

Dear Vendor,

Thank you for all of your hard work! As a Chamber of Commerce, we want to continue to offer our members a way to network and create leads. In order to do so, we need to change how we are operating to incorporate physical distancing and new sanitizing practices to ensure our events are a safe and healthy place for all our vendors, attendees and Chamber staff. In this guide, you will find some new procedures being implemented immediately, as well as some best practices suggestion for ways you can maintain a safe and clean environment. If you have any questions, concerns or suggestions, please feel free to contact anyone on our staff.

*Live Healthy  
• Be Well •*

## Other Resources:

### Team Kentucky

<https://govstatus.egov.com/kycovid19>

### World Health Organization

[who.int/emergencies/diseases/novel-coronavirus-2019](https://www.who.int/emergencies/diseases/novel-coronavirus-2019)

### Center for Disease Control

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### Available Drive-thru testing

[www.kycovid19.ky.gov](http://www.kycovid19.ky.gov)

### Small Business Covid-19 Relief Grant

<https://louisvilleky.gov/government/louisville-forward/small-business-covid-19-relief-grants>

### Contributions to Help Others

<https://www.cflouisville.org/one-louisville/>

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# OPERATIONS AND COVID-19

## Vendor Guide



Are you feeling sick? Have you been around someone who has tested positive for COVID-19? **PLEASE STAY HOME!**

- Keep customers and products separated by placing the products behind you.
- Coronaviruses can survive on metal, glass and plastic for as long as 72 hours. Be sure and sanitize regularly.
- A bleach solution can be used to disinfect surfaces. Use the ratio of 1/3 cup of bleach to one gallon of water.

## Sanitation Checklist

Sanitize your hands before and after every interaction and transaction, **even if you are wearing gloves!**



- Clean any tables, products or signs that will be on display.
- Frequently disinfect all metal, glass and plastic surfaces that you, or your customers touch, at least once an hour and at the end of the day.
- Sanitize hands thoroughly after using the restroom, coughing or sneezing.
- Use a paper towel to touch any handwashing stations or sanitizer pumps.
- Avoid touching your face, nose or cell phone.

## Customer Interactions

- Pay attention to signage and follow instructions.
- Keep conversations to a minimum.
- No touching, shaking hands, hugging, or any other personal contact (even friends or family).
- Remind customers to keep at least six feet of space between them.
- Customers should avoid all contact with products.

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