

Plan of Operation for Horton Farmers' Market 2020 Season

We plan to adhere to the Guidance for Ontario Farmer's Markets during COVID-19 from South Western Public Health May 8, 2020, and the Ontario's Farmers' Markets protocols from Farmers' Markets Ontario which was last updated April 7, 2020.

Market Manager must ensure that:

1. **Prior to entering the market, all vendors and employees must complete the Ontario Health West COVID-19 Self-Assessment tool .**
 - All vendors, volunteers, and employees must complete COVID-19 self-assessment tool and manager will follow up
 - Manager will screen all vendors, volunteers, and employees as they arrive, before the market opens for the day with preprinted **Ontario Health West COVID-19 Self-Assessment tool** on a clipboard.
2. **Signage must be posted to remind staff and shoppers of signs and symptoms of COVID-19 and what to do if they begin to feel ill. This is to ensure that anyone who is ill or has been in close contact with a positive or probable case is excluded from the market.**
 - **If anyone fails the screening or begins to show signs/symptoms of COVID-19 while visiting the market, they are to leave the market immediately and call the Southwestern Public Health COVID-19 hotline at 1-800-022-0096 extension 9.**
 - Signage that SWPH provides will be posted at the entrance, exit, and on posts of east end of pavilions.
 - Manager and volunteers will be watchful and enforce.
3. **Additional signage must also be posted to promote public health measures including physical distancing, respiratory etiquette, and hand hygiene in visible areas.**
 - Signage that SWPH provides will be posted at the entrance, exit, and on posts of east end of pavilions.
4. **Physical Distancing (2 metres) must be maintained at all times. If physical distancing cannot be maintained, employers and customers may implement the use of face coverings as source control.**
 - Altering of vendor placements for pedestrian flow will allow for greater ease of physical distancing, refer to map provided.
 - Signage reminding of importance of physical distancing will be posted at the entrance, exit, and on posts of east end of pavilions.
 - Manager and volunteers will enforce
5. **Their landlord/property owner approves.**
 - The Market Board and City Council must support and approve the opening of Horton Farmers' Market
6. **They contact their local public health unit (PHU) and present a plan**
 - This is the the plan, which has been presented.
7. **Only food will be offered for sale as to comply with Ontario's Essential Workplace Order.**
 - This maybe changed as to comply with amendments to the Public Safety Protocols.

8. Stands are spaced out and customer circulation is monitored or controlled

- **Within the pavilions vendors will be moved to the interior and pedestrians to the exterior.**
- Customer foot traffic will only travel one direction as indicated in the map of pedestrian flow.
- Customer foot traffic will begin at the northwest corner of the northern pavilion.
- A delineated area will be at the entrance of foot traffic in the north west corner to accommodate a line up. There will be markings at 6 ft intervals to indicate proper physical distancing. The volunteer at the sanitization centre at the beginning of the customer foot traffic path will monitor the line up. If assistance is required they can call on the Market Manager. Line up will be prepared in a serpentine form in the north parking lot as shown on Pedestrian Flow Map.
- The entire square will be stanchioned off, with the exception of the entrance and the exit. There will be volunteers that will be monitoring that everyone is abiding and not crossing the stanchions.
- There will be a sanitization centre at the beginning and ending of the customer foot traffic path.
- A volunteer will be located with each sanitization centre.
- Clear lines will be between the pavilions for vendors to unload and stanchions will be erected after vendors have unloaded to contain pedestrian flow,
- Creating the change in the overall pedestrian flow within the pavilion structures will cut down on congestion within the traffic flow.
- Signage will be utilised to explain traffic flow pedestrian flow at entrance along pedestrian route.
- Brightly coloured tape will be utilised to create directional arrows.
- Markings at 6 ft intervals will be created along the customer foot path to indicate proper physical distancing (spray paint, chalk, cones, etc).
- The building will only be open for the use of washrooms. No customers are allowed within the building except for the use of the washrooms.
 - The building will have clear entrance and exit signs posted.
 - A volunteer will be located at the entrance of the washrooms to ensure that protocols are being followed, and cleaned after every use.
- 78 customers only will be allowed within the pavilion traffic flow at a time, a volunteer will be counting at the entrance. There will be a volunteer at each end of the pavilion on Manitoba street to ensure that there are no more than 40 people under each pavilion.

9. The [FMO COVID-19 Fact/Info Sheet](#) is posted and seen by all vendors and shoppers.

- There will be copies of the document posted at the entrance of the building at at various locations in the pavilions

10. The names of all vendors selling are recorded for each market day and the records are

maintained.

- This has always been required and will continue
11. **Washroom(s) and/or hand sanitizer station(s) is/are available for all shoppers/vendors to wash their hands as required.**
 - 2 washrooms must be made available during open hours
 - Stations with sanitizer, paper towels, an garbage receptacles will be setup at the beginning of pedestrian traffic, and exit of pedestrian traffic.
 - Each vendor should also have hand sanitizer at their booth, and anyone who is preparing/handling food will need a hand wash station at their own booth.
 12. **Washroom(s)/handwashing station(s) are properly stocked and frequently cleaned and disinfected.**
 - A volunteer will be manning each station.
 - Washrooms will be attended to and cleaned and disinfected after each use.
 13. **Must complete a list of all vendors selling food for each market day and the records must be kept for the remainder of the season plus two weeks (14 days)**
 - List of vendors will be maintained on templates that have been created by SWPH.
 14. **There is no sampling of food.**
 - This will be communicated to vendors and enforced.
 15. **There is no use of reusable or customer supplied containers**
 - Will communicate this to vendors via email, customers via social media, as well as include on signage.
 16. **There are no communal tables or seating.**
 - There will be no tables or seating.

Food Vendors measures to protect themselves and shoppers:

All vendors have been advised of the protocols and will be resent this information again before the Market opens.

We will be recommending contactless payments where possible.

1. Stay home if feeling unwell or fail the screening tool

Vendors must self-monitor for symptoms of COVID-19. If symptoms develop while at the market, they must leave immediately and contact their local health unit for further direction

- Signage that SWPH provides will be posted
 - Manager and volunteers will be watchful and enforce
2. **Wash hands regularly and thoroughly (minimum 20 seconds) with soap and water or use an alcohol-based hand sanitizer.**
 - Market Manager will do a check each morning to ensure hand sanitizer is present at each booth.
 - Sinks are available in washrooms.
 3. **Clean and sanitize frequently-touched market stand surfaces regularly (with household cleaners or diluted bleach solution of 1 part bleach to 9 parts water).**
 - Market Manager will complete a check to ensure each vendor has correct cleaning supplies.
 4. **Maintain social distancing– keep 2 metres (6 feet) away from others.**
 - Market Manager to remind vendors as needed.

5. **Avoid touching eyes, nose and mouth.**
 - Market Manager to remind vendors as needed.
6. **Cover mouth and nose with sleeve or tissue when coughing or sneezing; dispose of tissue immediately and wash your hands.**
 - Market Manager to remind vendors as needed.
7. **Do not accept re-usable bags or containers that are to be handled by staff and ensure customers use new bags only or provide staff to bag items for customer using new bags**
8. **Prepackage and box products at a fixed price to reduce contact.**
9. **Consider only allowing the vendor to handle food.**

Plan of Implementation for Horton Farmers' Market 2020

At this time there are 14 vendors that have committed to be outside vendors. This number may be revised.

A maximum of 75 customers will be allowed into the square at a time.

The building will be closed with the exception of the washrooms. Washrooms will be cleaned after each use.

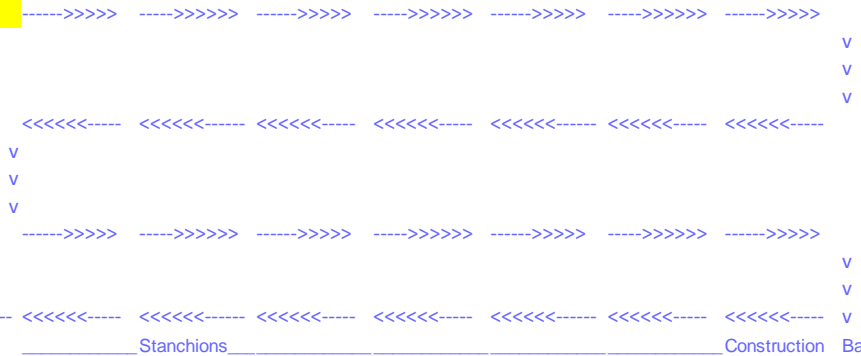
Initially, as laid out in the Plan of Operation, both outdoor pavilions will be utilised. The traditional layout of the pavilions will be altered, now the vendors will be located in the centre aisle and the customers to the outside area. This is to ensure safe physical distancing for the customers, the vendors, and to ease pedestrian congestion. After the trial period, if more vendors are interested in joining the market, consideration will be given to expanding to tables and tents in the north parking lot.

The layout for the pavilions is shown in the Pedestrian Flow Map. The entrance for customer foot traffic begins at the northeastern corner of the north pavilion, and the exit in the southwestern corner of the southern pavilion. There will be a closed off area, which will be closed off with stanchions, at the entrance to accommodate a line up to the north of the northern pavilion. The line up will have markings at 6ft intervals to ensure physical distancing, and will be prepared in a serpentine form in the north parking lot as shown on Pedestrian Flow Map. There will be a sanitization centre located at the entrance and the exit of the pedestrian foot path. The sanitization centres will be manned by volunteers. There will also be volunteers at the corners without sanitization centres, the northeast of the northern pavilion, and the southeast corner of the southern pavilion. Volunteers will be ensuring that customers adhere to SWPH guidelines, regarding proper physical distancing of 6ft and observing customers for symptoms of COVID-19.

Due to the reorganisation of the layout, vendor vehicles will not be allowed in the enclosure during market hours.

Volunteers will be co-ordinated by RELISH and led by Petrusia Hontar. Community volunteer names and contact information will be supplied directly to Petrusia Hontar. Isabelle Nethercott (facepainter) will be located in front of the washrooms every week and will clean and monitor them. A second volunteer will be located at the exit every week.

Entrance for line up X



- *arrows will be placed in aisles on ground/floor to suggest traffic flow
- *vendors placed at every other table throughout pavilions
- *dark grey indicates locations of vendors
- *red indicates pedestrian flow
- *Grey shading indicates roofed structures
- * red Xs indicate volunteers

pedestrian traffic enters from North East corner



*not to scale

Sanitation centre X

North Doors enter only

BUILDING IS CLOSED TO THE PUBLIC WITH THE EXCEPTION OF THE WASHROOMS



South doors closed

Enclosed Building - spaces are 8' x8'

May 27, 2020

As the two members of City Council on the Horton Market board please see the following position from Relish.

Relish was established in the St. Thomas and Elgin County community to help build awareness of the food produced in the region. The group employs a variety of strategies to help residents experience the bounty of local agriculture and to better understand the ease of access in the region. The group acknowledges the social and economic impacts of supporting local - every dollar spent to support a local farm stays in the community, every connection with a resident to a local farmer builds community. These factors build on the quality of place and make life in St. Thomas richer.

The decision to not open the Horton Market has profound impacts on the spirit of the community; it removes access to the locally produced food, it presents obstacles to the producers that have served the community, and it sends a strong message of (lack of) support for local.

Relish members can support the market by volunteering, recruiting volunteers, and can work to raise funds to ensure the market can run smoothly in this critical year. The market revival has taken years and turning our back on it now could have impacts for years to come. Shutting the market based on the assumption that the community cannot refrain from socializing will sour the relationship with the patrons, small farms that have invested in planting for this year may experience irrevocable economic impacts that may result in closures.

Relish takes the position that following the guidelines already created by the Southwestern Public Health this can be a fruitful market year. We believe that if residents can responsibly support our local bars, restaurants, breweries, and other places for socializing, the skill of restraint they have garnered can also be translated to interacting responsibly at the market.

Sincerely,
Petrusia Hontar, on behalf of Relish

DESCRIPTION	2020	2020	Scenario 1	Scenario 2
	APPROVED BUDGET	YTD Expenses As at May 28/20		
REVENUE				
31-5-01-1-0008-7040 Transfer from City - Off Season Utilities	\$1,250.00	\$407.97	\$1,250.00	\$1,250.00
31-5-01-1-0008-9515 Sales/Recoveries	\$43,700.00	\$0.00	\$9,975.00	\$0.00
TOTAL REVENUE	\$44,950.00	\$407.97	\$11,225.00	\$1,250.00
EXPENSES				
31-5-01-1-0008-4023 Membership Expense	\$1,250.00	\$356.16	\$356.16	\$356.16
31-5-01-1-0008-4051 Advertising	\$4,500.00	\$344.16	\$344.16	\$344.16
31-5-01-1-0008-4058 Contracted Janitorial Services	\$3,500.00	\$0.00	\$1,500.00	\$0.00
31-5-01-1-0008-4075 Contracted Employee	\$27,500.00	\$3,600.00	\$18,900.00	\$6,878.56
31-5-01-1-0008-4141 Building Maintenance/Repair	\$1,200.00	\$58.97	\$1,200.00	\$1,200.00
31-5-01-1-0008-4249 Telephone/Alarm Expense	\$1,300.00	\$650.97	\$1,300.00	\$1,300.00
31-5-01-1-0008-5016 Janitorial Supplies	\$1,000.00	\$0.00	\$1,000.00	\$0.00
31-5-01-1-0008-5019 Program Supplies	\$1,500.00	\$0.00	\$0.00	\$0.00
31-5-01-1-0008-5410 Hydro Expense	\$1,600.00	\$0.00	\$1,000.00	\$800.00
31-5-01-1-0008-5415 Water Expense	\$600.00	\$40.79	\$600.00	\$600.00
31-5-01-1-0008-5421 Gas Expense	\$1,100.00	\$407.97	\$1,100.00	\$1,100.00
TOTAL EXPENSES	\$45,050.00	\$5,459.02	\$27,300.32	\$12,578.88
TOTAL HORTON FARMERS' MARKET	-\$100.00	-\$5,051.05	-\$16,075.32	-\$11,328.88

Scenario 1: The Market operates outdoors only with indoor access to washrooms only

Possible additional expenses:

Fencing rental to ensure traffic flow on site

Possible additional revenue:

*** The Market Board is exploring several small business related grant opportunities*

Scenario 2: The Market is closed for the 2020 season



St. Thomas Site
Administrative Office
1230 Talbot Street
St. Thomas, ON
N5P 1G9

Woodstock Site
410 Buller Street
Woodstock, ON
N4S 4N2

June 1, 2020

To Whom It May Concern:

Re: Horton Farmer's Market 2020 Season

Southwestern Public Health has received and reviewed the Operational Plan submitted on May 29, 2020 regarding the infection control measures that will be in place to try and reduce the spread of COVID-19.

As of June 1, 2020, Southwestern Public Health has no objection to the operation of the Horton Farmer's Market for the 2020 operating season.

Should any changes / alterations be made, including the addition of other vendors, Southwestern Public Health must be notified, and approval must be made prior to attendance the event.

If you have any further questions, please contact me at 519-631-9900 ext. 1211

Sincerely,

A handwritten signature in blue ink that reads 'Renee McVicar'.

Renee McVicar
Public Health Inspector
Southwestern Public Health