



Clallam County Parks, Fair & Facilities Department

223 E. Fourth St., Suite 7
Port Angeles, WA 98362

February 18, 2025

To: Clallam County Fair Advisory Board

The regular monthly meeting of the Clallam County Fair Advisory Board will be held **Wednesday, February 25, 2026**, at **6:00 p.m.** at the Clallam County Courthouse, 223 E. Fourth Street, Room 160, in the Board of Commissioners Board Room.

*****Attention*****

Fair Advisory Board meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use Webinar ID: **881 0699 0452** and passcode: **12345**

If you would like to participate in the meeting via Zoom video conference, visit www.zoom.com and use Webinar ID: **881 0699 0452** and passcode: **12345**.

This meeting can be viewed on a live stream at this link: <https://clallamcountywa.gov/meetings>

Public comment can be directed to the Fair and Special Events Coordinator at 360-565-2610 or via email at Aspen.Smith@clallamcountywa.gov

REGULAR MEETING AGENDA

- A. Call to Order, Pledge of Allegiance, Land Acknowledgement
- B. Determination of Quorum & Introduction to New Board Members
- C. Request for Modification/Approval of Minutes
- D. Public Comment on Agenda Items – Please limit comments to 3 minutes
- E. Committee Reports
 - 1. Junior Livestock Auction
 - 2. 4-H/WSU Extension
 - 3. Rodeo – Olympic Peninsula Rodeo Association
- F. Special Committee Reports
 - 1. Superintendents' Handbook Committee- Update
 - 2. Fairgrounds Master Plan
 - 3. Fair Budget

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4. Fair Ribbons and Trophies
 5. Bylaw Committee
 6. Exhibitors Guide Committee
 7. Camping Committee
- G. Unfinished Business
1. N/A
- H. New Business
1. Biosecurity Discussion & Disease Prevention
- I. Staff Reports
1. Director's Report: Connectivity at the Fair, Service Animals at the Fair
- J. Other Items
1. Commitment Recap
- K. Public Comments on Non-Agenda Items – Please limit comments to 3 minutes.
- L. Adjournment



Washington State Fairs Zoonotic Disease Prevention Guide

2024

Washington State Fairs Zoonotic Disease Prevention Guide

May 2024

This guide was developed by the Washington State Department of Health for fair managers, planners and staff managing or working in animal exhibition areas. It is intended as a supplement to support compliance with the Washington state rule, [WAC 246-100-192 Animals in Public Settings](#).

To obtain copies or for additional information, please contact:

Zoonotic and Vector-borne Disease Program

1610 NE 150th St, MS K17-9

Shoreline, WA 98155

Phone: 206-418-5500

Email: zd@doh.wa.gov

Website: <https://doh.wa.gov/about-us/executive-offices/health-and-science/disease-control-and-health-statistics/zoonotic-and-vector-borne-disease-program>

DOH 333-220 June 2024

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov.



Overview

This resource is intended to be used by fair managers, planners and staff to guide facility design and operations to reduce the risk of disease spread from animals to people. Implementing these steps also may reduce disease occurrence in animals and animal-to-animal spread. All recommendations are based on the National Association of State Public Health Veterinarians (NASPHV) [*Compendium of Measures to Prevent Disease Associated with Animals in Public Settings*](#), [Centers for Disease Control \(CDC\) recommendations](#), and published best practices.

There are four sections in this document: Facility Design, Education, Cleaning and Disinfection, and Action Plan Development and Implementation. At the end of this guide there is a list of helpful resources and printable documents including a Pre-event Checklist, Service Record Log, Cleaning Record, and Corrective Action Log. This guide is meant to supplement the resources listed above and any guidance provided by the Local Health Jurisdiction (LHJ) in your county. We encourage you to reach out to your LHJ for additional county-specific guidance.

Facility Design

Animal facilities and the adjacent event grounds should be divided into 3 types of areas:

- **Non-animal areas** - where animals are not housed.
- **Transition areas** - located at entrances and exits to animal areas.
- **Animal areas** - where animals are housed or animal contact may occur.

Entrance transition areas should be designed to offer education to anyone entering, including posted signage and staff or volunteers, as available, for verbal information, as well as offering storage for items that should not enter the animal areas. Exit transition areas should be designed to offer and encourage access to handwashing.

When planning exhibit layout, especially animal contact areas, consider the direction of foot traffic, transition area utilization, availability of fair staff or volunteers, and placement of handwashing stations. A well-designed facility will help minimize disease spread from animals.

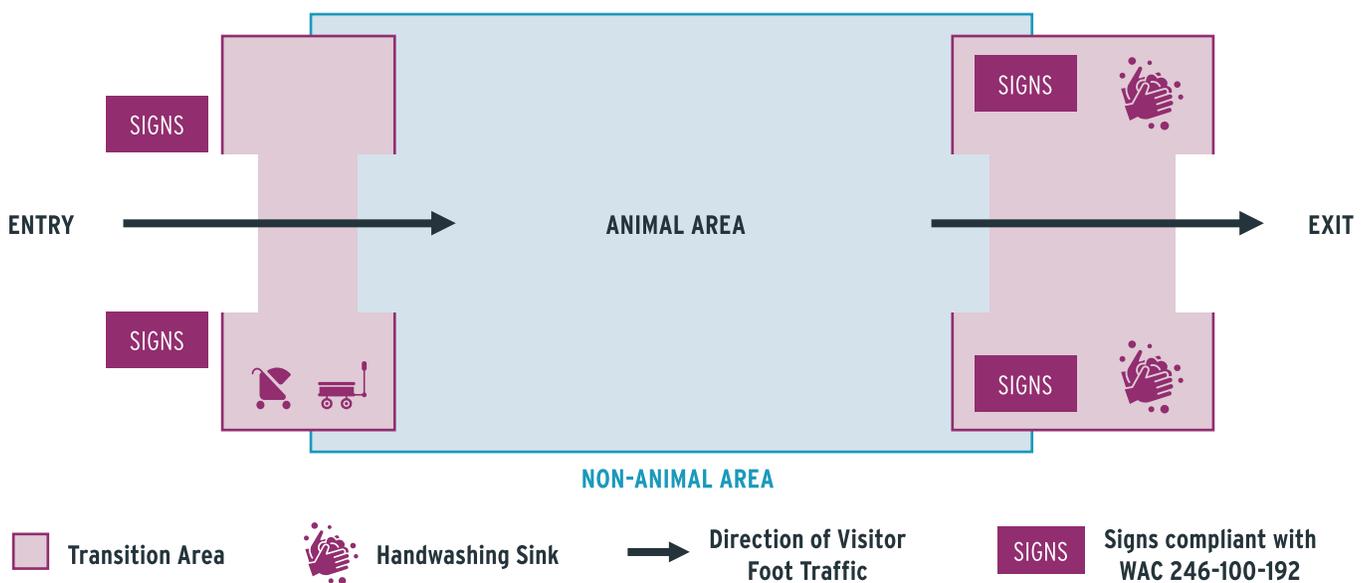
1. Handwashing Stations

- Handwashing is the most important way to prevent the spread of disease.
- Hand washing should occur immediately after exiting animal areas, after removing soiled or contaminated clothing or shoes, and before eating, drinking, or smoking.
- Adequately stocked handwashing stations should be provided in locations that are easily accessible when exiting an animal area.
- Handwashing stations should always have running water, liquid soap, and paper towels.

- Place trash receptacles near the stations for disposal of used paper towels. *Drying hands on clothing can increase risk of disease transmission.*
- Ensure enough handwashing sinks are available for anticipated peak attendance and accessible to all visitors (including children, adults, and people with mobility limitations).
- To determine the adequate number of handwashing sinks for a facility, estimate the number of visitors and exhibitors to the animal area at peak hours multiplied by average handwashing time (1 minute) and divided by the average time spent in the area. An example of this calculation is shown below:

Handwashing Sink Calculation Example

$$\frac{\# \text{ of people} \times 1 \text{ minute (average time for handwashing)}}{\# \text{ of minutes spent in exhibit area}} = \# \text{ handwashing sinks} \quad \text{EXAMPLE: } \frac{30 \text{ people} \times 1 \text{ minute}}{15 \text{ minutes}} = 2 \text{ handwashing sinks}$$



Tip: Place handwashing stations as close to barn exits as possible. The goals are to make the stations impossible to miss and attractive to use.

- Develop a schedule and maintain an inspection log to regularly document that handwashing stations have functional water supply and a sufficient stock of soap and paper towels during the event.
- If soap-and-water handwashing stations are not feasible to locate at the exit or in the transition area, hand sanitizing stations can be provided for immediate use upon exit. Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Hand sanitizing stations are NOT a substitute for soap-and-water handwashing stations, and handwashing stations should still be placed as nearby to the exit as possible.
- Your local health jurisdiction (LHJ) may be able to discuss handwashing station options if you are having difficulty sourcing or locating them. You can find the contact information for the LHJ in your county here: <https://doh.wa.gov/about-us/washingtons-public-health-system/washington-state-local-health-jurisdictions>.

2. Animal Contact Areas

Any item brought into an animal barn can become contaminated with germs and spread disease, and children are especially at risk. Do not allow consumption of food or beverages in animal areas. Do not allow toys, pacifiers, spill proof cups, baby bottles, strollers, or similar items to enter animal areas. Utilize transition areas between animal and non-animal areas to educate visitors and provide storage for belongings and equipment like strollers or wagons. See diagram above for one example of facility design with transition areas. Additional layout examples are available in the [NASPHV Animal Contact Compendium](#). Additional considerations for animal contact areas:

- Keep animals and animal buildings such as barns or show rings separate from food service and eating areas.
- Position fair staff in the barns to discourage visitors from bringing in food or drinks, or eating or drinking in barns, and move exhibitor picnics to eating areas outside of barns.
- Consider using double barriers to prevent direct contact with animals if possible (such as exhibitor animals) and potentially contaminated surfaces, except in specified animal interaction areas.
- In animal interaction areas such as petting zoos, staff must intensively supervise barrier-only animal interactions with managed handwashing after animal contact. Do not allow visitors into animal pens.
- Disinfect railings, door frames and barriers at least daily. When there is visible dirt or soil present on these surfaces, clean them first and then disinfect.
- Do not use animal barns for non-animal uses, such as educational events or other exhibitions, even after cleaning.
- Provide adequate ventilation for both animals and humans. For enclosed or partially enclosed barns, increase the amount of clean outdoor air and direct clean air so that it flows over visitors and workers before animals and minimizes disturbing dust.

3. Waste Protocol

- Set up storage areas for manure and tools in a way that prevents any public contact.
- Design traffic areas for the movement of animal waste separate from visitor pathways.
- Avoid transporting manure or soiled bedding through non-animal areas or transition zones.

Education

Awareness of zoonotic disease risks is protective against illness outbreaks. Therefore, staff, exhibitor, and visitor education at animal contact venues about the risk for disease transmission from animals to humans is a critical disease prevention measure.

1. Fair Staff/Volunteer Education

- Provide staff and volunteers working in or around livestock barns, petting zoos, and other animal areas with information about zoonotic disease risks and prevention steps. **See [Fair Safety for Staff](#) for more information.**

Tip: Designate “handwashing ambassadors” by training volunteers or staff to emphasize the risk of disease associated with animals in the environment and the importance of handwashing combined with prevention of hand-mouth contact (prevent eating or drinking in barns, pacifier use, kissing animals, nail biting, and putting mouth near fencing) to decrease disease transmission. They should remind people to wash hands with running water and soap and to help their young children do the same.

2. Exhibitor Education

- Provide all exhibitors with information about reducing the risk of transmission of zoonotic pathogens at animal exhibits. **See [Fair Safety for Exhibitors](#) for more information.**
- Encourage exhibitors to be familiar with Washington State Department of Agriculture’s [Health Requirements and recommendations for Washington State Livestock Exhibitions](#).

3. Visitor Education

- Plan the transition areas for barn exits so handwashing ambassadors can stand in close proximity to handwashing sinks. Handwashing ambassadors should instruct visitors to wash hands and direct them to the nearest handwashing facility.
- If you have sufficient handwashing ambassadors at exits, place more at the entrance transition area to advise parents to leave strollers and child gear in ‘stroller parking’ and ask people to not bring food, drink, sippy cups, pacifiers, toys, etc. into barns.
- Post signs with specific risk messages as required by [WAC 246-100-192](#). Be aware that different messages must be posted at the entrance and exit to any animal exhibit.
 - The following messages must be posted **at the entrance of any animal exhibit**:
 - Animals can carry germs that can make people sick, even animals that appear healthy;
 - Eating, drinking, or putting things in a person’s mouth in animal areas could cause illness;
 - Older adults, pregnant women, immunocompromised people, and young children are more likely to become ill from contact with animals;
 - Young children and individuals with intellectual disabilities should be supervised in animal exhibit areas.
 - A prominent sign reminding visitors to wash their hands must be posted **at the exit of any animal exhibit**.
 - Washington State Department of Health (DOH) provides [free downloads](#) of WAC-compliant signs; **be sure to put the right sign in the right place!** **See [Fair Safety for Guests](#) for more information.**

Cleaning and Disinfection

Cleaning and disinfection before, during and after an event are critical for reducing disease transmission. Barn dust may contain pathogens such as *E. coli* and *Salmonella* and has been associated with disease outbreaks. Surfaces in fair barns have been found to be contaminated even after several cleanings, up to a year after an outbreak. Cleaning and disinfection protocols must be well defined and appropriately executed to truly reduce the risk of disease transmission. Additionally, it is important to understand the difference between cleaning and disinfecting. Cleaning removes dirt and organic matter from surfaces using soap or detergents, while disinfection kills viruses and bacteria on surfaces using chemicals. Follow the tips below before, during and after your event:

1. Cleaning

- Avoid any dry cleaning that can stir up dust, such as sweeping and leaf blowers.
- Animals should be removed during the cleaning process and should not reenter the area until after disinfected surfaces have been thoroughly rinsed.
- Remove all organic matter from surfaces.
- Wash walls, railings, pen dividers, and floors, with water and detergent, scrubbing heavily soiled surfaces for best removal.
- Rinse surfaces thoroughly to remove any detergent residue and allow the area to dry before disinfecting.

2. Disinfection

- Disinfection can only occur after organic matter has been removed from surfaces.
- After cleaning, apply an appropriate, effective disinfectant to surfaces.
- Follow label instructions, mix fresh so disinfectant is not deactivated (bleach is inactivated by sunlight and metals), and allow a contact time of at least 10 minutes, or as specified on product label.
- Rinse surfaces thoroughly to remove the disinfectant and allow the area to dry completely.
- Disinfectants such as bleach should be used in accordance with the manufacturer's label.

Tip: Visit the [Center for Food Security & Public Health](#) for additional information on the cleaning and disinfection process!

Reminder: Non-animal uses, such as home and garden shows, swap meets, educational and other events, should not occur in any building where animals have been present. Having non-animal events in spaces where animals have been carries an increased risk of disease, especially as visitors are not aware of the risks.

Action Plan Development and Implementation

1. Site Action Plan and Supporting Documents

A site action plan is a document developed prior to the event that contains detailed information on the event facilities and processes to be monitored during the event. Developing an effective site action plan can require a walk-through of event grounds and advanced planning of animal, non-animal and transition areas. A site action plan should include:

- Event plan summary: a summary of the event that includes (at minimum):
 - Event dates and timeline
 - Overview of all animal facilities at the event (including show areas, barns, and other exhibit areas) and their planned uses (e.g., Barn #2 will host the poultry and rabbit exhibits)
 - Protocols for animal facilities, including cleaning and disinfection procedure, handwashing station maintenance, signage checks, and waste management. For example, handwashing stations will be placed at the exits of Barns #1-5 and will be cleaned and re-stocked every 2 hours following procedures listed on the service record log.
 - Emergency contacts and protocols and other resources (e.g., ill animal response and veterinarian contact information, local health jurisdiction contact information).
- A site map depicting:
 - Animal areas, non-animal areas, and transition areas; food service and eating areas; and children's play areas.
 - Signage locations
 - Handwashing station locations
- Supporting documents such as a pre-event checklist, service record logs, cleaning records and a corrective action log.

Assign a staff member to manage the site action plan daily during the fair event

2. Action Plan Monitoring

During the event, put your site action plan to work. Follow procedures you have developed and keep written records to support your disease prevention activities. Regularly perform:

- Routine cleaning and disinfection
- Proper waste handling protocols
- Inspection of handwashing stations and visitor traffic areas
- Corrective actions and record keeping ensuring procedural compliance

3. Post Event Evaluation

After the event, gather and review all records to determine whether your site action plan was implemented properly and protected staff, volunteers, exhibitors, and visitors from disease. Consider meeting with staff and volunteers to get feedback on what worked and what did not

work as well. Document the recommended changes and ensure they are added to the action plan for the upcoming year. Evaluation is not solely a post-event task; periodically assess your site action plan throughout the year. Ensure the following are completed:

- Collection of records
- Evaluation of performance
- Determine areas for improvement
- File and keep records as needed

Resources

Washington State Department of Health, Animals in Public Settings - includes posters/signs and details of WAC 246-100-192

<https://doh.wa.gov/you-and-your-family/illness-and-disease-z/animal-transmitted-diseases/zoonotic-disease-rules-and-guidelines/animal-venue-operator-requirements>

Washington State Department of Agriculture - Exhibiting Animals in Washington State : [Fairs and Exhibitions | Washington State Department of Agriculture](#)

Compendium of Measures to Prevent Disease Associated with Animals in Public Settings - 2023: <http://www.nasphv.org/documentsCompendiumAnimals.html>

Center for Food Security of Public Health Cleaning and Disinfection - valuable resource for the C&D process, including a guide on reading disinfectant labels: [Cleaning and disinfection in animal settings - CFSPH \(iastate.edu\)](#)

International Association of Fairs and Expositions - access to resources like consumer protection programs and disease prevention toolkits for members: <https://fairsandexpos.com/>

Fair Pre-Event Checklist

By applying recommendations provided in the NASPHV Animal Contact Compendium, you can protect the health of your visitors and exhibitors.

Handwashing Facilities

Item #	Task	Yes	No	Comments
1	Adequate number of handwashing facilities for the maximum attendance (# of people x 1 minute [average time for handwashing]/# of minutes spent in exhibit area=# handwashing sinks)?			
2	Child-accessible stool or sturdy stepstool per sink group?			
3	Locate handwashing near exit of barns, within 10 feet where feasible?			
4	Restocking plan for handwashing? Who and how often?			

Animal Contact

Item #	Task	Yes	No	Comments
4	<p>Transition area at entrance for signage, stroller and bag storage, reminders not to bring food or drink into barns</p> <ul style="list-style-type: none"> <input type="checkbox"/> After providing staff/volunteers at exits (see below), additional staff/volunteers can do the following at entrances: ask parents to leave strollers and other items in 'stroller parking'; encourage parents to prevent children's hand-mouth contact; discourage food, drink, pacifiers, and other toys; and ask older children to put their hands in pockets while in barn. 			
5	<p>Transition area at exit with handwashing as close to barn as possible</p> <ul style="list-style-type: none"> <input type="checkbox"/> Can you recruit volunteers to remind public to wash hands? <input type="checkbox"/> Food service and eating areas separate from animal areas 			
6	<ul style="list-style-type: none"> <input type="checkbox"/> Dust control to limit contamination of surfaces; wet clean only <input type="checkbox"/> Daily or more frequent cleaning and disinfection of fencing, walls and rails <input type="checkbox"/> Clean animal areas between events, removing all solids with water (no dust) then disinfecting with 1/2c bleach per gallon of water 			



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