



WARWOOD FARMERS MARKET

SAFETY PROCEDURES



Vendor Handbook
Established April 2020

Warwood Farmers Market Safety Procedures

Introduction

In response to the 2020 COVID-19 Pandemic, state and local authorities have provided requirements for operation and guidance for safe business practices. The Warwood Farmers Market has adopted this manual pursuant to WV DHHR Emergency Rule 64CSR114 to ensure the safety of our vendors, volunteers, and patrons and provide a valuable service to the community.

Farmers markets are being viewed to have several benefits in this time:

- Smaller Food Supply Chain (Source to Customer) providing less opportunities for contamination/spread
- Open air markets without recirculated air
- Less contact with people than a big supermarket/grocery store

This provides us a great opportunity to show the power of the Warwood Farmers Market, but we must also be mindful stewards of that power. **We have created this manual to follow throughout the market season while guidance is being given from our authorities. The need for changes will be communicated by the Farmers Market Board with updates to the document within.** We will evaluate the need for these measures throughout the market season and will relax these policies as soon as it makes sense. If changes are to be made, our safety officer will communicate to the vendors prior to implementation.

The references used to compile this document are provided at the end.

WARWOOD FARMERS MARKET ACCOMMODATIONS

Warwood Farmers Market will supply several measures to help increase the confidence of our patrons and vendors throughout this crisis.

- Hand sanitizer/disinfectant and paper towels will be provided to vendors (based on availability of products)
 - You may use your own if you prefer, provided that it meets EPA guidelines as a suitable disinfectant for coronavirus.
- The market will have a safety officer that will oversee safe practices
- The market will have signage to remind patrons of the best practices in our market.
- The market will provide a hand washing station in the market as well as public restroom accommodations via the Garden Park Pool House (City of Wheeling)

- The market is working on a pre-order options for patrons with the ability for curbside assistance for our elderly, immunocompromised, or those with mobility issues.

PERSONAL PROTECTIVE EQUIPMENT

Per CDC guidelines and Department of Agriculture recommendations, simple face coverings (simple cloth) will be worn during open market time from 4pm-7pm. Anyone who is selling a food product will also be required to use disposable gloves between each customer. Food service gloves are inexpensive and be purchased through Sam's Club, Costco, Amazon, and food service companies. Non-food vendors are *highly encouraged* to also use gloves between customers, especially when handling money. Anyone not using disposable gloves between customers with non-contactless payment transaction will be asked to utilize hand sanitizer between transactions for the safety of everyone inside the market.

Vendors are responsible for having a waste receptacle or bag for their own disposable gloves. They may be disposed with farmers market general waste at the conclusion of the market evening.

SOCIAL DISTANCING PROTOCOLS

The Warwood Farmers Market will support the established 6 foot social distancing directive from the CDC in our market. This will be practiced by:

- Limiting 1 customer per stand and a single file line behind the customer 6 feet between customers.
- Separating stands by 6 feet as well to limit crowd formation.
- As a vendor, if you see social distancing norms not being followed at or near your stand, kindly ask the patron(s) to provide space as a courtesy to all our customers.

VENDOR RESPONSIBILITIES

- At the time of this publication, sampling is suspended. This will be updated as the directive from the Department of Agriculture changes.
- Consider pre-packaging bags of fruits, vegetables, and other items to limit shoppers' handling of food, as well as to keep the flow of customers at a steady pace.
- Instruct customers not to handle food. We are asking all of our vendors to consider one of two setups:
 - Food on table in front of patron, separated by a clear shower curtain or other type of sneeze guard barrier to view
 - Food behind vendor on another table where vendor selects/packages food. Front table solely used for money exchange
- No eating areas and direct customers to take prepared foods home to avoid crowds.
 - Prepared foods are encouraged to have to-go packaging only

- All vendors or vendor helpers who feel ill should refrain from attending the market until they have recovered.
- Vendors should refrain from handling customers' reusable bags and let the customers pack their own bags.
- Vendors should frequently disinfect their areas approximately once per hour or every 10 patrons, whichever comes first.

PAYMENTS

The market encourages each vendor to utilize contactless forms of payment. Cash and the act of making change can increase risks for vendor and patron. This may include:

- Paypal
- Venmo
- Square
- Credit/debit card readers

If you need help setting up your online payment methods, please contact us. You should also plan to promote what payment options you take on your table.

LICENSING/PERMITS

Lastly, as we enter another farmers market season, we ask each vendor to ensure they have the proper permits and licenses to sell their product in our market. Please see the links in the references section for state and local licensing rules and regulations. These permits are to ensure the safety of our patrons and community.

SHOPPING EFFICIENCY

We are extremely excited to start the market season, but there will be several components that will be put on hold or greatly curtailed. Cooking demonstrations, sampling, public seating, children's activities, and live entertainment will be suspended and re-evaluated as more information becomes available to us. We want everyone to be safe and have confidence in their safety during their shopping experience in our market.

FAILURE TO ADHERE TO SAFETY POLICIES

In the event a vendor chooses not to adhere to the guidelines set forth, a warning from the market board will be issued. Repeat offenses may be taken before the market board and disciplinary action, including removal from market, may be warranted and exercised. This handbook and the information contained within was created to meet the requirements pursuant to WV DHHR Emergency Rule 64CSR114 to ensure the safety of all our market patrons and vendors.

REFERENCES

COVID-19 Guidance and FAQs from WV Department of Agriculture

<https://agriculture.wv.gov/SiteCollectionDocuments/WVDAFMGuidence4-10.pdf>

CDC Cloth Face Cover Guidance

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

DHHR Emergency Rule 64CSR114

<http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=53211&Format=PDF>

Ohio County Health Department Permit Applications

<http://www.ohiocountyhealth.com/environmental-permit-applications/>

Farmers Market and Vendor Registration and Inspections Slideshow

<http://www.wvfarmers.org/wp-content/uploads/2019/06/Farmers-Market-and-Vendor-Registration-with-inspections-April-2019.pdf>

WV Farmers Market Vendor Guide

<http://www.wvfarmers.org/farmers-market-vendor-permit/>

WV Department of Agriculture Farmers Market Vendor Permit Application

<https://agriculture.wv.gov/divisions/marketinganddevelopment/Pages/Farmers'-Market.aspx>

Should you have any questions or concerns, please contact us at:

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