

SAFETY CHECKLIST



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

Fair Setup and Operations:

- Personal protective equipment (at a minimum, a face covering) to be worn at all times.
- Allow for increased outdoor air circulation.
- 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.
- Place hand sanitizer throughout.
- 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.

**Find safety signage with favorite characters
in the Toolkit. Keyword: SAFETY**

**Turn over for
during-the-Fair
tips.**

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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 at all times by anyone over 2 years old.
- Share the rules on the safety poster with all shoppers.
- Place hand sanitizer throughout.
- 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 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 *Scholastic EasyScan*®2 machine throughout the day. Follow the cleaning instructions packed with the machine.
- All surfaces should be disinfected at the end of every day.