

November 1st, 2020 ---- Subject to Revision at any time

## **Rochester Farmers Market COVID-19 Preparedness Plan for Indoor and Online Winter Market November 2020 - April 2021**

As a result of the COVID-19 pandemic, Rochester Farmers Markets is implementing the following COVID-19 Preparedness Plan for the safest possible operation of the market. Minnesota State and Olmsted County officials have deemed the market an essential service. In these unique times, the market will operate as a grocery store, not a social gathering. Whereas this is written in good faith for full and complete coverage, it is subject to change at any time as guidance and information changes. This plan focuses on the indoor and online winter market. Additional information was previously published for general market operations for the summer market can be found in the previously published "Market Operation During COVID-19". Any statement in this document overrides the previous document, but lack of guidance in this document does not invalidate existing policies.

Our goal is to mitigate the potential for transmission of COVID-19 at the market and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

This plan was developed according to MN Department of Labor & Industry template, available here (<https://www.dli.mn.gov/updates>) and the state of Minnesota available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders as well as leading industry guidance.

The plan addresses the industry guidance as a grocery store on (1) identification of and addressing sick workers, (2) social distance, (3) hygiene, face coverings, (4) building ventilation, (5) cleaning, (6) delivery/pickup, and (7) communications. There is additional information on Food at Market, Online Market protocols, Music, and Sponsors. Other conditions and circumstances included in the industry guidance and addressed in this plan are specific to a Farmers Market business.

The following pages reflect our desire for a safe community and workspace. Thank you to our workers- our staff, volunteers, and farmers. You are the cornerstone for the Market, and why we can safely offer year round access to local food to the community.

~Rochester Farmers Market Manager

## 1) IDENTIFY AND SEND HOME SICK WORKERS

*“Workers” Include paid market staff, market volunteers, vendors, vendor staff, and vendor volunteers per State of MN Preparedness Plans Guidance – General:*  
*[http://dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_preparedness\\_plan\\_requirements\\_guidelines\\_businesses.pdf](http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_businesses.pdf)*

- **Market Staff & Volunteers:**
  - **Self-assess** if they have COVID-19, using the one of the noted self-assess surveys before and upon arriving at market
    - They will NOT attend market if they answer Yes to any of the questions
    - Market Staff will notify the manager and communicate with their backup person as soon as they know they must stay home
  - **Notify** the market manager if they:
    - Develop symptoms associated with COVID-19
    - Have a positive COVID-19 test
    - Are in close contact with an individual who develops symptoms associated with COVID-19 or who has a positive COVID-19 test
- **Vendors**
  - **Self-assess** their health and the health of their workers and volunteers using the one of the noted self-assess surveys **BEFORE leaving home** each market day
    - They will NOT attend market if they answer Yes to any of the questions on the checklist
    - Vendors will inform the Market Manager as soon as they know their market booth will be absent from the market
  - **Notify** the market manager if they:
    - Develop symptoms associated with COVID-19
    - Have a positive COVID-19 test
    - Are in close contact with an individual who develops symptoms associated with COVID-19 or who has a positive COVID-19 test
- **During Market**
  - Workers will leave the market if they develop or exhibit any of the symptoms of COVID-19 from the checklist during the market day
    - Market staff and volunteers will assist with dismantling a vendor display and safe echele exit (if needed) from the market space
- **Self- Assessment-- See Appendix A: Self-Assessment**
- Response Plan if a worker is ill – see Appendix B: How to respond if a worker is affected by COVID-19

## 2) SOCIAL DISTANCING PROTOCOLS

- **Vendors**

- Vendors should minimize the number of people at your booth. We have a capacity limit in each building.
- Vendors should encourage customers to not congregate around the stall.
- Vendors should set up a stall to be standing 6' distance from your neighbors.
- Vendors are encouraged to:
  - Use the two-table setup. Use an empty table in front of your display to exchange goods with customers to enforce distance.
  - Mark off space in front of your booth in 6-foot increments using chalk
  - Display signs that emphasize safety precautions, which may include those provided by the market:
    - PLEASE – Stay 6 Feet Apart – Point at what you want – let us package products” --- “Thank you for wearing a mask”
  - Move display tables back to ensure distance.
  - Separate handling of payments and handling of products (i.e. two people per booth), wash/sanitize between transactions, and/or have separate cash boxes for receiving customer payments/making change with received payment remain in the box for at least three days before handling
  - Promote pre ordering and prepayment to increase shopper efficiency
  - Pre Packaged products to limit handling and keep customers moving.

- **Market Staff & Volunteers:**

- Staff and/or Volunteers will count active occupancy of the building to maintain state mandated occupancy limits.
- The market stall is limited in space due to location and additional factors. As such, staff will endeavor to keep booth occupancy to one person as much as possible.
  - Do paperwork outside of the booth and/or active market hours.
  - Limit the duration of more than one person in the booth
  - The market stall will have a plexiglass shield to create a barrier between market booth staff and customers.

- **Customers**

- Signage in placed throughout the market space to remind customers to maintain 6' distance
- Online ordering and drive-through pick-up is available, which reduces customer numbers and time spent in the market space.
- The market manager and/or staff will remind customers and vendors to maintain 6' distancing if crowding or congregating is observed.
- Customers will be limited in accordance to state guidelines. Staff will track and manage access numbers as needed.

### 3)HYGIENE & SOURCE CONTROL

- **Market Setup**

- Handwashing stations are placed at the market entrance.
  - Signage at stations reminds people to wash their hands often.
- Hand sanitizing stations are placed at the market entrance and at minimum one on the far side of the building.

- **Face Coverings**

- **Under Executive Order 20-81, all workers are required to wear a non-vented face covering at all times when indoors that covers their mouth and nose.**
  - A “face covering” must cover the nose and mouth completely and can include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering.
  - The market offers a free mask for workers at the main market stall.
- If you can't wear a mask for medical reasons, the market has face shields as the alternative.
  - You need permission from the Market Manager before using the alternative face covering.
  - There are no exemptions for wearing a CDC approved face covering as a worker indoors in Minnesota. If unable to wear a face covering, please consider our Online Market or alternative staffing.
  - The market currently offers a limited number of face shields for vendors/staff/volunteers/customers at the info booth.
- “How to Wear a Mask” image via MFMA via CDC regulations:



- **Best Hygiene Practices for Workers**

- Market Staff and Volunteers will read and sign the “Personal Hygiene and Illness” document, Appendix D.
- Regularly and frequently wash your hands for at least 20 seconds.
- Workers and customers will be asked to cover their mouth and nose and to avoid touching their face. Trash receptacles are available.
- Vendors should have hand sanitizer at your stall for customers.
- Follow CDC recommendations for cleaning and disinfecting food contact surfaces. Bring a spray bottle with the correct sanitation solution and hand wipes to wipe off equipment or wash and sanitize when you get home.

## 4) BUILDING & VENTILATION

- Workers are encouraged to have breaks outdoors as weather safely allows. If weather does not allow for safe outdoor breaks, Staff and Vendors should be at the designed break areas or wearing a mask.
- Building doors will be open to encourage ventilation as weather permits.
- Vendors will be efficient on setup and clean up to limit time in the building.
- The buildings being used are open-air two story buildings to promote air flow.
- The Market will encourage a traffic flow pattern for customers as suggested by the state.

## 5) CLEANING & DISINFECTING

- **Market Supplies**
  - Market Staff will have a certified COVID-19 disinfectant available at the stall free for vendor use upon request.
  - 100 ppm bleach solution and/or EPA certified disinfect is available to be mixed in the Online Market area as needed.
- **Market Disinfecting**
  - Market staff will sanitize surfaces as required by the State and the County: Market booth countertop, handwashing station spigot, door handles, ect
    - Market Staff will record on a daily chart.
  - Card reader pin-pad is sanitized with >60% alcohol wipe after each use.

## 6) DROP-OFF, PICK-UP & DELIVERY

- The market is offering an Online Market during COVID-19 for the community.
- Customers will be informed of the availability of Online Market, which offers no-contact Pick-up & Delivery via online promotions and handouts at the main market stall.
- Additional policies relevant to Online Market are available in “Additional Policies for: Online Farmers Market” Section.

## 7) COMMUNICATION & TRAINING ON PROTOCOLS

- The Manager will ensure that all workers are aware of and trained in these policies.
- The manager will always ensure that workers are aware of changes to the policies and periodically update workers on the existing policies.
- Social Media Contractor will promote messaging online.
- Signage reminding of policies is posted at the market entrance, the market booth, and offered to vendors to post at stalls.
- All Vendors required to have a COVID-19 Preparedness Plan are required by the state.

## Additional Policies for: Food Consumption at Market

- Additional Policies are based of guidance from:
- The RFM Board decided that there is no on-site food consumption during Market hours.
- Food sampling is discouraged for safety but if a Vendor wants to have sampling they need to follow:
  - All aspects of the Food Sampling & Demonstration Law:  
<https://www.revisor.mn.gov/statutes/cite/28A.151>
  - Food samples are covered or shielded according to the Minnesota Food Code
  - Samples are pre-portioned
  - Sample area is monitored by vendor to maintain social distancing and discourage congregating
  - Vendor/worker is protected by social distancing and/or the use of barriers
  - Adequate trash receptacles are provided to dispose of waste
  - Have a written COVID-19 plan that address sampling at Market at booth and shown to Market Manager
- The market manager will monitor vendor booths offering food samples and will order food sampling discontinued if these protocols are not followed.

## Additional Policies for: Music Performances

- These Additional Policies are based of guidance from: Stay Safe MN (<https://www.health.state.mn.us/diseases/coronavirus/musicguide.pdf>) and Executive Order 20-81 (<https://www.leg.state.mn.us/archive/execorders/20-81.pdf>).
- As a high-risk activity, woodwind and brass instruments are not currently allowed.
- Face coverings may be temporarily removed only during indoor musical performance if needed for the instrument, but a face shield should be worn.
- Social distancing is always maintained:
  - RFM will utilize the second floor of Building 31 for Music Performances. The second floor will be closed to non-performers for the duration of the market.
  - Performers will be required to set up on the north wall and ensure at least 12' distance from railing.
  - Multiple performers will be required to set up at least 6' apart.
- Only the performers designed by the Market will be allowed to perform. Singing or performances by patrons is not permitted. Any performers found to be encouraging this will be asked to leave.
- In an effort to minimize risk, there is no practice on Saturday. Performers can work with the Market Manager to set up Friday.

## Additional Policies for: Sponsors

- Sponsors have to follow the same policies as Vendors.

- Sponsors need to submit a COVID-19 Preparedness Plan showing plans to address social distancing, ect.
- Sponsors are encouraged to reach out to the Market Manager with questions.
- Unfortunately, in light of COVID-19, we are currently only working with historic sponsors through February 2021.

## **Additional Policies for: Online Farmers Market**

### **SOCIAL DISTANCING PROTOCOLS**

- Any worker entering the building will maintain 6' distance when working, delivering product, ect.
- Market Staff & Volunteers will have breaks only in designated break zones.
- Customers will stay in the vehicle at all times.
- Market Workers delivering will leave items at the doorstep or end of the driveway. Workers will not enter any private residences.

### **TRACEABILITY**

- Rochester Farmers Online Market values traceability and responsibility to the community.
- Our Farmers are responsible for ensuring that products are transported in an acceptably safe manner from Farm to Consumer. The transport vehicle may be subject to inspection by the MDA, and Farmers fulfill orders directly with their orders.
- If a Farmer is unable to fulfill customer orders, the Farmer can choose to have their items replaced. Customers will be notified of the replacement. Customers always have the option for a refund.

### **FOOD SAFETY: CLEANING & DISINFECTING**

- The Online Market is maintained according to or exceeding Minnesota Food Handling license requirements. The setup includes tables, a roof over the tables, and a handwashing station.
- Table surfaces are sanitized with 100 ppm bleach solution and/or EPA certified disinfectant prior to use and as needed.
- Workers wash their hands at the handwashing station prior to beginning work, after exiting the building and returning, and before handling any unpackaged food items.
- Vendors will clean the plastic containers that transport the produce from the market to the facility. This is necessary because the market does not have its own washing facility.
  - Applicable Rules: Detailed information about cleaning and sanitizing of food contact surfaces, see Minnesota Rules 4626.0840-4626.0890 and 4626.0895-4626.0905; compiled here:  
[https://drive.google.com/file/d/1yms3VHSEwUtgFeXazavxUAhHI0RS-Qr\\_/view?usp=sharing](https://drive.google.com/file/d/1yms3VHSEwUtgFeXazavxUAhHI0RS-Qr_/view?usp=sharing) .



### DROP-OFF, PICK-UP & DELIVERY

- All pre-orders are bagged/boxed and staged for pick-up or delivery in the Online Market Pickup Zone.
- Customers drive up to the pick-up point and are instructed to remain in their cars
- Workers approach customer cars from the passenger side. Drivers are requested to keep their windows up and show order numbers. They will drive to the designated pickup zone. Workers will place orders in the trunk.

### COMMUNICATION & TRAINING ON PROTOCOLS

- All workers will read and sign their relevant protocols before being allowed to interact with the Online Market (Personal Hygiene, Clean Transport, Container Cleaning, ect).

## Appendix A: Self-Assessment

- [Covid-19 Self Assessment Tool](#) (Mayo Clinic)
- [Covid-19 Self Assessment](#) also in [Spanish](#), [Hmong](#), and [Somali](#). (MDH)

## Health Screening



**If you have any of these symptoms,  
go home, stay away from other people,  
and contact your health care provider.**

Employees: Please contact your supervisor.

- ☐ FEVER OR FEELING FEVERISH
- ☐ CHILLS
- ☐ A NEW COUGH
- ☐ SHORTNESS OF BREATH
- ☐ A NEW SORE THROAT
- ☐ NEW MUSCLE ACHES
- ☐ NEW HEADACHE
- ☐ NEW LOSS OF SMELL OR TASTE



## Appendix B: How to respond when a worker is affected by COVID-19

Rochester Farmers Market “workers” include paid market staff, market volunteers, vendors, vendor staff, and vendor volunteers per State of MN Preparedness Plans Guidance – General; [http://dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_preparedness\\_plan\\_requirements\\_guidelines\\_businesses.pdf](http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_businesses.pdf)

1. The market manager will receive reports of market workers who have symptoms consistent with COVID-19, who have had a positive COVID-19 test, or who are close associates of people who have either of those situations.
2. The market manager may share the name and COVID-19 status of market workers with the market president, so the president can assist in response.
3. Information about the affected person will be disclosed as required to public health authorities.
4. **Aside from any required disclosures to public health authorities, confidentiality will be maintained:**
  - **The name of the affected individual(s) will not be disclosed to other vendors, to customers, to the media, or to other members of the public.**
  - **Details about the medical condition of the affected individual(s) will not be disclosed.**
  - **Details about the location within the market where the individual worked will not be disclosed.**
5. The manager will notify market staff and vendors if a market worker has symptoms consistent with COVID-19 or has a positive COVID-19 test.
  - A market worker with symptoms must quarantine at home for 14 days, or get a COVID-19 test and quarantine at home until the test results are known.
  - If test results are negative, the worker can return to the market.
  - If test results are positive, the worker must follow CDC guidelines for when to return to the market: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>
6. The manager will notify market staff and vendors if a worker’s COVID-19 test is positive or negative. This notification will not include name or other identifying information about the affected worker.
7. **Workers at the market who inadvertently learn the identity of an affected worker must maintain confidentiality in their communications with the public and not disclose that person’s name or other identifying information.** Refer all questions from the media or members of the public to the market manager or RFM President.
8. The market will not make public disclosure on Facebook, the market’s website, or other means if a market worker has symptoms consistent with COVID-19 or a positive COVID19 test; unless requested to do so by a public health authority.

### **Communication Templates**

The following templates shall be used in communication about suspected or confirmed COVID19 cases associated with the market:

#### **Message to Market Staff and Vendors:**

This message is to inform you that a person (a vendor, volunteer, or staff member) at the Rochester Farmers Market [has become ill with symptoms consistent with COVID-19] or [has tested positive for COVID-19].

This person will not be present at the market until they have either fulfilled the CDC requirements for ending isolation at home (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>) or have received a negative COVID-19 test result. We request that for the privacy of the individual, no names or revealing information is shared to the public at large. If you were in close contact with this person, you should be contacted by a health worker in the coming days.

Please continue to follow COVID-19 safety protocols: wear a mask, stay at least 6' away from other people, wash your hands often, and regularly disinfect frequently-touched surfaces. The COVID-19 RFM Winter Market Preparedness Plan is available if you would like a copy emailed.

If you have any questions, please contact either...

~Market Manager

#### **Response to questions from market customers, media, or other members of the public:**

A worker at the Rochester Farmers Market [has become ill with symptoms consistent with COVID-19] or [has tested positive for COVID-19]. This worker will not be present at the market until they have either fulfilled the CDC requirements for ending isolation at home (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>), or have received a negative COVID-19 test result.

Due to confidentiality requirements, we cannot disclose further information about the worker. The market has a COVID-19 Preparedness Plan that you can view at the market booth, or access on our website at [www.RochFarmMkt.org](http://www.RochFarmMkt.org).

The market will continue to follow our COVID-19 safety protocols. We encourage masking and 6' distancing by vendors and customers. We monitor customer numbers in the market to ensure that 6' distancing is possible. We provide handwashing stations and regularly disinfect frequently-touched surfaces. An Online Market offers no-contact delivery and pick-up is available to any customer who wishes to reduce their person-to-person contact.

~Market Manager

## References Regarding : How to respond when a worker is affected by COVID-19

State of Minnesota General Guidance for All Businesses:

[http://dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_preparedness\\_plan\\_requirements\\_guidelines\\_businesses.pdf](http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_businesses.pdf)

Excerpt from above (p. 1): “For the purposes of this guidance, a “worker” includes all staff and employees associated with the business. All workers, including subcontractors, independent contractors, vendors, delivery personnel, contract, seasonal, part-time or temporary workers, however categorized, who are present in the business as a condition of employment are required to be covered by a COVID-19 Preparedness Plan. Volunteers are also to be included as a “worker”. All workers must be properly trained on and adhere to the business’s policies, protocols, and practices as outlined within this guidance.

“In addition, a “business” includes all businesses that maintain any level of authority, responsibility, or control for locations where work is being performed, which may include, but not limited to, businesses, facility owners and/or operators, staffing and temporary labor agencies, and public entities. For the purposes of this guidance, and consistent with multi-employer work-sites, work being performed and/or work-cited may have more than one business with authority, responsibility or control (e.g. building operator and cleaning services contractor), all of which maintain equitable responsibility for ensuring the proper implementation and execution of the COVID-19 Preparedness Plan.”

Based on this definition of “worker” and “business,” the Rochester Farmers Market is a business and all staff, volunteers, vendors, and vendor staff or volunteers are “workers.”

The above publication references this transcript:

<https://www.eeoc.gov/transcript-march-27-2020-outreach-webinar>

Relevant excerpts from the EEOC transcript:

**Question 5:** Suppose a manager learns and confirms that an employee has COVID-19, or has symptoms associated with the disease. The manager knows she must report it but is worried about violating ADA confidentiality.

What should she do? Answer: The ADA of course requires that an employer keep all medical information about employees confidential, even if that information is not about a disability. Clearly, here, the information that an employee has symptoms of, or a diagnosis of, COVID-19, is medical information. But the fact that this is medical information does not prevent the manager from reporting to appropriate employer officials so that they can take actions consistent with guidance from the CDC and other public health authorities.

The question is really what information to report: is it the fact that an employee -- unnamed -- has symptoms of COVID-19, or a diagnosis, or is it the identity of that employee? The answer is that exactly who in the organization needs to know the identity of the employee will really depend on each workplace and why a specific official needs this information. Employers should make every effort to limit the number of people who get to know the name of the employee.

Certainly, a designated representative of the employer may interview the employee to get a list of people with whom the employee possibly had contact through the workplace, so that the employer can then take action to notify those who may have come into contact with the employee. However, this does not require disclosing the employee's name. For small employers, of course, co-workers might be able to figure out who the employee is, but employers are still in that situation prohibited from confirming or revealing the employee's identity. Also remember that all employer officials who are designated as needing to know the identity of an employee should be specifically instructed that they must maintain the confidentiality of this information. And in fact, employers may want to plan what supervisors and managers should do if this situation arises and determine in advance who will be responsible for receiving information and taking next steps.

**Question 8:** Employers may be concerned that telling employees that "someone at this location" or "someone on the fourth floor" has COVID-19 may not provide sufficient information to allow people to know if they should take further steps to protect themselves or others. Therefore, can employers tell the workforce the name of the employee with COVID-19?

Answer: Again, no. The ADA does not permit such a broad disclosure of the medical condition of a specific employee. More importantly, this broad disclosure is not recommended by the CDC. The CDC specifically advises employers to maintain confidentiality of people with confirmed COVID-19.

## Appendix C: Applicable Guidance

Slowing the spread of COVID-19 is everyone's responsibility. Following are guidance documents and informative pages relevant to Minnesota farmers markets:

- [Guidance for Minnesota Farmers' Markets and Vendors](#) (MDA)
- [Shopping the Farmers' Market during COVID-19](#) (MDA)
- [Preparing for sick agricultural workers and COVID-19](#) (MDA)
- [Cleaning and Disinfecting Your Facility](#) (CDC)
- [How to Build a Hand Wash Station](#) (UMN Extension)
- [Customers Best Practices for Reusable Bags and Food Takeout Containers](#) (MDA)
- [Industry Guidance for Safely Reopening Restaurants & Bars](#) (MDEED)

## Appendix D: "Personal Hygiene and Illness"



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### Personal Hygiene and Illness

Updated 11/6/2020

#### Purpose

As a result of the COVID-19 pandemic, Rochester Farmers Markets is implementing the following policy for staff and volunteers. With potential supply shortages on the horizon, farmers markets may play a critical role in alleviating food scarcity. As such the Minnesota State and Olmsted County government has deemed the market an essential service (grocery store) and allowed us to remain open. However, the public health risks necessitate us changing our standard operating procedures and designing new systems including an online preorder, drive thru, and new market day rules limiting congregation, emphasizing hand-washing and sanitizing, and strict adherence to guidance that people who are sick stay home. All volunteers are required to read and sign this policy.

**Workers at the farmers market must practice good personal hygiene and must not work when ill.**

#### Applicable Guidance

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Slowing the spread of COVID-19 is all our responsibility. Visit the [Minnesota Department of Health](#) and [Centers for Disease Control and Prevention](#) websites for information. More detailed information about foodborne illness and employee health and hygiene is in this [68-page manual from the Food & Drug Administration](#).

#### Policy

- **VERY IMPORTANT: If you are sick or fall into a high-risk group, or if you have sick or high-risk people at home, DO NOT COME.**
- **WASH YOUR HANDS:** Wash hands with soap under running water for minimum of 20 seconds
  - Wash hands after using restroom, after eating, smoking, or touching hair, skin or clothing, before handling clean products, between exchanges with customers involving cash, check or credit cards.
- Encourage and practice social distancing of 6 feet between individuals within the market operating space.

I have read and agree to this Policy:

	Signature	Name	Date
Program Manager			
Worker			
Worker			