Event Plan

Fulton County Historical Society (FCHS) — Trail of Courage Living History Festival
Event dates: 10/03/20 and 10/04/20
Event location: 37 E 375 N, Rochester, Indiana, 46975

1) Capacity Limits

   a. The Trail of Courage is held on a 10 acre portion of the 35 acres of land owned by FCHS. Roughly five acres of the real estate where attendees will be located during the festival is wooded and will not be utilized as open areas for attendees. One acre of land is equal to 43,560 square feet. If that number is divided by nine feet, which accounts for the width of the person and six feet of separation between them, the area can hold 24,200 people at one time and not infringe on social distancing. The most people who have ever attended the event in its entire history, which dates back to the 1980s, was 18,000 people. The event is normally spread out over three days, Friday through Sunday, and Friday is utilized for schools to attend, which typically accounts for 3,000 people of the total attendance. The school day on Friday will NOT be happening this year. The event will occur over two days, and traditionally on any one day there are not more than 5,000 people through the festival over the course of the entire day.

   b. Capacity will be further monitored by means of the following:

      - All attendees must pass through the front gate, which will be set up to only allow for a single line which will be socially distanced. The social distancing will be accomplished by means of signage instructing attendees to maintain social distance and further by volunteers dispersed through the event and event participants providing additional monitoring.
      - At the front gate, attendees will check in at the ticket booth, which will have a sign-in sheet for attendees to provide their name and contact information and for them to sign a written release, which is required of all attendees and participants, and to pay for admission and be given an admission bracelet so that volunteers and participants can confirm anyone at the festival has properly passed through the front gate.
      - In addition, the ticket booth will be counting attendees as they come in and leave, and no more than 2,500 people will be permitted to be at the festival at any one time.
      - Attendees will be counted by means of a volunteer stationed at the front gate who will be using a calculator to add and subtract people as they come and go.
      - The entrance line will be separated from the exit line by means of a roped off line system with signs showing which way to enter/exit. The line area is wide enough to ensure that the two lines will be separated by at least six feet of separation.
      - The museum does have a front gate which can be opened/closed to physically control access to the property.

- The event has 25 volunteers who will be trained on rule enforcement and policies for the event prior to the event starting.
- The Board members of the FCHS will also be participating in the event to assist with rule enforcement. The board consists of 15 members.
- Further, all event participants, which includes all food vendors, reenactors, merchants, which consists of 500 people, will be assisting with rule enforcement and monitoring, and will also receive training and a pamphlet outlining their responsibilities. All participants are required to adhere to the guidelines AND assist in enforcement.
- Signs noting the requirement of social distancing will be posted at regular intervals through the festival space, and participants, volunteers, and board members will be enforcing the requirements.
- At the gate, if the festival is at the capacity of 2,500, incoming attendees will not be permitted entrance. FCHS will utilize the same method as Walt Disney World, and will close down the ticket booth and block the front entrance with signs that state that the event is at capacity and no one may enter.
- People haulers are utilized to move people from the parking area to the festival area, which will allow an additional filter for who may gain entry to the festival since attendees have to pass through this process before even arriving at the ticket booth.
- The people haulers will have limited seating to ensure social distancing, and people will not be allowed to use the people haulers unless wearing a mask.
- The people haulers will also be equipped with signs informing attendees of the rules for the event, including the social distancing requirement, the mask requirement, and the advisements about not attending if ill or in a high risk group.

2) Guest information

a. As stated above, attendees will be required to sign in at the ticket booth before entering the festival, provide their contact information on the sign-in sheet, and sign a release. They will be further advised with signage that they should not attend the event if they are sick or part of a vulnerable population.
b. Additionally, all attendees will be given a handout detailing the requirement of masks, social distancing, and frequent hand washing/hand sanitizing.

3) Staff and Volunteer Screening

a. All volunteers and participants (and board members) have been advised in advance of the requirements and guidelines for the event (letters were sent out in advance to all which outlined the requirements for social distancing, masks, and health screenings and warning of the need to not attend if experiencing symptoms and to not attend if in a high risk group).
b. All volunteers and participants will receive training before the start of the event and will be health screened prior to the festival opening each day. Thermometers have been secured so that temperature checks can be done on all volunteers and

participants (and board members) and anyone with symptoms will not be permitted to participate.

c. Further, EMTs will be present on the property in the event that additional screening/medical assistance is needed.

4) Social Distancing Measures

a. As stated above, social distancing will be required and all lines will be divided into entrance/exit lines so that traffic will only be going one direction.
b. All lines will also have ground markings to make it clear how far apart people in line must stand from one another.
c. The attendance cap of 2,500 at one time is far below the potential capacity of 24,200 (which capacity would allow for six feet of social distance between all in attendance), and therefore there is more than enough room to allow everyone to stay six feet apart at all times.
d. Some areas of the festival include tents for people to enter, and the participants running each tent are required and will ensure that the number of people in any tent at any one time are able to maintain six feet of social distance and further that they are wearing masks.
e. Further, volunteers and participants will be dispersed throughout the event at all times and will be monitoring social distancing and asking attendees to spread out if there is a lapse in social distancing.

5) Increased Sanitation

a. There will be hand sanitizing stations spread through the festival area and signage will clearly mark them and encourage their use.
b. Melinda Clinger, the FCHS executive director, will make regular rounds to ensure the stations are adequately supplied.
c. Further, the portable restrooms will be outfitted with hand sanitizer, and they will be cleaned/sanitized every half hour throughout the event with special cleaning chemical from Arrow Services.
d. Melinda will also be in charge of maintaining and ensuring compliance with the restroom cleaning schedule.
e. Each picnic table, booth, tent, and any other area with touchable surfaces will be regularly wiped down and sanitized every half hour through the event and additionally as needed by the participants running the booth, tent, etc. Supplies for said cleaning will be provided by FCHS.
f. All pens, clipboards, and other items will be sanitized after each use and all stations will be equipped with hand sanitizer and cleaning supplies, and volunteers and participants will be trained regarding their use.
g. All participants and volunteers will be instructed to immediately notify Melinda Clinger if any cleaning supplies need to be replenished.
h. FCHS has acquired more cleaning supplies than will be needed for the festival.
i. The people haulers will be sanitized by the driver and back seat rider (volunteer who is assigned to the people hauler) after each drop off.

6) Face Coverings

a. Masks are required, and volunteers, board members, and participants will be monitoring and enforcing compliance, and there will also be signs posted at regular intervals through the festival space stating as such.
b. Anyone refusing to wear a mask will not be permitted entrance in accordance with the Governor's Mask Mandate.
c. All booths or other areas where attendees interact with participants and volunteers will have table dividers so that six feet of separation can be maintained, and further masks are required for the festival.
d. FCHS has purchased paper masks to provide for persons who do not come with a mask and will also have cloth masks for sale near the admissions booth to ensure no one enters without a mask.

7) Compliance

a. There will be 25 volunteers, plus 15 board members, plus 500 participants all serving to monitor and ensure compliance with this event plan.
b. All of the above individuals will receive training prior to the start of the festival to ensure they understand the rules and guidelines, and further informing them of who to contact if an issue arises which they have been unable to deal with when confronting an attendee (Melinda Clinger and Fred Oden will be the points of contact and will handle such issues or contact law enforcement if necessary).
c. In addition, as stated above, all of the above individuals will receive written guidelines, including this event plan, to ensure they fully understand their responsibilities and the rules for the event.
d. All of the above individuals will be advised of the Governor's executive orders concerning festivals and other applicable requirements.
e. Signage will be placed in numerous places throughout the festival area, including on the people haulers, at the ticket booth, and at every other station staffed by any volunteers or participants, as well as in additional, clearly visible locations through the festival, stating the requirements for this event and the advisements from the Governor's Executive Orders and all applicable health and safety guidelines.

Event Planner: Melinda Clinger

Event Planner Signature: Melinda Clinger Date: 9-20-2020