

## Vendor Safety Information

The Swap Meet (SM) 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. The following Covid-19 Operation Plan is based on state guidelines mandated by the governor and the Tulare County Health Department and are subject to change as the state updates guidelines. For additional information regarding state guidelines by tier, review Addendum A.

1. Until further notice, the SM will only be available to permanent vendors already on file. The SM will consider expansion to new vendors when space and safety protocols allow.
2. All vendors are required to set up six feet apart from each other. All vendors will be assigned space numbers and locations. Please use the new vendor map to determine your space location. Map also addresses designated entrances, directional signage locations, restrooms, hand washing locations, office location, etc.
3. Safety posters will be posted at the SM office, throughout the SM, and at each booth.
4. Vendors or any vendor staff must stay home if feeling sick or have a temperatures above 100.4 degrees.
5. All vendors and their staff must take temperatures before arriving at the SM. SM staff will also be checking vendor and vendor staff temperatures as vendors enter the SM. Vendors or vendor staff with a temperature above 100.4 degrees will not be permitted into the SM.
6. Vendors will be encouraged to pay for spaces in advance using the new online payment form available on the website. Vendors may not pay for more than one week at a time.
7. Customers will be required to wear masks while at the SM with signage posted throughout.
8. Vendors and their staff will be required to wear masks and either wear gloves or in lieu of gloves provide contactless transactions while selling at the SM. Example: Use a Bill Holder/tray to receive and pass money and change to the customer. May also use a paper plate to receive and pass money to customer.
9. Vendors are strongly encouraged to use acrylic/plexiglass shields between merchandise and payment area at each booth.
10. All vendors are responsible to **provide their own trashcan and trash liner(s)**. Per Tulare County Health Department, all vendor trashcans must have a trash liner/bag. Vendors are responsible for **hauling and disposing of their own trash including boxes and crates etc.** Vendors **may not** use the public trashcans provided for customers or the PCF/Porterville Fair dumpsters. **Violators will be subject to disciplinary action:** 1) First Offense - \$10 Fine, 3) Second Offense – One Week Suspension from SM, 4) Third Offense – Dismissal from SM (for up to 6 months)
11. Vendors will disinfect work surfaces, payment machines, and all other equipment handled at each booth every hour when selling.
12. Vendors will have hand sanitizer for customer use while selling at SM.
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 the booth.
15. Vendors are required to manage a maximum of 3-4 customers at your booth at a time.
16. All are strongly encouraged to avoid touching your face with your hands directly.

# Swap Meet COVID-19 Operation Plan

17. 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 SM office. (See SMLayout Attached).
18. Outdoor eating areas may be permissible, but the vendor is responsible to ensure customer physical distancing with no more than four (4) six foot tables per 20x20 outdoor eating area spaced 6 feet apart. Vendors will not be permitted more than one (1) 20x20 outdoor eating space. Outdoor eating areas must be disinfected after each use. For additional information regarding outdoor eating guidelines visit <https://covid19.ca.gov/industry-guidance/#restaurants>.
19. All food/produce vendors may not provide samples and should remove all self-serve condiments (ketchup, mustard, mayo, salsa, lettuce etc.). Condiments should be provided in to go packets and made available at the customer's request.
20. Vendors will be allowed to sell essential goods or any other items authorized by the Tulare County Public Health Department. The Swap Meet will expand the list of goods and operations as the county public health department and state guidelines allow.
21. Until further notice, any vendor selling anything other than essential goods or any other items NOT authorized by the Tulare County Public Health Department or state guidelines will be disqualified and may not continue to sell at the SM until guidelines permit.
22. Until further notice, Vendors may ONLY sell to customers between 8am-2pm. No customers are allowed in the SM before 8am or after 2pm. Vendors at the SM who sell before or after this time will be disqualified and may not continue to sell at the SM.

## Customer Safety Information

The Swap Meet (SM) 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. The following Covid-19 Operation Plan is based on state guidelines mandated by the governor and the Tulare County Health Department and are subject to change as the state updates guidelines.

1. Until further notice, Vendors may ONLY sell to customers between the hours of 8am - 2pm. No customers are allowed in the SM before 8am or after 2pm. Vendors at the SM who sell before or after this time will be disqualified and may not continue to sell at SM.
2. Designated Entrances and Exits will be strictly enforced. Staff will be posted at these locations throughout the day.
3. Customer capacity will be limited as directed by the Tulare County Public Health Department and state guidelines related to the county tier status. Once capacity is reached, additional customers will not be allowed entrance until customers exit the SM.
4. To ensure proper physical distancing SM rows will be one way only for customer traffic. Directional signs will encourage the safe flow of customer travel through designated entrances and throughout the SM.
5. Customers must maintain a social distance of 6 feet at all times. Groups of 10 or more will not be allowed to congregate in any fashion throughout the SM and parking lot. SM security and staff will patrol and ensure physical distancing is followed.

# Swap Meet COVID-19 Operation Plan

6. Two portable/stand up sanitizer dispensers will be located at the entrance and exit that customers will be required to use prior to access. Also, handwashing sinks are available and noted on the map.
7. All are strongly encouraged to avoid touching your face with your hands directly.
8. All are strongly encouraged to bring their own hand sanitizer for use while shopping. Several handwashing stations will be available throughout the SM (see map for locations).
9. Restrooms will be cleaned and disinfected hourly. A restroom attendant will be present intermittently throughout the day. Usual do-not-enter signs will be used while cleaning. Physical distancing will be required and monitored throughout the day.
10. Physical distancing signage will be posted throughout the SM.
11. Customers will be required to wear masks while at the SM.
12. Vendors will be required to wear masks and either wear gloves or in lieu of gloves provide contactless transactions while selling at the SM.
13. Vendors will be required to manage a maximum number of customers at their booths (3-4 at one time).
14. Vendors are strongly encouraged to use acrylic/plexiglass shields between merchandise and payment area at each booth.
15. Outdoor eating areas may be permissible, but the vendor is responsible to ensure customer physical distancing with no more than four (4) six foot tables per 20x20 outdoor eating area spaced 6 feet apart. Vendors will not be permitted more than one (1) 20x20 outdoor eating space. Outdoor eating areas must be disinfected after each use. For additional information regarding outdoor eating guidelines visit <https://covid19.ca.gov/industry-guidance/#restaurants>.
16. A new map developed with vendor spots locations, designated entrances, directional signage locations, restrooms identified, hand cleansing locations, office location, etc.
17. Customers are encouraged to report safety violations to the SM staff.

This map will be posted outside the SM office. (See SMLayout Appendix A Attached).

## Employee Safety Information

The Swap Meet (SM) 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. The following Covid-19 Operation Plan is based on state guidelines mandated by the governor and the Tulare County Health Department and are subject to change as the state updates guidelines.

1. SM staff will be required to participate in a Covid-19 safety training addressing safety protocols, proper PPE use and cleaning protocols.
2. All SM staff and vendors and customers are required to wear a masks and gloves as needed while at SM. Masks will be provided to staff. Signage will be posted regarding mask requirements while at the SM.
3. All are strongly encouraged to avoid touching your face with your hands directly.
4. SM staff must stay home if feeling sick or have a temperatures above 100.4 degrees.
5. Management will take all staff temperatures before starting work each day.

## Swap Meet COVID-19 Operation Plan

6. Physical distancing will be required of customers, vendors, and office and outdoor staff.
7. Three office staff members including SM Director Rebecca Schultz, will be working in the SM office 6 feet apart from each other.
8. All SM staff (10-12 employees) will be assigned duties (outdoors) to help maintain physical distancing and other safety protocols.
  - a. All SM staff will support safety through hourly cleaning (based on need) of work space, office and break space. This will include cleaning and disinfecting as well as restocking of public bathrooms and hand washing stations.
9. Safety posters will be posted at each booth and office.
10. Physical distancing signage will be posted throughout the SM.
11. Vendors will be required to manage a maximum number of customers at their booths
  1. (3-4 at a one time).
12. Vendors are strongly encouraged to use acrylic/plexiglass shields between merchandise and payment area at each booth.
13. Outdoor eating areas may be permissible, but the vendor is responsible to ensure customer physical distancing with no more than four (4) six foot tables per 20x20 outdoor eating area spaced 6 feet apart. Vendors will not be permitted more than one (1) 20x20 outdoor eating space. Outdoor eating areas must be disinfected after each use. For additional information regarding outdoor eating guidelines visit <https://covid19.ca.gov/industry-guidance/#restaurants>.

# Swap Meet COVID-19 Operation Plan

## Addendum A

California Blueprint for a Safer Economy Shopping Center Guidance (*Last updated 10/20/2020*):

For more information visit: <https://covid19.ca.gov/industry-guidance/#shopping-centers>

## Shopping Centers

*(Shopping Malls, Destination Shopping Centers, and Swap Meets)*

### Tier status

#### **Widespread (purple)**

- Open with modifications
- Indoor capacity must be limited to 25% for shopping malls, destination shopping centers, and swap meets
- Closed common areas
- Closed food courts

#### **Substantial (red)**

- Open with modifications
- Indoor capacity must be limited to 50% for shopping malls, destination shopping centers, and swap meets

- Closed common areas
- Reduced capacity food courts (see [restaurants](#))

#### **Moderate (orange)**

- Open with modifications
- Closed common areas
- Reduced capacity food courts (see [restaurants](#))

#### **Minimal (yellow)**

- Open with modifications
- Reduced capacity food courts (see [restaurants](#))