**Example Plan of Operations for Farmers Markets**

**COVID-19**

**Overview:**

Our market which usually holds about (blank) vendors, will be limited to approximately (blank) vendors. All processors will have to have their products pre-packaged. Booths will be spaced with a vehicle between each booth, giving about 10+ feet between vendors, and street will be marked for customers to line at desired vendor at 6 ft. apart. Signage will be provided to let customers know of the new guidelines at the market regarding social distancing when shopping/walking and invite them to use hand wash stations and hand sanitizer we will provide.

**Written Plan of Operations**

1. **Health Screening:**
   * Market Staff:
     + All Staff will be required to email/text the market manager by 5 pm the day before the market to check in and let the Market Manager know if they have been exposed to COVID-19, are running a fever, or showing any COVID-19 symptoms. Staff will be given a sheet before market season begins explaining procedure and identifying symptoms to be watchful of.
     + Market Manager will check in each member of the market staff and vendor when they arrive, asking a series of questions and logging the answers each week. The questions will revolve around exposure and symptoms.
     + If any vendor or staff member arrives showing any symptoms or reveals they had been exposed, they will be sent home immediately and instructed to follow the DOH Guidelines to quarantine.

* Vendors:
  + - All vendors will be required to email/text the market manager by 5 pm the day before the market to check in and let the Market Manager know if they have been exposed to COVID-19, are running a fever, or showing any COVID-19 symptoms. Vendors will be given a sheet before market season begins explaining procedure and identifying symptoms to be watchful of.
    - Market Manager will also check each vendor when they arrive, and if they are showing any symptoms, the vendor will be sent home immediately.
  + Customers:
    - Customers will be entering through one controlled area at one end of the market. At this entrance, a staff member (wearing a face covering) will welcome the customer and review the procedures of lining up, observing social distancing, no eating in the market, and take the time to ask the customer if they have been exposed to COVID-19 while seeing if the customer is showing symptoms ofCOVID-19. If market staff member feels that person is exhibiting symptoms, we will ask the customer to step aside and offer to purchase items for them. They will be asked to step back at least 6 feet from the market, and we will provide them with a copy of the DOH Guidelines for quarantine.
    - For customers who are at higher risk of illness, we will let them know that many of our vendors offer pre-orders, where they can order their fresh produce ahead of time, and can arrange for pick up near the market, without having to enter the market.
    - An easily readable sign will be posted at the entrance of the market, letting all customers know who are considered high-risk. On this sign, we will let customers know that we recommend pre-ordering when possible from our vendors, and that if they pre-order and pay in advance, we can have their purchase held near the entrance so that they do not have to put themselves at risk. We will also post this information on our website and facebook page.

1. **Social Distancing** 
   * Our market will be sealed off, with only one entrance and exit, where we will count the number of shoppers entering the market. Family units will be discouraged, and we will ask that only 1 family member enter the market to shop. We will hold the number of shoppers to 3 for every vendor at the market. We will mark the street to show shoppers where to line up for each vendor, marking the spots 6 ft. apart. Each vendor will have no more than 2 employees, observing social distancing when possible. One for product gathering, one for payment/cashier. Each booth will have proper signage letting people know where to line up and reminding them of social distancing. A member of the market staff will be on hand to remind customers of social distancing. If crowding begins to happen, we will immediately cut back the number of shoppers in the market, while advising customers of the new guidelines.
   * We will work to keep the vendors apart during set up by parking their vehicles between them. This way each vendor will be at least 10 feet from the other vendor.
   * By limiting the number of customers in the market at a time and recommending that only 1 family member enter the market, we will be encouraging shoppers from not crowding in front of booths. If a crowd does begin to form, a member of the market staff will be there to break it up and help customers move on.
   * Customers waiting outside the market to enter the market will be lined up on the sidewalk outside the market, where the sidewalk will be clearly marked at 6 ft. intervals. Signage will also be put up around the area where line will form to inform customers about line policy and other new market guidelines.
   * Vendors will be on each side of the street, with a walkway between them of 20 feet. We will encourage shoppers to only walk one way. IF they step out of the center walkway to shop, they go line up at their vendor of choice. After purchase, they go back to center walkway, observing social distancing, and continue through the market till they exit at other end.
   * Throughout the market signs will be posted by each vendors booth asking customers not to gather in groups and reminding them that we ask that both customers and vendors stay home if sick or exposed.
   * The Market Manager will be on hand within the market to make sure our social distancing plan is followed.
   * Any customer who is not complying with social distancing, will be asked to leave directly. We will politely escort them from the market, observing social distancing as best possible, without putting our other shoppers/vendors at risk. Any vendor who is seen not complying with social distancing guidelines will be told to shut their stand down and told they will not be able to return to the market unless their behavior changes.
   * We would try and keep the number of shoppers down to (blank) for shopper/vendor safety.
   * As the market will be a great deal smaller, we are looking at opening the market later, and possibly shutting down earlier at the beginning of the season, limiting the time of possible exposure and allowing the community to adjust.
2. **Sanitation**
   * Market will provide disinfectant wipes which will be used hourly to wipe down any common contact surfaces at the market, such as the hand wash station at the front of market. Market staff will also monitor and disinfect restrooms hourly.
   * Each vendor will be required to have a hand wash station (including water station, catch bucket, hand soap and paper towel) in their booth and asked to provide hand sanitizer at their cashier location for use by both customer and cashier. We have access to warm water at (blank), where we can easily get water for vendors/shopper hand wash station. Soap and paper towels will also be provided by shopper hand wash station.
   * (Blank) will be responsible to maintaining/monitoring the bathroom.
   * Market will provide a handwash station at the entrance and exit of the market. Market will also make sure that sanitizer/handwash station is available to customers within the market. Staff will have use of these hand wash stations.
3. **Vendors**
   * List of vendors is attached
   * Each vendor will be required to have a hand wash station in their booth
   * All products (not fresh produce) will be prepackaged or in to go containers. Vendors will be notified before the market season begins on new rules/procedures for packaging.
   * All vendors will be notified that there will be NO sampling at the market.

**Additional Items**

Market will recommend that vendors provide a prepaid option. Farmers who offer prepaid boxes, like CSA’s, will be offered a drop off spot right outside the market, where shopper can drive up and pick up order. In this case, shopper will drive up, give name, open trunk, and market staff will put box into trunk. We are in the process of promoting this idea and hope to make it work for our high-risk customers.

**Summary Report**

Market manager will design a market report which will be submitted every week by email to the Snohomish Health District. It will list what we learned each week – what worked, what did not, what we can improve (with suggestions on how we will improve).