

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: _____