



Picton Town Hall Farmers' Market COVID-19 safety plan

This template is created from resources available at [How to develop your COVID-19 safety plan: A guide for Ontario workplaces](#). Everyone is encouraged to read this resource and provide feedback to ensure the market maintains the safest workplace possible.

Company details

Business name: Picton Town Hall Farmers' Market

Date completed: April 14, 2021

Developed by: Picton Town Hall Working Group

Commitment:

- All volunteers and vendors will monitor their own health, and communicate any changes in their household health, travel and contacts outside of Prince Edward County
- volunteers and vendors should remain at home if COVID-like symptoms are experienced in their household
- volunteers and vendors will follow distancing, mask wearing, sanitizing and screening as per Public Health guidelines provided
- volunteers and vendors will be supported to refuse service to customers who do not attend the workplace with the intent of following COVID protocols

Customer Commitment:

- Volunteers will screen incoming customers for symptoms, full time residence and any other factor required by by-law, order or legislation.
- Retail customers will follow all provincial and municipal COVID guidelines including not attending if experiencing COVID symptoms or in contact with someone who is, arriving from a zone which restricts travel, distancing, sanitizing and mask wearing.
- Customers will be asked to wear their mask at all times unless eating or drinking, and to not walk around the market with their mask off
- Customers who do not respect COVID best practices of mask wearing, distancing and sanitizing will be asked to leave the premises
- Volunteers can prohibit any customer from entering the market within the requirements of present COVID requirements
- Volunteers will maintain market capacity well within the limits of any current guideline

Market Commitment

- Review Ministry of Health and HPE Public Health daily to ensure compliance with any changes to COVID management.
- Volunteers and vendors will be provided with this plan and links to provincial COVID framework and best practices
- Working Group volunteers will ensure all market volunteers are apprised of COVID implications for their roles
- All volunteers of any kind will wear masks when indoors and maintain physical distance from other people
- Picton Town Hall will provide masks, sanitizer and signage.
- Volunteers will self-screen before arriving at the market.

How will you control the risk of transmission in your workplace?

The Picton Town Hall Farmers' Market workplace includes the customer registration area and the market area around the building.

Customer Registration area Volunteers will:

- Attend having conducted a COVID screening with negative results.
- Wear a mask and sanitize their hands before entering an enclosed workspace.
- Place a registration table in one open truck bay to allow customers to register, and create a physical barrier between the volunteers and the customer.
- Maintain physical distancing from other workers.
- Sanitize any hard surfaces including pens, chairs and tables before and after use
- Return any equipment and supplies to their original location

Customer Registration Volunteers will:

- 1 Ensure incoming customers are lined up against the building, distanced
- 2 Request to see the identification of the customer who requests entry to the market
- 3 If the customer is from a permitted location, they will be asked if they are diagnosed with COVID, experiencing any symptoms, or been in contact with anyone who has
- 4 If the customer is from a permitted location, does not have COVID, nor its symptoms, nor been in contact with anyone who has, they will be invited to sanitize their hands, and enter when the entry volunteer permits.
- 5 If the customer is not from a permitted location, or discloses they have COVID, its symptoms, or been in contact with anyone who has, they will be refused entry by providing the following statement:
"Because of what you have told me, you are not allowed to enter the market at this time."
- 6 Should a volunteer encounter a conflict or negative interaction as a result of the screening process or refusal of entry, they should seek assistance of the on-site Market Volunteer immediately.

Market Area Volunteers (Two):

Each volunteer should:

- Ensure COVID best practices will be clearly posted for customers to see
- Each volunteer will carry a walkie talkie

The Entrance Volunteer

- Will remain at the entrance next to the sanitizer stand, the other at the market exit
- Indicate to the incoming customer whether it is safe to enter by ensuring with the exit volunteer that capacity has not been met
- Should the market capacity be reached, the entry volunteer will ask incoming customers to line up, physically distanced, from the entrance to the King Street sidewalk
- Allow customers entry as the exit volunteer communicates

The Exit Volunteer

- Will remain at the Ross Street exit, and communicate exit of customers to the Entry volunteer
- Will refuse entry to any customer from Ross Street and direct them to the King Street entrance
- Contact the entry volunteer if problems arise to notify the on-site volunteer

7 What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Working Group volunteers Staff will report potential or suspected exposure to COVID immediately to the owner who will contact [HPE Public Health](#) and complete the on-line form or call 613.966.5500 if necessary. If the exposure is from a customer, their contact info will be obtained. The staff will be given information on self-isolating and testing. The workplace will be sanitized.

8 Plan Monitoring

The plan will be reviewed with the Working Group monthly.