



## **Fall Festival of Arts**

### **COVID-19 Protocol for Vendors**

The City of Litchfield Park is taking protective measures to keep all vendors, patrons, and festival workers safe during the current COVID-19 pandemic. Therefore, we are requiring all vendors and their helpers to adhere to the following COVID-19 protocol.

#### **DAILY SYMPTOM CHECK**

All vendors<sup>1</sup> are required to complete a brief daily symptom self-screening. At the start of each day, members of our COVID-19 Mitigation Team will visit your booth to obtain self-screening information and perform non-contact forehead temperature checks. Vendors will be wristbanded to confirm they passed the daily screening. (City employees and festival volunteers are also required to pass daily symptom checks.)

For the safety of all, if you or one of your helpers does not pass the daily screening, you will be required to close your booth and leave the festival grounds. Our COVID-19 Mitigation Team will provide you with helpful follow up information from the CDC and the Arizona Department of Health Services. Refunds will not be provided if a vendor or their helper comes to the festival while symptomatic.

#### **FACE COVERINGS**

Vendors must wear face coverings during the festival. (City employees and festival volunteers are also required to wear them.) If you are unable or unwilling to do so, please do not accept our invitation to participate in this festival. If you do not comply, you will be required to close your booth and leave the festival grounds. Refunds will not be provided if a vendor or their helper comes to the festival and refuses to wear a face covering.

The City of Litchfield Park will post signage throughout the festival grounds notifying the public that they, too, are required to wear face coverings. We ask that vendors display a "Face Masks Required" sign at their booth to assist us with this messaging. For specifics regarding face covering requirements in the City of Litchfield Park, please refer to City of Litchfield Park Resolution 20-476, effective as of June 19, 2020, which can be located on the city's website at [www.litchfield-park.org](http://www.litchfield-park.org).

#### **CUSTOMER QUEUING**

Vendors are responsible for managing the traffic flow and number of guests in and around their booth during the festival. Please limit the number of guests to 10 or less at any given time. The area where customers wait for your assistance should be marked on the ground with an "X" using temporary chalk or tape if possible. This will help us comply with social distancing requirements.

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<sup>1</sup> For purposes of our COVID-19 Protocol, the term "vendor" also includes any individual accompanying a paid vendor to assisting them in their booth during the festival.



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**COVID-19 Protocol for Vendors (cont'd.)**

**ADDITIONAL PRECAUTIONS**

While on the festival grounds, please follow these additional precautions to help avoid contracting or spreading COVID-19:

- Wash your hands often with soap and water for at least 20 seconds. We will have hand washing stations onsite to assist with this.
- Maintain at least 6 feet of distance between yourself and others whenever possible. This is especially important for people who are at higher risk of getting very sick.
- Cover coughs and sneezes.
- Have hand sanitizer available in your booth for easy access and use by you and your booth patrons. We will also have hand sanitizing stations onsite at the festival.
- Routinely clean and disinfect frequently touched surfaces and objects at your booth.
- If you begin experiencing symptoms or think you may have been exposed to someone with COVID-19, notify our COVID-19 Mitigation Team immediately by calling 623-734-7673 or emailing [eventops@litchfield-park.org](mailto:eventops@litchfield-park.org)

**POST FESTIVAL NOTIFICATION GUIDELINES**

Vendors should contact our COVID-19 Mitigation Team within twenty-four (24) hours:

- If they receive a positive or presumptive positive COVID-19 test within 14 days of participating in our Fall Festival of Arts; or
- If they believe they may have exposed others to COVID-19 while participating in our Fall Festival of Arts.

The City of Litchfield Park values our vendor relationships. If you have any questions about our COVID-19 protocol, or about the Festival of Arts in general, please contact Tricia Kramer, Special Events Coordinator, at 623-935-9040 or at [tkramer@litchfield-park.org](mailto:tkramer@litchfield-park.org). With the cooperation and care of every vendor, we are confident that we will have a safe and successful event!