



Champaign-Urbana COVID-19 Market Safety Plan

The following guidelines were developed in collaboration with the Champaign-Urbana Public Health District and utilized guidelines and resources put out by the Illinois Farmers Market Association and University of Illinois Extension. **Updates noted by asterisk and in bold as of 4/29/2020 for Urbana's Market at the Square.**

Market Operations

- 1) Require 6' space between each vendor booth
- 2) Only one shopper per household allowed market entry and no children (exceptions for elderly and handicapped)
- 3) Offer online ordering and curbside pick-up ***Urbana's Market at the Square vendors are responsible for transacting and fulfilling their own online orders.**
- 4) In and out format, no social gathering
- 5) Vendors are limited to food products, including agricultural products, value added products, and cottage food
- 6) Mark X's 6 ft. apart for people to stand in line
- 7) Sanitize frequently touched surfaces and equipment every hour
- 8) Only one entrance and one exit for market, which will also include a hand washing station for shoppers to use before entering and when exiting
- 9) No entertainment, including children or community programming and music
- 10) No seating will be available at the market
- 11) Provide proper signage reminding shoppers of safety regulations
- 12) Communicate shopper safety regulations via social media and other marketing outlets
- 13) No tablecloths. ***Vinyl or other plastic table coverings okay as approved by the Market Coordinator.**
- 14) The amount of shoppers allowed into the market at one time will be determined by the Market Manager. This determination will be communicated to staff and volunteers prior to the opening bell on market day.

Staff and Volunteers

- 1) All staff and volunteers are required to wear a facemask and gloves
- 2) Staff and volunteers will monitor the entrance/exit, vendor booth lines, and the flow of shoppers to prevent congregating
- 3) The market will provide proper safety training to staff and volunteers

Vendor Practices

- 1) Vendors will provide a designated person for handling food and a second person for handling purchasing transactions
- 2) Do not allow sick employees to work at the market
- 3) Vendors are required to wear masks and gloves
- 4) Until products have been bagged and purchased, only the vendors are to touch them
- 5) No change will be given for cash transactions. ***(In an effort to keep shoppers and vendors safe, vendors may opt not to provide change for cash payments. Shoppers are encouraged to pay via Credit, Debit, or SNAP.)**
- 6) Vendors will pre-package products if possible
- 7) Vendors will inform the Market Manager of any unsafe practices or situations
- 8) No sampling or on-site consumption of food
- 9) Vendors will sanitize surfaces every hour and sanitize credit card devices after each transaction
- 10) Each vendor will have a hand washing station at their stand
- 11) Signage stating "Not ready for use, wash and prepare before eating" will be displayed for shoppers
- 12) Products must be transported in containers that can be sanitized
- 13) Vendors should have a price list visible so customers may make decisions about what to purchase while waiting in line.
- 14) Vendors must display produce out of reach of customers. I.E. The vendor is stationed in between the shopper and the product

Shopper Regulations

The market is acting as an essential local food provider and will be operating as an "in and out" market. Shoppers are expected to...

- 1) Stay at home if you are feeling unwell
- 2) Follow CDC guidelines by wearing masks and practicing proper hygiene. ***For the health and safety of our vendors, patrons, and staff, if you are not wearing a mask you will not be permitted into Urbana's Market at the Square.**
- 3) Avoid touching your eyes, nose, and mouth
- 4) Do not touch any product that hasn't been purchased and bagged by the vendor
- 5) Do not consume food on-site
- 6) Maintain the required 6ft. distance between other shoppers, vendors, and volunteers
- 7) Wash hands upon entering and exiting the market
- 8) Be ready to order when it is your turn
- 9) Limit attendance to one member of the household
- 10) When possible pay with credit or debit card, and SNAP. ***In an effort to keep shoppers and vendors safe, vendors may opt not to provide change for cash payments.**
- 11) If using reusable bags you must place the purchased products inside the bag yourself, wash/sanitize bags at home after every use.
- 12) Wash all products thoroughly before use or cooking