

## Protocol for Certified Farmer's Markets

This protocol has been developed to allow Certified Farmer's Markets that are certified by the State of California, and operated pursuant to the requirements of the California Department of Food and Agriculture and the requirements outlined in the California Retail Food Code (CRFC), to operate when in compliance with these Los Angeles County Department of Public Health (DPH) protocols.

Certified Farmer's Markets may allow temporary food facilities (food booths) to operate as a separate community event adjacent to, and in conjunction with, the Certified Farmer's Market pursuant to the requirements outlined in the California Retail Food Code.

The Certified Farmer's Market ("Market") and the adjacent community event must be managed by the authorized Market Manager in charge of the site, who will take responsibility for the ongoing training and screening of all staff, provision of all needed equipment and materials of the common areas within the market, the monitoring of adherence to all safety measures and obtaining approvals from Department of Public Health, local zoning and city officials, as required. Visit <http://publichealth.lacounty.gov/eh/DSE/CommunityEvent.htm> to apply for a public health permit to operate a food booth at an approved permitted Certified Farmer's Market.

Note that due to risks associated with COVID-19 transmission, Certified Farmer's Markets must be limited to vendors only. Entertainment of any kind that encourages attendees to congregate, including, but not limited to musical, dance or theatrical performances, children's entertainment, or craft demonstrations, are not permitted.

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as you develop your plans to host a Certified Farmer's Market.

**All Certified Farmer's Markets covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business. Market Managers must share a copy of this protocol with all vendors to ensure compliance with all protocols.**

**Certified Farmer's Market:**

**Address:**

**Maximum Occupancy, per Fire Code:**

**Approximate total square footage of space open to the public:**

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH  
(CHECK ALL THAT APPLY TO THE FACILITY)**

- ☐ All employees (including employees or volunteers working on behalf of the Market Manager and those working for booth vendors) have been given a copy of this protocol.
- ☐ Vulnerable employees (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible or that limits their contact with others at the Market.
- ☐ All employees (including volunteers and vendors; referred to collectively as “employees”) have been told not to come to the Market if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
  - ☐ Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home has been provided to employees. See additional information on government [programs](#) supporting sick leave and worker’s compensation for COVID19, including employee’s sick leave rights under the [Families First Coronavirus Response Act](#) and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 exposures occurring between March 19 and July 5 pursuant to the Governor’s [Executive Order N-62-20](#).
- ☐ [Screenings](#) of all vendors and employees are conducted before they may enter the Market. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees’ or vendor’s arrival. A temperature check should also be done at the worksite if feasible.
- ☐ Upon being informed that one or more vendors or employees test positive for, or has symptoms consistent with COVID-19 (case), the Market Manager has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer’s plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. It should also include a plan for how to reach other vendors should there be an exposure. See the public health guidance on [responding to COVID-19 in the workplace](#).
- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to DPH at (888) 397-3993 or (213) 240-7821. If a cluster is identified at a worksite, Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager is assigned to the cluster investigation to help guide the facility response.
- ☐ All vendors and employees are required to wear an appropriate face covering that covers the nose and mouth. The covering is to be worn by the vendor and all employees at all times during the workday when in contact or likely to come into contact with others. All employees should be given an appropriate face covering at no cost. Vendors and employees who have been instructed by their medical provider that they should not wear a face covering should use a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Employees are instructed to wash or replace their face coverings daily.
- ☐ All vendor booths and all workstations within the vendor booths are separated by at least six feet.
- ☐ Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - ☐ Break rooms \_\_\_\_\_

- ☐ Restrooms \_\_\_\_\_
- ☐ Other \_\_\_\_\_
- ☐ In compliance with wage and hour regulations, breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- ☐ To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others.
- ☐ Disinfectant and related supplies are available to vendors and employees at the following location(s):  
\_\_\_\_\_
- ☐ Hand sanitizer effective against COVID-19 is available to vendors and employees at the following location(s):  
\_\_\_\_\_
- ☐ Employees are allowed frequent breaks to wash their hands.
- ☐ Each worker is assigned their own tools, equipment and defined workspace. Whenever possible, sharing held items (e.g., phones, tablets, laptops, desks, pens, etc.) is minimized or eliminated.
- ☐ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- ☐ Optional—Describe other measures:  
\_\_\_\_\_

## B. MEASURES TO ENSURE PHYSICAL DISTANCING

- ☐ The Certified Farmer's Market is held outdoors. Maximum occupancy rules for the Market should be evaluated to ensure physical distancing requirements can be maintained.
- ☐ The Market Manager shall ensure that space allotted to vendors (both food and retail vendors) enables them ample space to set up tables, canopies, and other displays in accordance with appropriate physical distancing requirements.
- ☐ Tents or canopies may be used provided that the tents or canopies are open on three sides to allow for adequate ventilation. Exception for food booths, based upon requirements outlined in the CRFC.
- ☐ Maximum number of customers within the Market is limited to: \_\_\_\_\_
- ☐ An employee (or employees if there is more than one entrance) wearing an appropriate face covering is posted near the entrance but at least 6 feet from the nearest customers to direct customers and track occupancy of the Market.
- ☐ Consider implementing a timed entry or reservation system to reduce the risk of reaching maximum occupancy. If the Market reaches maximum occupancy, customers may be allowed to line up as approved by local codes, if space permits, but should be directed to maintain a 6-foot physical distance between one another while in line.
- ☐ Tape or other markings identify both a starting place for customers arriving for at the Market and 6-foot intervals for subsequent customers who are joining the line to enter.
- ☐ Measures to ensure physical distancing of at least six (6) feet have been implemented to ensure physical distancing between and among vendors and customers.
  - ☐ Aisles between rows of booths are wide enough to accommodate traffic in both directions, or are clearly designated as one-way only.

- ☐ Booths are large enough to enable more than one customer to be in the booth and still maintain a 6-foot physical distance from one another.
- ☐ Vendors are directed to set up their booths to enable their employees to maintain a 6-foot physical distance from customers. In areas where a 6-foot distance is not possible (e.g., at the cash register), impermeable barriers such as plexiglass are installed. See public health guidance on [barriers](#). This may include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where workers and customers should stand).
- ☐ Consider staggering the arrival of vendors for set-up prior to the event to enable physical distancing as vendors arrive and set-up their booths.
- ☐ Vendors are encouraged to remain at their booths during the Market as much as possible and to avoid congregating with others.
- ☐ Public seating areas (e.g., chairs, benches and other public spaces) are eliminated to discourage customers from congregating.
- ☐ Break rooms and other common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet. Where possible, outdoor break areas with shade covers and seating are created to help ensure physical distancing. In compliance with wage and hour regulations, employee breaks are staggered to help maintain physical distancing protocols.

### C. MEASURES FOR INFECTION CONTROL

- ☐ Stations are available throughout the Market to enable customers to access proper sanitation products, including hand sanitizer with at least 60% alcohol content, tissues and trash cans.
- ☐ Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe:  

---
- ☐ Common and high traffic areas, and frequently touched objects (e.g., handrails, doorknobs or handles, credit card readers, etc.) are disinfected regularly during Market hours using EPA approved disinfectants following the manufacturer's instructions for use.
- ☐ Outdoor restrooms and handwashing stations are provided with hand soap, paper towels and touchless trashcans. Outdoor public restrooms are regularly cleaned and disinfected using EPA approved disinfectants and following the manufacturer's instructions for use, on the following schedule:  

---
- ☐ Public drinking water fountains are turned off and have signs informing customers that they are inoperable.
- ☐ Customers are instructed that they must wear a face covering at all times while in the Market. Customers may remove their face coverings temporarily when eating and drinking in the designated outdoor dining area. To support the safety of your employees and other customers, a face covering should be made available to patrons who arrive without them.
- ☐ Symptom checks are conducted before customers may enter the Market. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills. These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- ☐ Customers arriving at the Market with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are masked if age permits.
- ☐ All public self-service items (such as plastic bags, etc.) are removed and provided upon request by vendor.

- ☐ Customers have easy access to proper sanitation products, including hand sanitizer, tissues and trash cans in common areas throughout the Market. Booth vendors provide hand sanitizer station in their booth if they allow customers to handle their products.
  - ☐ Children's play areas, activity areas or other amenities (e.g., holiday photos) are not permitted.
  - ☐ Entertainment of any kind is not permitted.
  - ☐ Optional - Describe other measures (e.g. providing senior-only hours, encouraging online ordering/pick-up of orders, incentivizing non-peak sales):
- 

### FOOD SERVICE SAFETY CONSIDERATIONS

- ☐ All food safety practices and requirements outlined in the California Retail Food Code (CRFC) are being followed and maintained.
- ☐ Food and beverages may be served in the outdoor area, provided that all food and beverages are served in a designated outdoor dining area that is separate from the retail area. Food vendors must adhere to the [DPH Protocol for Restaurants](#) and may only sell alcohol when purchased in the same transaction as a meal. The public may not consume food or beverages while inside the market.
- ☐ Clean and sanitize utensils and equipment at the required frequency outlined in the CRFC.
- ☐ Adhere to employee health and hygiene practices: Don't work when ill; wash hands frequently; gloves used as required in the CRFC.
- ☐ Ensure all food and food ingredients are from an approved food source.
- ☐ Food preparation employees are discouraged from changing or entering others' workstations during shifts.
- ☐ No sampling of unpackaged food is permitted.

### D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ☐ A copy of this protocol is posted at all public entrances to the facility.
- ☐ Signage is posted at the entrance of the Market and each booth that reminds customers to maintain physical distancing of six feet, the need to wear a face covering at all times, the importance of regular handwashing and the need to stay home if they are feeling ill or have symptoms of COVID-19.
- ☐ Signage throughout the Market indicates to customers where to find the nearest hand sanitizer dispenser.
- ☐ Signage at produce vendors that reminds customers to wash all produce before consumption.
- ☐ Online advertisements for the Market (website, social media, etc.) provide clear information about market hours, required use of face coverings, limited occupancy, any policies in regard to admission, preordering, prepayment, pickup and/or delivery and other relevant issues.

### E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ☐ Services that are critical to the customers/clients have been prioritized.
- ☐ Transactions or services that can be offered remotely have been moved on-line.
- ☐ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages,  
which the business should attach to this document.

You may contact the following person with any  
questions or comments about this protocol:

**Business Contact Name:**

---

**Phone number:**

---

**Date Last Revised:**

---