

Northern MI Wedding Expo COVID-19 Policies and Procedures

The Village at Grand Traverse Commons and The Traverse City Record-Eagle take the health and safety of our guests and vendors seriously. We want you to know that we are committed to reducing the risk of exposure to COVID-19 and we are ready to provide a healthy and safe environment for all event attendees and vendors. Our plan is based on information and guidance from the Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels.

Site Supervisor: Megan Fuller, Event Coordinator

The Village at Grand Traverse Commons Safe Event Guidelines:

Masks will be required for all Guests and Vendors while inside the Expo.

Cleaning and Disinfecting:

The following cleaning and disinfecting guidelines will be in place for the Northern MI Wedding Expo at The Village at Grand Traverse Commons:

- All equipment including tables, chairs and A/V equipment provided for the event by The Village at Grand Traverse Commons will be cleaned and sanitized before each use.
- Sanitizer stations will be provided at market entrances and throughout the market.

Physical Distancing:

The following guidelines have been put in place for the Northern MI Wedding Expo at The Village at Grand Traverse Commons:

- Each vendor will be assigned a 10' x 10' area spaced at least 6 feet from other vendors.
- Vendors will not occupy the space between vendor areas.
- Event capacity will be limited to 250 patrons at a time.
- Guests will be advised to practice physical distancing by standing at least six feet away from other groups of people not from their household while attending the event or moving around the expo.
- Expo layout will be arranged to allow for appropriate distancing.
- Arrows will be visible for directional flow throughout the expo to promote social distancing.

Signage:

The Village at Grand Traverse Commons and the Northern MI Wedding Expo will provide the following signage and ensure that it is clearly visible for the duration of the event:

- Reminders to shoppers to not enter the expo if they are or have recently been sick
- Social distancing reminders
- Face mask requirements at event entrance

The Village at Grand Traverse Commons Vendor Expectations:

All vendors must follow safe work practices and comply with the Executive Orders from the State of Michigan and the Emergency Order from the Grand Traverse County Health Department in response to COVID-19. The Village at Grand Traverse Commons, along with the Northern MI Wedding Expo, enacts the following policies regarding outside vendors:

Vendor Health Screening:

If a Vendor is aware that they or one of their employees have a temperature of 100.0°F or higher prior to the start of the show, the vendor must notify the event manager and not participate in the show.

Vendors must report their own confirmed or presumed cases of COVID-19 to event manager. Vendors must notify the event manager and not participate in the show if they are exhibiting any symptoms of COVID-19. This includes:

- fever
- sore throat
- cough
- shortness of breath
- vomiting/diarrhea

Vendor Policies

- Vendors will be required to wear a mask during expo hours and during set up while not able to maintain 6 feet of distance between members not of their household.
- Vendors will be set up in a way that minimizes/eliminates the customer's ability to touch the products.
- Frequently touched surfaces including tables and POS systems will be sanitized frequently during the event.
- No product sampling or tasting will be allowed.

The Village at Grand Traverse Commons & Traverse City Record-Eagle Employee Guidelines:

Temperature Screening:

All employees will follow the screening guidelines listed below when they enter the building and prior to starting work:

- Employees confirmed to have a temperature over 100.0°F will not be allowed to work and will be directed to go home and seek appropriate medical care.
- If an employee is aware that they have a temperature of 100.0°F or higher prior to the start of their shift, the employee must notify a manager and not come in to work.
- Employees will follow the screening process below:
 - o Take your temperature
 - o Answer the screening questions provided
 - o Record your temperature and answers on the screening chart
 - o Follow the guidelines on the screening chart

Employee Health Concerns:

Employees must report their own confirmed or presumed cases of COVID-19 to a manager. Employees must stay home if they are exhibiting any symptoms of COVID-19. This includes:

- fever
- sore throat
- cough
- shortness of breath
- vomiting/diarrhea
- chills
- muscle pain
- headache
- new loss of taste or smell

Employees who develop any of the symptoms of COVID-19 while at work must notify their supervisor immediately and will be sent home.

Personal Protective Equipment:

The Village at Grand Traverse Commons and The Traverse City Record-Eagle will provide personal protective equipment for all employees. The following guidelines will be followed for all employees:

- The Village at Grand Traverse Commons and The Traverse City Record-Eagle employees will be required to wear a mask for the duration of the event.