

# **PROTOCOLS AND GUIDELINES FOR RE-OPENING OF EL MUSEO CULTURAL AND ITS ARTS & CULTURE MARKET**

JUNE 1, 2020 (amended August 25, 2020)

The Board of El Museo Cultural has completed review of State and Federal guidelines that govern the opening and operation of El Museo under the current COVID-19 restrictions. We have developed protocols and guidelines that will be applied to consideration of reopening of all of our programs including the arts & culture market.

The Protocols and Guidelines will apply in different measure over time. Initial application of these Protocols and Guidelines will be more restrictive at first, and may be eased depending on the resulting experience and any modification of government guidelines and protocols. Initial application is in full compliance with the Governor's COVID-Safe Practices as established by Executive Order and the Department of Health.

## **USE OF FACILITY:**

The following guidelines apply to the use of the facility and limitations that are imposed under the State's Public Health Order. For reference, the building is divided into zones/areas that may be used for different functions. The Exhibition Area, which is used as the primary center for the Market is referred to as Area C. Other Common Use areas and gallery spaces are referred to as Area A, Area B, Front Gallery, and Theater. Separate guidance is provided for use of the common bathrooms.

- 1) Occupancy Capacity is designed to not exceed the 25% limit established for Retail establishments. For the Market, occupancy will be limited to the space in Area C. Other than for access to the bathrooms, the remainder of the facility will be closed to market access.
- 2) Alternate space for market activity may be made available on the tarmac on the east side of the building, across from the Farmers' Market. Use of this additional space will be determined with approval of the Railyard Corporation, and will be subject to specific protocols and limitations applied when and if that approval is granted.
- 3) Signage regarding social distancing, mask requirement and occupancy shall be placed at all entrances. All exits shall be designated and clearly marked as such.
- 4) All entrances and exits to the Market will be monitored during hours of operation on Saturdays and Sundays. Greeters will communicate access restrictions and safety requirements and protocols for visitors.
- 5) All employees and vendors will be required to wear masks at all times and to refrain from attending the market should COVID symptoms be present.
- 6) All shoppers will be required to wear masks inside of the building, without exception. They will be asked to affirm they comply with the NM State health condition checklist as to current health status, recent travel and known exposure to COVID19 positive individuals.

- 7) Vendors, Employees, and Customers will follow safe distancing practices. All aisles less than 8' wide will be made directional to encourage safe distancing and marked with red tape. Vendors will maintain distance from customers and conduct contactless transactions when possible.
- 8) A minimum of 5 stanchions with hand sanitizer will be placed in the building and be available for use by vendors as well as customers.
- 9) Our east garage door and one of our west garage doors shall be opened during business hours to promote air circulation.
- 10) Unobstructed handicap access on the east side of the building will remain available at all times for those customers requiring it.
- 11) The hallway water fountain will be shut and covered.

**VENDOR AND EMPLOYEE RESPONSIBILITIES:**

The following guidelines govern requirements for employees and vendors.

- 1) All vendors and employees shall be subject to temperature checks upon arrival and agree to practice frequent hand washing and sanitizing. Upon arrival, all vendors and employees will affirm they comply with the NM State health condition checklist as to current health status, recent travel and known exposure to COVID19 positive individuals.
- 2) Employees and any designated individuals who may be in contact with the public, may be required to obtain COVID-19 testing through the Department of Health.
- 3) All vendors will be given copies of these Protocols and Guidelines and of the State COVID-Safe Practices and guidelines and are expected to follow them. Vendors will be provided and shall affirm a Waiver of Liability and shall sign an Acceptance of Policy and Responsibility regarding participation in the Market.
- 4) All booths will be inspected by management to ensure cleanliness, safe practices and capacity restrictions. If necessary, additional interior walls will be added to serve as partitions. Vendors will be responsible for cleaning of their booths and inventory at the end of each market day.
- 5) During business hours, and especially at opening and closing times, a schedule of cleaning and sanitizing, including but not limited to bathroom surfaces, door handles and bannisters will be maintained. This will be supplemented by the weekly cleaning service that we now engage.
- 6) Movement of vendor product and inventory at opening and closing times will be scheduled among vendors and with oversight of market management to assure limited contact between and among vendors. Vendors shall wear masks and gloves when transferring product. New product introduced into the building at any time will be subjected to sanitizing to avoid transmission of virus infection.
- 7) No food vending will be permitted within the facility.
- 8) New contracts will be issued for the 2020-2021 market season. Appropriate credit for unused booth rental fees will be issued to those remaining vendors who have previously paid for their spaces either for unused portions of the 2019-2020 season or for remaining portions of the month of March, 2020 and who have not utilized said credit at the El Museo Summer Market.

- 9) Vendors who choose to not participate in the reopening of the Market shall remove all inventory from the facility and surrender space allotted to them under the prior season contracts.

**NOTE: PROTOCOLS AND GUIDELINES AND REQUIREMENTS CONTAINED THEREIN ARE SUBJECT TO CHANGE BASED ON NM STATE AND CITY OF SANTA FE GUIDELINES AND REQUIREMENTS.**

**Authorized and issued by the Board of Directors of El Museo Cultural de Santa Fe.**

**Thomas A. Romero, Board President**