

Booth, Tabling, and Sales Events Guidance

Updated June 19, 2020

The below guidance is intended to slow the spread of coronavirus. It is strongly recommended that all booth, tabling, and sales events (including community garage sales, sidewalk sales, car shows, firework stands) adhere to the following guidance.

It is important for the event coordinators to work with their local health departments to institute changes to slow the spread of COVID-19 amongst their vendors and patrons. All counties in Nebraska have been issued a Directed Health Measure (DHM) and can be accessed at <http://dhhs.ne.gov/Pages/COVID-19-Directed-Health-Measures.aspx>, please refer to your county to ensure your event/facility is eligible to follow the guidance below. When planning for your event, please reference your local county DHM. Ticketing limits and physical distancing between groups are limited under each DHM and should be referred to when planning for your event. Public gatherings are limited under each DHM, for locations/venues that have capacity to hold 500 or more individuals (1,000 or more in counties over 500,000 population) plans for reopening must be submitted to the local health departments and approved prior to the event (your local health department can be found at <http://dhhs.ne.gov/Documents/LHD-COVID-19-Response-List.pdf>). If a plan has been submitted previously and your location/venue is expanding capacity, the plan must be re-submitted to the local health department. Depending on the county DHM, physical distancing may not be required but is highly encouraged. Additionally, venues are encouraged to promote and encourage the use of facial coverings by patrons and staff, especially when distancing cannot be maintained.

Critically evaluate each event to determine whether it needs to be held. If an event can be postponed, please do so. If you decide to hold an event, take the following protective measures:

Practical event set-up for social/physical distancing:

- Use technology to host virtual sales whenever possible.
- Instruct any employee, seller or patron exhibiting symptoms of illness to remain home and request that anyone who is a member of a population of heightened vulnerability to avoid areas where people are gathering.
- Encourage face coverings at all times especially if six (6) foot separation is not able to be maintained at all times (e.g. entry/exits, bathrooms).
- Special attention needs to be placed on reducing close contact at entry/exits or other areas of congregation and/or congestion.
- Increase the footprint of the event to allow patrons and vendors to maintain a physical distance of at least six (6) feet between each other.
- Limit the number of patrons at the event to ensure everyone maintains at least a six (6) foot separation between themselves at all times.
- Increase the footprint of the booth, table, tents, cars, etc. with at least ten (10) feet of distance between them to reduce congestion.
- Anywhere there is a potential for people to stand in a line, queue lines should be set up to control distancing and should be either a straight line or an “L” shaped line. Six (6) feet distancing should be marked in those queue lines (using tape, spray paint, flag rope and cones, etc.) Directional arrows can also be used to direct the flow throughout the event.
 - Areas to consider include: ticketing, restrooms, food stands, etc.
- Assign additional staff to help regulate customer flow and ensure social/physical distancing.

- Consider closing all parts of the event location that are not directly associated with the booth, table, tent, etc. areas to prevent people from co-mingling, including common seating areas.
- Clearly communicate and enforce your policies.

Hygiene and Disinfection:

- Provide ample opportunities for staff, vendors, and patrons to wash hands with soap and water. Consider providing additional hand sanitizer or hand washing opportunities throughout the event such as portable sanitizer or hand washing stations.
- Allow only the vendors and their staff to handle products. Customers should shop with their eyes and wait to touch the products until after they have purchased them.
- Encourage vendor use of vinyl or plastic table covers for easy disinfecting.
- Encourage vendors to disinfect their stands regularly, by wiping down tables, terminals, cash boxes, etc.
- Vendors should consider using a credit card reader when possible to avoid the exchange of cash.
- Clean and disinfect all commonly-used areas frequently including restrooms and restock often with soap, paper towels, and hand sanitizer.

Food:

- *All food code regulations must still be followed. Please contact your local health department or Dept. of Agriculture for more information.*
- Do not allow the sampling of products at booth, table, tents, etc. or selling of drinks in open containers (e.g. by the cup). For events selling food products, follow the following concession guidance.
 - Stands selling food are allowed to open, if they meet the following:
 - ◆ Markings should be placed on the ground to ensure individuals waiting are spaced six (6) feet apart.
 - ◆ Clean and sanitize high touch surfaces regularly.
 - ◆ Staff must serve food directly to customers and remove self-serve condiment stations (e.g. provide customers with condiment packets upon request).
 - ◆ Whenever possible, practice social/physical distancing between staff.
 - ◆ All employees directly interacting with customers should wear face coverings.
 - ◆ Employees should wash hands frequently; provide hand sanitizer for customers.

