

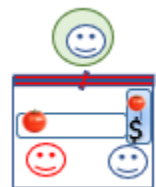
Hopkins Farmers Market Pandemic Procedures & Guide for “Plan B”

Guidance & Requirements for Vendors

- **All Vendors** are required to sign a Compliance to Rules document. In Red section on JoinHFM. @www.hopkinsfarmersmarket.com select: Join HFM, select >LINK TO SIGN “Vendor Agreement”
- All signed Vendors will Post their Compliance sign.
- Hopkins Farmers Market “Compliance to Rules” is available online for easy submitting.
- All Vendors are required to wear face shield/face mask/ face covering
- Vendors may be able to have their vehicle only if there is space.
- HFM will provide Vendors “customer space” markers for their stall. You will mark “customers spot”.
- HFM will provide face shields, 1 per seller per season while supplies last.
- No sick vendors/staff on site
- All vendors needed to help with set up and take down of HFM market. Please ask how you can help.
- All stalls need tents with walls if next to another vendor stall. Tents 6 ft apart (tent walls) or tents/stalls 6 ft apart.
- All tents require rope off at front of tent. So, no one can walk into your tent.
- Table/s set back 2 feet. Or choose to bring extra tables for barrier or set back your table 2 ft. inside your tent, to maintain physical distance between you and the customers.
- Samples of products on table for customers to choose must be pre-packaged.
- Washing station, gloves, face masks, safety glasses, face shields all **highly recommended**. A face mask can be something as simple as a scarf. Remember that you are the one who is going to be here for an extended amount of time. Please protect yourself.
- Need water? Bring your own and take home your “gray or dirty” water.
- Bring spray bottle and/or sanitation wipes to clean surfaces, machines and other equipment between customers/transactions
- Have designated time and location for workers to take breaks and eat (inside your vehicles, anything away from the public eye....)
- Encourage your customers to come in off busiest times.
- We are encouraging vendors to accept pre-orders/payments. Have completed pre-orders ready for pickup to minimize customer time on site.

Vendor Stall set up for sales *see diagram*

- Green space = Customer Space
- Red Seller fills bags from products behind. (no physical contact with customer)
 - Must wash hands or new gloves for each customer.
- Blue Seller exchanges bags for payments. Wearing gloves. (2 sellers option)



Option 1 – 2 or more sellers

- At least 2 people working. One to handle the products and one to handle cash/credit cards.

Option 2 – 1 seller

- Must wash hands or new gloves for each customer.

Food Vendors

- **Required to wear Face mask/shield and gloves**
- **Required to have Handwashing station in your own stall.**
- **No sampling; You may pre-package samples for handout and takeaway.**
- **No food consumption on site. All food must be prepared for takeaway.**
- **Hopkins:** requires all immediately consumable food to be served as packaged to-go.
- Suggest 2 people working. One to prepare the food and one to take the payment.
- Option of only 1 employee must change gloves or wash hands after each transaction.
- Signage required. “Take-away Only” “No Food Consumption On – Site” “No Mingling”

Changes to the market

- **Customers will be directed in a ONE-WAY DIRECTION SHOPPING. ENTER > EXIT.**
 - **Our lot layout will be a “U” shape, for one-way direction of foot traffic.**
 - Transactions to be made in the “Out” direction in which you are set up.
 - There will be no customer or extra vendor, employee parking in the market lot.
 - **No pets allowed, except service animals**
 - **No customer food consumption on site.**
 - We have “Pre-Order” links directing customer to vendor for orders that will be on our website and will be in our weekly eblast. All Vendors control their own pre-sales for pick up.
 - Drive-Up for Pre-Order Pick-ups can be made at your stall or along 9th Ave.
 - The “Enter” of customers will be as Customers move one-way forward opening a space, the Monitor will allow another Customer to Enter.
 - **Please direct any customers to the “ENTER”** if they are trying to cut in anywhere else.
 - We will have “face masks” for sale for \$1. For customers while supplies last. They are required to wear a mask. We are encouraging them to do so. Keeping all safer.
 - Non-essential Vendors, Guests, Music & Entertainment – may not be able to attend.
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- Hopkins Farmers Market is not liable for any occurrences due to vendor non-compliance or otherwise.
 - Things are changing constantly and will continue to change as the season progresses. Our priority is to keep the market open and allow as many vendors as possible to keep selling. Please be patient as we go thru these changes. We will do our best for everyone!

Tentative layout

