



2020 Handbook Addendum - DRAFT

Vendor Guidelines During Corona Virus Pandemic

Staffing & Personal Hygiene

- If any staff member feels sick, please **have that person stay home**
- If any staff have been diagnosed with COVID-19, inform the **Market Manager** immediately
- Each vendor will be required to certify that they have surveyed all staff on the morning of the market to ensure that no one:
 - Is feeling unwell
 - Has a fever
 - Has a cough
 - Has shortness of breath, difficulty breathing, or chest pain
 - Has tested positive for COVID-19
 - Has been tested for COVID-19 and is awaiting results
- If any staff member begins to feel sick during the day, send them home **immediately** and inform the farmers' market staff.
- Please contact NBFM for additional information on the following:
 - If a staff member has had an exposure but remains asymptomatic, to discuss additional requirements before that worker may attend one of our markets, [based on CDC guidance](#)
 - Return-to-work criteria for anyone who has recovered from COVID-19
- All staff should wash hands regularly, at least 20 seconds multiple times throughout the market day
- Wash hands (preferable) or use hand sanitizer after removing gloves
- Cover mouth and nose with a bent elbow or tissue when coughing or sneezing. If using a tissue to cover a cough or sneeze, dispose of the tissue immediately and then wash your hands

Gloves & Masks

- All staff **MUST** wear disposable gloves at ALL TIMES during market operations (state order) and follow [CDC glove removal guidelines](#).
- Please remember to [follow hand washing guidelines](#) recommended by the CDC before putting on gloves and between glove change-outs.
- All staff **must** wear a face covering over your nose and mouth at all times to prevent the spread of COVID-19 (state order).
 - Can include washable fabric masks, dust masks, scarves and bandanas.
 - Wash reusable face coverings after each market day
 - **DON'T** use N95 or surgical masks. Please save these for healthcare workers!

Booth Setup & Displays

- Arrange your booth to prevent customers from handling produce prior to purchase
- Utilize produce/product displays and signage to communicate product lists, availability, and pricing while keeping the bulk of your product in bins that are covered and out of reach to customers
- Anything on display at the front of your booth that is exposed to the public and isn't packaged can NOT be sold and **MUST BE DISCARDED** at the end of the day
- Plastic tablecloths or no tablecloths on tables. Fabric tablecloths only allowed if completely covered in clear plastic.

Social Distancing & Crowd Control at your Booth

- Arrange your booth and checkout procedure so that staff and customers can comply with social distancing requirements, including maintaining 6-foot social distancing for both staff and customers at all times, such as during shopping and checkout. (See attachment for suggested layouts.)
- You must create 6ft markers for customers to line up. Ideas include cones, chalk or fiberglass posts, marking spots 6ft apart.
- Shoppers may NOT enter your booth. Consider using a table, rope or yellow caution tape to block the front of your booth. See the examples below.



- All customer traffic must move in ONE direction in front of your booth. (See attachment for example.)
- Encourage and remind customers to refrain from long conversations and to encourage quick, responsible shopping.

Bagging

- You **MUST NOT** bag anything for customers into their reusable bags (state order)
- If customers bring reusable bags, you must hand them their purchases and they must bag it themselves
- Provide recyclable paper, compostable plastic, or single-use plastic bags until further notice

Cleaning & Sanitizing

- Clean and then sanitizer high-touch contact surfaces before and after each market and

frequently throughout the day, including:

- Tables & canopy legs
- Items used to display produce
- Electronic payment systems
- Use an [EPA-approved](#) disinfectant or diluted household bleach solutions (at least 1000ppm sodium hypochlorite), if appropriate for the surface. Prepare a bleach solution by according to the [CDC guidance](#) by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water

Sampling & Demos

- NO sampling allowed until further notice, to reduce opportunities for contamination
- NO demos allowed until further notice, to discourage the formation of crowds

Money Handling & Payments

- If you have two staff members, one should handle cash and payments and the other should handle packing orders and restocking.
- Make sure staff wear gloves while handling payments. Staff should sanitize hands and equipment between payments.
- If you only have one staff member, you must sanitize your hands between taking payment and touching produce.
- Encourage and clearly mark any cashless/contactless payment options. Keep in mind that it is illegal to refuse cash payments.
- Wipe down credit card readers, POS and EBT equipment between transactions. You should do a deep clean of your equipment at the end of the market. [Here is a "how to sanitize card readers"](#).
- For Cash, consider having a box or basket that customers put their money in and give them change from your "safe" cash in your cash box. You can then quarantine the money you get from customers when you get home.

Market Traffic Flow and Messaging

- All Vendor booths will be a minimum of 6 feet apart from each other. Booths will be positioned to allow for social distancing of customers.
- We will have clear messaging and signage letting the public know that they should stay at home if they feel sick or have tested positive for COVID-19.
- We will be monitoring vendors and customers making sure everyone follows general hygiene, face covering and glove rules. We will also make sure customers are following social distancing rules.
- We will make sure there is a wash station and hand sanitizer station at all of the markets for both customers and vendors.

Additional Information

- All vendors must bring enough hand sanitizer, gloves and face masks for their staff.

- Post signs stating “Do Not Touch Food - Vendor will serve you.”
- Post any signs provided by NBFM staff.
- Consider creating signs detailing your products and pricing, as shoppers will have fewer opportunities to peruse your products
- If shoppers purchase ready-to-eat food from you, ask them to eat it at home and not in the market space.
- All cold or room temperature RTE food should be prepackaged whenever possible

Attachment. Tent layout demonstrating social distancing of customers and customer flow across the tent. Based on a tent that is 10 ft x 10ft. The sign lists the items and prices. The Display table has sample items on it and the vendor packs items from the tables in back. Payments are made separate from the food. Customers are not allowed to enter the tent or touch anything on the display table.

