

Recommended Guidelines for Vending/Tabling/Showcasing Events at ETSU

Based on Center for Disease Control Guidelines for Events & Gatherings:

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

and CDC Considerations for Community-Based Organizations:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/community-based.html>

Choice of Location:

The CDC suggests that outdoor activities are generally less risky than indoor activities. As a result, larger gatherings are encouraged to take place in outdoor venues whenever possible and appropriate.

Social Distancing Measures & Event Set Up:

- In anticipation of tight gathering spaces where a clustering effect may occur, traffic patterns should be established using signage, stanchions/fencing, tape or other directional cues. This must include distancing between individuals waiting in line, as well as indicating where to enter and exit such that the intersection of those coming and going is eliminated or distanced by at least 6 feet.
- Where establishing alternative traffic patterns is necessary, a welcome table with greeters to provide direction to event participants is advised.
- All tables/displays should be set with a minimum of 6 feet of space between each and include spacing so that those staffing a table and those visiting are also distanced at least 6 feet apart. In larger venues (such as outdoor spaces), additional space between tables is encouraged.
- Event layouts should be designed to avoid clustering and tight spaces – for example, no squares within a square; use the outside of an “L” shape layout or single row rather than parallel rows.
- Work with the Student Center Reservationist to create a diagram of where tables will be placed in order to determine maximum vendor/table capacity prior to the event.
- Common sources or self-serve food and drinks will not be permitted for large events/gatherings.

Personal Protective Measures:

- Individuals should not attend events and gatherings if they: (1.) Have been experiencing COVID-19 symptoms (fever, cough, difficulty breathing, sore throat, nausea, diarrhea, etc.), (2.) Have been exposed to someone showing the symptoms or testing positively for COVID-19 or (3.) Have tested positively for COVID-19 within the last 2 weeks (regardless of symptoms).
- Event participants are expected to wear face masks covering the mouth and nose at all events.
- Event participants must adhere to social distancing, maintaining 6 feet of distance from others. Utilize the table to create a personal barrier assisting with social distancing with visitors on one side and staff on the other.
- Event participants are encouraged to use hand sanitizing stations where available at the event, and wash hands before and after attendance at the event.

Vendors/Showcasing Groups:

- Vendors or those showcasing at events must wear sanitary disposable gloves and be the only individuals to touch items such as merchandise, publications or giveaways for distribution.
- In the case of vending or fundraising—touchless payment options should be employed as much as possible, and direct hand-to-hand contact when exchanging payment should be avoided.
- Vendors/those showcasing are encouraged to clean and disinfect frequently touched surfaces or shared objects between uses and as often as possible.
- Games/activities that employ shared equipment (inflatables, helmets, etc.) are discouraged. Food (even prepackaged) should not be placed in close proximity to the flow of pedestrian traffic.
- Self-serve giveaways or food items are prohibited. All items for distribution should be kept behind tables for table representative(s) (wearing gloves) to hand out individually.

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- Vendors or those showcasing are encouraged to stand behind table displays in order to achieve social distancing from event participants. Sneeze guards or plexiglass barriers may also be used, but are not required.