



September 2, 2020

# COVID-19 Preparedness Plan

Developed according to MN Department of Labor & Industry template, available here:

<https://www.dli.mn.gov/updates>

## 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))

- On each market day, market staff and volunteers will self-assess if they may have COVID-19, using the Minnesota Department of Health survey:

English:

<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>

Spanish:

<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

<p> <input type="checkbox"/> Fever or feeling feverish?  <input type="checkbox"/> Chills?  <input type="checkbox"/> A new cough?  <input type="checkbox"/> Shortness of breath?  <input type="checkbox"/> A new sore throat?  <input type="checkbox"/> New muscle aches?  <input type="checkbox"/> New headache?  <input type="checkbox"/> New loss of smell or taste? </p>
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- Market staff and volunteers will not attend market if they answer Yes to any of the questions on the checklist.
- Market staff will notify the manager and communicate with their backup person as soon as they know they must stay home.

<b>Staff person</b>	<b>Designated backup person</b>
Sara Cahill	Day of market operations – Leanne Holker
	Day of market operations – Tricia Handorff
	Administration/paperwork – Finance team
	Communications – Rachel Leonard
Jason Styrbicky	Set-up & tear-down – Jerry Hanson

- Market vendors will self-assess their health and the health of their workers, using the MDH checklist above, before they leave home on every market day.
  - Vendors or workers will not attend market if they answer Yes to any of the questions on the checklist.
  - Vendors will inform the market manager, Sara Cahill, as soon as they know their market booth will be absent from the market.
- Market staff, volunteers, vendors, and vendors’ workers will leave the market if they develop 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 vehicle exit from the market space.
  - Anyone with onset of possible COVID-19 symptoms at the market will immediately put on a cloth mask or face shield and keep it on until they have exited the market.

- The market manager will tell staff, vendors, or workers to go home if they exhibit any of the symptoms on the MDH checklist.
- Any market staff person or market volunteer will 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
- Any vendor who attends in-person markets or delivers product to the aggregation area will notify the market manager if they or one of their workers (including volunteer workers):
  - 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

1A. Response Plan if a worker is ill – see Appendix A: How to respond if a worker is affected by COVID-19

2. Social distancing protocols

For vendors:

- Only vendors offering food products and plants will be permitted.
- Vendor booths are spaced 6’ apart within the east, west, and center lines of booths.
- “Shop with your Eyes – Let Vendors Handle Products” signage distributed to each vendor and displayed at vendor booths.
- Vendors are encouraged to add an extra table in front of display and move display tables back to ensure distance between vendors and customers. The extra table will provide an area to place product for customers to pick up, to avoid direct hand-to-hand contact.
- If possible, vendors should have 2 people working in the booth. One designated to handle payment and one designated to handle product.
- Vendors are encouraged to provide a receptacle for payment to avoid touching the customer when payments and products are exchanged.
- Vendors will practice social distancing and avoid large gatherings between market days to decrease the risk of potential exposure to the virus.
- Vendors will avoid extended conversations (over 15 minutes) with customers, vendors and market staff

For market staff:

- Staff will set-up an information booth with space to allow for social distance of approximately 15 customers to wait.
- An extra table will be placed in front of the operations table to provide a 6-foot distance between staff and customers.
- Staff provide a receptacle for token exchange to avoid touching the customer.
- Staff will practice social distancing and avoid large gatherings between market days to decrease the risk of potential exposure to the virus.
- Staff will avoid extended conversations (over 15 minutes) with customers, vendors and other market staff.

For customers:

- Signage is 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.
- Vendors will monitor their booth spaces and ask people not to congregate within booths.
- The market manager will remind customers and vendors to maintain 6' distancing if crowding or congregating is observed.
- The number of customers in the market space is somewhat limited by the number of parking spaces available. Steps may be taken to reduce number of parking spaces or to control the market entrance, if customer numbers in the market exceed the number that would permit maintaining 6' distancing.
- The market uses this reference document to determine allowed number of customers in the market space:  
[http://misadocuments.info/Number\\_people\\_per\\_market\\_space\\_FINAL.pdf](http://misadocuments.info/Number_people_per_market_space_FINAL.pdf)

### 3. Worker hygiene & source control

- Handwashing stations and hand sanitizers are placed at each end of the market.
- Signage at handwashing stations reminds people to wash their hands often.
- Frequent handwashing and sanitizing are encouraged. Vendors and staff should set a schedule to wash hands.
- Vendors should provide their own hand sanitizer for personal use.
- The market requires vendors, staff and customers to wear face masks when market is open and when conversing with each other.
  - A plastic face shield is an acceptable alternative if the worker is unable to wear a cloth mask.
- In compliance with Executive Order 20-81, workers in the market who are unable to wear a mask because of a medical condition or disability will not be required to wear one, and will not be required to explain their reason.
- Vendors and staff will not eat at their booths. Vendors should find a place away from the market or eat in their vehicle. Vendors will wash their hands thoroughly before returning to the market.
- A porta-potty will be available just outside the market area by the library dumpster. After restroom use, thorough handwashing will be required.

### 4. Building/ventilation

- The market is open-air.

## 5. Cleaning & disinfecting

- Product display tables must be plastic, wood, or use a vinyl table covering that can be sanitized. No cloth table coverings.
- Tables should be sanitized by the vendor throughout the market. The vendor provides their own sanitizing and cleaning supplies and solution.

## 6. Drop-off, pick-up, delivery

- The market is reducing customer presence in the market space by offering pre-order and pick-up or delivery options directly through the vendors.
- All pre-orders are bagged or boxed and staged for pick-up or delivery at the vendor's booth.

## 7. Communication & training on protocols

- Manager sends a weekly email message to vendors, reminding of the market's plan and general guidelines for dealing with COVID-19.
- Manager posts a weekly message to customers on the market's Facebook page, reminding of MN Department of Agriculture guidelines and recommendations for shopping at the farmers' market:  
<https://www.mda.state.mn.us/sites/default/files/inline-files/Farmers%20Market%20COVID%2019%20Shopping%205.13.20%20PRINT%20no%20bleeds.pdf>
- Signage reminding of 6' distancing is posted at the market entrances, vendor booths and the market information booth.

### Protocol for Food Sampling at the Market:

- A vendor who wants to offer food samples at the market must post their written COVID-19 Preparedness Plan at their booth.
- All aspects of the Food Sampling & Demonstration Law must be followed:  
<https://www.revisor.mn.gov/statutes/cite/28A.151>
- Additional guidance from the Stay Safe Minnesota Guidelines for Grocery and Convenience Stores must be followed specific to food sampling:
  - Food samples are covered or shielded according to the Minnesota Food Code
  - Samples are pre-portioned
  - Sample area is monitored by a vendor/worker 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
- The market manager will monitor vendor booths offering food samples and will order food sampling discontinued if these protocols are not followed.



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

Monticello 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 Community Center Director and City of Monticello Human Resources Manager to 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 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 media or members of the public to the market manager.
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 COVID-19 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 COVID-19 cases associated with the market:

Message to Market Staff and Vendors:

This message is to inform you that a worker at the Monticello 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.

We will inform you of a test result when it becomes available. If you were in close contact with this person, you may 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 when in public, wash your hands often, regularly disinfect frequently-touched surfaces and stay home if you are sick.

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

A worker at the Grand Rapids 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: [www.monticellocommunitycenter.com/farmers-market](http://www.monticellocommunitycenter.com/farmers-market)

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. Pre-ordering and quick pick-up is available to any customer who wishes to reduce their person-to-person contact.

## References:

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-sited 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 Monticello 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.