



## VERNON INDOOR FARMERS' MARKET

November 27<sup>th</sup>, 2020 to up to March 19<sup>th</sup>, 2021

### COVID-19 RISK MITIGATION PLAN (COVID-19 SAFETY PLAN)

#### **Guideline for Safe Reopening of the Vernon Indoor Farmers' Market inside of Kal Tire Place.**

3445 43<sup>rd</sup> Avenue,  
Vernon, BC

October 9<sup>th</sup>, 2020

**Revised January 21, 2021** Revisions found in red

#### **Main Contacts:**

Amanda Fallis, Interim Manager Vernon Farmers' Market  
[info@vernonfarmersmarket.ca](mailto:info@vernonfarmersmarket.ca)  
250-351-5188

Rachelle Zelaney, President Vernon Farmers' Market  
[rzelaney@gmail.com](mailto:rzelaney@gmail.com)  
250-550-8101

## BACKGROUND

It was announced by the Government of British Columbia that Farmers' Markets be seen as an Essential Public Service equivalent to grocery stores.<sup>1</sup>

All Market staff, farmers, food producers and crafters/artisans are dedicated to adhering to health and safety standards, and providing safe and reliable access to everyday essentials, as well as nutritious foods necessary to a healthy Community.

We are actively making operational and procedural changes to protect customers, vendors and staff to mitigate the spread of disease, including following all guidance provided by the Government, BCCDC, Interior Health, WorkSafeBC, the BCAFM and the City of Vernon Safe Reopening Plan for Kal Tire Place (which this Plan is based off of).

To be a qualifying BCAFM (British Columbia Association of Farmers' Market) Farmers' Market, we must adhere to at least 51% Primary Food Vendors (produce, prepared foods and liquor) as per the BCAFM Membership Policies.<sup>2</sup>

Farmers' Markets are leaders within our Communities. The Community comes to us knowing we respect, care for and value them and their health and safety. The Community comes to us knowing they will be treated with dignity, kindness and respect. The Community comes to us knowing they will find fresh, locally grown/produced foods of top quality, featuring the abundance of local agriculture and small scale food producers in the Okanagan Valley. The Community also comes to us for their cleaning and everyday needs, again knowing the craftsmanship is nothing but the best, and they are supporting a neighbour.

We plan to lead by example in this time of COVID-19. This COVID-19 Safety Plan has been assembled taking all possible scenarios into account. We plan to continue to be leaders in the Community by enforcing the actions put forth in this Plan.

Farmers' Markets are Essential to a healthy, happy Community.

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<sup>1</sup> Government of BC List of Essential Services, Food and Agriculture Service Providers, Retail

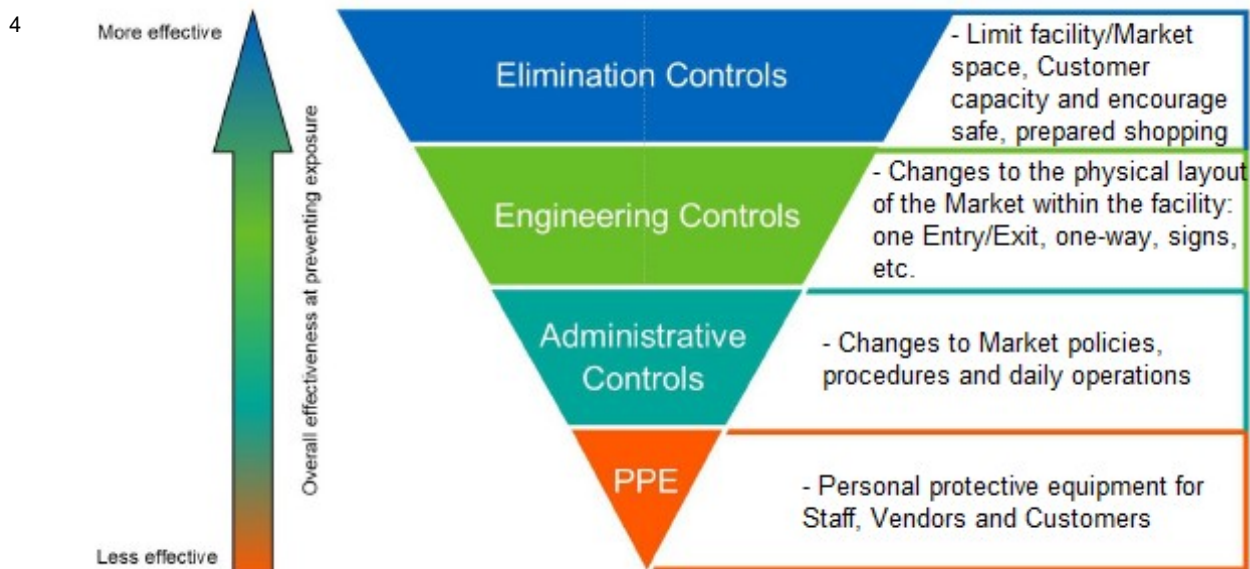
<sup>2</sup> BCAFM Membership Policies, Policy and Criteria, Farmers' Market Criteria

## RISK MITIGATION STRATEGIES

This guideline for Safe Reopening of the Vernon Farmers' Market presents a number of actions to be taken to reduce the risk of COVID-19 transmission. Facilities and daily activities were assessed for transmission risks and consideration was given to the followings areas of operation:



Strategies for addressing the risks identified were formed using the hierarchy of controls shown below:



The operation of the Vernon Farmers' Market is overseen by the Market Manager and the Market's Board of Directors.

The mitigation plan will be re-evaluated during the operation of the Market to ensure our goals are being met and to adapt where needed.

Should the goals in this document not be reasonably achieved, a decision will be made to close the Market till the issues are rectified.

3 Photos taken from Regional Health Authority. "Coronavirus Disease (COVID-19) Guideline for Swimming Pools"

4 Hierarchy Control Chart adapted from WorkSafe BC "COVID-19 Safety Plan"

## **PHYSICAL DISTANCING & SITE MANAGEMENT**

Goal: Modify the daily operations of the Vernon Farmers' Market to minimize the potential of COVID-19 to spread through our staff, vendors and customers.

### **1. Elimination Controls:**

- A strict customer occupancy limit will be enforced based off of the retail calculations for Physical Distancing, up to a maximum of 50 customers (to be observed during Market operations and possibly revised as per Kal Tire Place).
- A strict vendor limit of 30 vendors. Vendors are allowed one staff. The Vernon Farmers' Market will provide Kal Tire Place with a list of daily vendors and the products they sell 48 hours before each Market.
- Staff and vendors will bring any concerns to the attention of the Market Manager and Board of Directors.
- Facility usage limited to our staff, vendors, customers and Kal Tire Place Staff  
Door staff will not let in anyone who is not a Vernon Farmers' Market Shopper (unless it is someone Kal Tire Place has notified us is coming to see them)
- There will be one Entry and one separate Exit (see Appendix B1). There will be a barrier separating the Entry and Exit
- Staff, vendors and customers will be asked to go one direction through a loop of the Upper Concourse/Market during Market hours, 11am-3pm
  - During setup and tear down (10am-11am and 3pm-4pm), staff and vendors will be allowed to travel both directions through the arena to bring their goods in and out as quickly as possible. Staff and vendors are to watch their Physical Distancing and wear a mask at all times within the building.
  - There will be a bi-directional area from the Kal Tire Place offices, through the foyer and to the bathroom area. During 11am-3pm Market open hours, this will be the only bi-directional area, preferably only used by Kal Tire Place staff and the vendors placed within the area (see Appendix B1: Site Map)
- Common staff gathering points are the Entry table area and Kal Tire Place storage (when bringing out/putting away signs, tables and chairs). Staff know to keep 2 meters apart and are asked to wear a mask if Physical Distancing cannot be achieved

- Larger stall spacing to ensure vendors Physical Distancing between their booths and customers are able to ensure Physical Distancing while browsing vendor's booths
  - The posts within Kal Tire Place are 26'6" (to 27') apart. This allows two Vendors 13'3" each as their allotted booth length. We can have single vendors, with either a single 6ft or 8ft table, that will work out to 2 meters spaced apart (see Appendix B2: Table Layouts).
  - We can also have the two vendors within one post spacing "share" one continuous table. With staffing requirements imposed on the VFM to operate, we need our vendors to fill in as one of the staff. While one vendor is walking the arena lap, another needs to be watching that vendors goods. One continuous table provides more security to watch over than having to watch the neighbours table 2 meters away (see Appendix B2: Tables Layouts). A minimum of 2m distancing will be maintained from table end to table end between the vendors in the different post sections
  - While the two vendors behind the table together are one safe working bubble, we do still ask vendors maintain their physical distancing, keep the cash boxes and chairs 2m apart or more, wear their masks at all times and stay within their designated half/booth area
- Washroom access will be available, one per gender and one mixed use wheel chair accessible<sup>5</sup>
- Use of water bottle filling stations only; water fountain drinking spouts are not to be used.<sup>6</sup>

## **2. Engineering Controls:**

- Facility access for staff, vendors and customers will be one entry, one separate exit (see Appendix B1 for site layout)
- A hand sanitization station will be set up at both the entry and exit, as well as at the north-west and south-west corners of the arena concourse.
- Vendors will have sanitizer at each of their booths.
- The Entry table will have a plastic/plexiglass partition to create a barrier between staff and customers
- Vendors are encouraged to set up plastic/plexiglass partitions for their tables to create a barrier from customers for when 2m Physical Distancing cannot be achieved

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5 As per Kal Tire Place Safe Reopening Plan

6 As per Kal Tire Place Safe Reopening Plan

- Measures will be in place to provide Physical Distancing of 2m within the used portion of the facility: signage throughout (see Appendix B3 and D) and staff and vendors walking the loop reminding customers of physical distancing.
- Arrows on the ground and “Please follow the arrows” signs will be placed throughout the Market loop, customers will be reminded at the door to Please follow the arrows (see Appendix D for signage examples)
- Customers waiting to come into the building will find line-up markers 2m for Physical Distancing while in line outside and there will be a designated Vernon Farmers’ Market staff watching the line to ensure Physical Distancing is respected and maintained.
- 13.25ft x 5.5ft stall sizes to ensure vendors Physical Distancing between their booths and customers are able to ensure Physical Distancing while browsing vendors booths
  - Please see Appendix B2, Table Layouts for examples of table spacing within the booths

### **3. Administrative Controls:**

- Post our COVID-19 protocols on our website’s main page and COVID-19 page at [www.vernonfarmersmarket.ca/covid-19](http://www.vernonfarmersmarket.ca/covid-19)
- Provide public education through signage, media releases and social media that encourages appropriate conduct and emphasizes personal responsibility.
- All staff and vendors are to have their personal belongings in their personal spaces, behind/under their tables, and kept clutter-free
- Physical Distancing of 2 meters will be encouraged at all times, attendees will be discouraged from congregating, “Shop, don’t stop,” “Visit with old friends outside of the Market/Kal Tire Place building” (see Appendix D for signage)
- Customers will be asked to come in smaller groups, 1-2 people, bigger groups will be asked to travel single file through the Market loop (see Appendix D for signage)
- Staff, vendors and customers are required to wear a mask at all times within Kal Tire Place (see Appendix D, signage)
- **Customers must follow the Market’s signs, directions and measures to maintain a minimum of 2 meters physical distancing at all times.**

**Personal Protective Equipment:**

- Staff, vendors and customers are required to wear a mask at all times within Kal Tire Place.

## EMPLOYEE POLICIES & STAFF TRAINING

Goal: To maintain healthy staff and vendors through policy and training regarding COVID-19 to protect ourselves, customers and Kal Tire Place Staff and Facility. Ensuring sick staff and vendors stay home for at least 10 days from the onset of symptoms or until tested and cleared to return to work/the Market.

### 1. Elimination Controls:

- The Vernon Farmers Market will have the Manager present at all times and one paid Staff per 15 Vendors
- As of December 3<sup>rd</sup> under the Provincial Gatherings and Events Order (currently in effect till February 5), only consumable food and alcohol products will be sold at the Market.
  - Craft vendors not permitted at the Market at this time
  - Food and alcohol vendors who also sell non-consumable products are to ONLY sell their edible products
  - No food or alcohol sampling allowed at the Market since Spring 2020, only packaged and sealed takeaway items
- We will be utilizing consistent “work teams” - same small group of staff (Manager + 1-2 employees), same small group of vendors
- All sick staff and vendors are to remain home at least 10 days from the onset of sickness, or until they have been tested and cleared to return to Work/the Market.
- When Manager and one paid staff:
  - The VFM will have one paid Staff working the door: Letting customers in and out and counting them, reminding customers of masks and physical distancing. Should a line form outside, this staff will remind customers of physical distancing
  - The VFM Manager will walk the Market loop ensuring customers (and vendors) are wearing masks, are physically distanced and traveling the right way through the Market loop. Check in and help out at the door.
  - If we get busy and overwhelmed, volunteer vendors to help monitor the door and customers within the Market.
- When Manager and two staff (staff can be paid or volunteer):
  - The VFM will have one paid Staff working the in door: Letting customers in and counting them, reminding customers of masks and physical distancing. Should a line form outside, this staff will remind customers of physical distancing. This staff will also keep an eye on the exit door when second staff is walking laps.



- The VFM will have one paid staff working the out door and walking a lap of the Market every half hour ensuring customers are wearing masks and physical distancing.
- The VFM Manager will walk the Market loop ensuring customers (and vendors) are wearing masks, are physically distanced and traveling the right way through the Market loop. Will check in and help out at the door.
- If we get busy and overwhelmed, volunteer vendors to help monitor the door and customers within the Market.

## 2. Engineering Controls:

- Staff, vendors and customers are required wear a mask at all times within Kal Tire Place.

## 3. Administrative Controls:

- Staff are to report if they are sick. They will need to miss the Markets affected by the 10 day isolation or provide us with a negative COVID-19 test to return. Proper staff replacements with COVID-19 protocol knowledge/training to fill in.
- Vendors are to report if they are sick. They will need to miss the Markets affected by the 10 day isolation or provide us with a negative COVID-19 test to return.
- Staff and vendors to answer daily health self-assessment questions upon entry to ensure they are in good health.  
Questions asked taken from WorkSafe BC Poster<sup>7</sup> (which is also printed and on our entry table):
  - Have you traveled outside of Canada in the past 14 days?
  - Have you been identified by Public Health as being in close contact to someone with COVID-19?
  - Have you been told to isolate by Public Health?
  - Are you displaying any symptoms?
- Staff and vendors must wash their hands when arriving and leaving the facility, and before and after:
  - eating
  - breaks
  - smoking
  - blowing one's nose, coughing or sneezing

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<sup>7</sup> WorkSafe BC – Entry Check Poster: <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en>

- going to the toilet
- being in contact with animals or pets
- using shared equipment (i.e. tools, dollies, signage, barricades)
- providing care for someone who needs assistance
- after using shared stationary (i.e. pens, calculators)
- Staff will be trained on the following:
  - how to safely put on and remove masks and gloves
  - when to change masks and gloves
  - the importance of proper hand and personal hygiene

#### **4. Personal Protective Equipment:**

- Additional PPE will be provided should staff and vendors need or for Emergency:
  - Hand Protection: Nitrile / Non-Latex disposable gloves
  - Respiratory Protection: Staff and vendors given a Vendor sewn reusable mask or a disposable blue mask
  - Eye Protection: face shields
- Additional PPE will be provided should customers need or for Emergency:
  - Hand Protection: Nitrile / Non-Latex disposable gloves
  - Respiratory Protection: given disposable blue mask (or option to purchase a sewn mask from a vendor)

## **CLEANING & SANITATION**

Goal: To increase cleaning of touch points throughout the Market loop of the facility to prevent the spread of COVID-19 through contaminated surfaces.

### **1. Elimination Controls:**

- Have staff put out only the bare essentials to run each Market for easier cleaning throughout Market hours (i.e. Sanitization station tables, Entry table, signs, barricades).
- Have vendors have simplified table displays and to sanitize before, during and after the Market.

### **2. Engineering Controls:**

- In addition to the Facility Washrooms, Sanitization stations will be placed throughout the Market Loop (see Appendix B3).
- Each Sanitization Station will include a camping water jug with clean water and a bin for gray water for washing hands, soap, single use paper towel, hand sanitizer and a garbage bin, as well as having proper hand washing hygiene signs (see Appendix D signage)
- There will also be sanitizer for staff and customer use at the Front Entry and Exit
- Vendors will have their own sanitizer
- Vernon Farmers' Market provided Hand Sanitizer used: Okanagan Spirits Flatten the Curve Hand Sanitizer DIN 80101385
- Daily cleaning and sanitization procedures outlined below in *"Administrative Controls"* and Appendix C
  - Use of Lysol Disinfectant Spray DIN 02448971 and/or Wipes DIN 02359014 OR
  - Clorox Disinfectant Wipes DIN 02466031

### **3. Administrative Controls:**

- Update cleaning and sanitizing procedures for common areas and surfaces during Market hours (see Appendix C)
- Staff equipment/other high touch surfaces to be regularly cleaned by staff:
  - Staff Entry table (regularly throughout the Market)
  - Staff Chairs (before and after use)
  - Stationary (shared pens, books, calculator [for counting capacity])
  - Signs (laminated information signs, A-frame signs)
  - Barricades (before and after setup, throughout the day in case customers

have touched it, before and after handling for cleanup)

- Shared dollies
- Doorknobs/handles (between letting vendors and customers in and out of entry/exit, storage room handle)
- Staff gloves
- Public high touch surfaces to be regularly sanitized by staff
  - Door handles (washroom, entry/exit door [entry/exit door preferably only touched by Market staff])
  - Sanitize Sanitization station tabletops every hour, monitor, more frequently if needed
  - Sanitize the ATM keypad after every use (*if ATM is usable*)

#### **4. Personal Protective Equipment:**

- Employees who are assigned for cleaning will be equipped with any PPE deemed necessary, depending on the cleaning process and chemicals used, including:
  - disposable gloves
  - reusable sewn mask or disposable blue mask

## **SIGNAGE**

Goal: Usage of signs to provide important information to staff, vendors and customers to promote safe use of the Kal Tire Place Facility during the Vernon Farmers' Market during COVID-19.

### **1. Elimination Controls:**

- Ample COVID-19 informational signs posted not only throughout the physical Market itself, but consistently shared on our website and social media channels as well.

### **2. Engineering Controls:**

- Signage posted at the entry indicating who is restricted from entering the premises (see Appendix D, signage)
- Signage posted at the entry indicating the daily Market Occupancy Limit of 50 customers
- Signage posted at the entry and throughout the Market Loop to remind staff, vendors and customers of Physical Distancing (see Appendix D) - sign roughly every 26'6"-27' along the Market loop, posted on the pillars
- Signage posted at Entry table (beside sanitizer) and all Sanitization Stations regarding effective hygiene practices (see Appendix D) (\*this is assuming Kal Tire Place will have similar signs in the available washrooms – if not, we will provide signs there as well)
- Signage posted to Please send One shopper where possible (Appendix D)
- Signage posted for Larger groups to travel single file through the Market as to not block pathways and allow for physical distancing (Appendix D)
- Signage posted and arrows on the ground for one way through the Market Loop, Please follow the arrows (Appendix D)
- Signage posted, arrows on the ground and barriers indicating bi-directional traffic flow near the lobby/offices/washroom area
- Signage posted at the entry and throughout the concourse informing customers, staff and vendors that wearing a mask is mandatory (Appendix D)
- Signage placement layout can be found in Appendix B3

### **3. Administrative Controls:**

- Maintain up-to-date and consistent messaging on our website, social media, press releases and with staff, vendors and customers to ensure details are aligned and accurate.

- Ensure signage fonts are big enough to read standing 2m away
- Use pictures on the signs to help illustrate the message
- Encourage staff and vendors to provide feedback on any additional COVID-19 related issues that need to be addressed through signage

**4. Personal Protective Equipment:**

- Gloves will be recommended for putting out the laminated sticker signs and the A-frame signs – sanitize the signs and staff hands after handling

## OUTBREAK MITIGATION & RECOVERY

Goal: Modifying procedures for managing an exposure or potential exposure to COVID-19.

### 1. Elimination Controls:

- Signage will be posted at the Entry indicating who is restricted from entering the building/Market (Appendix D).
- Signage will be posted throughout the Market Loop including Physical Distancing reminders, wearing your mask and effective hygiene practices (Appendix D).
- Vendors will be encouraged to get touchless card payment systems

### 2. Engineering Controls:

- Staff, vendors and customers will be reminded not to attend if they are sick and to follow our COVID-19 protocols regarding Physical Distancing, sanitizing and masks
- Staff will receive training on how to properly wear and remove a face mask. Vendors will receive an email with the information to review.

### 3. Administrative Controls:

- Staff and vendors to hold each other accountable to following laid out COVID-19 policies and procedures
- Staff to listen to and address concerns from the public
- The procedure if a **Staff** or **Vendor** is identified as having symptoms is:<sup>8</sup>
  1. Stay home
  2. Inform the Market Manager
  3. Call 8-1-1 or complete the BCCDC COVID-19 Self-Assessment Tool, and follow recommendations
  4. Inform the Market Manager of the recommendations
    - If the staff or vendor is at the Market when they identify as having symptoms, they must:
      1. Inform the Market Manager of any symptoms
      2. Immediately don a mask and return home
      3. Call 8-1-1 or complete the BCCDC COVID-19 Self-Assessment Tool, and follow recommendations
      4. Inform the Market Manager of the recommendations
        - If the symptoms are severe such as shortness of breath (ie. struggling to

breathe or speak in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department

- If this is for the Market Manager or a staff member and shift coverage is not possible, the Market will decide if it can make due minus the staff member with other staff doing more, or if the Market will have to be canceled that day.
- If a staff or vendor has a COVID-19 diagnosis, the local Public Health Department will identify any co-workers / fellow vendors who may have been exposed to the sick person
- Market staff are to be knowledgeable COVID-19 Ambassadors. In rotating positions throughout the Market day, we can all accurately answer and assist any customer and vendor questions, comments or concerns regarding COVID-19 and protocols.
- The procedure if a **Customer** is identified as having symptoms is:
  - If a patron identifies as symptomatic,
    1. Recommended to put a mask on and return home.
    2. Contact their family physician, primary care provider or Health Link BC at 8-1-1.
  - If the patron needs to wait for a ride home, they should sit in an appropriate designated area wearing a mask until their ride arrives.

#### **4. Personal Protective Equipment:**

- Employee PPE is referenced in the *"Employee Policies & Staff Training"* section
- Customers to come prepared, bringing their own masks to wear at all times within the facility
- A free disposable mask will be provided to anyone who is symptomatic



## REFERENCES & LINKS

Picture page 3

<https://www.interiorhealth.ca/yourenvironment/documents/guidelines%20for%20swimming%20pools.pdf>

Picture page 3 and referenced page 12

<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

### Additional Resources:

Adhering to policies and guidelines set forth by the BCCDC put out for Farmers' Markets

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/farmers-markets>

Adhering to "Vending Markets" Order of the Provincial Health Officer

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-vending-merchandise-at-markets.pdf>

Adhering to Kal Tire Place Safe Reopening

<https://www.vernon.ca/parks-recreation/recreation-facilities/recreation-safe-reopening>

[https://www.vernon.ca/sites/default/files/docs/recreation/kal\\_tire\\_place\\_covid\\_risk\\_mitigation\\_plan.pdf](https://www.vernon.ca/sites/default/files/docs/recreation/kal_tire_place_covid_risk_mitigation_plan.pdf)

Adhering to Guidelines and suggestions from the BCAFM (British Columbia Association of Farmers' Markets) regarding operating a Farmers' Market during COVID-19

<https://bcfarmersmarket.org/modifying-market-operations-covid19/>

BCAFM Health and Safety requirements as an employer during COVID-19 For BC Farmers' Markets [https://bcfarmersmarket.org/app/uploads/2020/08/Health-and-Safety-at-BC-Farmers'-Markets-during-COVID-19\\_-Risk-and-Liability\\_Aug42020Update.pdf](https://bcfarmersmarket.org/app/uploads/2020/08/Health-and-Safety-at-BC-Farmers'-Markets-during-COVID-19_-Risk-and-Liability_Aug42020Update.pdf)

WorkSafe BC – What Employers Should Do

<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/what-employers-should-do>

Farmers' Markets are Essential Services under Retail Food

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/essential-services-covid-19#food>

Qualifying Farmers' Markets are defined as 51% Food/Liquor Vendors as per the BCAFM Policies, page 2, Farmers' Market Criteria

<https://bcfarmersmarket.org/app/uploads/2019/03/BCAFM-Farmers-Market-Membership-Policy-OFFICIAL-Approved-by-BCAFM-Board-Nov-3-2018.pdf>

COVID-19 Guidance to Retail Food and Grocery Stores [https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/guidance\\_to\\_grocery\\_stores\\_april\\_25\\_final.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/guidance_to_grocery_stores_april_25_final.pdf)

WorkSafeBC COVID-19 and returning to safe operation – Phases 2 and 3

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

WorkSafeBC COVID-19 Entry check for workers

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en>

Adhering to the BCCDC Temporary Food Markets: Guideline for Sale of Food at Temporary Food Markets

[http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/EH/FPS/Food/Guidelines%20-%20Sale%20of%20Foods%20at%20Temporary%20Food%20Markets\\_current.pdf](http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/EH/FPS/Food/Guidelines%20-%20Sale%20of%20Foods%20at%20Temporary%20Food%20Markets_current.pdf)

Page 4, BCCDC Physical Distancing Calculations for retail

[https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/guidance\\_to\\_grocery\\_stores\\_april\\_25\\_final.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/guidance_to_grocery_stores_april_25_final.pdf)

BCCDC COVID-19 Self-Assessment Tool <https://bc.thrive.health>

BCCDC COVID-19 Information <http://covid-19.bccdc.ca>

## APPENDIX A1: INDOOR VERNON FARMERS' MARKET REOPENING APPROACH

Phases	Individuals	Action Items
Prior to Start of Market	Staff	- Train Staff in Safe Reopening Procedures listed in this Plan
		- Email the Safe Reopening Plan to the Vendors to be signed off as part of their Application for the Indoor Vernon Farmers' Market
		- Update the website with Approved Plan for Vendor and Customer reference
		- Regularly update Social Media and Website with COVID-19 information and signs
		- Make Staff aware of their new daily routines, additional signage, cleaning, advocating, etc.
	Vendors	- Have Vendors read and sign off on the Vernon Farmers' Market COVID-19 Safety Plan as part of their VFM Application Package
		- Vendors to have read through the BCCDC Farmers Markets page and plan their displays according to COVID-19 safe guidelines
	Customers	- Customers will receive updates & information through Social Media (and possible Radio/News)
		- Customers will be able to find the Approved Vernon Farmers' Market COVID-19 Safety Plan on our website <a href="http://www.vernonfarmersmarket.ca/covid-19">www.vernonfarmersmarket.ca/covid-19</a>
Daily Market Setup	Staff	- Sanitize hands upon arrival
		- Appropriate PPE to be given to Staff
		- Masks to be worn by staff at all times within Kal Tire Place
		- Put out signage listed in this Plan (Appendix B3 and D), sanitize sign once placed
		- Place tables and chairs for Vendors who have requested them, sanitize before and after placement
		- Let Vendors in and out as they arrive, <b>Ask daily health check questions before entry</b> , brief them on COVID-19 Safety measures, ensure they wear a mask at all times within Kal Tire Place, direct them to their daily stall, provide them with a sanitized dolly should they need and sanitize the dolly upon return
		- Place the center barricade in the Entry, setup bi-directional flow from Offices to Washrooms (see Appendix B1)
		- Put out the sanitization stations (sanitization station setup as per " <i>Cleaning and Sanitation, Engineering Controls</i> ") (see Appendix B3 for sanitization station placement)
		- Sanitize high touch points regularly throughout setup: Entry Exit doors, barricades, Entry table, dollies
		- Staff to set out 2m markers outside of the Entry for Customers to line up while they wait to get into the building/Market
		- Staff to have the Customers wait till 11am Opening to enter.
		- Outdoor and entry door staff members to brief the vendors and customers on COVID-19 Market Protocols before entering the building, ensure people wear their mask within the facility

## APPENDIX A1: INDOOR VERNON FARMERS' MARKET REOPENING APPROACH CONTINUED

Daily Market Setup	Vendors	- Vendors to have read Vernon Farmers' Market COVID-19 Safety Plan before arrival
		- Vendors <b>to be asked Daily health assessment questions before entry</b> , they will be briefed upon arrival of COVID-19 protocols, they will be asked to wear a mask at all times within Kal Tire Place
		- Vendors to sanitize their hands at the Entry table as they enter the building
		- Vendors to plan ahead and be prepared so they can get in (and out) in as little trips as possible
		- Vendors will be encouraged to bring their own dollies, however, should they need, a sanitized dolly will be provided
		- During setup and tear down times, vendors and staff will be able to travel both directions through the arena, being mindful of their 2m Physical Distancing around others and wearing a mask at all times within Kal Tire Place. Once Vendors are in the building, they are to go to their designated spots
		- Vendors to have sanitizer and appropriate signage. Vendors are encouraged to place 2m Physical Distancing markers in front of their booths for customers
	Customers	- Customers to wait outside 2m apart until the Market opens
		- There will be an information signage board at the Entry, Customers are encouraged to read through for any COVID-19 information and updates
		- Customers will have hopefully seen our website and social media regarding our COVID-19 policies and procedures
During the Market	Staff	- Customers will be encouraged to, "Know before you go," knowing our Vendor placement chart for quicker shopping/hopefully done in one Market loop
		- One paid Staff at the Entry and one Volunteer Staff at the Exit to let people in and out (according to daily capacity limits)
		- One paid Staff Outside and the Entry Staff to brief Customers as they arrive: sanitize, physical distancing, follow the arrows, please wear a mask at all times within Kal Tire Place.
		- Entry Staff to keep track of the number of Customers in the facility, comply with daily occupancy limits
		- All paid Staff to sanitize high touch points regularly throughout the Market: tables, barricades, sanitization station tables, etc.
		- Two VFM Staff (one paid, one Vendor) to continually walk the Market loop reminding people to wear their masks, watch their Physical Distancing and not to bunch in the walkways
	Vendors	- Vendors to be conscious of their interactions throughout Market hours, following COVID-19 protocols put forth in this Plan and by the BCCDC
		- Vendors to sanitize their hands and tables regularly
		- Vendors to have Customers sanitize before handling any products
		- Able bodied Vendors to walk laps of the arena concourse as the VFM's fourth Staff, reminding Customers about masks, distancing and the Market one-way flow direction

## APPENDIX A1: INDOOR VERNON FARMERS' MARKET REOPENING APPROACH CONTINUED

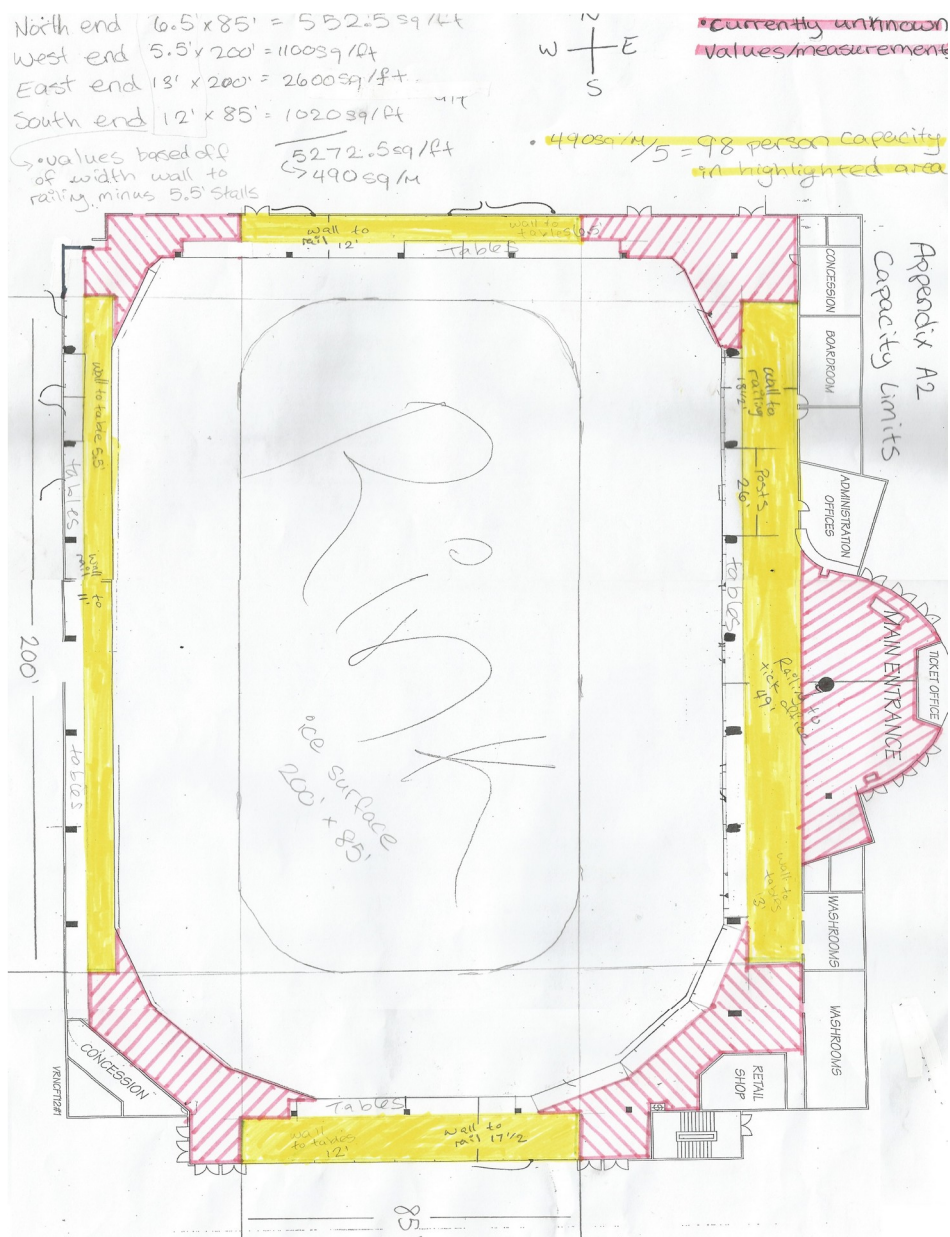
During the Market	Customers	- Customers to be briefed upon arrival
		- Customers to sanitize upon arrival
		- Customers to maintain 2m Physical Distancing during their walk through the Market loop
		- Customers to follow the one way directional flow through the Market, using the one Entry and one Exit
		- Customers encouraged to know the daily Vendor placement beforehand to plan their shop in one Market loop
		- Customers asked to wear a mask at all times within Kal Tire Place.
		- Non-Indoor VFM Members and the Community will be asked to Volunteer to fill the position as the fifth VFM employee working the Exit door in 2 hour shifts per Market: 11am-1pm and 1pm-3pm
Cleanup After Market	Staff	- Provide sanitized dollies to Vendors who need dollies, sanitize the dollies upon their return
		- Remove all signage
		- Put away and sanitize the tables and chairs belonging to Kal Tire Place
		- Let Vendors in and out as needed, sanitizing door handles between use
		- Pack up the sanitization stations
		- During setup and tear down times, vendors and staff will be able to travel both directions through the arena, being mindful of their 2m Physical Distancing around others and wearing a mask at all times within Kal Tire Place.
	Vendors	- Pack up displays and take out in as little trips as possible, respecting Physical Distancing in the process
		- If a Vendor borrowed a table and chair and has helped put it away, sanitize said table and chair after placing them back
		- During setup and tear down times, vendors and staff will be able to travel both directions through the arena, being mindful of their 2m Physical Distancing around others and wearing a mask at all times within Kal Tire Place
	Customers	- Complete the Market loop and shopping experience, use our one Exit to leave

## APPENDIX A2: VERNON FARMERS' MARKET CAPACITY LIMITS ARENA CONCOURSE

The Vernon Farmers' Market is adhering to a **30 Vendor capacity**, with the allowance of one Staff per Vendor.

The Vernon Farmers' Market is adhering to a **customer capacity of 50 customers** at a time set forth by Kal Tire Place, subject to possible change as we see the space filled and re-evaluate after seeing the Market function.

The attached layout shows a customer capacity of 98 people in the yellow calculated area based off of the retail calculations<sup>9</sup> set forth by the BCCDC, which Farmers Markets were told to abide by in item 1 of Physical Distancing on the BCCDC Farmers' Market page<sup>10</sup>



9 Page 4, Retail Physical Distancing Calculations [https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/guidance\\_to\\_grocery\\_stores\\_april\\_25\\_final.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/guidance_to_grocery_stores_april_25_final.pdf)

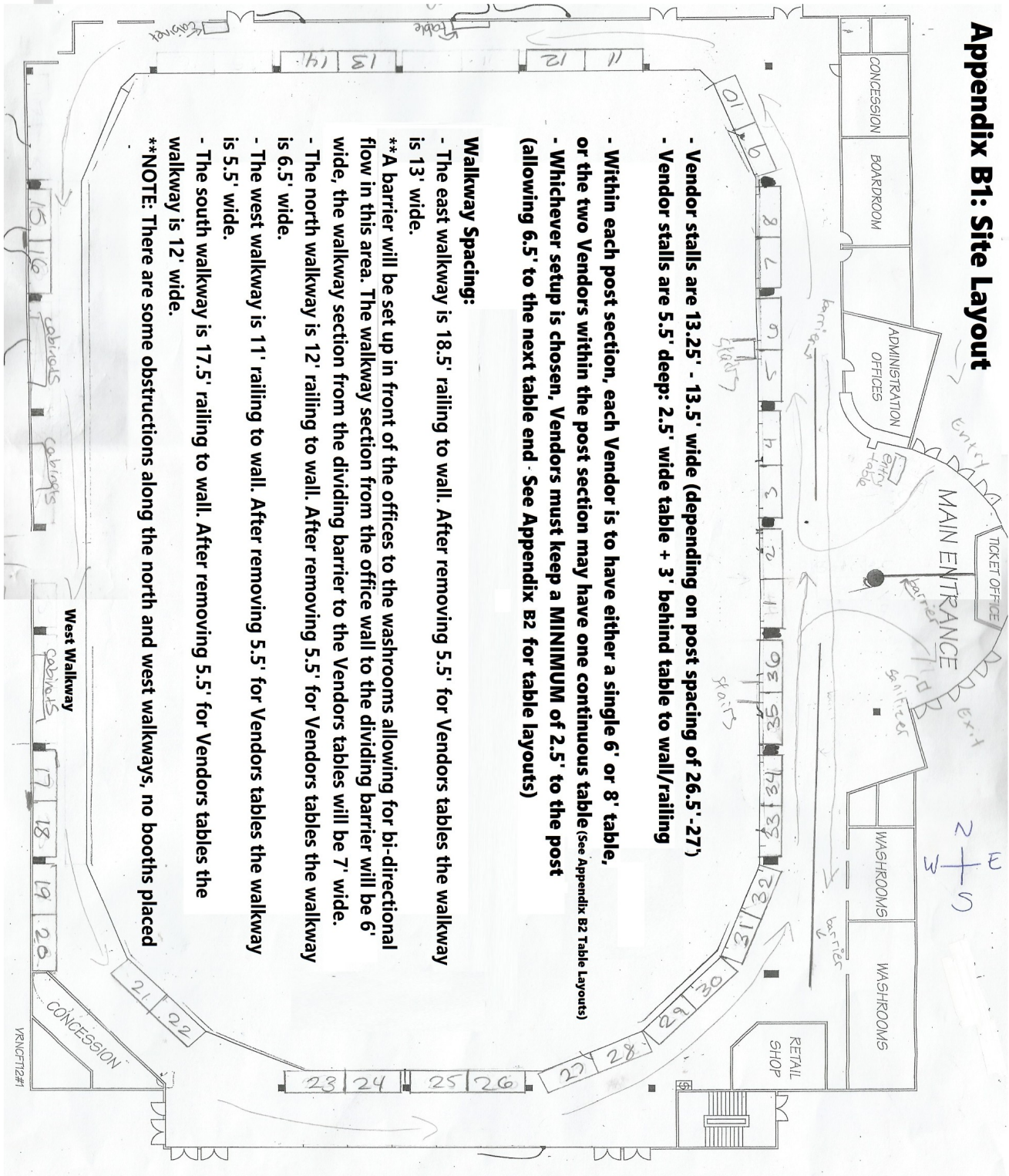
10 Item 1 Physical Distancing from the BCCDC Farmers' Markets page <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/farmers-markets>



# APPENDIX B1a: SITE MAP – KAL TIRE PLACE UPPER CONCOURSE LEVEL

Plan “a”, bigger Market around the arena

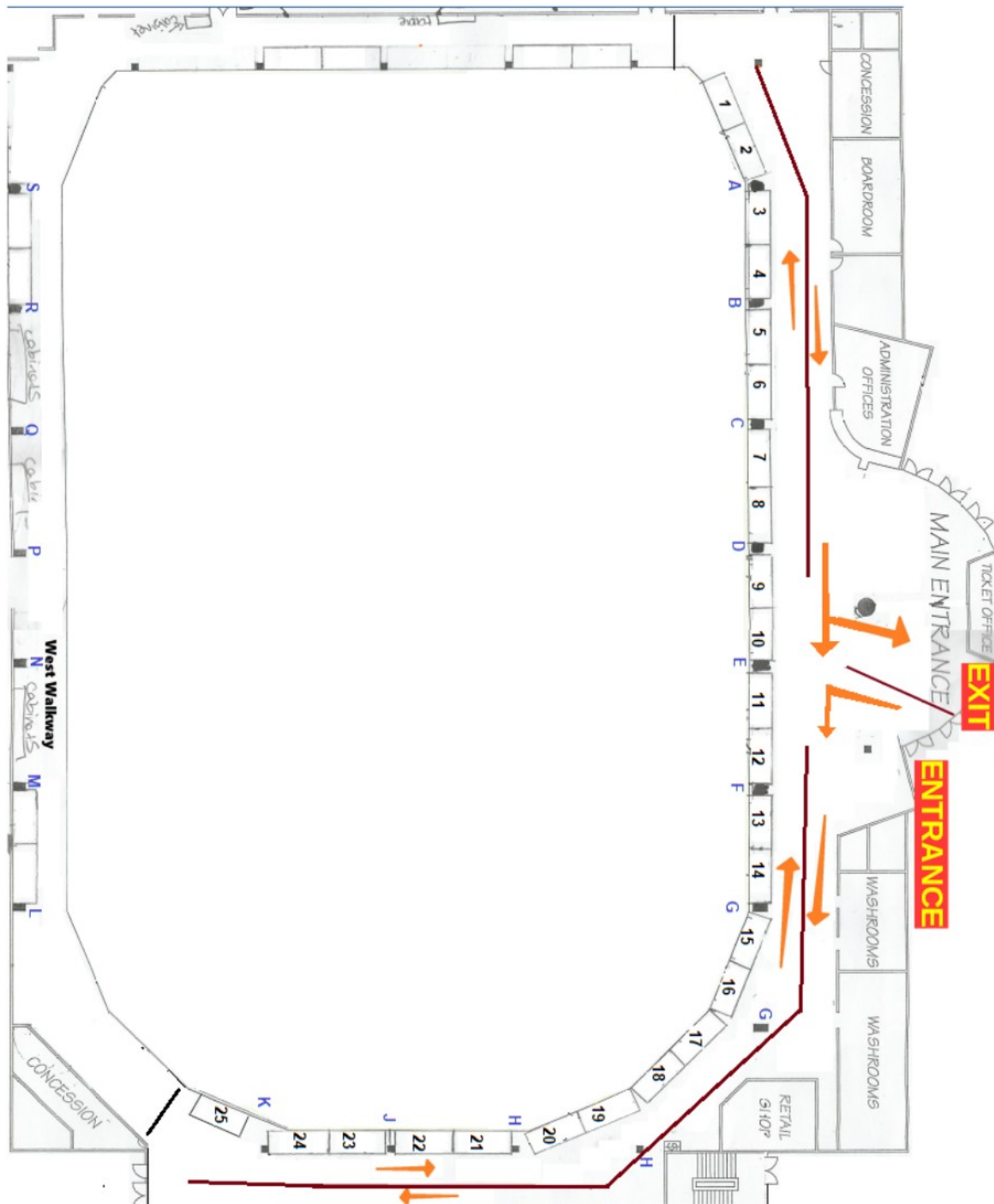
## Appendix B1: Site Layout



## APPENDIX B1b: SITE MAP – KAL TIRE PLACE UPPER CONCOURSE LEVEL

Plan “b”, smaller Markets

**\*Adjusted for size of Market. Blockades at the end. Dividers down the middle for one way travel around the Market Loop.**



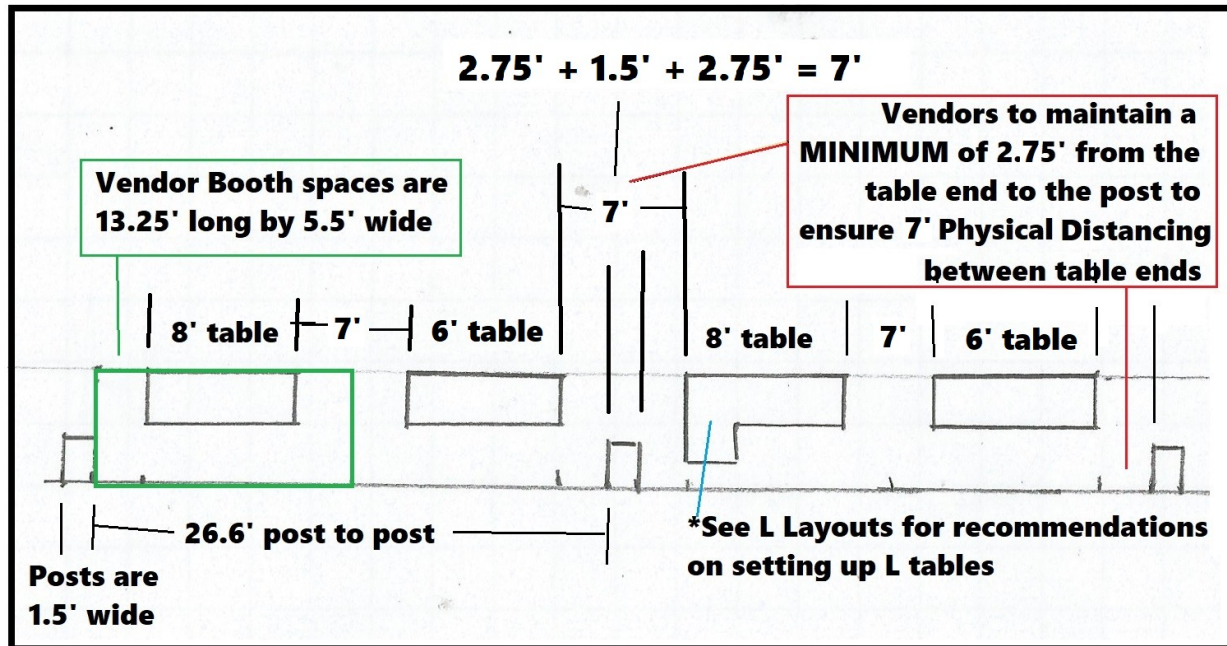


## APPENDIX B2: SITE MAP – TABLE LAYOUTS

\*Physical Distancing of a minimum of 2 meters to be maintained between table sections.  
The measurements below have been presented in Standard inches/feet.

**2 meters = 6.56 feet**

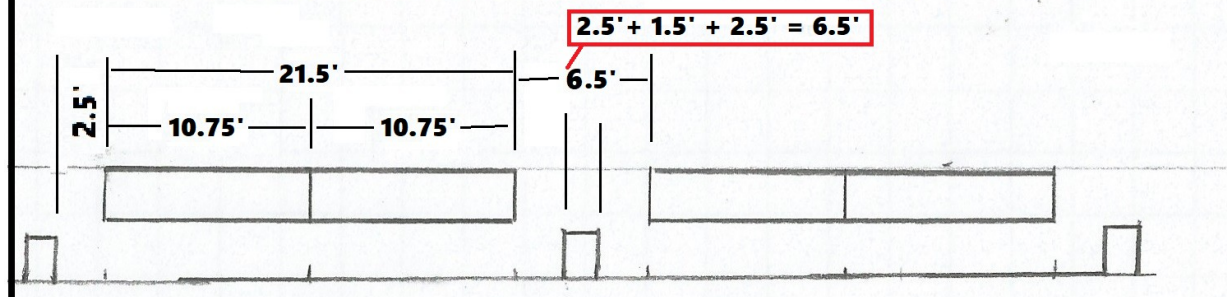
Table Layouts changed to reflect a minimum of 6.5 feet (/ 2 meters) between table ends.



Combined tables will add security when our able bodied Vendors do laps of the arena. With combined tables, when the one Vendor goes to do their lap the other Vendor can watch one continuous line of tables rather than two tables 6.5' apart.

In keeping with 6.5' to the next set of tables, Vendors must still keep the table in a **MINIMUM** of 2.5' from the post.

Vendors have the ability to have up to 10.75' of table space (or if one Vendor wanted two stalls, they could have up to 21.5' of table space)



...continued...

## APPENDIX B2: SITE MAP – TABLE LAYOUTS

Vendors who choose to do an L setup have to remember to keep a minimum of 2.5' in from the post to ensure 6.5' to the table on the other side of the post.

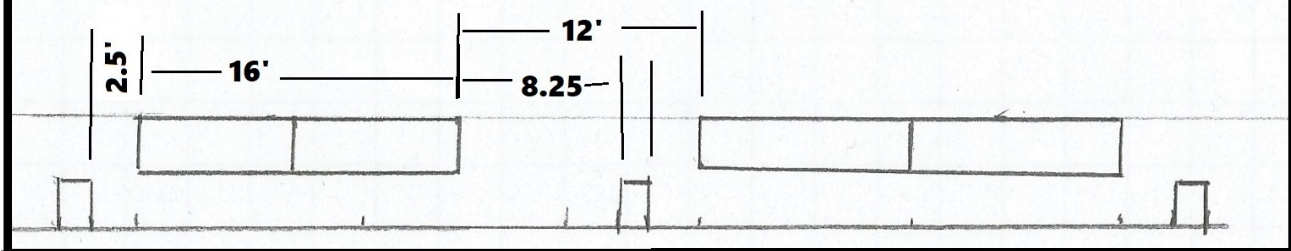
Vendors table combinations MAY NOT exceed the booth depth of 5.5' (hence 4' long end tables being used here, allowing for 1.5' of space to get out from behind the tables).

Vendors tables may not exceed 10.75' long.

The Market recommends not exceeding 10.5' to allow people 2.75' of space between the end table and the post (as seen on left). Vendors may want to think about using a 6' table (as seen on the right) to allow for a bit more browsing space (4.75').

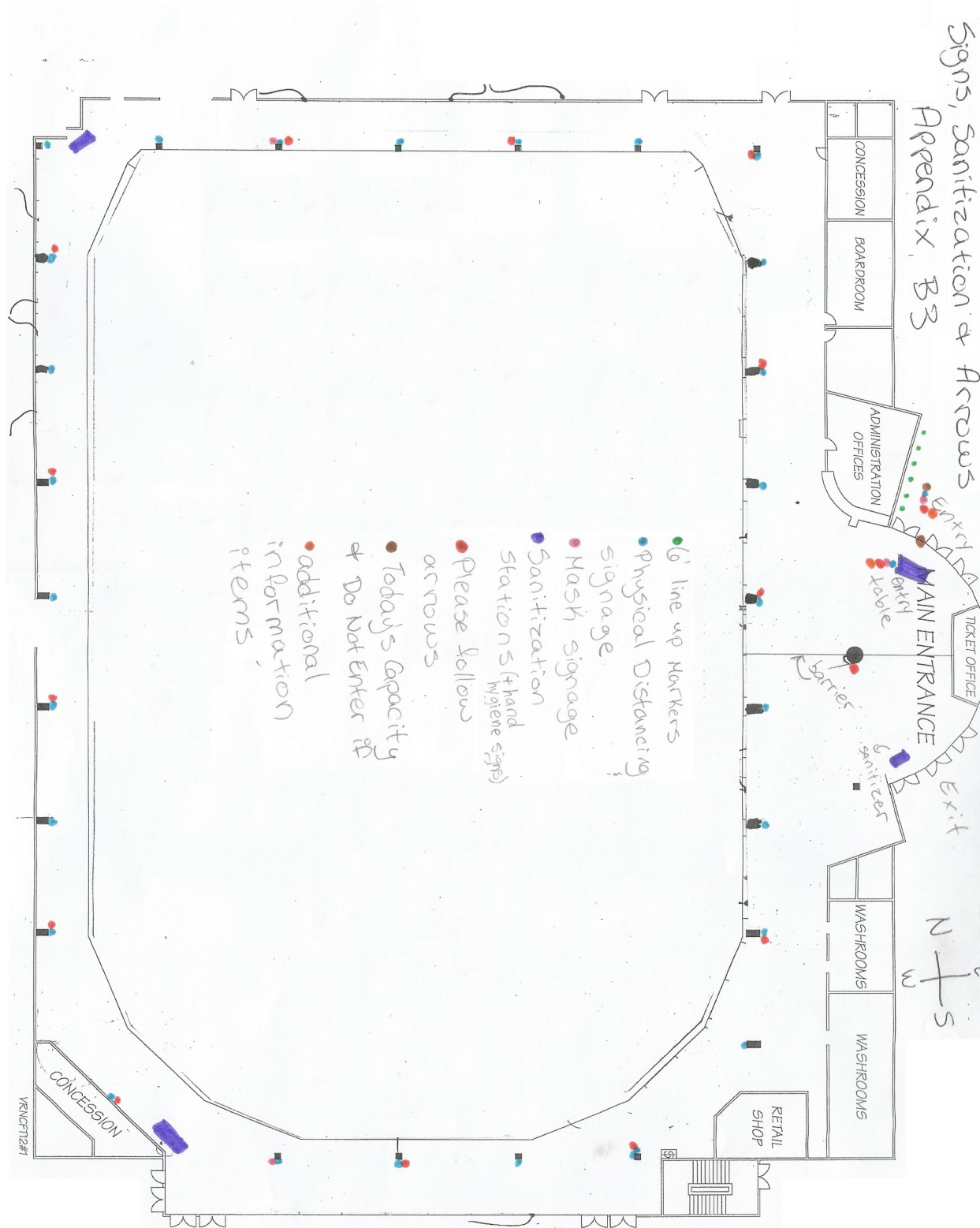


Notes will be taken to see who the busier Vendors are during Market hours. Busier Vendors will have their booths rearranged to allow for more space around them for Customers lining up and browsing.





## APPENDIX B3: SITE MAP – KAL TIRE PLACE UPPER CONCOURSE LEVEL SIGNS AND SANITIZATION STATIONS



## APPENDIX C: KAL TIRE PLACE FACILITY TOUCH POINT CLEANING

Chemicals used for Disinfecting/Cleaning.

Product	Application	Who can use	PPE
- Lysol or Clorox Disinfectant Wipes	- Wipe	- Staff & vendors	- gloves & masks where appropriate
- Lysol or Clorox Disinfectant Spray	- Trigger spray bottle	- Staff & vendors	

### Staff Cleaning Assignments

Staff	Surfaces to be Sanitized	Equipment to be Sanitized	Sanitization frequency	PPE
Manager + 2 employees	- Entry table & chair(s) - Entry & Exit door handles - Barricades - Sanitization Station tables & supplies on the table		- every hour, monitor, more frequent if needed	- gloves & masks where appropriate
		- Shared dollies - Laminated signs - A-frame signs	- Sanitize before and after every use	

## APPENDIX D: SIGNAGE EXAMPLES

**PLEASE  
FOLLOW  
THE  
ARROWS**



**ONE SHOPPER  
PER HOUSEHOLD  
WHERE AVAILABLE**



Farmers' Markets  
were deemed Essential  
Services, similar to  
Grocery Stores.

We ask that this year you  
treat us as your local  
Grocery/Small Business.

We are Not a bi-weekly  
"event" this year.

We are your source for  
Incredible local food &  
crafts.

Thank you for understanding  
& your continued support!

**LARGER GROUPS  
SINGLE FILE PLEASE,  
DO NOT BUNCH UP  
IN THE AISLES.**

**THANK YOU!**



## APPENDIX D: SIGNAGE EXAMPLES CONTINUED

**Today's daily capacity is:**



Vernon Farmers' Market

# Market Protocol due to COVID-19

**SHOP, DON'T STOP**

Right now the Market is your weekly stop for your essential local shopping needs. Please shop and go. Please do not linger or gather.

Thank you for your cooperation!

[WWW.VERNONFARMERSMARKET.CA](http://WWW.VERNONFARMERSMARKET.CA)



**! STOP !**



# Masks are Mandatory to enter the Market.



Thank you!

Vernon Farmers' Market



## APPENDIX D: SIGNAGE EXAMPLES CONTINUED

This page taken from BCCDC Signage and Posters <http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/signage-posters>

**Coronavirus COVID-19**  
BC Centre for Disease Control | BC Ministry of Health

### How to Wear a Face Mask

1. Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.
2. Check the new mask to make sure it's not damaged.
3. Ensure colour side of the mask faces outward.
4. Locate the metallic strip. Place it over and mold it to the nose bridge.
5. Place an ear loop around each ear or tie the top and bottom straps.
6. Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.
7. Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.
8. Do not touch the mask while using it. If you do, perform hand hygiene.

### Removing the Mask

1. Perform hand hygiene.
2. Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.
3. Discard the mask in a waste container.
4. Perform hand hygiene.

Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

**AND OR**

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.  
Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID-19 (1-888-362-4319) or text 604-630-0300

**Coronavirus COVID-19**  
BC Centre for Disease Control | BC Ministry of Health

### Hand Hygiene

**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?**

Either will clean your hands: use soap and water if hands are visibly soiled.

**Remove hand and wrist jewellery**

#### HOW TO HAND WASH

1. Wet hands with warm (not hot or cold) running water.
2. Apply liquid or foam soap.
3. Rub hands together for 20-30 seconds.
4. Rinse thoroughly under running water.
5. Pat hands dry thoroughly with paper towel.
6. Use paper towel to turn off faucet.

#### HOW TO USE HAND RUB

1. Spread hands evenly, clean all surfaces, follow hand washing steps.
2. Apply about a loose-a-nut amount to your hands.
3. Rub all surfaces of your hand and wrist until completely dry (15-20 seconds).

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.  
Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID-19 (1-888-362-4319) or text 604-630-0300

**Coronavirus COVID-19**  
BC Centre for Disease Control | BC Ministry of Health

### REDUCE THE SPREAD OF COVID-19

**PHYSICAL DISTANCING IN PROGRESS**

Maintain a distance of at least 2 arms lengths from others.

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.  
Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID-19 (1-888-362-4319) or text 604-630-0300

**Coronavirus COVID-19**  
BC Centre for Disease Control | BC Ministry of Health

### SICK OR SELF-ISOLATING? DO NOT ENTER

**STOP**

**DO NOT ENTER IF YOU ARE SICK OR REQUIRED TO SELF-ISOLATE**

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.  
Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID-19 (1-888-362-4319) or text 604-630-0300