

MARKETS- SAFE WORK PROCEDURE

PURPOSE

The purpose of this procedure is to ensure that the City markets are operated in a safe manner and expectations for attendance are communicated to the public effectively to mitigate the risk of COVID-19.

SCOPE

This document covers procedures for City-operated markets.

APPLICABILITY

These procedures apply to City of Nelson employees, market vendors, and market patrons.

PREREQUISITES

None.

REFERENCE SOURCES:

- [Public health measures to mitigate COVID-19](#)
- [Provincial Health Office Order](#)
- [Farmer's Markets](#)
- [Information for Farm Stand Operators in BC](#)

PRE – Work Procedure	
Responsibility	Activity
Employer	<ul style="list-style-type: none"> • Prior to opening, ensure communication has been addressed as to the requirements when visiting the market • Ensure only one entrance and exit point is provided to control traffic flow • Ensure entrance is stocked with hand sanitizer, and there is either a staff member or signage present reminding patrons to sanitize before entering the market area • Ensure washroom is sanitized regularly and implement enhanced frequency of cleaning and disinfection of high touch surfaces within the market • Ensure hand sanitizer is provided at each vendor's booth by the vendor • Ensure signage is posted throughout the market, in line-ups and washroom area indicating a physical distance of 2 metres or 6 feet is required at all times • Ensure signage is posted indicating that anyone who is sick, exhibiting symptoms of COVID-19, has travelled or been in contact with anyone who may be infected with COVID-19 should not enter the market • Ensure signage is posted in seating areas to remind patrons there must be no more than 6 people at a table from one family group, and each group must be at least two metres apart • Direct traffic through the market with the use of traffic delineators • Cancel all activities that promote gatherings such as demonstrations, live musicians etc. • Promote cashless payments where possible • Ensure staff is easily recognizable in a brightly coloured shirts

Procedure #	Effective Date	Revised Date	Next Review Date	Authorized by	Approved by
2640.00.00	June 1, 2020		November 25, 2020	Corporate Safety	Joanna Markin

Safe Work Procedure	
Responsibility	Activity
Staff	<ul style="list-style-type: none"> Ensure all surfaces regularly touched are cleaned including but not limited to washroom door handles, counter tops, toilets, sinks and faucets, showers, garbage cans, handrails etc. Ensure patrons are adhering to physical distancing guidelines
Vendors	<ul style="list-style-type: none"> Ensure physical distancing is maintained at booth Do not allow patrons to touch products before purchasing Provide hand sanitizer for patrons Pre-package prepared foods to minimize direct contact by patrons Prepared foods (i.e. bakery items such as breads, muffins) that are not pre-packaged foods at the time of sale must be protected by a barrier (i.e. sneeze guard) or stored away from patron access. Vendors will package the product at time of sale Food that is prepared at a market must be sold in single-use, closed, take-out containers If selling ready-to-eat foods, these foods must be packaged in take-away containers or bags Clients of farmers' markets must not use their own containers; vendors must dispense all food products Provide bags for customers and ask customers not to bring their own bag(s) or post signs at check-out indicating that the customer's own bags are not to be placed on counters Discontinue all food sampling activities Disinfect surfaces regularly including counters, credit card machines and barriers
Patrons	<ul style="list-style-type: none"> Wash hands or sanitize immediately before entering the market Follow physical distancing protocol and hygiene guidelines when in the market Do not touch products before purchasing Be respectful and move at a moderate pace through the market; keep in mind this is a "shop-don't-stop" atmosphere

Procedure #	Effective Date	Revised Date	Next Review Date	Authorized by	Approved by
2640.00.00	June 1, 2020		November 25, 2020	Corporate Safety	Joanna Markin