

Ponca City Herb Festival  
June 6th, 2020

**Booth Vendor (Non-Food Truck) Safety Guidelines & Best Practices**

Guidelines are taken from the CDC recommendations for the best practices for safe social distancing. The best practices given here are wholly supported by Survivor Resource Network. SRN will make every effort to support the vendors in the implementation of these best practices. If there are questions, concerns, or special needs that you may require to help make this process easier for you, please do not hesitate to contact SRN and the event coordinators at (580)762-2873 or [adminmanager@survivorresourcenetwork.org](mailto:adminmanager@survivorresourcenetwork.org)

**\*\* Vendors - please be prepared to bring your own cleaning and sanitation supplies. We will help as we can but have limited stock of items \*\***

**Cleaning guidelines:**

- Increase frequency of cleaning of cash registers, writing instruments and other surfaces frequently touched by patrons and employees.
- Prepare and use sanitizers according to label instructions.
- Continue to use sanitizers and disinfectants for their designed purposes.
- Have employees wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, after blowing their nose, coughing or sneezing, or after touching high touch surfaces, e.g., doorknobs, and doorbells.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if your hands are visibly dirty. See, CDC's How to Protect Yourself & Others.
- Make sure to read the label and follow manufacturer's instructions on use.

**Social Distancing Guidelines:**

- Help customers maintain good infection control and social distancing by:
  - Discontinuing operations, such as beverage service stations that require customers to use common utensils or dispensers.
  - Finding ways to encourage spacing between customers while in line for service or check out in accordance with the applicable State or local requirements.
  - Limiting customers from handling merchandise unless they intend to purchase it.
  - Vendors will create and share with SRN their individual plans for health and safety for their unique items.
  - Follow the sampling policy on the Food Vendor guidelines.
- Establish designated pick-up zones for customers to help maintain social distancing.
- Conduct an evaluation of your booth to identify and apply operational changes in order to maintain social distancing by maintaining a 6-foot distance from others, when possible.
- Sampling will be allowed following these steps. The vendor using gloves will provide a sample in a disposable sampling cup. Set it on the counter. The customer will pick it up from the counter and when finished with it will drop it into a trash can immediately beside the customer. You will need to provide trash cans and bags for your booth