

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

JUNE 1, 2020 (amended August 25, 2020, and September 1, 2021)

The Board of El Museo Cultural 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 to be applied to reopening of all of our programs including the arts & culture market. We have also made extensive upgrades to the facility and the air circulation systems.

The Protocols and Guidelines will apply in different measure over time. Initial application of these Protocols and Guidelines was more restrictive at first, then eased based on resulting experience and modifications of government guidelines and protocols. Application is in full compliance with the Governor's COVID-Safe Practices published by 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 75% limit established for Retail establishments. 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 access.
- 2) Signage regarding social distancing, mask requirement and occupancy shall be placed at all entrances. All exits shall be designated and clearly marked as such.
- 3) 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.
- 4) 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.
- 5) All **shoppers will be required to wear masks inside of the building**, without exception, and they will be asked to sanitize their hands on entry to the market. They will be asked to affirm they comply with the NM State health condition checklist as to current health status, vaccination, recent travel and known exposure to COVID19 positive individuals.
- 6) Vendors, Employees, and Customers will follow safe distancing practices. Aisles are no less than 8' wide to encourage safe distancing. Vendors will maintain distance from customers and conduct contactless transactions when possible.
- 7) Stanchions with hand sanitizer will be placed in the building and be available for use by vendors as well as customers.
- 8) The air circulation has been updated to provide a healthy environment in the market.
- 9) Unobstructed handicap access on the east side of the building will remain available at all times for those customers requiring it.
- 10) 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 will affirm they comply with the NM State health condition checklist as to current health status, vaccination, 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 and for disposing of waste in proper receptacles.
- 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 limit contact between and among vendors. Vendors shall wear masks when transferring product.
- 7) No food vending will be permitted within the facility.
- 8) New contracts are available for the 2021-2022 market season.

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