

**AUBURN FARMERS MARKET
PARKS, ARTS & RECREATION DEPARTMENT
COVID-19 Emergency Basic Operations**

Sunday Market – proposed opening date June 7, 2020

Basic operations - Farmers Markets are defined as an 'Essential Business' under Gov. Inslee's Stay Home, Stay Healthy Proclamation:

- Limiting type of vendors to essential vendors only
 - Farmers, agriculture products, honey vendors, processed food, prepared food (in to-go containers), and essential body care products like soap
- Vendor booths will be at least 10 feet apart
- Only two people per booth will be inside the Market footprint at any given time.
 - For example, if we have 30 vendors, only 60 people will be allowed in the market site at a time
 - As one person exits the Market site, we will permit another person to enter
- Eliminate all extraneous typical market activities such as but not limited to: live entertainment, cooking demonstrations, Information and Community booths, art activity booths, sponsor booths, Master Gardeners, as well as all informational handouts
- No dogs allowed at the Market – except service animals
- No sampling will be allowed at the Market to prevent gathering at booths
- In accordance with Public Health, we are required to provide restrooms for vendors but not for the general public
 - A hand wash station will be provided next to the portable restroom
 - A sign reading “vendors only” will hang on the portable restroom
- Market footprint will be moved to the grassy area nearest to the parking lot on 12th and J in Les Gove Park
 - Allows for us to rope of an open section of grass for the season
 - Allows for us to control the entrance/exit
 - Is adjacent to a parking lot for customers
 - One entrance and one exit

Basic operations staff considerations:

- Limit operations to minimize 'touches' on high transmission surfaces
 - Allow for vendors to park directly behind their stall
 - This would allow vendors to drive directly into market and set up booth adjacent to vehicle (as directed by staff). No staff or volunteer-assisted unload/load of product.
- Market staff will operate SNAP and SNAP match program
 - Measures such as Plexiglas, gloves, masks, disinfecting wipes and other sanitation practices will be observed as much as possible to limit exposure to potential COVID19 virus
- Hand wash station will be inside SNAP booth
 - Hot water will be provided in the mop sink area of the Les Gove Restrooms on-site
 - These restrooms will NOT be open for use but we will have access to the mop sink behind it.

- We can also dump grey water down the mop sink drain
- Sanitizer spray SNAP booth to wipe high “touch” items as needed
- Market staff will monitor a planned entrance and exit
- Market staff will conduct other duties as needed for Market operations
- Approximately 8 staff needed each Market Sunday, including Market Manager to help with new COVID functions.

Basic operations shopper considerations:

- Addition of hand sanitizer at entrances and exits
- Limit amount of shoppers allowed in market
- Observe social distancing
- Safe transaction practices
 - Minimal touch on purchases/use gloves or bags to handle produce
- Best practices signage at entrances and throughout market footprint
- Advise shoppers to only send one person to the Market per household
- To avoid congregating at the entrance to the Market, customers will line up along sidewalk outside market
- To ensure customers won’t be crowding at booths:
 - We will be spray painting the grass to identify six feet of distance between the booth and a potential line of customers
 - We will also have a social distancing monitor in the market site gently reminding folks to stay six feet apart
- To limit customer numbers and reduce crowding we will be controlling the entrance and the exit of the Market
 - We will have a staff person at each end They will communicate with each other as one person exits to let another one in.
 - The entirety of the Market will be fenced off with temporary plastic fencing to prevent people from entering the Market at multiple entrances.
 - We will also be lining customers up outside the Market along the sidewalk boarding Les Gove Park
- For customers waiting outside the Market, we will spray with spray chalk on the ground, where six feet of distance is and where they should line up
 - This will be coupled with signage
- To ensure social distancing throughout the Market:
 - Vendor booths will be spaced 10 feet apart
 - Arrows coupled with signs will direct the traffic through the Market
 - There is a clear entrance and exit and we will direct people through that route using spray paint on the ground, signage, and our staff person acting as social distance monitor
- Signage with Market guidelines will be posted around the market as well as on our website and Facebook page
 - See map for placement of signs around Market
 - Types of signs:
 - Hand wash practices
 - Social distancing practices
 - Stay home if sick/at risk .
 - Include the full definition of the high-risk category. People at higher risk include:

- Over 60 years of age
- With underlying health conditions including heart disease, lung disease or diabetes
- With weakened immune systems
- Who are pregnant
- Health screening checklist
- Market guidelines

Basic operations vendor considerations

- Hand wash station inside booth
- Sanitizer spray inside each booth to wipe high “touch” items as needed
 - We will communicate to the vendors that this needs to be done hourly
 - We will have staff available on-site to gently remind vendors of this new practice
- Connect with shoppers in advance
 - We have encouraged all of our vendors to look into online sales
 - We are posting vendor online sales information on our website as well as our Facebook page
 - We will be encouraging customers in our marketing to connect with vendors in advance if possible
- Pre-bag items in advance
- Assign one person to handle all monetary transactions
- Vendor vehicles will stay behind booth at all times to social distance during set up and tear down.
- No sampling allowed at the Market
- All food must be pre-packaged and in to-go containers

Finance Department considerations

- Washington Department of Health is advising EBT tokens, cash, and any other payments be left to sit for at least 48 hours.
 - Consider an exception to policy #100-34 section 5.3 and allow the Market to turn in any money/tokens on the Wednesday after the Market Sunday.
 - The Market will also spray tokens with disinfectant

Summary Report

- The Market Manager will be keeping track of the day and feedback from staff/vendors
- The Market Manager will report to Public Health via email by Monday after the Market Sunday
- The summary report will include the following:
 - What went well
 - What did not go well
 - What needs improvement
 - Health checks
 - Social distancing
 - Sanitation
- A staff person will be assigned to take photos of the Market from the following perspectives:
 - market set up,
 - signage
 - social distancing

- queueing up inside and outside the market
- hand wash stations and sanitation

Preorder Options

- PHSKC strongly recommends that vendors offer prepaid delivery and/or preorder options to customers to further reduce social interactions at the market.
- We have communicated to all vendors that they should be looking for other ways to sell their product. We are advertising their online sales through our website and social media

A farmer's market plan, once approved, will be considered approved only on a contingency basis, allowing for weekly review. Under the following circumstances, Public Health can require the market to discontinue:

- PH receives a number of legitimate complaints regarding a lack of compliance.
- Lack of verification/documentation.
- Lack of follow-up with identified issues.
- Reports of exposures to COVID-19, or of illnesses resulting from exposure and failure to manage the situation.