

COVID-19 GUIDANCE FOR WINCHESTER FARMERS MARKET

MARKET MANAGEMENT GUIDELINES

- Only farmers and food vendors will be permitted to sell at the market. No non-food vendors will be allowed at the market.
- All seating areas, social activities, and live music have been suspended.
- The minimum distance between vendors to allow for increased social distancing measures will be 6-10 feet apart
- Design of the market will have one entrance and one exit with customer traffic flow in one direction.
- Signage around the perimeter of the market will direct entry to the market entrance.
- The number of customers with ample safe social distancing will be capped at 10-15 people per 1000 sq. ft.
- On-site consumption of prepared foods will not be permitted. They will be available for carry-out only, as long as restaurants are under similar restrictions.
- Staff and volunteers will enforce social distancing. Customers not in compliance will be asked to leave.
- Sanitary gloves will be required for market staff who handle money, tokens, or vouchers
- Staff will wear face masks at all times.
- Hand washing facilities will be provided for vendors and customers. Hand sanitizers will be provided for customers. Signage promoting simple CDC rules for washing hands and not touching faces will be posted.
- Market volunteers will periodically visit vendor booths to allow market vendors to leave and wash their hands.
- Electronic devices - computers, registers, phones, will be regularly sanitized.
- Any diagnosed cases of COVID-19 among market staff members will be immediately reported to the Winchester Health Department
- Signage will be provided at the market with a market layout, including location of vendors and hand washing stations, and arrows to direct customer traffic flow in one direction
- Customer waiting areas will be established in a 6'x6' grid
- Signage promoting safe shopping guidelines will be provided at the market. These will include reminders to wash all produce before consumption, wash hands after handling produce, and leave 6' of space between themselves and their nearest neighbor, including when waiting in line.
- Reminders to customers, vendors & staff to avoid the market and remain at home if they are sick, even with mild symptoms, will be relayed in weekly market communications and posted at the market

MARKET VENDOR GUIDELINES

- Any market vendor who feels ill will be required to stay home
- Any diagnosed cases of COVID-19 among market vendors will be immediately reported to the Winchester Health Department
- Market vendors are required to have hand sanitizer at their booths.
- Market vendors (including stockers and cashiers) are required to wear masks and disposable gloves.
- Market vendors are encouraged to accept touchless payment (i.e. credit cards that can be swiped/tapped by customers)
- Electronic devices - computers, registers, phones, will be regularly sanitized.
- Food handling and cash/token handling should be performed by different employees of the vendor if possible.
- Market vendors should round their prices to the nearest dollar so that the exchange of coins can be minimized.
- Market vendors will not be permitted to use table coverings.
- Market vendors must sanitize all tables and displays at the end of the market
- The policy about not allowing purchases until the opening bell is relaxed.
- The policy of plastic bag ban will be relaxed.

PRODUCE DISPLAY GUIDELINES

- Only market vendors are allowed to handle and bag their products. The customer will point out and select quantity.
- When possible, produce should be pre-packaged for less risk of contamination.
- There will be no sampling and or demos
- Follow all food safety regulations for individual or packaged servings.
- All ready to eat foods must to be prepackaged
- Bakery-type products may have display products not for sale. For sale products must be stored at the back of the booth, away from customers

CUSTOMER GUIDELINES

- Customers who are sick or belonging to a high-risk group are advised to avoid the market.
- Seniors over the age of 65 are advised to have someone shop on their behalf.
- Market will try to establish a volunteer shopper program.
- All customers are required to wear face masks. Those attending first time to market without a mask will be provided one.
- Customers are required to keep at least 6 feet of distance between themselves and others
- Only market vendors are allowed to handle and bag their products. The customer will point out and select quantity.
- Customers are encouraged to pay via touchless payment (i.e. credit/debit). Customers will be instructed to swipe/insert payment themselves without touching Point of Sale devices. Market vendors will complete transactions on screen.
- Customers will be reminded of CDC hygiene guidelines via signage.

FOOD ASSISTANCE

- SNAP customers are still eligible for HIP and doubling their benefits using the Market's Anna's Fund
- Fresh produce donations will be collected and delivered to the Dwelling Place soup kitchen in Woburn through market volunteers.
- The Market will set up a non-perishable food collection location for the Council of Social Concern.

TOKEN HANDLING

- Existing wooden tokens will be replaced by plastic or metal tokens
- Tokens will be sanitized before each market day
- Market staff will be required to wear disposable gloves when collecting tokens from market vendors
- Market staff will be trained to change disposable gloves between tasks and not touch their faces while wearing gloves.
- If an electronic device is touched while a market staff member is handling tokens, the device will be disinfected immediately prior to removal of gloves.
- Market staff will be required to wash hands (preferable) or use hand sanitizer after removing gloves

ALTERNATIVE SALES OPTIONS

- Preorder from individual vendors by phone or email and prepaying by credit card or paying by SNAP upon product pickup will be strongly encouraged.
- Work with an online farmers market preorder service such as Local Line.

PROMOTION

- Market will communicate about market health and safety guidelines to customers via newsletter, social media, website, news releases and signage
- Market and vendors will promote alternative sales methods.