

HARVARD

CAMPUS SERVICES



Farmers' Market at Harvard 2021 COVID-19 Addendum

Social Distancing & Crowd Control

- Shoppers may NOT enter your booth.
- Consider using a table to block the front of your booth.
- All customer traffic must move in ONE direction in front of your booth. This needs to be in the same direction as the general flow of the market.
- Encourage and remind customers to refrain from long conversations and to encourage quick, responsible shopping.

Booth Setup & Displays

- Arrange your booth and checkout procedure so that staff and customers can comply with social distancing requirements, including maintaining 6-foot social distancing for both staff and customers at all times, such as during shopping and checkout.
- Arrange your booth to prevent customers from handling produce prior to purchase
- Utilize small produce/product displays and signage to communicate product lists, availability, and pricing while keeping the bulk of your product in bins that are covered and out of reach to customers.
- Anything on display at the front of your booth that is exposed to the public and isn't packaged can NOT be sold and MUST BE DISCARDED at the end of the day.
- Plastic tablecloths or no tablecloths on tables. Fabric tablecloths only allowed if completely covered in clear plastic.

Minimize the Number of Touches

- Minimize the handling of produce by both customers and staff.
- Consider pre-bagging as many items as possible for quick "grab-and-go" style shopping.
- Encourage preordering in advance of market day.
- Consider offering prepackaged assortment bags or boxes.

Signage

- Post signs stating "Do Not Touch Food" (these will be provided by the Market Manager).
- Consider creating signs detailing your products and pricing, as shoppers will have fewer opportunities to peruse your products.

Bagging

- You MUST NOT bag anything for customers into their reusable bags (state order).

- If customers bring reusable bags, you must hand them their purchases and they must bag it themselves.

Gloves & Masks

- All staff **MUST** wear disposable gloves at **ALL TIMES** during market operations (state order).
- Follow CDC glove removal guidelines.
- Please remember to follow hand washing guidelines recommended by the CDC before putting on gloves and between glove change-outs.
- All staff **must** wear a face covering over your nose and mouth at all times to prevent the spread of COVID-19 to others by those that may be infected but asymptomatic.
 - Can include washable fabric masks, dust masks and bandanas.
 - Wash reusable face coverings after each market day
 - **DON'T** use N95 or surgical masks. Please save these for healthcare workers!

Cleaning & Sanitizing

- Clean and then sanitize high-touch contact surfaces before and after each market and frequently throughout the day, including:
 - Tables
 - Items used to display produce
 - Electronic payment systems
- Use an EPA-approved disinfectant or diluted household bleach solutions (at least 1000ppm sodium hypochlorite), if appropriate for the surface. Prepare a bleach solution by according to the CDC guidance by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water

Sampling & Demos

- No sampling allowed until further notice, to reduce opportunities for contamination.
- No demos allowed until further notice, to discourage the formation of crowds.

Money Handling

- Ensure that staff wear gloves while handling payments, and consider having two separate staff people to handle payments and products.
- Encourage and clearly mark any cashless/contactless payment options.
- Wipe down credit card readers and POS & EBT equipment periodically and between transactions.
- Consider rounding prices to the nearest dollar to reduce the handling of coins.
- Disposable Market Bucks for SNAP will continue to be used and processed.

Personal Hygiene

- All staff should wash hands regularly, at least 20 seconds multiple times throughout the market day.
- Wash hands (preferable) or use hand sanitizer after removing gloves.
- Cover mouth and nose with a bent elbow or tissue when coughing or sneezing.
- If using a tissue to cover a cough or sneeze, dispose of the tissue immediately and then wash your hands.

Staffing

- If any staff member feels sick, please **have that person stay home**.
- If any staff have been diagnosed with COVID-19, inform the **Market Manager** immediately.
- Each vendor will be required to certify that they have surveyed all staff on the morning of the market to ensure that no one:
 - Is feeling unwell
 - Has a fever
 - Has a cough
 - Has shortness of breath, difficulty breathing, or chest pain
 - Has tested positive for COVID-19
 - Has been tested for COVID-19 and is awaiting results
- If any staff member begins to feel sick during the day, send them home **immediately**.
- Please contact MFM for additional information on the following:
 - If a staff member has had an exposure but remains asymptomatic, to discuss additional requirements before that worker may attend one of our markets, based on CDC guidance.
 - Return-to-work criteria for anyone who has recovered from COVID-19.

Ready-To-Eat (RTE) Food

- If shoppers purchase ready-to-eat food from you, ask them to eat it at home and not in the market space.
- All cold or room temperature RTE food should be prepackaged whenever possible.

Additional Information

- All vendors must bring enough of the following for their staff:
 - Hand sanitizer
 - Gloves
 - Face masks
 - Handwashing station

I have read the COVID-19 Addendum and agree to abide by the Farmers' Market Policies set forth therein.

HARVARD

Gwen Koch
65 Winthrop St.
Cambridge, MA 02138

VENDOR

Name: _____
Business name: _____
Address: _____

PRESIDENT AND FELLOWS
OF HARVARD COLLEGE

VENDOR (sign)

(sign) (date)

(sign) (date)