# All vendors must take precautions to prevent the spread of COVID-19. MFFM strongly recommends that markets and vendors enforce best practices.

## Basic Health and Safety

* Stay home if you have any symptoms of COVID-19 (fever, cough, shortness of breath).
* Stay home if you have been exposed to anyone with symptoms of illness.
* Maintain 6-foot physical distancing for staff and customers at all times.
* All vendors and shoppers should wear masks.
* Follow safe glove use protocols, if wearing gloves. ([link 1](https://www.who.int/gpsc/5may/Glove_Use_Information_Leaflet.pdf) + [link 2](https://www.thejakartapost.com/life/2020/04/11/dos-and-donts-of-wearing-gloves-to-avoid-covid-19-transmission.html))
* Make sure ample hand sanitizer is available for you and your customers
  + Bring a [portable handwashing station](http://www.mainefarmersmarkets.org/hand-washing-stations-a-simple-how-to/) to market for you/your employees.
  + Follow proper [handwashing guidelines](https://www.cdc.gov/handwashing/when-how-handwashing.html) (use soap, 20 seconds, do it often).
* Disinfect commonly touched surfaces after each transaction.
* Allow shoppers to pre-order, if possible.

## Physical Space

* Allow for social distancing at your booth during shopping and checkout.
* Mark the ground & use other tools to remind customers of 6 foot distance requirement.
* Pre-package foods whenever possible in grab-and-go bags.
* Ensure all surfaces can be sanitized (avoid tablecloths).

## Transactions

* If possible, have two separate staff people to handle payments and products.
* When possible, price items to reduce the need for change (in $5 and $10 increments)
* Reduce contact at checkout:
* Accept checks.
* Use credit card chip readers and sanitize after each use.
* Use a cash bucket and ask for exact change.
* Give change from quarantined bills (at least 7 days).
* Use no-touch solutions such as Venmo, Apple Pay, etc.

*NOTE: Feel free to copy and edit this version to meet the specific needs of your market.*

***Markets****: Use this checklist as a tool to help encourage/require vendors to follow best practices.* ***Vendors****: Use this to help you keep track of best practices.*

⬜ We will not send anyone to the market, including ourselves, who has any symptoms of COVID-19, or has been exposed to anyone with symptoms of illness.

⬜ We agree to use best practices and enforce 6-foot social distancing while at the market.

## Market Day Supplies

⬜ Appropriate Face coverings

⬜ Gloves

⬜ Handwashing station

⬜ Hand sanitizer

⬜ Disinfectant

⬜ Signs to direct customers

⬜ Chalk/tape to mark 6-foot distances

⬜ Cash bucket/receptacle

## Market Day Practices

⬜ We use a preordering system.

⬜ We do not allow product sampling.

⬜ We pre-package food when possible.

⬜ We sanitize all spaces touched after each transaction.

**Physical Space**

⬜ Alter layout to ensure 6-foot distancing.

⬜ Use plexiglass as barriers.

⬜ Use extra tables as barriers.

⬜ Use guide ropes or fencing as barriers.

**Payments**

⬜ Use no-touch payment solutions — cash buckets, card, Venmo, Apple Pay, etc.

⬜ Accept pre-orders.

⬜ Accept checks.

**Signs Posted at Booth**

⬜ Maintain 6 feet of distance.

⬜ Don’t touch food until it is purchased.

⬜ No loitering.

⬜ Other:

I agree to follow the above (checked off) practices, and I understand that my participation in this market requires me to do so.

**Signature:**

**Printed Name: Date:**