

CONSUMER PROTECTION PROGRAM (CPP) Implementation Checklist

1. SITE ANALYSIS:

1. Identify livestock zones or perimeter, if possible.
2. Conduct site analysis by individual location (i.e. building, barn, tent, show ring, etc.), including:
 - a. Human (guest) traffic flow
 - b. Animal and waste traffic flow
 - c. Air movement considerations within area (fans, ventilation units, etc.)
3. Other important factors to consider:
 - a. Change of barn layout or movement of livestock due to "split show"
 - b. Areas which have greater dwell time by guests
 - c. Areas of greatest potential for human-animal contact
4. Select Contact Zones:
 - a. Identify contact zones that are of greatest significance to CPP
 - b. Identify contact zones that can effectively be managed by fair personnel
5. Select appropriate corrective actions using key corrective actions as outlined in CPP workshop
6. Create supporting paperwork
 - a. Complete a Site Action Plan (SAP) document for each area (building, barn, tent, etc.)
 - b. Develop or customize Corrective Action Log(s) to support each SAP
 - c. Develop a Process Verification Log to support the overall CPP
 - d. Develop other checklists as needed, or desired

2. WASTE MANAGEMENT PLAN:

1. Inventory and assessment of equipment and tools used.
2. Analysis of waste storage areas.
3. Analysis of animal waste/exhibitor traffic flow (see 2 a., above).
4. Analysis of waste removal plan and schedule.
5. Summarize and identify changes, as necessary.
6. Implement internal plan (communication, signage, procedures written up, etc.).

3. COMMUNICATION PLAN:

1. Develop education and/or information flyers and disseminate to exhibitors.
2. Develop policy guidelines, etc. to third party contractors (i.e. petting zoo or other animal interaction exhibits).

3. Develop written procedures for volunteers, staff, contractors and exhibitors. Examples include:
 - a. Waste removal plan for exhibitors
 - b. Cleaning procedures for railings and walkways
 - c. Traffic pattern for trucks and tractors during barn clean-up overnight
 - d. Monitoring and re-supply procedure for hand-wash stations
4. Develop and present a summary of implementation program to board or other regulatory body

4. IMPLEMENTATION TIMELINE:

1. Allow sufficient time for locating and procuring necessary supplies and equipment, printing and mailing of communications, etc.
2. Identify responsible party or parties.
3. Establish implementation timeline on a calendar.

5. SIGNAGE PLAN:

1. Verify that site plans are accurate with regard to placement of signage.
2. Determine the exact number of signs to be printed and posted, including:
 - a. Livestock perimeter signs
 - b. Entry signs
 - c. Exit signs
 - d. Hand washing station signs
 - e. Transition zone signs
 - f. Inside the building signs
3. Utilize Guideline Sheet available from C.A.F.E. at www.canadian-fairs.ca

6. EQUIPMENT & SUPPLIES:

1. Purchase, rent, borrow or build hand-washing station(s).
2. Purchase, rent, or borrow hand sanitizer units (if planned for use).
3. Purchase, rent, borrow or build barrier items.
4. Procure necessary supplies for maintaining corrective actions (paper towels, soap, sanitizer supplies, disinfectant, etc.).

7. MEDIA PLAN:

1. Review tips on effectively dealing with media available from C.A.F.E. at www.canadian-fairs.ca
2. Determine what items, documents, etc. are available for media access.
3. Determine appropriate media contact(s).

4. Written media procedure available for staff, board, volunteers, etc.
5. Prepare drafts of news releases that might be necessary (i.e. proactive measures to be taken, response to possible incident).
6. Customize PSA's for general public and develop plan for use.

8. Record Keeping Plan:

1. Determine which records are needed.
2. Customize forms (templates available from C.A.F.E. at www.canadian-fairs.ca)
3. Assign record-keeping responsibility to appropriate person(s).
4. Assign process verification to appropriate person.
5. Determine format and location of record storage.
6. Create list of photos needed.
 - a. Assign person(s) the task of taking photos
 - b. Determine procedures necessary for filing, storage, printing of photos as may be needed

9. DURING EVENT:

1. Analyze how the CPP program is working, including:
 - a. Placement of signs
 - b. Placement of hand washing stations
 - c. Changes in traffic flow
 - d. Number of units to service needs
2. Make any necessary changes, including:
 - a. Relocate signage
 - b. Relocate hand washing stations
 - c. Add additional services
 - d. Add or move barriers
3. Photo document activities and events during the fair.
4. Keep notes on necessary improvements, what works & what needs to be changed for the future.
5. Monitor media and guest comments for areas of concern and/or congratulations.

10. POST-EVENT:

1. Insure all records and photos are properly filed and stored according to plan.
2. Review comments and event analysis, determine future changes to program.
3. Determine additional training needed for board, staff, volunteers, etc.