**COVID-19 PREPAREDNESS PLAN FOR Northwest shoe travelers (NWST)**

Northwest Shoe Travelers (“NWST”) is committed to providing a safe and healthy event space for all our staff, vendors, contractors, and market attendees. To ensure we have a safe and healthy market, NWST has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. NWST executive director is responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our members. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by NWST’s Executive Director, who maintains the overall authority for the plan. However, the NWST executive board is equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. NWST’s Board Members have full support in enforcing the provisions of this plan. Individuals not complying with safety protocols may be subject to removal from the market.

NWST’s COVID-19 Preparedness Plan follows the Guidance for COVID-19 Preparedness Plan Guidance: Requirements for Indoor Non-seated venues developed by the state of Minnesota, available at the Stay Safe Minnesota website ([https://staysafe.mn.gov](https://staysafe.mn.gov/)), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota’s relevant and current executive orders.

**INTEGRATION OF CONTRACTORS’ AND PARTNERS’ PLANS**

NWST works with contractors and partners in developing, running, and providing specific services at its markets. Each of those parties has provided a COVID-19 Preparedness Plan. NWST has reviewed each of those plans and finds them adequate to the NWST’s expectations. Further, NWST integrates such plans—in whole—as part of its plan.

Where oversight, or auditing of such third parties services is required, NWST staff will conduct such actions (as deemed necessary) to ensure conformity with such plans developed by its contractors and partners.

Copies of such plans will be made available to anyone so interested either (1) upon direct request made to NWST’s Executive Director or (2) available as a copy to be reviewed at the Registration Desk during the market.

Those organizations whose plans have specifically been reviewed, and are so integrated by reference, include:

* The RiverCentre;
* MHC Culinary Group
* Chrom Expo Services

**HEALTH SCREENING PRIOR TO ENTERING THE MARKET – “STAY HOME”**

Prior to entering the market, NWST will require self-administered temperature checks of every market attendee (either at home or at market). This is required as a health check measure for all market attendees. The state requires us to collect a record of this information in case anyone becomes infected with COVID. Any person presenting with a temperature above 99.5 will be notified and advised to consider whether their symptoms (and any additional symptoms that the person may be presenting with) could be COVID-19 related.

Attendees and Vendors will be advised NOT to attend with any of the following symptoms: Fever of 99.5 or higher, new cough, shortness of breath, chills, headache, muscle pain, sore throat, fatigue, congestion, loss of taste or smell. This will be communicated to all vendors and attendees prior to the show, as well as printed and displayed at the venue.

Attendees and Vendors will be advised NOT to attend if they have cared for or have had close contact within the last 14 days with someone who has COVID-19 or symptoms of COVID-19.

NWST makes no representation that it has any medical training, and further warrants that it cannot make assertions of whether a person has COVID-19. Any temperature check completed of a market attendee is purely for the benefit of the attendee and the others present.

**SOCIAL DISTANCING**

Social distancing of at least six feet will be implemented and maintained between NWST members and market attendees at all times through the following physical and administrative controls:

**1. PRE-REGISTRATION REQUIRED**

Retail buyers will be required to register online prior to the market, to minimize time spent at the Registration Desk and help limit exposure in the registration areas. This will also allow us to keep a record of those in attendance.

**2. APPOINTMENTS ENCOURAGED**

Retail buyers are encouraged to set appointments with exhibitors prior to arriving at the market.

**3. MONITORING OF OCCUPANCY**

No more than 150 occupants (less than the recommended 25% capacity) will be allowed into the ballroom space at one time. Occupancy will be monitored.

**4. SIGNS POSTED**

Social distancing signage and floor markings will be placed throughout the venue so that members and attendees can maintain appropriate distance of at least six feet from others at all times. These signs will be located in areas such as entrances, exits, loading docks, restrooms, and elevators.

**5. BALLROOM LAYOUT MODIFICATION**

The following modifications have been made to the venue to ensure that social distancing can be maintained at all times:

* Exterior entrances and exits will be marked to indicate one-way traffic flow;
* 15’ wide aisles.
* Exhibitors to wipe down their booth area and chairs in between appointments with a disinfecting spray or wipe.
* Booth sanitation remains the responsibility of individual exhibitors, however exhibitors will be provided with hard surface chairs and encouraged to use hard surface table coverings so that these items can be more easily disinfected.
* Elevator and escalator signage will indicate maximum capacities encouraging six feet of distancing and giving priority to guests with impaired mobility;
* Predetermined out-of-service sinks and urinals will be marked to encourage physical distancing;
* Acrylic shields are installed in locations where physical distancing may not be able to be maintained;
* Contactless, expedited self-health checks and registration packets will be available, with separate tables at least six feet apart , in addition to floor markings to keep attendees spaced out by six feet;
* Eight to ten foot dividers will be placed between exhibitor spaces;
* Elevator capacity limits will be posted on all elevator doors; and
* Seating near refreshment area(s) will be designed to ensure that social distancing is maintained while eating and drinking.

**HYGIENE**

Face coverings are required at all times for all market attendees. Per Executive Order 20-81, as of July 25, 2020, people in Minnesota are required to wear a face covering in all businesses and public indoor spaces. The Executive Order includes exemptions for people who are unable to wear or tolerate a face covering due to medical conditions, mental health conditions, or other reasons. Face coverings may be temporarily removed when eating or drinking, if social distancing is maintained between members of different parties and the face covering is put back on when not eating or drinking. Any vendor or attendees who refuse to wear a face mask will be asked to leave the facility. If they have a medical objection for not complying, they will be offered a face shield to wear. If vendor or attendee refuses the face shield they will be asked to leave the venue.

Face masks will be available near the Registration Desk.

Hand washing on arrival and frequently thereafter; attendees will be encouraged to do the same through the use of signage and announcements made using the venue’s PA system.

Temperature screening (self) for attendees will be offered upon arrival to the venue (as outlined above).

Contactless hand sanitizer stations—with at least 60% alcohol—will be located throughout the venue, including key locations such as near main entrance vestibules; in concourses and lobbies; near entrances to events; by elevators; and near all food service locations.

Most restrooms are equipped with automated sinks, soap dispensers, paper towel dispensers, as well as toilets and/or urinals.

Signage will be posted to encourage personal hygiene habits, such as:

* Washing and/or sanitizing hands frequently
* Covering mouth and nose with sleeve or a tissue when coughing or sneezing
* Avoid touching of the face—in particular mouth, nose, and eyes—with hands
* Disposing of tissues in provided trash receptacles and washing or sanitizing hands immediately afterward

**VENUE HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)**

The RiverCentre’s HVAC filtration systems have been upgraded to MERV-13 air filters.

All HVAC systems run at full economizer levels as outside air conditions allow.

Relative humidity levels of RH 40–60% are maintained.

HVAC systems have extended operating time to enhance the ability to filter air contaminants.

A flush cycle added to the HVAC system controls operates the system two hours before and after occupancy.

HVAC system is checked and rebalanced to provide negative air pressure whenever possible.

HVAC fan speeds are managed to minimize air flow circulation across groups of people.

**VENUE CLEANING AND SANITIZING**

NWST’s partner (and host venue) for the market, The RiverCentre, has purchased appropriate and effective cleaning and disinfecting supplies which are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

**NWST’S CONTRACTORS AND PARTNERS HAVE REPRESENTED TO NWST THE FOLLOWING:**

* The RiverCentre cleans and disinfects with the following EPA-approved disinfectants: Clorox Disinfecting Wipes, Oxivir Tb Wipes (Diversey), Oxivir Tb Sanitizer Spray (Diversey), Renown Foam Disinfectant Cleaner, Lysol Disinfectant Spray, Diversey Alpha-HP Multi-Surface Cleaner (closet dispensers), Diversey Morning Mist Disinfectant (closet dispensers), Diversey Raindance Neutral Floor Cleaner (closet dispensers), Ecolab Sure-Pak Neutral Floor Cleaner.
* Shared facility operational equipment is kept to a limited number of users and is cleaned and sanitized after every use.
* All hand sanitizer used in the venue will be at least 60% alcohol for ethanol (ethyl) based hand sanitizers per CDC guidelines.
* Contactless hand sanitizer dispensers are placed in key locations throughout the facility, including near all main entrance vestibules in concourses and lobbies, outside meeting rooms and ballrooms, near entrances to events, by elevators, and near all food service locations.
* Any employees of contractors and partners using gloves are required to change them regularly to avoid contamination.
* Any employees of contractors and partners are encouraged to wash and sanitize hands frequently.
* Public areas and high touch point areas of the RiverCentre are (and will continue to be) cleaned and sanitized on an ongoing and frequent basis. Public areas include, but are not limited to, entrances/exits, lobbies, skyway, concourses, elevators, stairwells, escalators, restrooms and nursing mother’s rooms. High touch point areas within the RiverCentre include, but are not limited to: door handles, handrails, elevator buttons, trash and recycling receptacles, reception desks, circulation furniture, tables and chairs, house telephones and vending machines.
* RiverCentre shall use Clorox Total 360 System Electrostatic Sprayers for multiple surfaces including hard-to-reach places—including the side, underside and backside of surfaces and furnishings.
* RiverCentre shall use NanoSeptic self-cleaning adhesive skins to continuously eliminate bacteria, and it will be placed on high touch door handles and elevator buttons.
* Wherever possible, RiverCentre shall lock or close off spaces after cleaning until designated next use to prevent recontamination.
* Booth sanitation remains the responsibility of individual exhibitors, however exhibitors will be provided with hard surface chairs and encouraged to use hard surface table coverings so that these items can be more easily disinfected.

**FOOD SAFETY**

NWST utilizes the services of MHC Culinary Group for all on-site food and beverage services. MHC employees are to abide by the guidance of the company’s own COVID-19 safety and disinfection protocols, which can be found at [rivercentre.org/assets/doc/RC\_Covid\_BroadDocument-81d27d636e.pdf](http://rivercentre.org/assets/doc/RC_Covid_BroadDocument-81d27d636e.pdf)

Food and beverages provided at the market will be handed to attendees by MHC staff utilizing the appropriate PPE. Food and beverage services will not be served between the hours of 10:00 p.m. and 4:00 a.m.

There will be a designated area for eating, with social distancing marked on the tables.

Patrons must take food and beverage back to their individually assigned areas, and may only consume food and beverages while seated in their individually assigned seating areas. 1) Vendors back to their booths, & 2) Attendees, ballroom concourse and meeting rooms 2-3.

**incident management**

NWST personnel will be monitoring for and ensure that vendors and attendees are adhering to the requirements, including occupant capacity, social distancing and use of face coverings.

If a vendor or attendee is reported to refusing to following required protocols and protections, the vendor or attendee will be asked to leave the venue.

In the event that there is an incident NWST will follow all protective measures including physical distancing when addressing the incident.

Incident response procedures will be communicated to the vendors via email. Training will be done in person at the show for those designated to be responsible for addressing any incidents.

Vendors will report and respond to social-distancing challenges, difficult situations, unsafe conditions, and emergencies by contacting a member of the NWST Executive Board.

NWST has worked with the venue, Saint Paul RiverCentre, and determined a medical isolation area for workers and/or patrons.

**COMMUNICATION AND TRAINING**

NWST has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan.

Members and attendees will be advised not to enter the venue if they are experiencing symptoms of COVID-19, have contracted COVID-19, or believe that they may have been exposed to COVID-19 in the past two weeks; this will be communicated via signage at the venue entrance as well as through written communication prior to the event. NWST will update the plan and signage as necessary to remain in compliance with any new federal, state, or local laws and guidance.

This COVID-19 Preparedness Plan was communicated via email to all vendors on January 14, 2021, and necessary training will be provided if needed. Additional communication and training will be ongoing by posting updates on our website. Training will be provided to all vendors who did not receive the initial training and prior to event.

All vendors and attendees will be advised not to enter the venue if they are experiencing symptoms or have contracted COVID-19.

The NWST executive board is expected to monitor how effective the program has been implemented. The executive director and NWST executive board will take an active ole and collaborative in carrying out the various aspects of this plan, and update the protections, protocols, work practices and training as necessary. This COVID-19 Preparedness Plan has been certified by the Executive Board of Northwest Shoe Travelers and will be sent via email to all vendors and posted on our website. If requested, copies will be made available. It will be updated as necessary by NWST Executive Director.

This COVID-19 Preparedness Plan has been approved by Teri Tompkins (Executive Director) and the NWST Executive Board and is available for review on NWST’s website, or at the Registration Desk during the market.

Teri Tompkins – Executive Director

Bill Monahan - President

Kate Hoffman – 1st Vice President

Charlotte Jensen – 2nd Vice President

Joe Denne – Secretary / Treasurer

Don Voth – Past President

**APPENDIX A – DOCUMENTS REFERENCED IN NWST’S DEVELOPMENT OF ITS COVID-19 PREPAREDNESS PLAN**

**GOVERNMENT ENTITIES – GENERAL GUIDANCE**

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

**GUIDANCE FOR BUSINESSES**

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov/)

**HANDWASHING**

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

**RESPIRATORY ETIQUETTE: COVER YOUR COUGH OR SNEEZE**

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

**SOCIAL DISTANCING**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

**HOUSEKEEPING**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

**EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

**TRAINING**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/materials/basics.pdf](https://www.health.state.mn.us/diseases/coronavirus/materials/basics.pdf)