

CAESAR CREEK FLEA MARKET PLAN FOR A RESPONSIBLE RE=OPENING

- I. Employees:
 - A. Temperature check and health questionnaire completed pre-shift by manager. All employees must pass in order to work.
 - a. If an employee shows symptoms upon arrival, they will be sent home and the Health Department will be contacted
 - b. If an employee develops symptoms during the workday, they will be sent home, the Health Department contacted, and their work area will be sanitized
 - B. Face coverings must be worn by all employees and will be provided by the market if the employee does not have one.
 - C. Hand sanitizer provided at all employee stations and registers.
 - D. Hands to be washed or sanitized at 30-minute intervals.
 - E. Employee touch points to be sanitized on an hourly basis.
 - F. Concessions staff will be spaced 6-feet at registers and in the kitchen area.
 - G. Management office to close conference room and limit entry into the lobby area to one customer/vendor at a time with a que line marked outside the lobby door. Staff areas in office will be arranged with 6-feet of space between work areas.
 - H. Zoom meeting set-up for employees, prior to returning to work, to discuss re-opening plan, employee expectations and to answer any questions.
 - I. Signage displayed in employee time clock area outlining requirements and guidelines for market re-opening. A hand-out will also be given to each employee to take home.
 - J. Wednesdays will be closed to vendors, allowing employees to deep clean and sanitize Buildings 1, 5, 7 and the Main Aisle. Buildings 2, 3, 4 and 6 will be closed Mondays and Fridays for cleaning and sanitizing, with Tuesdays and Thursdays used to restock merchandise.
- II. Customers:
 - A. \$1 admission will be suspended until further notice to reduce employee/customer contact and exchange of money. Gate employee will count customers entering and exiting to insure there are no more than 50% occupancy at all times (occupancy is determined by the fire department).
 - B. Entry signage displayed with health questionnaire of symptoms for shoppers, encouraging the use of face coverings. If they did not bring a face coverings with them, a vendor booth will be set up selling these items.
 - C. Entry signage will direct shoppers to leave a space between vehicles when parking.
 - D. Aisles to have one-way foot traffic on each side like a road, with appropriate directional signage.
 - E. One employee assigned to each aisle to give direction on foot traffic.
 - F. Limit number of customers allowed in each booth at a time, based on size (i.e. 2 shoppers in a 10 x 12) with signage posted at each booth indicating the occupancy number.
 - G. Hand Sanitizer provided at both ends of each aisle, all four restrooms and each cash register in concessions and retail areas.
 - H. No live music or other special events until further notice to discourage congregating.

- I. All restrooms to be monitored and continuously sanitized every 30 minutes.
 - J. Tables and chairs in dining areas to be removed until State re-opens restaurants. Once that reopening is announced, an addendum for re-opening the dine-in areas will be developed for approval before implementing.
 - K. No returns or exchanges of merchandise until further notice.
 - L. Que lines spaced appropriately in all areas with cash registers, using 6-foot marks for customers.
 - M. Port-o-lets will be closed.
 - N. Concession menu will be reduced to minimum items that can be consumed “on the go” (drinks, hotdogs, pretzels, ice-cream, etc.) until the State reopens restaurants. Once that reopening is announced, an addendum for food service and dine-in areas will be developed for approval before implementing.
 - O. Fresh cups provided for all beverage refills, if any.
 - P. No self-serve in food service, including condiments.
 - Q. Customer touch points sanitized at regular intervals throughout the day.
 - R. Market will be open from 8am-10am for customers who are more vulnerable.
 - S. Signage will be posted outdoors to encourage shoppers not to congregate and to stay on the move.
 - T. One gate will be for customer entry/exit only. One gate will be for vendor entry/exit only to allow for staff to communicate parking and set-up appropriately.
- III. Vendors:
- A. Outdoor and indoor vendor selling areas to be spaced out so that each booth entry has 6 feet of space on either side for indoor booths and 12-24 feet for outdoor booths.
 - B. Vendors required to wear face coverings. If a vendor does not have a face covering there will be a booth that will have these items to purchase.
 - C. Vendors to have hand sanitizer to use after every transaction, as well as a separate hand sanitizer for customer use.
 - D. Vendors to sanitize customer touch points including merchandise.
 - E. Vendors cannot share free samples of edible items with customers.
 - F. Vendors will have the option to leave rent in a drop box or an employee will visit the vendor booth to collect rent to minimize vendor contact with customers outside of their booths.
 - G. There will be no returns/exchanges on merchandise until further notice.
 - H. A zoom meeting will be set up for Vendors, prior to the re-opening of the market, to discuss safety guidelines and policies and answer questions.
 - I. Vendors will have access to their booths only Mondays, Tuesdays, Thursdays and Fridays, to restock merchandise, sanitize and deep clean.
 - J. One gate will be for customer entry/exit only. One gate will be for vendor entry/exit only to allow for staff to communicate parking and set-up appropriately.