

## **SPECIAL EVENT AGREEMENT BETWEEN THE CITY OF NEWPORT AND THE LINCOLN COUNTY SMALL FARMERS ASSOCIATION**

This special event agreement is between the City of Newport, an Oregon municipal corporation (City), and the Lincoln County Small Farmers Association (Association).

### **Recitals**

- A. Association for years has operated a farmer's market in Newport, on Saturdays. The farmer's market for the 2021 season will be held in the city-owned parking lot on the southeast corner of Highway 101 and Angle Street.
- B. The farmers market, organized by the Association, results in substantial benefit to the City of Newport by providing an attraction for local citizens and tourists and allowing produce, food products, and other items to be provided directly to the public by the producers of the products. Having a farmer's market is in the best interest of the community.

### **Terms of Agreement**

- 1. City agrees to allow Association to operate a farmer's market in the city-owned parking lot at Highway 101 and Angle Street, on Saturdays, from 6:30 A.M. until 3:00 P.M., beginning on March 27, 2021 and ending on December 18, 2021, unless additional closures/limitations are required due to COVID-19 or any other emergency. This allows for set-up and clean-up of the farmer's market. Actual public market hours are 9:00 A.M. until 1:00 P.M.
- 2. This agreement shall be effective when signed by authorized representatives of both parties, and will remain in effect through December 18, 2021.
- 3. City agrees to the use of the parking lot, by Association, for activities associated with the farmer's market. All sidewalks surrounding the parking lot shall be kept clear. All vendors and activities shall occur in the parking lot. The Association may use the two most southeasterly parking spaces for storage of its market supplies. The Association agrees to obtain additional trashcans, at its own cost, if needed.
- 4. One week prior to the opening of the farmer's market, the Association will submit a plan as to how it is addressing the requirements outlined in Attachment C. As requirements change, a new plan is required to be submitted to the city prior to making any changes.

The Association must adhere to a parking plan attached to this Agreement as Exhibit A.

Association shall not permit any person to use stakes to anchor tents, awnings, or displays, but shall use weights as necessary to anchor tents, awnings, and displays on city streets, parking lots, or other paved areas.

Due to COVID-19, the Market will be required to adhere to the requirements provided for by the Oregon Farmers Markets Association, and attached as Exhibit C. Because these guidelines could change depending on state guidance, the Association is responsible for knowing and adhering to the most current guidelines related to COVID-19.

5. Signage will be provided by the Association as described in Exhibit B - Farmer's Market Signage Plan.

Association will be responsible for setting the signage and barricades no later than 6:30 A.M. on each Saturday of the market. Association will remove the signs on Saturday after the market no later than 3:00 P.M. Signs and traffic devices will be set in locations defined by City staff. The signs and traffic devices must be maintained in place throughout the time the farmer's market is operating. Association will be responsible for storage of all signs, barricades, banners, etc. used to support the market.

Transport and placement of signage and barricades shall not impede traffic on open streets, and shall be the responsibility of the Association.

Any signage and barricades, belonging to the City of Newport, shall be returned to the City by December 20, 2021.

6. City shall not charge Association for use of the parking lot. Association shall maintain a City business license in effect at all times, and shall obtain and comply with any required permits, including sign permits. Association shall be responsible for any damage to City property resulting from its operation of the farmer's market, other than normal wear and tear.
7. Prior to March 27, 2021, Association shall provide evidence that it has obtained and will maintain insurance and complies with the following provisions:
  - a. Insurance coverage limits - \$5 million combined single limit;
  - b. City listed as named insured on separate endorsement;
  - c. The Association's insurance is to be the primary insurance;
  - d. Ten days' notice to City of cancellation;
  - e. Certificate of insurance to be provided before market begins;
  - f. A new certificate will be required annually.
8. The agreement may be terminated by the City on 72 hours' notice if the City Council determines, after a public hearing, that the farmers market is no longer in the public interest or if the City determines that the Association is in violation of this agreement.

9. The Association will defend, indemnify, and hold the City harmless for any and all claims arising out of this agreement and any damages resulting therefrom, including but not limited to claims of personal or bodily injury or death, and property damage, whether arising from tort, contract, regulatory or other claim.

**CITY OF NEWPORT**



Spencer R. Nebel, City Manager

03-02-21

Date

**LINCOLN COUNTY SMALL FARMERS ASSOCIATION**



Renee Roberts, President

3/2/21

Date



## **EXHIBIT A**

### **2021 FARMER'S MARKET PARKING PLAN**

The City of Newport has authorized the use of the city-owned parking lot, located at Highway 101 and Angle Street, by the Lincoln County Small Farmer's Association, for its 2021 Farmer's Market, conditioned on the signing of the attached agreement, and adherence to the following conditions.

#### **Typical Weekend (without a special event at the Recreation/Aquatic Center) - see attachment to this Exhibit:**

1. Farmer's Market will close both entrances (Highway 101 and 9<sup>th</sup> Street entrances) to the Angle Street parking lot utilizing barricades provided by the city.
2. Farmer's Market will place signage directing Farmer's Market customers to the city-owned parking lot at 9<sup>th</sup> and Hurbert Streets.
3. Farmer's Market will arrange with Lincoln County for vendor parking during market events; and will direct all vendors to park in the Lincoln County parking lot.

#### **City of Newport Sanctioned Special Event Weekends:**

1. Farmer's Market will close both entrances (Highway 101 and 9<sup>th</sup> Street entrances) to the Highway 101 and Angle Street parking lot utilizing barricades provided by the city.
2. Farmer's Market will place signage directing Farmer's Market customers to the city-owned parking lot at 9<sup>th</sup> and Hurbert Streets.
3. Farmer's Market will arrange with Lincoln County for vendor parking during market events; and will direct all vendors to park in the Lincoln County parking lot.
4. Farmer's Market is responsible for restricting parking by Farmer's Market patrons at the City Hall Campus, and on Angle Street between SW 9<sup>th</sup> Street and Highway 101. The intent of this restriction is to make sufficient parking available for special event attendees. The Farmer's Market shall be responsible for patrolling the entrances to the City Hall Campus and SW 9<sup>th</sup> Street with personnel properly trained in traffic control for the purpose of informing patrons of parking restrictions and to provide directions to available parking.



# Parking Plan

Google Maps

Olive & Nye St.

Vendor parking



Imagery ©2021 Maxar Technologies, State of Oregon, N

★ = MARKET SIGHT

Public Parking  
for Market Customers

⊘ = Special Events  
· NO Parking  
for Market  
Customers per  
#4 of Parking  
Exhibit



# SIGNAGE PLAN on & Around LOT

EXHIBIT B



CAUTION SIGN  
HEAVY TRAFFIC

main EXIT

NEW  
CAUTION  
SIGN @  
of Entrance

DISABLED  
PARKING  
X3

main  
ENTRANCE

3 disabled  
parking spots



**CITY OF NEWPORT**  
Community Development Dept.  
169 SW Coast Hwy  
Newport, OR 97365  
(541) 574-0629  
(541) 574-0644 Fax  
INSP: BuildingPermits.Oregon.gov  
or phone: 1-888-299-2821

## SIGN PERMIT APPLICATION

Applications may be obtained online at:

[www.newportoregon.gov/business/formsAppsPermits.asp](http://www.newportoregon.gov/business/formsAppsPermits.asp)

Application **MUST** be complete for processing, or will be returned

### 1. Job Information (where work is taking place)

Job Site Address: HWY 101 AND ANGLE ST  
Name of Property Owner: CITY OF NEWPORT  
Full Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Applicant Information (person/co who will be permit holder)

Name of Applicant: NEWPORT FARMERS MARKET  
Full Mailing Address: PO Box 1633  
City/State/Zip: NEWPORT OR 97365  
Phone #: (541) 961-0236 Email: \_\_\_\_\_

### 3. Contractor Information (person/co performing the work)

☒ Check if same as Applicant

Name of Contractor: \_\_\_\_\_  
Full Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
CCB # (req'd): \_\_\_\_\_  
City Business Lic. (req'd): \_\_\_\_\_

### 4. Contact Information (person who can provide project info)

Name of Point of Contact: KELLY GREER  
Full Mailing Address: SAME  
City/State/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Fax #: \_\_\_\_\_

### 5. Full Description of Work Proposed: SATURDAY

MARCH - OCT 2021

6:30 AM TO 3:00 PM

### 6. To be completed by Applicant: PROPOSED SIGN INFORMATION

Type of Sign: (check those that apply)  
☐ Wall ☐ Freestanding ☐ Projecting  
☐ Roof ☐ Electronic Message Sign  
☐ Temporary sign on private property  
☐ Temporary sign in public right-of-way (proof of liability insurance is required)

### Work Type: (check those that apply)

☐ Erect ☐ Relocate on Site  
☐ Alter or Enlarge ☐ Structural Face Change  
☐ Paint ☐ Remove for Repair

### Office Use Only

Permit #:

Parent Permit Applicable? ☐ Yes ☐ No

Parent #:

### 7. Proposed Sign Information:

Total height: ..

Above grade to top of sign: \_\_\_\_\_

Sign Length (feet & inches): 2'

Sign Height (feet & inches): 3'

Face of sign in square feet: 6'

Construction materials: PLASTIC OR WOOD

Electrical permit required? ☐ Yes ☒ No

Type of illumination: \_\_\_\_\_

### 8. Existing Sign Information (req'd for review):

Are there existing signs at the job site address? ☐ Yes ☒ No

If Yes, complete the table below for each sign:

| Sign # | Size in Sq Ft | Type of Sign<br>(e.g. Wall, roof, etc.) |
|--------|---------------|---|
|        |               |   |
|        |               |   |
|        |               |   |
|        |               |   |
|        |               |   |

I hereby certify I have read & examined this application & know the same to be true & correct. All provisions of laws & ordinances governing this type of work will be complied with whether specified herein or not.

Copyright Release: I hereby grant permission to the City of Newport to replicate scan & post to the Internet, in whole or part, drawings & all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, & legal function including sharing of information with other government entities & members of the general public.

Authorized signature: Kelly Greer

Print name: KELLY GREER Date: FEB 25 20

### PERMIT FEES:

- For the erection, placement, replacement, or relocation of a sign, a fee of \$122. A supplemental fee of \$101 shall be charged for the initial permit for a mural sign that exceeds the maximum permissible size for a wall sign in the same location. (Nonprofit organizations are exempt from the supplemental fee.)
- For the repair of an existing sign and/or its supporting structure, no fee.
- For demolition or removal of an existing sign and/or its supporting structure, a fee of \$10.
- For temporary signs placed in the right-of-way, a fee of \$30 per sign for the first sign & \$10 per sign for each additional sign. (Nonprofit organizations are exempt from this fee.)
- For portable signs placed in the right-of-way adjacent to applicant business, a fee of \$30 per sign per application for the first sign & a fee of \$10 per sign for each additional sign. Also, a fee for use of the right-of-way of \$25 per month per sign with a maximum of \$100 per calendar year shall be charged. (Nonprofit organizations are exempt from either fee in this section.)

For temporary signs, provide a list below of approximate locations of proposed signs.

(IF SIGNS ARE TO BE LOCATED IN PUBLIC RIGHTS-OF-WAY, ALSO PROVIDE PROOF OF LIABILITY INSURANCE FOR YOUR BUSINESS OR ORGANIZATION.)

- ① HWY 101 AND LEE STREET
  - ② HWY 101 AND ANGLE STREET
  - ③ HWY 101 AND HWY 20
  - ④ ANGLE STREET AND SW 9TH STREET
- 1 AND 2 SAY NEWPORT FARMERS MARKET  
AND HAVE AN ARROW
- 3 AND 4 SAY CONGESTION

---

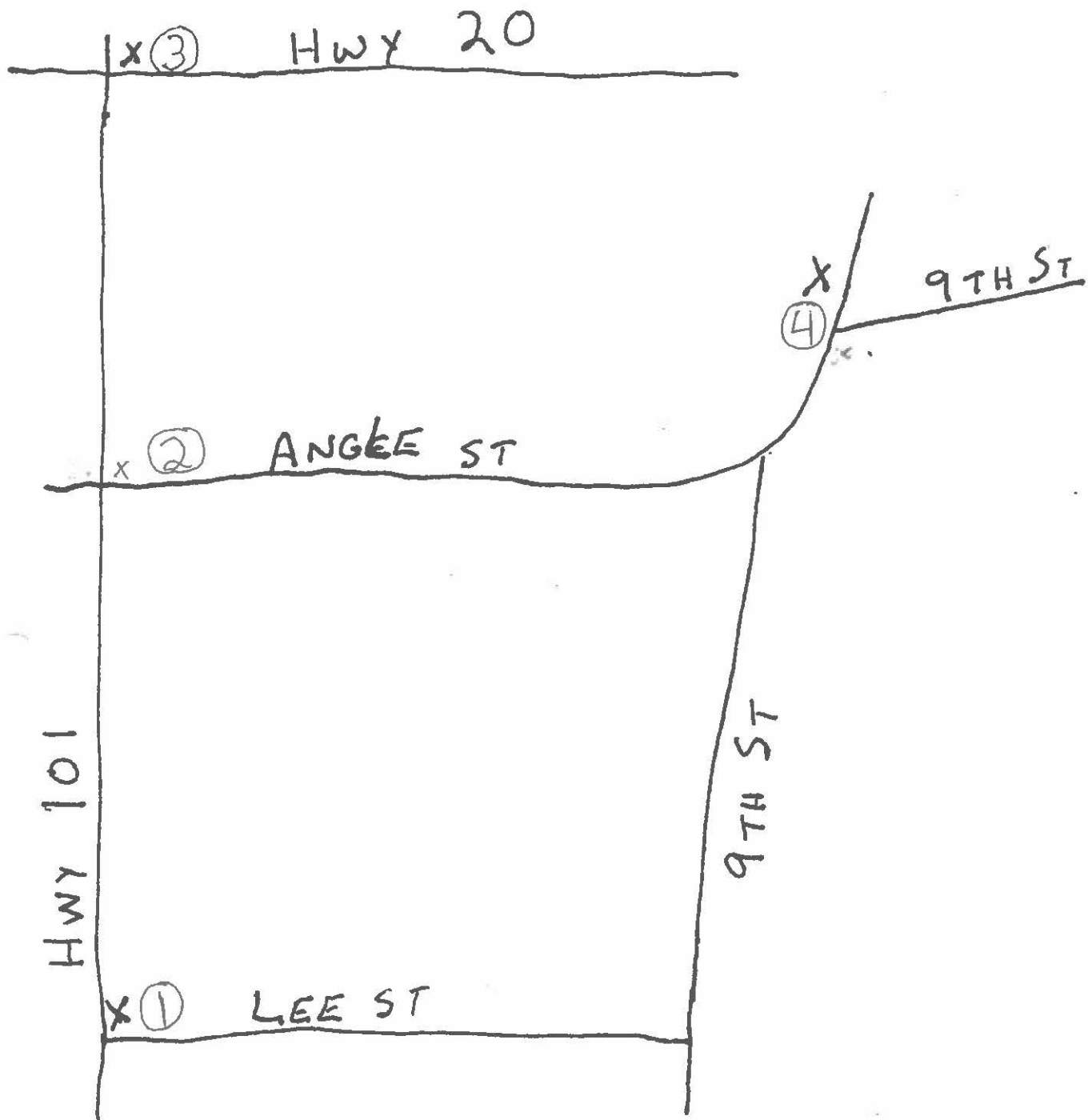
Drawings required to be submitted with application include:

1. One copy of Plot Plan & Civil Drawings – drawn to scale which includes the following:
  - a. North arrow, scale, property lines with dimensions, setbacks from property lines, names of street frontages;
  - b. Layout of buildings, driveways, sidewalks;
  - c. Other applicable structures & features of the property;
2. One copy of all other applicable drawings, calculations, documents, & information;
3. Foundation plan for freestanding sign;
4. Complete sign sections;
5. Construction details (i.e. sign attachments, weight of sign, wall section);
6. Engineering for special condition – expiration date of engineering stamp must be shown.

FOR SIGNS INVOLVING ANY STRUCTURAL WORK, A STRUCTURAL PERMIT IS ALSO REQUIRED.



# NEWPORT FARMERS MARKET OUTDOOR MARKET





Oregon  
Farmers  
Markets  
Association

## COVID-19 Resources

**For questions, contact Melissa Matthewson: [melissa@oregonfarmersmarkets.org](mailto:melissa@oregonfarmersmarkets.org)**

**Last updated, 12/11/2020**

### **\*NEW\* Effective 12/3/2020: [Oregon's Coronavirus Website](#)**

As of Dec 3, 2020, the State of Oregon is coming out of a 2-week "freeze" and moving away from the "Phased reopening" approach that we saw this summer, and adopting more of a rolling, county-level, risk assessment, and guidelines for industry based on their county's risk level. From [The Governor's website](#):

"This new health and safety framework uses four different risk levels for counties based on their level of COVID-19 spread—Extreme Risk, High Risk, Moderate Risk, and Lower Risk—effective December 3.

On Monday, November 30, the Oregon Health Authority will reexamine county data to determine which counties qualify for each risk level on December 3, following the end of the 2-Week Freeze. In each subsequent two-week period, the Oregon Health Authority will examine and publish county data weekly, but county risk levels will not change until the end of the second week. In the first week, counties will be given Warning Week data to prepare for potential risk level changes. In the second week, county risk levels will be updated based on that week's data. More detailed information will be posted before December 3."

### **What does this mean for farmers markets?**



This is an emerging situation, but so far, what we know is that, to find out what your county-level requirements are, you should...

1. Visit the Governor's [COVID website](#); then
2. Click on "What's Open in My County?" on the top right menu.
3. Choose Your County and Choose Your Activity "Street Fairs/Markets."
4. The Capacity will then show based on your county's risk.
5. Additional resource: ["Guidance by Activity table."](#) Use this table to determine what your occupancy restrictions, etc. are. We [OFMA] are seeking further clarity from state officials, but in the meantime recommending the following:
  - a. Use the "eating and drinking establishments" row ONLY for designated food court areas and hot food vendors; and
  - b. Use the "retail stores" row for your OVERALL market (indoor or outdoor).
  - c. "MaximumOccupancy" means the maximum occupancy permitted by law, or if the maximum occupancy is unknown the capacity equivalent to:
    - i. **For 75% capacity:** 86 square feet of space per person.
    - ii. **For 50% capacity:** 120 square feet of space per person.
    - iii. **For 25% capacity:** 240 square feet of space per person.

**\*EXPIRING\* on 12/2/2020:** For two weeks, the state of Oregon is on a "Freeze" and markets must limit hot food to **take-out-only** and operate at the **75% occupancy requirements for indoor grocery and retail operations**. This freeze expires 12/2, and the new health and safety guidelines, effective 12/3 (see above) kick in.

## REQUIREMENTS

*As of Dec. 2020, the following is **REQUIRED** of farmers markets:*

### GENERAL OPERATION REQUIREMENTS

- All vendor types are allowed, regardless of product type, as long as they are practicing safe social distancing; **HOWEVER** any vendor who cannot, by definition, maintain social distance (massage therapists, face painters, etc.) may **NOT** be allowed at market for the time being and until further notice.
- **FOR INDOOR MARKETS:** Ensure that ventilation systems operate properly. **Increase air circulation and ventilation as much as possible by opening windows and doors.** In indoor spaces, fans should **only be used** when windows or doors are open to the outdoors in order to circulate indoor and outdoor air. Do not open windows and doors if doing so poses a safety risk to employees or customers.

- **Post clear signs** (available at [healthoregon.org/coronavirus](https://healthoregon.org/coronavirus)) at your market info booth listing COVID-19 symptoms, asking employees, vendors, and customers with symptoms to stay home, and listing who to contact if they need assistance.
- Require vendors to **stay home when sick or exposed to COVID-19**. We recommend you facilitate that policy by removing all barriers, such as fines or loss of seniority for cancellations. If a vendor shows up to market visibly ill or becomes ill at market, send them home immediately.
- Implement a **zero-tolerance policy for coming to market when sick**, for both staff and vendors. Allow your staff paid sick days if needed - no questions asked.
- Provide separate facilities, including restrooms, if there is more than one indoor or outdoor market or street fair operating at the same time at the same location. Customers, vendors and market/fair staff must use only the facilities for their designated market or fair.

## SOCIAL DISTANCING REQUIREMENTS

- **Markets AND Vendor booths all need to each establish one "social distancing officer"** (that's one per market and also one per each booth). In addition, new guidelines require that there is **1 safety monitor per 50 people**. Designated market and vendor officers can act as the "occupancy" monitor for the market, in addition to managing their own booths. The officer must (a) know they are the officer and be able to answer affirmatively if questioned, and (b) take responsibility for enforcing the social distancing policies in their own spaces, in addition to the 50-person rule. This can be done in addition to other duties, but needs to be a priority for that individual.
- **Limit the number of customers in the farmers market** and focus on maintaining at least six (6) feet of distance between customers, vendors, and staff at all times. Market operators should determine maximum occupancy to maintain at least six (6) feet of physical distancing, considering areas of the market prone to crowding (like market entrances) and limit admittance accordingly, if necessary.
- **NEW: Use [this site](#) to determine your county's current risk level and the occupancy guidelines that go along with that risk level.**
- Remove or restrict standing areas to facilitate the requirement of at least six (6) feet of physical distance between parties.
- Prohibit people in different parties from congregating in any area of the facility or on the premises, both indoor and outdoor.
- Re-envision your **market layout with social distance in mind**. For example, make aisles wider and space market booths farther apart (**6 - 10ft if possible**← this has been updated from 3ft, as 3 ft was not leaving enough room for customers in line at neighboring booths).
- Use signs and tape on the floor to maintain physical distancing while waiting for cashiers.
- Vendors are required to have market booth layouts that promote safe social distancing between themselves and customers. You must provide them with the



space to do this, and we recommend you consider waiving additional fees if it requires extra space or equipment.

- **Vendors are required to practice social distancing within their market booths as well as enforcing it at their booths:**
  - Think about, and communicate with your vendors in advance, to see who usually brings non-household members to work together in their booths. Could they limit that this year?
  - If not, can you expand the space for each of these vendors? 2 tents instead of 1? More space at their booths, with a booth set-up designed to keep them apart?
  - If this creates a space-pressure for the number of booths/vendors you can have in your market at one day, then maybe consider limiting the number/type of vendors you host this season, to prioritize the most essential food & grocery providers, in the safest way possible?

## **SANITATION REQUIREMENTS**

- Vendors and staff are required to **wipe down high touch areas**, such as tables, screens, and cash boxes, frequently.
- Assign at least one (1) sanitation attendant whose sole duties are to clean restrooms hourly during the event, and ensure adequate sanitary supplies (e.g., soap, toilet paper, 60-95% alcohol content hand sanitizer) during all events.
- Assign at least one (1) sanitation attendant whose sole duties are to frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in areas accessed by employees and customers.

## **MASK & FACE COVERING REQUIREMENTS**

- Market staff, vendors and volunteers **MUST** wear cloth, paper or disposable face coverings. Markets must provide these for staff and volunteers, while vendors must provide these for anyone working their booths. These masks need to be worn at all times when in the booth and helping customers. If vendors need to eat, drink, or take a mask-break, they will need to step way to the back of their booths, or even outside their booths to an area where customers and fellow vendors are not congregated (at least 6 ft from anyone else) to remove their masks. If they eat, drink, touch their faces, etc., they just need to replace their masks, then handwash (preferred) or hand-sanitize (if that's the only option) before returning to handling products and helping customers.
- **Customers (5 YEARS OLD AND UP) MUST also wear masks at all outdoor spaces where six foot social distancing is not possible at all times.** No specific guidance or interpretation has been provided for farmers markets by OHA or OSHA beyond this, so this is the responsibility of farmers markets to determine whether this requirement applies to them. **OFMA recommends that all farmers markets require masks of shoppers**, given how difficult it has been to enforce perfect customer compliance with

the 6 foot social distancing requirements. (Social distancing requirements remain in place even if mask-wearing is instituted.).

- MASK FAQ: "Are we required to let folks in who tell us they are medically unable to wear masks?" From ODA: "No, our understanding is that would make you liable to OSHA penalties (for endangering your staff/vendors)." You **ARE** required to provide them with "reasonable accommodations" per ADA requirements. This could include offering them disposable face shields or offering to shop for them while they wait outside the market boundaries.
- Governor Brown's webpage re: [mask-wearing requirements](#):
- [Oregon OSHA Mask Enforcement Guidance](#)
- OHA Mask-wearing Guidance:  
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2288K.pdf>  
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2390e.pdf>  
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2390L.pdf>

## FOOD COURT AND HOT FOOD REQUIREMENTS

- **\*NEW\* As of 12/3/2020: Use [this site](#) to determine your county's current risk level and the occupancy guidelines that go along with that risk level.**
- When/if your market is able to resume on-site consumption of food or beverages, designate and delineate an area of the market or street fair only for this purpose and limit the maximum capacity of the designated area to 100 people indoor or 250 people outdoor, not to exceed 250 indoor and outdoor, or the number of people, including staff, based on the area's capacity (square footage/occupancy), **whichever is less**.
- No hot food or ready-to-eat prepared food can be laid out, "buffet style" or where customers could self-serve, touch or breathe on them. 6 feet or a physical barrier, such as a sneeze guard must be in place. (See below for sampling guidelines). This is true for all phases thus far, and we will update this when it changes. (See below for more detailed hot food guidance, based on phases.)
- Follow all rules and guidance from the OHA, ODA, and your local government. Additional questions should be directed to your local health authority, who will be responsible for interpreting and enforcing these guidelines.

## SAMPLING REQUIREMENTS

- If providing samples, vendors are required to distribute samples in **fully enclosed** containers (lids or wrappers, for example) and discourage customers from consuming samples on-site. Samples must be handed out, individually, to customers, and not placed out for self-serve or buffet-style.
- If providing alcohol tastings, licensed vendors must ensure that the alcohol tastes do not leave their licensed premises. This means the alcohol taste must either be consumed or discarded within the licensed area.



- [See here for more info](#) on safe sampling guidelines: where samples can be prepared and requirements for handwashing stations, all of which **apply for all vendors**.

## MISCELLANEOUS REQUIREMENTS

- **No live music is allowed until further notice.**

## BEST PRACTICES

The following are not *required* by state officials at this time, but are **STRONGLY recommended**:

- **OFMA recommends that all farmers markets require masks of shoppers**, given how difficult it has been to enforce perfect customer compliance with the 6 foot social distancing requirements.
- **Cancel all nonessential programming, display or partner booths, and interactive activities**, such as kids crafts or music. Note: although not recommended by OFMA at this time, as of 5/15/2020, markets may choose to host sponsor/partner booths or activity booths IF, and only if, all applicable safety and social distancing requirements above can be enforced.
- **Sterilize and/or sequester market scrip** such as SNAP tokens between each market.
- **Add more hand washing stations** and hand sanitizer at entrances.
- **Clean and monitor restrooms frequently.**
- **Continue to run your nutrition incentive programs**, such as SNAP, DUFEB, WIC/Senior FSNP - if anything, more families are going to find themselves in need in the coming days!
- **Consider relaxing restrictions about buying “before the bell”** to cut down on long lines and crowding.
- **Consider having a “senior hour” or “at risk hour”** at the beginning of the market to provide the safest shopping experience for our most vulnerable community members.
- **Ask vendors to collect and bag all items for customers.** This can be enforced through signage, by putting the cash register at the front of the booth, and other visual and verbal guidance.
- **Encourage one-way flow** with marked entrances and exits, but do not block egress for fire exits. Use signs to direct one-way flow of traffic.
- **Prohibit customers from trying on items that are worn on the face** (cloth masks, scarves, headbands, eyewear).
- **We strongly recommend restricting shoppers’ ability to handle products before purchasing.** A good [booth layout strategy](#) is to put an empty table at the front of the booth, with the table with products behind it, then the vendors behind that table, enforcing social distance and putting [products out of reach of customers](#). If this is not possible, we recommend adopting (and communicating very strongly) a you-touch-you-buy policy.

- Emphasize that vendors handling money, tokens or vouchers should not handle food products until they have washed their hands. If possible, encourage vendors with more than one person manning their booth to **designate one person to handle and bag purchases for customers, while a second person handles money and transactions.**
- Ask each vendor to have **hand sanitizer available to customers** at checkout.
- Encourage vendors to **bring their own handwashing gear** if possible, in addition to hand sanitizer, to keep their own hands clean.
- Encourage vendors to **round their prices to the nearest dollar** amount, where possible, to cut down on the number of coins and cash changing hands per transaction.
- Recommend that vendors **bring plastic tablecloths** (or clear plastic to cover cloth tablecloths) for easier wipe-downs.
- While handwashing is the most effective way to cut down on disease transmission via touch, **if any of your staff or vendors have a habit of touching their faces frequently, it may be useful for them to wear disposable gloves** that they change frequently, as a reminder not to touch their faces.
- **For markets whose counties HAVE entered Phase 1 or 2, and are choosing to reopen your seated dining areas**, we strongly recommend that you identify at least one staff member or volunteer to be the host of that area, who can clean tables between diners and ensure that all the required safety practices listed above and in OHA restaurant guidelines are being complied with.
- **Recommend the following safety practices** for your customers:
  - Thoroughly wash your hands often for at least 20 seconds, and if not available, use an alcohol-based hand sanitizer.
  - Avoid touching your eyes, nose, and mouth.
  - Sneeze or cough into a tissue or into the crease of your elbow.
  - Wash all produce thoroughly when you get home.
  - Wash your reusable produce bags between market visits.

## COMMUNICATIONS

- Emphasize in ALL communications that **protecting public health is your number one concern**. You really care about your farmers market community, and that should shine through as the core of every communication you put out.
- Provide customers with relevant, up-to-date information about **whether your market is open, and what your market is doing to ensure their health and welfare** at the market. Use all the electronic communications tools at your disposal: social media, email listservs, webpages, etc.
- **Visual cues** are important at a farmers market - most markets don't have time to stop every customer on the way in to explain new expectations to them! **Post signs** with



your precautions and procedures all around the market, including the vendor booths. If you have spacing expectations for the customers, colored tape can be helpful too! It is best for markets to print and provide any new signage for vendors, rather than relying on them to do it themselves. See example pictures at the end of this document.

- **Really support customer compliance at market by reminding them of the rules** in a firm but polite way! This could be a great project for volunteers who would normally be doing other activities that your market has discontinued for now (kids' programs, etc.). The responsibility for enforcement however lies with each social distancing officer.
- **Do communicate your "why's" to the public**, for those markets who choose to stay open...
  - You provide essential services and food to your community
  - You support X# of local businesses
  - You ran \$X of SNAP transactions per year and therefore serve a vital food access role for families of all income levels
  - Your market layout allows for social distancing, and your vendor practices and short supply chains allow for higher sanitation levels than are achieved in most grocery outlets
  - See [this excellent customer shopping guide](#), created by Corvallis-Albany Farmers Market
- Consider making a press release or working with local media to get a story published. [This article](#) does a great job of laying out the value proposition of shopping at farmers markets right now.
- When creating your promo materials for this year's market season, try to **take new photos or use old ones that do NOT feature a crowded, bustling market!** We want to send the message on all levels that markets have shifted their operations to address this public health crisis.

## OTHER RESOURCES

- OFMA has put together an addendum to this document in which we share what farmers markets across the state are doing to implement regulations & best practices. You can read stories from the market managers [here](#).
- OFMA has also put together a document of photographs from markets across the state, which provide visual suggestions for implementing COVID-19 strategies. You can view those pictures [here](#).
- [Manzanita Farmers Market Protocols](#), as an example for markets.
- There is an **Oregon farmers markets email listserv**, where a robust conversation has been taking place about COVID 19 strategies. You can [join it here](#), if you're not already on it.
- The **Farmers Market Coalition** has put together an excellent [webpage](#) with resources for farmers markets, including best practices, sample press releases, Facebook posts, emails, etc. (Many of our recommendations came from this page).



- **OSU Extension** has put out a [great handout](#), which will be especially useful for your farm vendors, but pertinent to market operators too
- **Oregon Health Authority** has a [COVID-19 page](#)
- The **CDC** has a [FAQ COVID 19](#) page
- **USDA**: [Coronavirus information](#)
- **FDA**: [COVID 19 Guidance](#)
- **WHO**: [COVID-19 advice for the public](#)

***For questions, contact Melissa Matthewson: [melissa@oregonfarmersmarkets.org](mailto:melissa@oregonfarmersmarkets.org)***