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# THE MARKETPLACE MALL

## Tenant Checklist - Requirements to Re-Open

Tenants must provide us with a re-opening plan and sign off on the below checklist prior to opening. We can provide assistance to any tenant who needs help compiling a plan. For further suggestions on re-opening, see page six of the Tenant Re-Opening Plan, available at the mall office.

**Please check one of the following:**

**Our store will be providing our own re-opening plan.**

**Our store needs assistance with a re-opening plan.**

All tenants must provide advance notice of re-opening or participating in curbside pick-up. The rules for curbside pick-up are available in the mall office and include (but not limited to) using designated areas, specific hours of operations and **NOT ALLOWING SHOPPERS INTO THE MALL COMMON AREAS OR YOUR STORES** until the mall is officially re-opened to the public. Tenants must also adhere to mall hours, once determined, when the mall re-opens.

Tenants will be responsible for upholding NYS mandates and CDC guidelines. They must monitor and manage their own employees, guests, and vendors. We are required to report any noncompliance to the health department.

Every tenant must provide masks for their staff, have thermometers ready to take employees' temperature before every shift and train employees to follow CDC guidelines.

Food service tenants must eliminate self-service food/drink areas and discontinue food sampling. (If this does not apply to your store, please fill in n/a for check mark.)

Tenant will follow state/local mandates on how they access their stores for shipments and inventory.

As we receive information on new mandates and regulations, we will keep tenants up to date, and issue any new directives to be signed off on.

\_\_\_\_\_  
Signature of Tenant/Store

\_\_\_\_\_  
Date