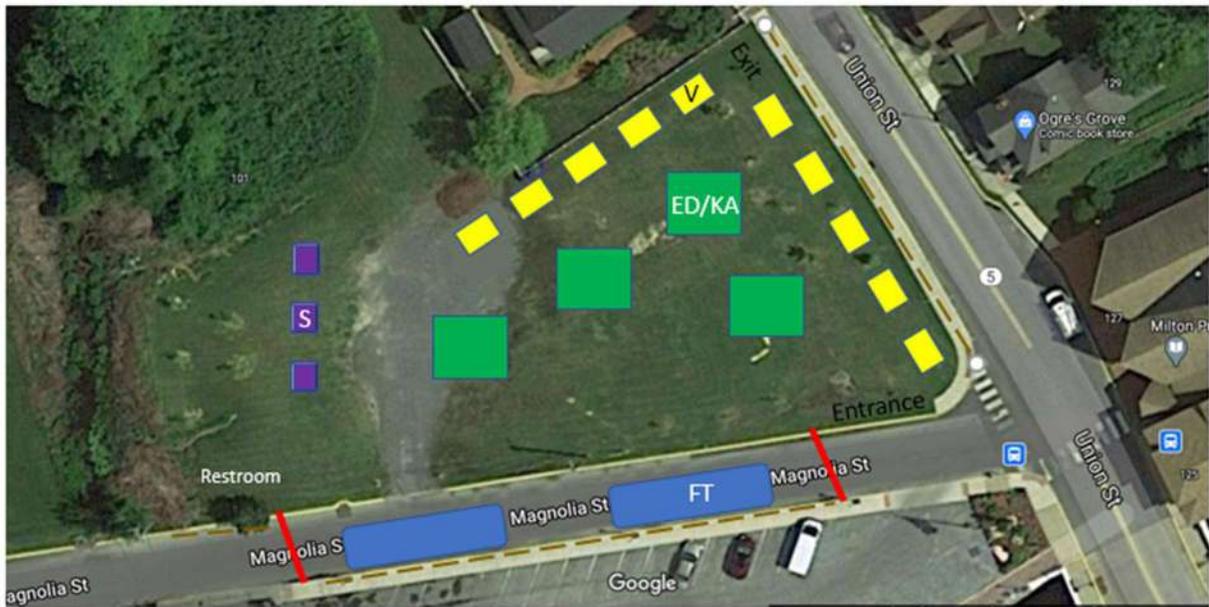
EVENT SCHEDULE AND LAYOUT

Saturday, May 29th 2021

9am to 3pm

(Layout is on following page)

- * Section of Magnolia Street between the two red lines will be closed.
- Yellow – Vendors, spaced 8 ft apart (10 total)
- Green – Educational Displays/Kids Activities (4 total)
- Blue – Food trucks (2 total)
- Purple – Seating Area (3 total)



1/2 inch = 23.33 feet