



Frequently Asked Questions regarding the CFSA COVID-19 Release and Waiver of Liability Agreement (“COVID-19 Liability Waiver”):

1. Is the COVID-19 Liability Waiver form issued on April 7, 2020, the new CFSA Release and Waiver of Liability form or is it just for COVID-19?
 - a. The April 7, 2020 document is for use only for activities on your fairgrounds during the COVID-19 pandemic and should be used until all governmental agency restrictions are lifted.
2. In general, who **must** sign this waiver?

CFSA recommends that any individual entering the fairgrounds on a **voluntary** basis to participate in a fair-related activity should be required to sign the waiver.
3. In general, who **does not** have to sign the waiver?
 - a. Any individual on the fairgrounds in a **professional capacity** either through a written agreement/contract with the fairgrounds or through the individual’s employer (i.e. UPS, Fed Ex, USPS, COVID-19 emergency response, fairground lessee).
 - b. Any patient or person receiving services from an agency using the fairgrounds in response to COVID-19.
4. Do RV Park tenants need to sign the waiver?
 - a. If you have a pre-existing written agreement with the RV Park renter, probably not. CFSA would like to review your RV Park rental agreements to be sure. Please send your RV Park rental agreement form to Mario Castagnola at mcastagnola@cfsa.org for review.
 - b. While CFSA discourages any member fairground from accepting new RV Park renters during the COVID-19 pandemic, if you do allow new renters, those renters should each sign a COVID-19 Liability Waiver.

5. Do horse boarders need to sign a waiver?
 - a. If the boarders are coming to the fairgrounds routinely to care for their animals, CFSA requests that they sign a waiver one time to cover all of their visits during the pandemic, especially if your fairgrounds is also serving as a COVID-19 response facility.
6. Do contractors doing a job walk as part of the construction bidding process need to sign a waiver?
 - a. No, unless the waiver has been made part of the bid specifications.
7. Do fair board members have to sign the waiver?
 - a. No, as long as they are on the fairgrounds in their capacity as a member of the board.
8. Do the waivers have to be signed in person, onsite?
 - a. The ideal answer is yes; however, recognizing the conditions presented by COVID-19, the following are alternative valid methods to obtain signed waivers:
 - i. Email the waiver form to the individual with a specific identification number that the individual needs to put next to their signature. No identification number can be used more than once. The individual can scan and email the signed waiver with the identification number back to the fair.
 - ii. The individual can print the waiver form from the fairground's website, fill out and sign the form, and when they arrive on the fairgrounds, staff shoots a short video of the individual acknowledging that this is their waiver bearing their signature.
 - b. Recommended methods for obtaining signed waivers onsite:
 - i. All fairgrounds' staff/volunteers handling waivers wear gloves and masks.
 - ii. Waivers are handed to one person at a time, preferably in their vehicle.
 - iii. Guests fill out the waiver in sight of fairgrounds' staff/volunteer with 6-foot social distance maintained at all times.

- iv. Guests deposit signed waivers in a drop box.
 - v. Drop box is not opened by fair staff for a minimum of five days; forms are collected from the drop box by fair staff wearing gloves.
9. What if individuals who are entering the fairgrounds on a **voluntary** basis to participate in a fair-related activity refuse to sign the waiver?
- a. CFSA strongly recommends that you refuse the individual entry onto the fairgrounds in this circumstance.

Important Note: Save all signed waiver forms and copies of all documentation related to the waivers, including all related emails and video recordings. Keep both a paper copy (if possible) and a digital copy of the signed waivers and any related emails, along with a digital copy of any videos, **for at least three years** after government restrictions are lifted.