



# COVID-19 Safety Plan

## Company details

Business name: Port Rowan Farmers' Market  
Date completed: 15 May 2021  
Date distributed: 20 May 2021  
Developed by: Karla Falk, Market Management Team

### 1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

#### **Actions:**

- Ensure our policies and procedures are up to date with current Public Health recommendations and all applicable federal, provincial and municipal legislation.
- Share the Port Rowan Farmers' Market (PRFM) pandemic plan with volunteers and vendors and make regular updates to the plan as needed.
- Regular communication of COVID-19 updates such as new or changing health and safety measures in place and policies and procedures through market emails to vendors and volunteers, and posting on our website at [www.portrowanfarmersmarket.ca](http://www.portrowanfarmersmarket.ca)
- Ensure all volunteers and vendors have reviewed all COVID-19 health and safety measures and procedures implemented prior to the start of the season by requiring them to read, sign and date the PRFM Covid-19 regulations checklist for Vendors and Volunteers.
- All volunteers and vendors must complete the Self-Screening Assessment Tool (<https://covid-19.ontario.ca/screening/worker/>) to examine for symptoms before leaving home on Market Day. If a volunteer or vendor does not meet the requirements to attend market, they are to stay home and alert Market Management of their assessment.
- Volunteers and vendors are required to wear a mask at all times during the market hours as well as during set-up and take-down when in the area of the pavilion and market canopies. Masks may be removed for eating and drinking only.
- Practicing respiratory etiquette - covering a cough or sneeze with tissues or by using the fold of your arm. Immediately disposing of tissues in an appropriate waste basket and then washing hands.

- Washing or sanitizing hands frequently and any time hands become contaminated (i.e. touching a shared item or high-touch surface that wasn't disinfected); before and after using the washroom or eating; before and after wearing PPE; and any other time as prescribed.
- Promoting, practicing and enforcing a physical distance of two meters (six feet) with co-workers, volunteers, vendors and customers whenever possible through education, signage, workspace design and direct verbal communication.
- Frequent cleaning and disinfecting of all public touchpoints during all Market operating hours.

## 2. How will you screen for COVID-19?

### **Actions:**

- The Port Rowan Farmers' Market will use the provincial self-screening assessment tool (<https://covid-19.ontario.ca/screening/worker/>). All vendors and volunteers will be sent the link via email before each market day and be required to complete the self-screening assessment tool prior to reporting to attending the market that day. The screening tool reviews basic questions about physical health and symptoms in alignment with the provincial list of COVID-19 symptoms along with questions surrounding close contact with a positive case, household members symptoms and travel outside of Canada.
- Passive screening signage regarding symptoms, travel outside of Canada and close contact with a positive case is posted at the public entrance of the PRFM.
- A market greeter will be stationed at the public entrance to the PRFM and refers customers to the screening signage posted.

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

### **Actions:**

- All PRFM vendors and volunteers attending market are required to complete and pass the COVID-19 Self-Screening Assessment Tool.
- Active screening and passive screening signage regarding symptoms, travel outside of Canada and close contact with a positive case is posted at the public entrance of the PRFM.
- Should a vendor or volunteer begin to develop symptoms while at market, the person will be sent home to self-isolate and plan to be tested for COVID-19. Vendors and volunteers are not permitted to return to the workplace until they completed isolation requirements outlined by the Haldimand Norfolk Health Unit.
- Should an vendors or volunteers test positive for COVID-19 they will immediately self-isolate and not return to market until they have completed isolation requirements outlined by the Haldimand Norfolk Health Unit.

- Clearly marked market entrance and exits. One-way traffic signage throughout the market.
- Unless exempt from masking regulations under *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*, requiring a face mask to be worn by all persons entering the market, including vendors, volunteers and customers.
- No in-person events or musical performers.
- No food sampling is permitted. Ensure all products are packaged and kept behind vendor tables to ensure customers do not handle products before they have been purchased.
- Offering online ordering with curbside pick-up as an alternative to in-person shopping. Encouraging vendors to have touchless payment options. Customers and vendors must exchange cash or card payments by placing on a receipt tray or bucket or on table, to avoid hand to hand contact.
- Provide hand sanitizer for customers at entrance and vendor stalls, and encourage frequent washing or sanitizing of hands. Frequently cleaning and disinfecting of high-touch areas.
- Promoting, practicing and enforcing a physical distance of two meters (six feet) with vendors, volunteers and customers whenever possible through education, signage, workspace design and direct verbal communication.
- Using the Retail Council of Canada's online calculator to calculate our maximum public capacity adjusted for current provincial health regulations (i.e. 25% capacity during the stay-at-home order). If capacity is reached, our market greeter we will not allow additional customers to enter the market until someone leaves.
- Market meetings continue to be conducted virtually wherever possible. If meetings do take place in person, measures are put in place to enable the management team sit two metres apart.

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

##### **Actions:**

##### **In the event of an individual develops symptoms while at the market compatible with COVID-19, the following actions will take place:**

- ✓ Call 911 if the individual is experiencing severe difficulty breathing, severe chest pain, feeling confused or unsure of where they are, losing consciousness.
- ✓ Notify the Market Management immediately and advise the unwell individual is to leave the market immediately while minimizing any touchpoints and maintaining two metres from others.
- ✓ Advise the unwell individual to not take off their mask until they have arrived home or until they are alone in their vehicle.
- ✓ Advise the unwell individual to contact Public Health or their doctor, who will then gather information and provide guidance around testing requirements and screening for COVID-19.

- ✓ Contact the Market Management immediately upon gaining knowledge of a suspected case of COVID-19, and notify of test results as soon as they are available.

**In the event of a confirmed COVID-19 positive case, the following actions will take place:**

- ✓ Confirmed COVID-19 Positive – Follow-up completed by the Market Management.
- ✓ Market Manager to report the positive COVID-19 test to Public Health to initiate COVID investigation to determine:
  - First on-set of symptoms date
  - Day before on-set of symptoms date
  - Two days before the on-set of symptoms date
- ✓ Market Management to gather list of vendors that worked near the COVID-19 positive individual for the following dates:
  - First on-set of symptoms date
  - Day before on-set of symptoms date
  - Two days before the on-set of symptoms date
- ✓ Market Management to contact Public Health on any additional next steps
- ✓ Market Management to send out vendor specific notification communication.
- ✓ Market Management will prepare notice to the public and post to [www.portrowanfarmersmarket.ca](http://www.portrowanfarmersmarket.ca), if applicable.

## 5. How will you manage any new risks caused by changes to the way you operate your business?

**Actions:**

- We will establish regular check-in with vendors and volunteers on operational changes to identify any potential hazards or challenges.
- All vendors and volunteers are encouraged to immediately report any identified hazards or potential hazards to Market Management, so that the risk can be controlled or eliminated.

## 6. How will you make sure your plan is working?

**Actions:**

- The Market Management Team meets as required to review new initiatives, concerns, and/or other matters as related to COVID-19 or the impact of COVID-19 on operations to ensure our safety plan is safe and effective.
- All vendors and volunteers are encouraged to submit feedback to the Market Management Team regarding recommendations or suggested improvements to our current policies, procedures, and/or practices.
- Changes to the plan will be communicated through Market newsletter, vendor e-mail blasts, and on our website at [www.portrowanfarmersmarket.ca](http://www.portrowanfarmersmarket.ca).