



# Vendor Discussion Document: COVID-19 Safety Practices

This is a list and brief description of potential practices, for discussion by farmers' market members.

The companion piece, Customer Survey of Practices for Physical Distancing, can be used to collect information about the attitudes of farmers' market customers toward the various options.

Practice	Description	Needed equipment/supplies
Restrict & monitor entry points	<ul style="list-style-type: none"> <li>Put up more substantial barriers at market entrance to funnel entry to one or two points.</li> <li>Have volunteers monitor those points, provide information/instructions to market customers, turn back people with obvious symptoms</li> </ul>	<ul style="list-style-type: none"> <li>Barrier materials</li> <li>Signage</li> </ul>
Signs reminding about physical distancing	<ul style="list-style-type: none"> <li>Place signage at entry points and throughout market reminding people to stay 6' apart and wash their hands</li> </ul>	<ul style="list-style-type: none"> <li>Laminated signs, bases for signs</li> </ul>

Practice	Description	Needed equipment/supplies
Enhanced handwashing	<ul style="list-style-type: none"> <li>Acquire additional handwashing stations and place them throughout the market</li> <li>Strategically place handwashing stations near booths of vendors who are sole operators and thus have to handle both money and product</li> </ul>	<ul style="list-style-type: none"> <li>Handwashing station materials &amp; supplies; see:  <a href="http://misadocuments.info/Built_Handwashing_Station_12-16-19.pdf">http://misadocuments.info/Built_Handwashing_Station_12-16-19.pdf</a>  <a href="http://misadocuments.info/Cheap_easy_handwashing_station.pdf">http://misadocuments.info/Cheap_easy_handwashing_station.pdf</a> </li> </ul>
Separation of vendor booths	<ul style="list-style-type: none"> <li>Configure the market so there is at least 6' space between vendor booths</li> </ul>	
Location of market booth/info table	<ul style="list-style-type: none"> <li>Place the market booth or informational table where staff can accommodate drive-thru or curbside pick-up &amp; reduce distance customers have to move through the market</li> </ul>	
Shield for market booth/table staff	<ul style="list-style-type: none"> <li>Add a plexiglass shield to the market booth window, or add a frame and plexiglass to a table</li> </ul>	<ul style="list-style-type: none"> <li>Plexiglass</li> <li>Frame</li> <li>Someone to install plexiglass</li> </ul>
Physical barrier between vendors and customers	<ul style="list-style-type: none"> <li>Place a second row of tables between vendor display tables and customers, to ensure 6' distancing.</li> <li>Customers point out what they want, vendor pushes it across the extra table, customer pushes their payment across the extra table</li> </ul>	<ul style="list-style-type: none"> <li>Extra tables</li> <li>Storage for extra tables</li> </ul>

Practice	Description	Needed equipment/supplies
Hours dedicated to higher-risk shoppers	<ul style="list-style-type: none"> <li>Designate specific hours for shopping by higher-risk groups</li> </ul>	<ul style="list-style-type: none"> <li>Restricted entry points</li> <li>Volunteer to monitor entry points</li> <li>Protocol for denying entry to customers who are not in a high-risk group</li> </ul>
Encourage pre-ordering	<ul style="list-style-type: none"> <li>Minimize customer time spent in the market space.</li> <li>Pre-ordering could be directly from individual vendors or through a market-run online store</li> <li>Could be coupled with drive-thru pick-up or curbside pick-up</li> <li>Could be coupled with pre-payment to individual vendors</li> <li>Could be coupled with pre-payment to the market and order assembly by the market</li> </ul>	
Encourage pre-payment	<ul style="list-style-type: none"> <li>Minimize handling of money at the market.</li> <li>Some vendors may have individual ability to take online payments</li> <li>Orders through an online store can be paid via credit card</li> <li>Pre-payments by credit card would be distributed back out to vendors in the same way as other scrip programs (such as EBT, Market Bucks.)*</li> </ul> <p>*Except for Cottage Food. The market cannot handle Cottage Food payments.</p>	

<b>Practice</b>	<b>Description</b>	<b>Needed equipment/supplies</b>
Drive-thru pick-up	<ul style="list-style-type: none"> <li>• Configure the market so cars can drive past the line of vendors.</li> <li>• Customers stay in their cars; vendors come over to cars to take orders, deliver product and take money</li> <li>• Could be coupled with pre-ordering</li> <li>• Could be coupled with pre-payment so money doesn't have to change hands at the market</li> <li>• Could be coupled with assigning customers a specific time to arrive</li> </ul>	<ul style="list-style-type: none"> <li>• Signage</li> <li>• Volunteers to direct traffic flow</li> <li>• Flagging or other barrier to direct traffic flow</li> </ul>
Curbside pick-up	<ul style="list-style-type: none"> <li>• Designate parking spaces for customers who want to do curbside pickup</li> <li>• Could be coupled with pre-ordering, either directly from vendors or through a market-owned online store.</li> <li>• Could be coupled with pre-payment</li> <li>• Customer alerts vendors or market manager when they pull up.</li> <li>• EITHER vendors leave their booths to bring out the customer's products;</li> <li>• OR pre-orders are assembled in the market space and assembled orders are brought out to customers.</li> </ul>	