



ALPACA BREEDERS OF THE ROCKIES COVID-19 PROTOCOLS FOR NON-PUBLIC EVENT

OBJECTIVE

Alpaca Breeders of the Rockies (ABR) will adhere to guidelines from local, state, national and world experts through the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO).

IMPLEMENTATION

ABR will continue to stay informed of new guidelines and recommendations from all the above named organizations and experts. ABR will work alongside the venue management and staff to implement all protocols for preventing the spread of COVID-19.

PREVENTION METHODS (cdc.gov)

ABR will work with the venue staff to implement several protocols which are listed below. It is first and foremost the responsibility of ABR to ensure our events are safe for our exhibitors, vendors, volunteers, venue staff, and management team. ABR will work with the venue to insure all cleaning materials are provided for surface areas and hand sanitization.

1. Face coverings are required to be worn in all public indoor spaces (*Mandated for anyone over 3 years of age by the State of Colorado*)
2. Social Distancing
 - a. Stay at least 6' away from other people
 - b. Do not gather in groups
 - c. Refrain from hand shaking, and other physical contact
 - d. Refrain from the sharing of personal items
3. Limited Exposure
 - a. Anyone who feels sick or exhibits symptoms needs to stay home or visit a doctor
4. Good Hygiene
 - a. Wash Hands often with soap and water for at least 20 seconds
 - b. Use hand sanitizer with at least 60% alcohol
 - c. Avoid touching your eyes, nose and mouth
 - d. Cover your mouth and nose with a tissue when you cough or sneeze then throw it away
5. Clean Environment
 - a. Clean and disinfect frequently touched surfaces daily (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks)

VENUE EXPECTATIONS

ABR will work with the venue to ensure our events adhere to all venue guidelines regarding COVID-19. Below is a list of current expectations, however with the changing COVID-19 restrictions additional requirements maybe requested by ABR in writing to the venue.

1. Staffing (including any vendors operating onsite)
 - a. Staggering shifts
 - b. Social distancing of staff

- c. Monitor staff for any health concerns as listed below related to COVID-19
2. Signage across the facility with tips to help prevent the spread of disease or infection
3. Heightened cleaning and sanitizing
 - a. Clean and disinfect areas to be used by event
 - b. Hand sanitizer dispensers around the venue
 - c. Staff protocol includes wearing facial coverings, temperature monitoring, and disposable gloves (as required)
 - d. Ensure ventilation at the venue is in line with or exceeds OSHA guidance
 - e. Limited access points and entrances to support event's limited participants
 - f. Designated Eating Area for all event participants
4. Identification of all event staff and participants
5. Required Waivers for entrance into venue (as required by local and state governments)

ABR EXPECTATIONS

ABR will implement the following protocols and guidelines for our events. As each venue's requirements maybe different, the venue may request additional protocols. This request must be presented to ABR in writing to the Event Manager.

1. ABR will adhere to federal, state and local guidelines regarding the safe practices from the CDC and WHO (<https://www.cdc.gov>, <https://www.who.int/>)
2. ABR will include the following practices for all of our events
 - a. Limit capacity depending on venue size accounting for usable square footage (venue to provide current guidelines)
 - b. Share any COVID-19 statement from the venue with event staff, officials, vendors, and exhibitors, via email, website, social media and/or other means of communication PRIOR to event
 - c. Collect contact information of guests or attendees through tactics like taking reservations, having sign-in sheets, and entrance waivers. (Waivers provided by venue)
 - d. Identification of all participants, staff, and officials such as badges or arm bracelets
 - e. Post signage throughout the facility stating guidelines (venue to provide)
 - f. Announce guidelines and protocols throughout event over the house sound system
 - g. Implement 16 foot walkways for 2-way traffic throughout the venue
 - h. Create and support a safe environment by:
 - i. Require social distancing among exhibitors and staff
 - ii. Provide hand sanitizer (along with venue provided hand sanitizer)
 - iii. Do not allow multiple people to handle objects, or disinfect the objects between each person
 - iv. Work with the venue to clean all common areas and work items such as handheld microphones, tables and chairs
 - v. Keep frequently used interior doors open to reduce contact
 - vi. Use markers to spread out exhibitors during event
 - vii. Notify all vendors of the requirement for Spit Guards at checkout locations

ABR is committed to ensuring the safety of our venue staff, exhibitors, vendors, show staff and officials. Everyone has been called upon to slow the spread of COVID-19 through social distancing and prevention hygiene. We will continue to work with the venue to stay abreast of any changes regarding COVID-19.