



## **COVID-19 Safe Operating Plan**

### **JPFM Contacts:**

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**Market Dates:** June 10th, 2021 to September 30<sup>th</sup>, 2021 3:00pm-6:30pm

### **Objectives:**

- 1) Follow local and state guidance for safe and healthy market practices
- 2) Clearly communicate our situation to all audiences
- 3) Support farmers/vendors while retaining a high level of safety for all

### **Requirements of the Market (from Wisconsin's Department of Health Services):**

- Close all seating intended for consuming food.
- Prohibit food samples.
- Self-dispensing unpackaged food areas (including fresh produce) may stay open.
- Follow social distancing requirements between all individuals on the premise to the maximum extent possible.

More info here: <https://www.dhs.wisconsin.gov/covid-19/community.htm> (under "Farmers Markets")



<p><b>Market Operations/Staff &amp; Volunteers</b></p>	<ol style="list-style-type: none"> <li>1. Vendors will each get one 10-foot stall, with 6 feet of open space on either side; no selling off of corners</li> <li>2. Along with painted stall perimeter, one 10 foot by 6-foot box will be marked on the ground with a "1 person" stencil in the center, indicating one person inside the vendor's selling area allowed at a time</li> <li>3. Stalls will not be set up across from each other</li> <li>4. Maintain handwashing and hand sanitizing stations OR use the Milw. Co. Parks restrooms if open</li> <li>5. Sanitize frequently touched equipment, restrooms, and Info Booth surfaces i.e., 1x per hour depending on usage</li> <li>6. Set up Info Booth with minimal hand-outs and a space for customers to queue up at 6-foot distance</li> <li>7. No sampling will be permitted. Eating/drinking is not encouraged.</li> <li>8. No seating will be set up for customers to help encourage a quick visit</li> <li>9. Masks will be available if needed</li> <li>10. JPFM staff will communicate to any customers or vendors not adhering to 6-foot distancing and request they disperse</li> <li>11. The JPFM market space is large enough that it will be very unlikely that the number of people onsite will exceed capacity at 6-foot distancing; if that changes, we are prepared to limit the number of shoppers at one time.</li> <li>12. Inform on-site JPFM volunteers of unsafe situations requiring immediate attention</li> <li>13. JPFM on-site staff will ask customers not following physical distance requirements to disperse</li> <li>14. Staff and volunteers are required to wear face masks</li> </ol>
<p><b>Customer Communications</b></p>	<ol style="list-style-type: none"> <li>1. Safe operations communication messages at the market:</li> </ol>



- Stay home if you are sick or you are in a high-risk group
  - Face coverings are required to be worn while shopping
  - Practice good cough and hand hygiene
  - Maintain 6-foot distancing from other customers and vendors while walking around market and while making or waiting to make purchases or while at Info Booth
  - Customers age 65+ should have someone shop for them whenever possible
  - Listen to JPFM staff who will communicate with and disperse customers if physical distancing is not being practiced; one customer per vendor's marked selling area will be allowed
  - Customers are discouraged from handling produce/products before buying; vendor encouraged to bag/pack purchases
  - Reusable shopping bags are discouraged
  - Make a shopping list and complete shopping as quickly as possible
  - Strongly recommend one customer per household to enter the market for shopping. Customers in need of assistance should bring a helper into the market
  - This is not a social hour! Limit interactions with other customers, vendors, and staff
2. Inform all customers before entering the market about safe shopping requirements and recommendations on social media, website and external communications (newsletter, postcard, poster, etc.)
  3. Post safe market behavior signage around the market.



**Vendor Recommended Practices**

1. Practice good hand hygiene
2. Change gloves/sanitize hands before touching food after touching money, phone, or any non-food surface; suggestion of staffing two employees: one to touch food/products and one to handle payments.
3. Vendors must wear face coverings
4. Recommended that only vendors are allowed to touch food products (customers point, vendors bag)
5. Provide a wipeable surface for your stall, such as an oil cloth or washable table cloth, that can be disinfected before/during/after market with ease
6. Arrange produce/products on stall top with clear signage as to the price
7. Ask for exact change, credit cards, or Venmo
8. Pre-package/bag produce/food as much as possible
9. Encourage customers to pre-pay/order and pick up if possible
10. Minimize conversations with customers to focus on the transaction
11. Inform the Market Manager/Market Volunteers of unsafe situations requiring immediate attention
12. Don't come to the market while sick or allow sick employees at the market
13. Use barrier tables (an extra 3-foot-wide table between the customer and the product) or put a check out table in front of the product; if customers can't see what is being sold use a chalk or dry erase board to list products
14. Prepared food must be pre-packaged in a "to go" container.
15. Areas that require customers to use tongs or scoops are encouraged, but not required, to close; vendors must sanitize the tongs and scoops frequently.