

Sackville Farmers Market COVID-19 Operational Plan

Version: 2

Date Implemented: 27 August 2020

Date Reviewed: 27 August 2020

Risk Assessment

The Board of Directors of the Sackville Farmers Market will complete monthly risk assessments during virtual meetings as the COVID-19 situation changes in New Brunswick. The Sackville Farmers Market offers an essential service to the Town of Sackville and surrounding region: access to quality local food. Located outdoors, the Sackville Farmers Market has the ability to implement recommended public health measures and environmental controls to minimize risk of disease transmission.

As of 22 May 2020, the Board of Directors of the Sackville Farmers Market has assessed that it is safe to reopen the market under the conditions laid out in its COVID-19 Operational Plan.

Signed:

Kent Coates, Board Chair

Michael Freeman, Market Manager



Signature

Signature

27 May 2020

Date

Date

Implementing and Monitoring Operational Plan

- The Board of Directors and the Market Manager are jointly responsible for monitoring provincial Mandatory Orders as the level of COVID-19 risk changes.
- The Board of Directors and the Market Manager are jointly responsible for monitoring and following the guidelines developed by venue partners, The Sackville Commons and the Town of Sackville.
- The Board of Directors and the Market Manager are jointly responsible for ensuring that essential products (grocery items, prepared and prepackaged meals, soaps, and sanitizers) are accessible in a safe environment throughout the COVID-19 crisis period.
- All vendors are required to have Operational Plans developed in accordance with Work Safe NB.
- The Market Manager is responsible for monitoring and implementing the Operational Plan during Saturday markets (approximately 8:00 AM to 1:00 PM), identifying any additional risks, and recommending appropriate interventions. If the Market Manager is absent, another representative from the SFM must be selected.
- **This Operational Plan will be reviewed as needed and at the recommendation of the Market Manager. The Market Manager will make note of any recommendations in his regular Market Manager Reports for the Board of Directors to review.**

Physical Distancing

- The Market Manager will adapt the placement of vendor stalls. A minimum of 2 metres will be required between vendor stalls, plus required customer waiting space as determined by the Market Manager.
- The space layout of the market will avoid public thoroughfares (i.e. sidewalks and paths), which are separate from designated points of entry and exit and customer waiting zones.
- When the number of interested vendors exceeds the spatial limits of the market venue, the Market Manager will limit vendor bookings at his discretion.
- The Market Manager will actively monitor and direct the formation of any lines that develop at vendor booths.
- Waiting areas will be clearly marked to direct the formation of lines.
- Vendors with long lines will assist in directing customers into their designated waiting zone.
- Park picnic tables will not be available for use during the market.

Communications & Passive Controls

The Market Manager and summer staff will produce regular communications to customers, vendors, and the public regarding:

- self-screening for COVID

- 1 member/household guideline
- foot traffic plans and vendor layout
- pre-ordering options
- planning your market trip ahead of time
- community masks
- cashless shopping

The market will encourage development of third-party ordering and pickup/delivery systems in order to minimize individual customer traffic during market hours, such as through Fridgee, Community Food Smart, and other local initiatives.

Hand & Respiratory Hygiene

- Vendor hand and respiratory hygiene at booths is required as part of their Operational Plan.
- Vendors who are found not to be implementing adequate hand or respiratory hygiene measures may be provided with community masks and sanitizer at the vendor's expense.
- Vendors are encouraged to use plexiglass to separate themselves and their product from customers or wear a mask.
- Products on display must be prepackaged or otherwise protected in order to prevent customers touching or breathing on them. A vendor may keep open cases of product behind a table where only they can reach them.
- Masks are required for market staff and vendors and encouraged for all customers. Some exceptions may be made for individuals who are not able to wear masks due to health conditions.
- Handwashing sink available to vendors at the Sackville Commons with access controlled by market staff. All surfaces are sanitized and all vendors are required to sanitize hands on way in & out.
- Market staff will coordinate bulk buy of Blue Roof 80% alcohol sanitizer to sell to vendors & public.

Health Screening & Monitoring

Customers will be encouraged through online and radio communications to self-screen before coming to the market. Customers entering the market will be directed through clear entry points where they will be presented with signage encouraging self-screening.

The Market Manager will screen all vendors each Saturday using a short questionnaire before they are allowed to set up their booths. Responses will be recorded in a vendor screening log, with an electronic record of daily screenings stored in the market's Dropbox account. Vendors are required to notify the Market Manager if they exhibit symptoms of COVID-19; if they are waiting for COVID-19 test results; if they have tested positively for COVID-19; or if they have been in contact with a person who has been quarantined or tested positive for COVID-19.

If the SFM is notified of a customer, vendor or staff testing positive for COVID-19, it must inform the Department of Public Health and adhere to any directives issued.

Payments

The use of cash at the Sackville Farmers Market will be discouraged to reduce the risk of disease transmission.

- The SFM will accept its regular weekly payments from vendors by cheque or e-transfer. Cash payments will be permitted if necessary.
- Vendors must either provide a contactless payment method (e.g. cash bucket, debit card tap, or online payment) or have a second staff person available to handle cash and who *does not* touch any product. After touching any incoming money, vendors are required to wash or sanitize their hands.
- **Vendors who do not employ one of these methods for accepting payment will not be eligible to vend at market.**

Cleaning and Washrooms

At this time, the SFM and its venue partners are not offering public washroom facilities to reduce the number of high-touch surfaces, and therefore the risk of disease transmission. There is a washroom available to vendors at the Sackville Commons that will be controlled by staff. To use the washroom, vendors will request a key from SFM staff.

Staff will be responsible for ensuring that:

- door handles, toilets, and sinks are sanitized between every use;
- the front door remains locked and access is controlled.

Staff Training and Health

- The Market Manager, summer staff, and volunteers, are required to review New Brunswick's Occupational Health and Safety Act at least once before the market opens.
- All staff are encouraged to review the work refusal process via [WorkSafeNB](#) at least once before the market re-opens.

- The Market Manager, summer staff, and volunteers are all required to review the Sackville Farmers Market's Operational Plan at least once before the market opens.

If any staff exhibit symptoms of COVID-19, are tested positive for COVID-19, or come into contact with a person who is sick, they are required to notify the Board of Directors immediately. The Board of Directors will then notify the Department of Public Health. If the SFM is advised of a positive case among staff, it must be reported to WorkSafeNB.

Additional policies pertaining to pandemic response may be enacted by the Board of Directors at any time, and will be announced to the public via social media and our website sackvillefarmersmarket.ca.