

## Appendix B: Supplemental Vendor Agreement -- COVID-19 Safety Protocol

Thank you for coming back to work, we are so happy to see you and to re-open the Marketplace (MP). The safety of our staff, vendors, and customers are our top priority so that we can stay open and grow.

1. Vendors or any vendor staff must stay home if feeling sick or have a temperature above 99 degrees.
2. All vendors must take their and their staff's temperatures before starting work each day.
3. Please notify MP staff if you have been diagnosed with COVID-19 or you have come into contact with someone who has been diagnosed with COVID-19. Proper confidentiality will be observed.
4. 6 ft. distancing is required from staff and customers at all times and vendors when not in your booth space.
5. Office hours for space reservations: Friday 9 am--3:30 pm, Saturday 7:30am--1:30pm & Sunday 7:30am--2:00 pm
6. Until further notice, Vendors may ONLY sell to customers between the hours of 8am-2pm. No customers are allowed in the MP before 8am or after 2pm. Vendors at the MP who sell before or after this time will be disqualified and may not continue to sell at the MP.
7. All vendors, vendor staff, and MP staff will wear masks at all times at MP.
8. When taking off disposable gloves when selling, vendors will replace them with new gloves.
9. Vendors will have hand sanitizer for customer use while selling at MP.
10. Vendors will disinfect work surfaces, payment machines, and all other equipment handled at each booth at least every hour when selling.
11. Vendors are strongly encouraged to provide and use plexiglass shields between merchandise and payment area at each booth.
12. Caution tape or other barrier will be in front of each vendor booth to encourage 6ft. distancing and separate waiting customers safely from vendor staff.
13. Vendors are required to design their booth to enable 6ft distancing between customers at or in each booth.
14. Customer should only handle merchandise in vendor space when they intend to buy the handled items; customers must maintain 6ft distance from merchandise and vendor staff unless paying and accepting paid items.
15. Vendors are strongly encouraged to minimize hand-to-hand contact with customers by designating a pick-up area for customers at or immediately in front of your booth.
16. Avoid touching your face with your hands directly.
17. All restrooms will be cleaned hourly by MP staff.
18. All MP staff will have walkie-talkies to help manage and ensure physical distancing throughout.
19. 2-3 staff members will be in the MP office with masks at all times.
20. VENDORS CAN SELL NEW GOODS ONLY, goods that have never been sold to the public before. Customers may not try on any clothing or jewelry at the Marketplace unless vendors receive permission from the Marketplace Safety Compliance Officer after review of safety protocols in place.
21. Updated safety protocols and rules will be provided on a weekly basis to vendors via email.
22. All safety protocols and rules must be followed at all times.

Please see extra safety & physical distancing protocol document attached.

Date: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

**Appendix B. Part II: Supplemental Vendor Agreement -- COVID-19 Vendor Safety Protocol**

APK 1.8.2021

With COVID infections rising, we want to be sure that your business follows a strict safety and back-to-work protocols while at the Marketplace. The safety of our staff, vendors, and customers are our top priority.

- 1) Vendors or any vendor employee must not come to the Marketplace if they are experiencing any of the following symptoms in the three (3) days prior to coming to work:
  - a) Cough not caused by another health condition
  - b) Sore throat
  - c) Shortness of breath not caused by another health condition
  - d) Body aches and/ or fatigue
  - e) Nausea and/or vomiting not attributed to pregnancy or medication
  - f) Diarrhea not caused by another health condition
  - g) New congestion or running nose
  - h) Experiencing a new loss of taste or smell.
  - i) New headache not caused by another medical condition
  - j) Have a fever over 99.0 or over or chills
- 2) Vendors or any vendor employee who have been instructed by a healthcare provider to self-isolate must not come to work until their healthcare provide has cleared them to come back to work.
- 3) Vendors or any vendor employee who have been exposed to any *person* who is sick or ill with known symptoms of COVID-19 or awaiting COVID-19 test results must not come to the Marketplace unless that *person's* test results are negative for COVID-19. If you are a health science student, first responder or a health care worker wearing the appropriate PPE and following the agency or health facility guidelines this in not considered exposure and you can come to work.
- 4) Vendors or any vendor employee must not come to the Marketplace if they have been exposed to anyone who has been diagnosed with COVID-19 or who has been diagnosed with COVID-19 until they have had been tested two times, one week apart, and both test results are negative.
- 5) You must notify Esmerelda Juarez, Marketplace Supervisor if any vendor or vendor employee has been diagnosed with COVID-19. Proper confidentiality will be observed.

Date: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_