



## Ventura College Foundation Outdoor Marketplace COVID-19 Operation Plan

### Statement of Introduction

*The Ventura College Foundation's Weekend Marketplace is an established community event attracting vendors and patrons from throughout the state and in pre-COVID times drew approximately 2,000 shoppers and 300-400 vendors each weekend.*

Suspended on March 13 due to COVID-19, the [VC Foundation Weekend Marketplace](#) generated \$1.5 million annually from space rentals to support the Foundation, helping to cover the costs of staff, operations and a portion of the VC Foundation's core programs, including scholarships, the VC Promise and textbook lending. [The Ventura College Foundation \(VCF\)](#) supports over 4,500 Ventura College students annually.

**WHAT:** Swap meet with produce vendors and food trucks (only offering essential items currently, expanding only as Ventura Public Health directives allow)

**WHERE:** Corner of Telegraph and Day roads in the East Parking Lot of Ventura College

**WHEN:** Hours and days of operation (currently), Saturday/Sunday 8 am -2 pm

With the following plan the VCF Weekend Marketplace will reopen to support the work of the VC Foundation while following ALL directives of the Ventura County Public Health Department.

### Vendor Safety Information

The Marketplace (MP) will remain open and expand if all goes as planned, customers and vendors observe safety protocols, and staff and vendors effectively enforce safety protocols with customers.

1. Office hours for space reservations: Friday 9 am - 4 pm Saturday/Sunday 7 am - 1:30 pm.
2. Vendors are encouraged to make space reservations via email and by phone primarily.
3. Physical distancing will apply for transactions handled in person at the office window.
4. All vendors required to set up six feet apart from each other.
5. Safety posters are posted at the MP office, throughout the MP, and at each booth.
6. Vendors or any vendor staff must stay home if feeling sick or have a temperature above 99 degrees.
7. All vendors must take their and their staff's temperatures before starting work each day.
8. Signage posted to strongly encourage customers to wear masks while at the MP.

9. Vendors are required to wear gloves and masks while selling at the MP
10. Vendors will be required to provide their own reusable/environmentally friendly bags.
11. Vendors are strongly encouraged to use plexiglass shields between merchandise and payment area at each booth.
12. Vendors will disinfect work surfaces, payment machines, and all other equipment handled at each booth every hour when selling.
13. Vendors will have hand sanitizer for customer use while selling at MP.
14. Caution tape will be strung in front of each vendor booth at 6 feet distance to separate awaiting customers safely from vendor staff.
15. No customer will handle merchandise in vendor space; customers must maintain 6ft distance from merchandise and vendor staff unless paying and accepting paid items.
16. 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 the booth.
17. Vendors are required to manage a maximum of 3-4 customers at your booth at a time.
18. All are strongly encouraged to avoid touching your face with your hands directly.
19. A new map developed with vendor spots locations, designated entrances, directional signage locations, restrooms identified, hand cleansing locations, office location, etc. This map will be posted outside the MP office. (See MP Layout Attached).
20. All food trucks will be allowed to sell food-to-go or via delivery orders only.
21. Vendors will be allowed to sell essential goods or any other items authorized by the Ventura County Public Health Department. The Marketplace will expand the list of goods and operations as the county public health department allows.
22. 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.
23. Until further notice, Vendors may ONLY sell to customers between 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.

### **Customer Safety Information**

The Marketplace (MP) will remain open and expand if all goes as planned, customers and vendors observe safety protocols, and staff and vendors can enforce safety protocols with customers.

1. 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 MP.
2. Designated Entrances and Exits will be strictly enforced. Staff will be posted at these locations throughout the day.

3. Surrounding the perimeter, cones, and caution tape with directional signs on cones will encourage the safe flow of customer travel through designated entrances into MP.
4. Two portable/stand up sanitizer dispensers will be located at each entrance that customers will be required to use prior access. Also, handwashing sinks are available near the Marketplace office.
5. All are strongly encouraged to avoid touching your face with your hands directly.
6. Restrooms will be cleaned and disinfected hourly. A restroom attendant will be present throughout the day. Usual do-not-enter signs will be used while cleaning. Physical distancing will be required and monitored throughout the day.
7. Physical distancing signage will be posted throughout the MP.
8. Customers are strongly encouraged to wear masks while at the MP.
9. Vendors will be required to wear gloves and masks while selling at the MP
10. Caution tape will be strung in front of each vendor booth at 6 feet distance to separate awaiting customers safely from vendor staff.
11. Vendors will be required to manage a maximum number of customers at their booths (3-4 at a one time).
12. Vendors are required to provide reusable/environmentally friendly bags to customers.
13. Vendors are strongly encouraged to use plexiglass shields between merchandise and payment area at each booth.
14. All food trucks will be allowed to sell food-to-go or via delivery orders only.
15. A new map developed with vendor spots locations, designated entrances, directional signage locations, restrooms identified, hand cleansing locations, office location, etc. This map will be posted outside the MP office. (See MP Layout Appendix A Attached).

### **Employee Safety Information**

The Marketplace (MP) will remain open and expand if all goes as planned, customers and vendors observe safety protocols, and staff and vendors effectively enforce safety protocols with customers.

1. All staff and vendors are required to wear a mask and gloves while at MP.
2. All are strongly encouraged to avoid touching your face with your hands directly.
3. MP staff must stay home if feeling sick or have a temperature above 99 degrees.
4. MP will take all staff's temperatures before starting work each day.
5. Signage posted to strongly encourage customers to wear masks while at the MP.
6. Physical distancing will be required of customers, vendors, and office and outdoor staff.
7. Three office staff including MP Supervisor, Esmerelda Juarez, will be working in the MP office 6 feet apart from each other.

8. All MP staff (10-12 employees) will be assigned duties (outdoor) to help maintain physical distancing and other safety protocols.
9. Safety posters will be posted at each booth, office, and garage.
10. Physical distancing signage will be posted throughout the MP.
11. Signage will be posted to strongly encourage customers to wear masks while at the MP.
12. Vendors will be required to manage a maximum number of customers at their booths (3-4 at a one time).
13. Caution tape will be strung in front of each vendor booth at 6 feet distance.
14. Vendors will be required to provide their own reusable/environmentally friendly bags.
15. Vendors are strongly encouraged to use plexiglass shields between merchandise and payment area at each booth.
16. All food trucks will be allowed to sell food-to-go or via delivery orders only.

**Additional Information:**

**Vendor Reservations & Parking:** We will open with rental rates at the same as pre-crisis levels to start. We will monitor the balance between vendor reservations and rental costs to maximize revenue and vendor rentals. We will contact vendors by email and text to let them know which are welcome back at this point. We will not open with paid customer parking fees at the start and will add this later depending on the turnout of customer attendance.

**Food Trucks & Drive Through Pick-Up:** At this time, we will re-open without food drive-thru option until the new operation is running smoothly, as it may be hazardous to allow customers to drive in and out to pick-up food, especially as MP staff works to stabilize and sustain the new COVID-19 operation plan. We hope to add food truck vendor drive-thru options as soon as we can safely manage it.

**Answers to Questions and Additional Assistance please ask MP staff, otherwise, contact:**

**VCF On-Site Marketplace Supervisor  
& Safety Officer:**

Esmerelda Juarez, 805-289-6062, [ej Suarez@vcccd.edu](mailto:ej Suarez@vcccd.edu)

**VCF Executive Director:**

Anne Paul King, 805-289-6503, [aking@vcccd.edu](mailto:aking@vcccd.edu)

**Ventura College Campus Police:**

805-289-6486

**Appendix:**

- *Appendix A: VCF Marketplace Layout*
- *Appendix B: Supplemental Vendor Agreement – COVID-19 Safety Protocol*
- *Appendix C: VCF Marketplace COVID-19 Staff Safety Memo*
- *Appendix D: Vendor-Booth Safety Poster Final*
- *Appendix E: VCF Marketplace COVID-19 Signage*