



Hamilton

## Operation of Farmers' Markets during the COVID-19 Pandemic Guidance Document Operating Preparedness Checklist

Item	Details
<b>On-Site Contact Person</b>	Each market must have an on-site contact person with whom Hamilton Public Health can speak with about any issues that arise at the market. If this on-site contact person is different from the market coordinator, please provide this person's name and phone number to public health.
<b>Controlling Entrance and Exit Points</b>	Each market venue must have one entrance point; this entrance point may not be used as the exit point. The flow of people must be controlled in order to ensure proper physical distancing (at least two metres between people) at all times. Staff/volunteers will need to be present at the entrance to control the number of customers permitted into the shopping area. Additional staff/volunteers may be needed to monitor outdoor markets, as these markets often have additional access points (these access points may need to be blocked/barricaded).
<b>Customer Capacity</b>	Customers must line up in order to gain access to the market. Customers must practice physical distancing (keep at least two metres apart) while in line. Market staff/volunteers will need to determine a maximum customer limit that is appropriate to their market venue, in accordance with physical distancing; this limit could be based on the number of market vendors, such that there is only one customer per vendor. It is recommended that the market floor/ground be marked to assist customers with practicing proper physical distancing and direction of flow.
<b>Signage</b>	<p>COVID-19 signage must be posted near the entrance to the market (some posters are available at; Farmers' Market Ontario also has signage available at <a href="https://www.farmersmarketsontario.com/wp-content/uploads/2020/04/FMO_COVID-19_Factsheet2.pdf">https://www.farmersmarketsontario.com/wp-content/uploads/2020/04/FMO_COVID-19_Factsheet2.pdf</a>); this signage must include:</p> <ul style="list-style-type: none"><li>• Health screening information (admittance to the market is permitted only if a person is symptom-free, has not travelled outside of Canada within the past 14 days, and has not been in close contact with a confirmed/probable case of COVID-19)</li><li>• A reminder to practice physical distancing (leave at least two metres of space between oneself and another person)</li><li>• A reminder to practice proper handwashing/hand sanitizing (hands should be washed before beginning shopping, after making a payment, and upon leaving; hands should also be washed if a person touches his/her face or coughs/sneezes)</li><li>• A reminder not to touch food items on display (only vendors may handle these items)</li></ul> <p>A reminder to make purchases quickly and then leave; no foods (including beverages) are to be consumed on-site.</p>
<b>Shopping Bags</b>	Customers may use reusable shopping bags for their purchases, as long as they are maintained in a clean and sanitary manner, and are handled by the customer only

<b>Hand Hygiene</b>	<p>Handwashing stations and/or hand sanitizing stations must be located at the entrance to the market, and customers must wash/sanitize their hands upon entry to the market. Additional handwashing stations/hand sanitizing stations should be present throughout the market for customer use.</p> <ul style="list-style-type: none"> <li>Glove use is NOT required by customers; incorrect glove use can lead to cross-contamination of surfaces</li> </ul>
<b>Essential Item Vendors Only</b>	<p>Only essential items may be sold at farmers' markets; food businesses and agriculture businesses are considered to be essential workplaces under the provincial order. Farmers' Markets Ontario states that only food is to be sold.</p> <ul style="list-style-type: none"> <li>A complete list of market vendors must be provided to Hamilton Public Health</li> <li>If there are any questions or concerns about a particular vendor, please contact Hamilton Public Health</li> <li>Farmers' Markets Ontario has recommended that the market coordinator record the names of all vendors present each day.</li> </ul>
<b>Self-Assessment for Vendors</b>	<p>Vendors who are exhibiting symptoms of COVID 19 or have been exposed to a confirmed case must self-isolate at home for 14 days (see list of symptoms posted here). Individuals exhibiting COVID like symptoms while at the Farmer's Market are to leave the market and contact their family doctor or Public Health Services. Vendors should perform a self-assessment on market day to determine if they may participate in the market; this self-assessment is available online at: <a href="https://covid-19.ontario.ca/self-assessment/">https://covid-19.ontario.ca/self-assessment/</a></p>
<b>Booth Spacing</b>	<p>Vendor booths must be spaced in accordance with physical distancing requirements (there must be at least two metres of space between all vendor booths)</p>
<b>Customer Purchasing</b>	<p>Vendor booths are to be set up so that customers do not have direct contact with food items. Prepared food items must be packaged (wrapped or bagged) 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.</p> <ul style="list-style-type: none"> <li>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.</li> <li>Vendors are encouraged to initiate online/telephone ordering, so that customer orders are ready for pick-up at the time of their market visit</li> </ul>
<b>No Food Preparation or Sampling</b>	<p>At this time, no food preparation (including sampling of food items) is permitted at the market venue</p> <ul style="list-style-type: none"> <li>Only pre-packaged/pre-prepared beverages may be sold at the market</li> <li>No condiments/toppings may be added to any prepared food items at the market. Vendors may provide individual portions of condiments/toppings for customers to use after leaving the market.</li> </ul>
<b>Vendor Hand Hygiene</b>	<p>Vendors need to follow proper hand hygiene using an alcohol-based hand sanitizer. Vendors are reminded to practice proper handwashing at all times (for example, when there is a need to directly handle food items, after processing payments, after coughing, sneezing, or touching the face, after cleaning and sanitizing/disinfecting surfaces, upon</p>

	<p>return to the booth after a break, or at any other time which may cause hands to become contaminated).</p> <ul style="list-style-type: none"> <li>Glove use is NOT required by vendors; incorrect glove use can lead to cross-contamination of surfaces. If vendors choose to use gloves, they must practice proper handwashing before they put the gloves on, and after they take the gloves off. Plastic, latex, and nitrile gloves are intended to be single-use only</li> </ul>
<b>Payment Processing</b>	Vendors may accept any form of payment. It is recommended that each vendor have one person to select a customer food items and one person to process payments. If a vendor must select customer food items and process payments, then proper handwashing/hand sanitizing must be practiced after each payment is processed.
<b>Disinfection Practices</b>	<p>Vendors must provide a disinfectant at their booth. High-touch surfaces (including tables and debit/credit machines) must be cleaned and disinfected frequently during the day</p> <ul style="list-style-type: none"> <li>Vendors must read product labels for all cleaning, sanitizing, and disinfecting chemicals used at their booth, and must follow their instructions for use.</li> <li>Vendor should refer to the Public Health Ontario resource <a href="#">here</a>, for guidelines on cleaning and disinfection.</li> </ul>
<b>Washroom Facilities</b>	Washroom facilities must be available for vendors to use. It is not mandatory for customer washroom facilities to be provided, but customers should be permitted to use vendor washrooms if necessary. If portable toilets are used, they must be accompanied by portable handwashing sinks. Signage must be placed at the washrooms to remind people to practice physical distancing when using them. All washroom facilities must be cleaned and disinfected at least twice daily.

**For more information, please contact:**  
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 Visit: [www.hamilton.ca](http://www.hamilton.ca)

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