Introduction

To protect market staff, vendors, volunteers, and customers, the City of Somerville has developed the following COVID-19 safety guidelines for outdoor markets. Acknowledging the ever-evolving COVID-19 health crisis, the City has developed guidelines for three phases of response to the crisis:

RED:	Absolutely **NO OUTDOOR MARKETS**.
YELLOW:	Outdoor markets can occur with a City permit and the implementation of **HEALTH AND SAFETY MEASURES**.
GREEN:	Return to normal, **PRE-COVID-19 MARKET** operations.

Because Red and Green phases do not require additional measures be put in place, the following are guidelines for a **YELLOW** phase of risk response. The Yellow phase may require that the outdoor market operate in one or a combination of levels:

Level 1: Online order with physical pickup
Level 2: Physical market with social distancing
Level 3: Pre-COVID market with some social distanting measures

The City will determine which phase and level(s) of response are appropriate and when markets may move between them. Outdoor markets shall not move from one phase or level(s) to the next without written, explicit permission from the City to do so.

For more information about the Coronavirus, please visit the websites of:

[City of Somerville](#)

[Commonwealth of Massachusetts](#)

[United States Centers for Disease Control & Prevention](#)

[Occupational Safety & Heath Administration](#)

Guidelines for Outdoor Markets during COVID-19

A.   CUSTOMER MANAGEMENT & COMMUNICATIONS

1. Customers displaying COVID-19 symptoms are not allowed to enter the market.
2. Customers must wear masks at all times. Customers without masks shall not be admitted into the market.
3. Market staff must post clear signage in multiple languages displaying the social distancing rules of the market at the queue, the entrance, and throughout the market.
4. Customers should be alerted to the new way of shopping before the market day.
5. Customers shall not touch any products.
6. Only one customer (or customer group) shall be allowed to shop at each vendor booth at a time. We strongly encourage only one customer per household to attend the market at a given time.
7. To the extent possible, market staff is encouraged to provide product menus in advance and encourage customers to prepare a shopping list in advance so as to reduce time spent at market.
8. Be prepared for changes to occur, and notify market vendors and customers if the market procedures have changed or the market is cancelled.
9. Live music, demonstrations, guest vendors, community groups, storytelling, and similar programming are prohibited.
10. Gathering and socializing in the market is prohibited.
11. Seating areas are prohibited except to accommodate for disabilities or health issues.

B.   SOCIAL DISTANCING MEASURES

1. Markets should provide a dedicated "high risk" shopping time and, if necessary, other appropriate accommodations (e.g., allowing for separate processing of SNAP and HIP benefits on site).
2. The market must have a system for limiting the number of attendees circulating through it within a 30-minute timeframe. This number will be determined in collaboration with the City during the permitting process. Once at capacity, customers are only permitted to enter the market if someone else leaves. Staff should be on site directing circulation and ensuring the

number of shoppers does not exceed capacity.

3. Circulation through the market space must follow the plan approved by the City. If at all possible, there should be one entrance, a one-way travel path, and one exit. All entry points should be controlled.

4. The market will set up a queuing area at the entrance that is clearly indicated and keeps customers a minimum of 6 feet from each other. This queue should not block any public sidewalks to travel routes and allow for a minimum of 6 feet of distance from passersby.

C. VENDOR BOOTH SET UP

1. Vendors are only allowed to sell food products.

2. No consumption of samples or ready-to-eat foods is allowed. Any prepared or processed foods should be packaged ahead of the market in a certified kitchen space, purchased in a packaged form, and may not be consumed on site.

3. Only vendors are allowed to touch the product.

4. No reusable bags are allowed for produce or food purchases. Vendors must bag all purchases in single use paper or plastic bags. Customers may bring reusable bags in order to carry market bags home. Only customers should touch their own bags.

5. Vendor booths should be organized per the submitted plan developed by market staff and approved by the City. Booths must have a minimum of 8 feet between them with a minimum separation of 6 feet between vendor booths and customer wait lines.

6. Vendors shall keep customers at a minimum of 6 feet away from market products. An empty table, rope, or tape line on the ground should be set up in front of product tables.

7. Vendors are required to have at least two staff people: one to handle payments and one to handle products. Staff is not allowed to shift duties without washing hands and changing gloves.

8. Clear markings at each booth must delineate space for customers to wait, purchase, and pay while maintaining a minimum of 6 feet distance between them, vendors and other customers.

9. Vendors must familiarize themselves with the proper procedure for the use of gloves and face masks.

D. EXCHANGE OF GOODS & PAYMENT

1. Time spent at booths should be limited to ensure the movement of customers.

2. All products are to be handled only by vendors and their staff with signage at each booth notifying customers of available products and prices.

3. Vendors should encourage touchless payment and pre-payment. Credit card and SNAP token transactions are allowed, but cash transactions are highly discouraged.

4. Vendors are encouraged to round payments to the nearest dollar to avoid the need for coins.

5. Vendors are encouraged to pre-package items to reduce handling.

6. Plastic tokens used for SNAP currency must be sanitized before each market day.
7. Hand sanitizer must be made available at all points of sale.

E.   MARKET HYGIENE & REGUALR SANITATION

1. All market staff, volunteers, vendors and their staff must stay home if they are sick, displaying any symptoms of potential sickness, or have come into contact with someone who is sick within the past 14 days.
2. Market and vendor staff is required to wear face coverings and disposable gloves at all times.
3. Markets shall provide hand-washing stations (preferred) or hand-sanitizing stations to customers and vendors at the entrance and exit points. Foot-operated hand-washing stations or sanitizers are recommended. Customers will be required to wash or sanitize their hands at the entrance. Washing stations shall be supplied with soap, water, disposable towels, hand sanitizer, and a waste bin.
4. Hand sanitizer stations must be provided for market customers throughout the market and at every vendor booth's point of sale.
5. Vendors must sanitize booth setups after any direct contact with customers, and at a minimum of every hour, including tables, point-of-sale (POS) terminals, tablets, and any other touch points. The EPA has provided a list of disinfectants for use against SARS-CoV-2. An hourly sanitation sheet should be posted at each booth and signed off on each time it is disinfected.
6. The use of tablecloths is prohibited.
7. Vendors shall discontinue use of any materials and display items that cannot be easily sanitized.
8. CDC and OSHA health recommendations should be followed at all times.