

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 to 4 pm Saturday/Sunday 7 am to 1:30 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 gloves and 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 will be strung in front of each vendor booth at 6 feet distance to separate waiting customers safely from vendor staff.
13. No customer will handle merchandise in vendor space; customers must maintain 6ft distance from merchandise and vendor staff unless paying and accepting paid items.
14. 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.
15. Only 3 to 4 customers are allowed per vendor space at a time.
16. MP will provide additional hand sanitizer and soap and water for your personal safety. You may find them in our MP office and at each designated MP entrance and exit.
17. Avoid touching your face with your hands directly.
18. All restrooms will be cleaned hourly by MP staff.
19. Only 300-400 max. customers are allowed at MP at any time. The number of vendors multiplied by 3-4 customers will determine how many customers will be allowed through entrances at any time.
20. All MP staff will have walkie-talkies to help manage and ensure physical distancing throughout.
21. 2-3 staff members will be in the MP office with masks and gloves at all times.
22. Safety signs will be provided to you and must be posted at every vendor space.
23. Until further notice, any vendor selling anything other than essential goods or any other items NOT authorized by the Ventura County Public Health Department will be disqualified and may not continue to sell at the MP.
24. Updated safety protocols will be provided as the Ventura County Public Health Dept. requires.

Please see extra safety & physical distancing protocol document attached.

Date: _____ Vendor Name: _____

Vendor Signature: _____