**Best practices for the Waterfront Pop-Up sites to limit the spread of COVID-19**

1. Social Distancing: PACC Staff will increase the space between vendors to assist in patron flow and reduce crowding at vendor stations. PACC staff will be limiting the number of customers who can enter the Pop-Up space at one time based on visitation rates (no more than 10-15 customers per 1,000 square feet). Staff will be tracking the number of customers as they enter and exit premise. Staff will be cordoning off Pop-Up parameters to allow for clear and egress points, it will be clearly identified through the use of cones and flag roping/do not enter tape. Appropriate signage will clearly define entrance and exits. Event Staff will be reminding customers of “social distancing”, maintaining a space of at least six feet from one another while shopping at vendor booths, through signage at prominent locations and vendor tables and through verbal reinforcement. Ground markings using spray chalk will be used to establish appropriate spacing for lines (outside the Pop- Up and in front of vendor tables). As a reminder, PACC staff, vendors and customers should:

1). Avoid close contact with people who are sick.

2) Avoid touching your eyes, nose, and mouth.

3) Stay home from the market when you are sick.

4) Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

5) Clean and disinfect frequently touched objects and surfaces.

2. Product Samples: Pop-Up vendors are NOT allowed to offer samples of products to reduce opportunities for contamination during COVID-19 response in the Commonwealth.

3. Minimize the Number of Touches: PACC staff and exhibitors will minimize the handling of products by both Staff and customers disallowing the touching of products at vendor tables and sales points. Vendors are encouraged to facilitate reduced handling by utilizing small product displays and lists on signage or chalkboards to communicate product lists and availability while keeping products for sale in larger bins that are covered and out of reach of customers. Vendors will be encouraged to utilize a front “transaction table” and display all of their products on a separate table behind them. Customers will verbally select their products and vendors will place them on a “transaction table”. Online ordering via email or pre-bagged orders are options that can be considered by vendors. We encourage the use of credit card, tap to pay and other touchless payment options.

4. The use of reusable bags: All vendors and their employees, shall not perform bagging of products if reusable bags are utilized until further notice. Vendors may choose to use recyclable paper bags, compostable plastic bags or single-use plastic bags during COVID-19 response operations in the Commonwealth.

5. Market/Vendor Display cleaning/sanitizing: Vendors are encouraged to limit the use of tablecloths in order to make it easier to clean and sanitize table surfaces, or utilize a sheet of clear plastic over the top of the tablecloth to facilitate increased cleaning and sanitizing of contact surfaces. Vendors should clean and sanitize their displays, including their tables and items used to display products in, at intervals during event operation. We are recommending all vendors to sanitize every twenty minutes, all sanitizing products will be vendor responsibility. The Pop-Up will discontinue the use of display items that cannot be cleaned and sanitized. The virus that causes coronavirus disease (COVID-19) can be stable for several hours to days on surfaces, up to 24 hours on cardboard and up to two to three days on plastic and stainless steel https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces.

6. Face Coverings: PACC Staff, volunteers, vendors and patron customers are all REQUIRED to wear a face covering during the entirety of the event. There will be signage to communicate the use of face coverings/masks at all times.

8. What should vendors use for disinfection and sanitizing? The EPA has provided a list of disinfectants for use against SARS-CoV-2, the virus causing COVID-19.

9. Hand washing/hygiene: Plymouth Pop-Up will make available supplies for event staff and participants to promote personal hygiene practice during COVID-19 response, including but not limited to portable sinks equipped with soap and paper towels, hand sanitizers and paper towels. Hand washing stations will be brought in by the organizer for customer and vendor use. Hand sanitizer stations can be useful, though should not be used as a replacement for handwashing. (Masks are mandatory).

10. Gloves: Gloves can be utilized at all times during event operations. Gloves can provide a barrier between hands and produce, preventing transmission of pathogens. They can also be a good reminder not to touch your face. Remember however, that gloves can be a source of contamination if not used properly. Follow CDC glove removal guidelines. Please remember to follow hand washing guidelines recommended by the CDC before putting on gloves and between glove change-outs.

11. Money Handling: Vendors should minimize cash transactions. If more than one person is working the table, vendors should designate one person to handle money and another to handle products. Vendors can round their prices to the nearest dollar so they can reduce the acceptance of coins, and minimize the handling of change. Wipe down credit card readers and POS equipment periodically and between transactions. Online payment application platforms used on smartphones, such as Venmo or PayPal, are a viable option to facilitate transactions at booths. Pre Pop-Up promotions and advertisements will encourage customers to plan for non-cash transactions. Signage at the entrance and throughout the Pop-Up will encourage non-cash payments. Vendors will be instructed to use hand sanitizer in between transactions.

12. Establish Relationships: The Chamber will continuously communicate with key community partners such as local health departments and the town to follow all necessary guidelines.

14. Customer/Consumer Education and Outreach: All staff, vendors and customers will be updated on Pop-Up information and guidelines. We will emphasize that protecting public health is paramount to our event and will describe any changes to event procedures to prevent the spread of infection. The Chamber will work closely with the local public health department, the Massachusetts Department of Public Health or CDC/NIH to encourage our event Staff and participants will be practicing good personal health habits. We will clearly notify the public and attendees the proper steps we are taking to keep them and our event CSA safe.

Future Updates

This information is based on what we know now and will be updated as we learn more. Please visit www.mass.gov/resource/information-on-the-outbreak-of-coronavirus-disease-2019-covid-19 for updates.