

# **COVID-19 Social Distancing Operational Plan**

## ***Contact:***

Elgin Farmers Market Manager  
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## ***Market Dates:***

Every Friday starting June 5<sup>th</sup> to Friday October 2<sup>nd</sup> from 3:00pm to 7:00pm

## ***Market Location:***

The Elgin Farmers Market will relocate to South Spring Street (from Chicago Street to Grove Ave)

This move will allow us a bigger footprint to provide adequate distance between vendor booths and follow proper social distancing.

***Objective:*** Allow for the market to operate while following local and state guidelines, while enforcing social distancing for safe and healthy market practices.

## **Section**

### a. Market Layout and Operations

#### **Activities**

- 1) Expand space between market vendor's booths
- 2) Allow only essential vendors (foods, body care items, health related items)
- 3) Mark "6 feet apart" on ground to allow social distancing between vendors
- 4) Bring in additional handwashing stations
- 5) ) Sanitize frequently touched equipment and information booth surfaces
- 6) Offer hand sanitizer for all customers upon entering the market

## **Section**

### b. Customer Communications

#### **Activities**

The Elgin Farmers Market has been deemed an essential business by Governor Pritzker's Executive Order #8, 12, serving as a type of grocery store for locally produced foods and other essential items. To participate, shoppers and the vendors must follow new rules for COVID-19 safety precautions including strict social distancing.

Communication messages for COVID-19 and social distancing at the market will be displayed on our market website, Facebook page, and other social media channels, as well as signage prominently displayed at the market.

The following messages will be shared with all market shoppers

- Customers are encouraged to remain at home if they are sick or are in a high-risk group
- All market customers will be asked to wear masks upon entering the market
- Excessive touching of product by customers will be discouraged, Farmer Market Vendors will act as the primary product handler, touching and bagging purchases
- On-site food consumptions will not be allowed. We will be removing all seating tables to discourage customers from staying to eat any food purchased on site.
- Social distancing will be encouraged among customers by marking "6 feet spaces" within the market footprint
- Customers are encouraged to pay with cards, however if paying with cash pay it is recommended to pay with exact change to avoid money exchanging hands

## **Section**

### c. Staff and Volunteers

#### **Activities**

Volunteers will be placed at each market entrance tracking customers with attendance clickers.

Volunteers at these gates will also provide hand-sanitizer for all customers entering the market and ensure all customers are wearing masks when entering.

Those without masks will be given the option to purchase a mask for a small fee, or will be asked to leave if mask is not worn.

The Market Manager will ask customers not following social distance requirements to leave and will oversee any potential issues

## **Section**

### d. Vendor Practices

#### **Activities**

All Farmers Market Vendors will be asked to follow safe practices while on site at the market, including proper food safety guidelines, (washing hands, wearing gloves, wearing masks, etc).

We will encourage vendors to be the primary point of contact for their products, and to arrange their tables with products at the front of the tent, rather than have customers gather underneath it. Vendors can also offer pre-paid orders with pickup at their booths as well.

Sampling items and onsite consumption of food will not be allowed.

Payments will be encouraged to be done over credit card, or rounded up to be exchange change to limit contact.