



MILTON CHAMBER OF COMMERCE



## FARMERS' MARKET

## COVID-19 SAFETY PLAN

Date Completed: May 5, 2021

### CONTACT INFORMATION:

#### **Milton Farmers' Market**

c/o Milton Chamber of Commerce  
251 Main Street East, Suite 104  
Milton, Ontario L9T 1P1  
905-878-0581

2021 Physical Address  
Saturdays, May 22 - October 9, 2021  
Milton Fairgrounds  
136 Robert Street  
Milton, Ontario L9T 1G9

#### **Farmers' Market Manager:**

Krista Lancaster  
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[krista.lancaster@miltonchamber.ca](mailto:krista.lancaster@miltonchamber.ca)

#### **Milton Chamber of Commerce President & CEO:**

Scott McCammon  
905-878-0581 x 104  
[scott@miltonchamber.ca](mailto:scott@miltonchamber.ca)

#### **Farmers' Market Coordinator:**

Ginny Matheson  
905-878-0581 x 106  
[farmersmarket@miltonchamber.ca](mailto:farmersmarket@miltonchamber.ca)

#### **COMMUNICATION TO STAFF, VENDORS, & VISITORS:**

The Milton Farmers' Market will remain in contact with vendors and customers throughout the season to ensure a safe environment for all. A pre-season communication including the Market safety plan will be issued so that all staff and vendors are familiar with safety measures and requirements. Continued communication throughout the season, along with website updates, will be used for ensuring the most up-to-date requirements and procedures are known.

Vendors and staff are required to visit the Provincial website for current protocol and safety measures:

<https://www.ontario.ca/page/covid-19-coronavirus-and-workplace-health-and-safety>.

The Market safety plan will be available in print and via a link on the Market website.

Onsite signage, website & social media updates, and verbal communication on arrival and throughout the Market will be used to ensure all customers and Market visitors know and understand the protocols in place for the safety of visitors, staff, and vendors.

The Market Safety Plan Summary will be posted publicly at the Market entrances to make the public aware of the steps we are taking to prevent the transmission of COVID-19. The Market website will remain up to date with the Market safety plan and any changes as they are implemented.

### **SCREENING:**

The Market Coordinator will maintain a logbook of vendor attendance for each Market day for the purpose of contact tracing as required. Staff and Vendors will be required to complete the Provincial self-screening assessment prior to coming to Market Saturday Mornings. The assessment can be found at the end of this document, or online at:

[www.covid-19.ontario.ca/screening/worker/](http://www.covid-19.ontario.ca/screening/worker/)

Any Staff or Vendors who answer 'YES' to any of the screening questions will be asked to stay home and will not be permitted to enter the Market. If symptoms develop at Market or exposure takes place, the Exposure Action Plan on page 5 will be implemented.

Visitors to the Market will be required to 'check-in' at the Market entrances. Customers will be reminded to wear a mask and maintain physical distance from others while shopping. Customers will be advised to make purchases quickly and without surface contact wherever possible. Customers will be advised not to consume food within the Market area. Any customers who are not in compliance of the Market safety parameters will be asked to leave the Market.

### **CONTROLLING THE RISK OF COVID-19 TRANSMISSION:**

The Milton Farmers' Market will follow the guidance of Government and Public Health directives to maintain the safe operation of the Market throughout the season. The Market Safety Plan will be updated as required throughout the season and communicated to staff, vendors and visitors. In-person considerations for controlling the risk of transmission of Covid-19 include:

### **MASKS**

All Staff, Vendors, and Customers (except with a medical exemption) are required to always wear a mask within the market. Anyone who does not have a mask, will be provided one by Market Staff upon entry.

## **SIGNAGE**

Signage will be placed at the entrances and throughout the Market outlining safety requirements, including:

- COVID-19 Safety Summary
- 'Masks Required'
- 'Keep Physical Distance of 2m or 6ft'
- Signs on hand sanitizing at each sanitization station
- Staff will walk throughout the Market to ensure they are visible to customers and vendors at all times

## **PHYSICAL DISTANCING:**

Vendor Tents will be spaced a minimum of six feet from each other to ensure physical distancing and prevent the risk of transmission between vendors. Vendors will wear PPE at all times to ensure safety while in proximity to their staff or customers. Vendor stalls will be required to be set up with tables between themselves and customers and to offer contactless shopping. Vendors are encouraged to utilize plexiglass shields around their stall and product wherever possible.

Staff will be trained and reminded to maintain at least six feet distance from vendors, customers, and other staff at the Market. Staff will encourage customers and vendors to keep physical distancing in mind throughout the day.

Customers will be reminded upon entry to safely distance while at the Market. Customers who do not abide by COVID safety rules will be asked to leave the Market. Entrance to the market will be monitored and limited as required to allow for traffic to flow with adequate distancing.

Customers will be encouraged to move along in an orderly manner and will be discouraged from loitering or congregating at Vendor Stalls. Customers will also be encouraged to have only one family member from each household attend the Market.

## **MARKET FLOW:**

The Market will utilize separate entrance and exit locations which will be clearly marked with signage to ensure visibility. There will be two entry points, at the Robert Street entrance in from the main parking lot. Entrance and exit points at each location will be separated by a Market tent and tables, with PPE available on both sides.

Where on-site food preparation occurs, there will be additional space allocated to encourage physical distancing and Vendors will be responsible for ensuring their customers do not congregate to wait for their order. These Vendors will be positioned near exits, utilize a grab-and-go format for serving food, and post a sign that eating within the Market area is not permitted. Advanced ordering procedures are encouraged via online or telephone ordering direct to the Vendor.

## **SETUP AND TEAR-DOWN:**

Vendors are required to perform all setup and tear-down of their tent, table, and display without the assistance of other vendors, staff, or customers. In any instances where assistance is needed, mandatory masks and physical distancing will be required. Goods for sale should only be handled by the vendor who has brought them to market.

Staff will work on their own where possible. Where support is required, masks will be mandatory, distance will be maintained, and hand sanitizer will be readily available.

## **HAND HYGIENE**

Hand sanitizing stations will be set up at each entrance and visitors will be encouraged to sanitize upon entry and at exit. Vendors will be responsible for providing hand sanitizer for both their own use and customer use at each stall. Vendors are to sanitize hands between transactions with customers, and after handling money or objects handled by customers.

Staff will be required to sanitize at regular intervals throughout their shift including before and after any direct interaction with a vendor or customer.

## **SANITIZING SURFACES:**

Vendors will be responsible for sanitizing all surfaces and touch points at their stall on a regular basis and in accordance with Provincial guidelines. All payment devices must be sanitized between customers. Vendors are encouraged to sanitize their hands between each customer interaction.

Market staff will sanitize the entrance tables and sanitization stations at regular intervals throughout the Market day. All Market equipment will be sanitized at the end of the day during tear down, so it is ready for the next week.

## **PRODUCT HANDLING:**

Vendor stalls are to be set up so that customers do not have direct contact with food items. Prepared food items must be packaged as much as possible prior to bringing them to the Market. Items that are not wrapped (such as produce) must be stored in a manner that protects them from contamination. Should a customer touch a product, either require that they purchase it or remove it from stock for the remainder of the Market.

Customers must ask the vendors for the food items they wish to purchase; the vendors will then select the food items and place them on a table for customers to pick up. This method of shopping permits physical distancing between customers and vendors. Vendors are encouraged to initiate online/telephone ordering, so that customer orders are ready for pick-up at the time of their Market visit.

It is recommended that cash alternatives be considered for the season (contactless debit/credit, telephone order and prepay options). Should cash be accepted, it is recommended that cash received be kept separate from cash dispensed for change. Cash received should be isolated from touch for 72 hours and should not be recirculated into the Market. Prices rounded to the nearest dollar require less change be made throughout the day.

## **FOOD SAMPLING:**

There will be no food sampling permitted at the Market, unless regulations change, and the implementation of sampling can be done safely. Should sampling become permitted, an amendment to the Safety Plan will be distributed.

## **WASHROOMS:**

There are no washrooms available on-site for the public. Vendors only will be allowed to use the washrooms available in Hall # 1 of the Fairgrounds.

### **EXPOSURE/POTENTIAL CASE ACTION PLAN:**

The Milton Farmers' Market will closely monitor changing regulations and guidelines throughout the season to ensure procedures are concurrent with provincial and municipal requirements. Should there be risk of exposure or a potential case identified at Market, procedures to isolate and ensure appropriate follow-up will be implemented.

Any staff or vendors experiencing an onset of symptoms during the market day are required to report such symptoms to the Farmers' Market Coordinator and arrangements will be made to have the individual leave the Market area as soon as possible. In this circumstance, individuals will need to follow self-assessment and testing protocols as set by provincial and municipal Public Boards of Health. Any staff or vendor who presents with symptoms will be required to stay at home and not return to the Market until they have a negative test and/or no longer present with any symptoms after the required period of isolation.

Any Vendors and Staff who may have been in contact with the potential case will be informed. In the event of a positive test for COVID-19, Public Health will be advised so that the necessary contact tracing can be performed.

### **PREVENTION:**

The Milton Farmers' Market management will ensure any changes required to Market procedures and operations will be communicated to staff and vendors quickly. Email communication will be used to ensure prompt and safe distribution of information when required. Farmers' Market management will maintain regular check-ins with vendors and staff on how they are coping with the procedures in place and if they have any questions or concerns. Monitoring for compliance throughout the season, at each Market day, will ensure any issues or concerns are dealt with in a timely fashion and that all staff and vendors have a comprehensive knowledge of what is required.

Vendors and staff are welcome to provide input and suggestions to the Market Safety Plan at any time by contacting the Market Manager. With collaboration, we will ensure a safe and successful Market season.

**For input on additional measures that can be taken, or to report an incident, please contact:**

**Krista Lancaster, Market Manager**  
[krista.lancaster@miltonchamber.ca](mailto:krista.lancaster@miltonchamber.ca)  
905-878-0581 x 101

#### **On-Site Contact:**

**Ginny Matheson, Market Coordinator**  
[farmersmarket@miltonchamber.ca](mailto:farmersmarket@miltonchamber.ca)  
905-878-0581 x 106



## COVID-19 SAFETY SUMMARY

### **SAFETY MEASURES IMPLEMENTED FOR 2021 SEASON:**

- Self-assessment screening & in person pre-screening for all staff and vendors each Market day
- Customer screening upon entry
- Hand sanitization stations throughout Market
- Mask wearing mandatory for all staff, vendors and customers
- Single direction traffic flow using directional signage and limited entry and exit points
- Signage throughout Market to aid in all Covid-19 safety measures and requirements
- Promotion and enforcement of physical distancing for all individuals in attendance
- No seating or kids play areas within the Market area
- Encouraging 'one person per family' shopping to limit capacity

### **VENDOR REQUIREMENTS/RECOMMENDATIONS:**

- Setup/teardown to be done independent of staff or other vendors.
- Always maintain physical distance.
- Sanitize touchpoints at stall regularly throughout Market day.
- Ensure sanitization is available to customers at each stall.
- Vendors encouraged to offer contactless service and pre-packaged items wherever possible.
- E-commerce options encouraged for curbside pickup.
- No food sampling.
- Vendors encouraged to consider plexiglass barriers at stalls.
- Consider alternatives to cash. If cash is accepted, it is recommended that cash received is kept separate from cash dispensed so that it is not recirculated into the Market.

### **ACTION PLAN FOR POTENTIAL EXPOSURE:**

- Immediately isolate potential case and arrange for individual to leave the Market as soon as possible.
- Contact Public Health for further direction.
- Inform any staff or vendors who may have come into contact with potential case.
- For positive test results, contact Public Health for contract tracing to be initiated.

**For input on additional measures that can be taken, or to report an incident, please contact:**

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# COVID-19 SCREENING CHECKLIST

## 1. Are you currently experiencing any of these symptoms?

Choose any/all that are new, worsening, and not related to other known causes or conditions:

- **Fever and/or chills**  
Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher
- **Cough or barking cough (croup)**  
Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, COPD, or other known causes or conditions you already have)
- **Shortness of breath**  
Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)
- **Sore throat**  
Not related to seasonal allergies, acid reflux, or other known causes or conditions you already have
- **Difficulty swallowing**  
Painful swallowing (not related to other known causes or conditions you already have)
- **Runny or stuffy/congested nose**  
Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have
- **Decrease or loss of taste or smell**  
Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have
- **Pink eye**  
Conjunctivitis (not related to reoccurring styes or other known causes or conditions you already have)
- **Headache**  
Unusual, long-lasting (not related to tension, chronic migraines, or other known causes or conditions)
- **Digestive issues like nausea/vomiting, diarrhea, stomach pain**  
Not related to irritable bowel syndrome, menstrual cramps, or other known causes or conditions you already have
- **Muscle aches**  
Unusual, long-lasting (not related to a sudden injury, fibromyalgia, or other known causes or conditions)
- **Extreme tiredness**  
Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid, or other known causes or conditions)
- **Falling often**  
For older people

## 2. In the last 14 days, have you travelled outside of Canada?

Yes / No

## 3. In the last 14 days, have you been identified as a “close contact” of someone who currently has COVID-19?

Yes / No

## 4. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?

Yes / No

## 5. In the last 14 days, have you received a COVID Alert exposure notification on your cell phone?

(If you already went for a test and got a negative result, select No)

Yes / No



# Fairgrounds - Entry & Exit Locations and Market Boundaries

## North Fairgrounds:



## South Fairgrounds:

