



## EO-14 V3 OPERATING REQUIREMENTS

# INDOOR SHOPPING SPECIAL EVENTS

**Businesses:** Arts and Crafts Fairs, Bazaars, fundraisers, indoor shopping special events

**Description:** This applies to facilities or groups engaged in hosting, facilitating, organizing, or promoting indoor shopping special events and activities.

## GENERAL RECOMMENDATIONS

- All indoor shopping events should prioritize virtual events (such as an online marketplace) and/or low contact delivery methods such as shipping or delivery services for products or curbside pick-up.
- Where practicable, shopping events should consider moving these events outdoors while still adhering to masking and physical distance requirements.

## MANDATORY SAFETY MEASURES

### GENERAL

- Indoor shopping special events are subject to all existing Emergency Orders currently in effect, including mandatory masks or face coverings, physical distancing, and gathering size limitations except as noted below to allow for specific indoor shopping events.
  - Indoor shopping special events are allowed to operate at 25% of the maximum occupancy for the space being used, provided all other mandatory safety measures in this Attachment are followed.
  - The maximum gathering size allowable for an indoor shopping special event is 100 people, including employees, vendors, and customers.
  - The mask or face covering requirement should be applied in a manner consistent with the federal Americans with Disabilities Act and other applicable laws, which may require making an accommodation to the mask requirement for individuals with physical or mental disabilities that impair their ability to wear a mask.
- No food or drink can be consumed on site, which includes samples.

### OPERATIONS

- In-person indoor shopping special events must ensure booths are not less than twenty (20) feet apart.
- Vendor(s) or salesperson(s) at each booth must be separated from the public and/or customers by at least six (6) feet at all times.
  - Vendor(s) or salesperson(s) at each booth should limit each customer's time at each booth or table and the event.

## ATTACHMENT C

- Individuals from different households or small groups attending the event together must maintain a physical distance of at least six (6) feet from members of other households or small groups attending together. Event organizers should facilitate this by providing signage marking six (6) foot spacing.
- Equipment sharing between vendors and/or participants prohibited.
- Event organizers shall provide for one-way traffic flow with signs, cones, or other appropriate methods.
- Event organizers shall provide all attendees, including participants, vendors, customers, staff, visitors, spectators, and volunteers with hand sanitizer at each booth/vendor and provide signage encouraging frequent hand hygiene.
- Event organizers must keep a log of everyone who participates in or attends an event.
  - This information may be maintained electronically.
  - Organizers are required to maintain these records for 30 days.
  - Log must contain first and last name, phone number or email, and confirmation that they are symptom free, have not tested positive for COVID-19 in the past 10 days, and have not been in close contact with an individual who has tested positive for COVID-19 in the past 14 days.
  - The information in the log will not be shared unless needed for contact tracing.
- [Clean and disinfect](#) frequently touched surfaces, including shared equipment, door handles, and bathrooms.
  - Use products that meet [EPA disinfection criteria](#) and are appropriate for the surface.
  - When possible, areas with poor ventilation or small spaces where physical distancing cannot be maintained should be avoided.
- Event Coordinators, at the time of application submittal, must show they have a COVID-19 Mitigation Plan that contains, at a minimum, the Operating Requirements in this document and other protocols to minimize close contact among customers and staff; and to protect staff and the public.
  - The COVID-19 Mitigation Plan must be reviewed by Municipal officials and be kept on the premises.

### ALL EMPLOYEES AND STAFF

- Provide training for staff and volunteers on COVID-19 and the COVID-19 Mitigation Plan.
- Designate an individual to be responsible for responding to COVID-19 concerns. All staff and volunteers should know who this person is and how to contact them.
- Any staff member or volunteer with possible COVID-19 symptoms should not attend the event. Anyone experiencing possible symptoms of COVID-19 should isolate at home, get tested, and follow public health recommendations.

### IN THE EVENT OF OCCURRENCE

- According to CDC guidelines, anyone who has tested positive for COVID-19 may not attend until cleared by public health.

## ATTACHMENT C

- Anyone identified as a close contact to an individual who has tested positive for COVID-19 may not attend during their 14-day quarantine period.
- Anyone with symptoms is not allowed to attend or participate in an indoor shopping event.
- Organizers shall provide a list of COVID-19 symptoms at each entrance. All vendors, employees, participants, and any other attendees must confirm that they are symptom free, have not tested positive for COVID-19 in the past 10 days, and have not been in close contact with an individual who has tested positive for COVID-19 in the past 14 days.

### QUESTIONS?

Email us with questions at: [COVID-19-business@anchorageak.gov](mailto:COVID-19-business@anchorageak.gov)