

VENTURA COLLEGE FOUNDATION

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† Deceased

December 28, 2020 – 4:00 p.m.

Dear Marketplace Vendors,

The Ventura College Foundation takes safety very seriously. At our Weekend Marketplace, we continuously monitor our staff, vendors and guests to ensure that they follow all COVID-19 health and safety guidelines.

Despite our proactive efforts and our strict health and safety protocols, **one of our Marketplace office employees was exposed to COVID-19 and came to work this past weekend not knowing they were infected.** The Marketplace employee found out they were positive only after taking a COVID-19 test at their primary place of employment on Monday (December 28, 2020) morning where tests are administered daily and results are available in 15 minutes.

This employee worked in the office portion of **the Marketplace and was not in contact with the general public, although the staff member was in contact with vendors.**

All of our (six employees) Marketplace office employees and any additional Marketplace staff that came in contact with this employee are self-quarantining for 14 days.

The Marketplace will be closed the weekends of January 2-3, 2021, and January 9-10, 2021, as our exposed employees will be self-quarantining and we wouldn't be able to maintain our strict COVID-19 safety protocols due to being short-staffed. All returning employees will be required to be completely symptom free according to county and state guidelines before being allowed to return to work.

We continue to work with all our Marketplace staff so they follow and support public health and safety protocols. **We look forward to reopening on January 16 and 17, 2021.**

Credits will be made available to vendors that have already paid for booth space on January 2 or 3, 2021.

We will notify vendors of any updates by email, the Marketplace Facebook page, (<https://www.facebook.com/vcfmarketplace/>), the Marketplace website (<https://venturacollegefoundation.org/weekend-marketplace/>), text messages and/or through our telephone answering voicemail system.

Situations like this can be distressing and cause anxiety for many of you. Our focus is to help our employees, vendors, and customers.

Sincerely,



Anne Paul King, Executive Director

YOUR
DREAMS.
OUR
MISSION.