

Englewood Farmer's Market Vendor Agreement COVID 19 Addendum

October 1, 2020

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This addendum outlines additions to the existing Vendor Agreement dated October 10, 2017.

The Market operates on the W. Dearborn Street every Thursday from 9:00 a.m. 2 p.m. October – May.

- The selection of vendors will be consistent with existing Vendor Agreement.
- Except for produce, all food and bakery items will be packaged prior to customer accepting purchase. Non-food items will be packaged, wrapped or bagged.
- Vendors are required to wear PPE, facemasks and gloves at all times.
- Vendors, due to personal health concerns, may opt to provide service only to customers who are wearing a mask. Vendors must display signage to that effect and offer a mask to customers who do not have a mask. Masks will be available, at no charge, to customers by request at the EFM operations/SNAP tent at the market.
- Vendors and staff are required to self-evaluate their health status prior to coming to market. This includes not coming to work sick and/or exhibiting COVID 19 symptoms.
- Vendors and staff are required to report if they have had contact with anyone who has tested positive with COVID 19 and to request a two-week absence to self-quarantine.
- Vendor booths will be spaced at a minimum of six (6) feet apart from one another.
- Booth set-up minimizes a customer's ability to touch products (ropes, tables, cones, sneeze guards). Customers may self-select produce when wearing a mask while following the rules of social distancing, "shop with your eyes not hands", and "take what you touch".
- Vendor booths will provide markers in front of their tent for 6 feet of social distancing, provided by vendors, for customers that walk up and are in line.
- Vendors will have a "Pick Up Table" or use existing counter space to place orders for pick up.
- Encourage the use of on-line order and prepayment, credit/debit cards and contactless payment. If cash is used, we ask that vendors round up to the nearest dollar to limit the need for change.
- SNAP customers will place their payment tokens in separate plastic bags provided by VFM staff when making payment to vendors. VFM staff will collect the bags at the end of market. Tokens will be sanitized prior to re-issue.
- Vendors should encourage customers to use credit/debit cards. Credit cards, clipboards, and terminals shall be sanitized after each transaction.
- Handling money/market currency and food handling are separate (*I.e.: there is one staff member handling food and another staff member that is handling money... adjoining vendors may share staff to handle money*).
- Only the necessary staff are working

- No sampling, no selling consume-on-premises food and no refilling reusable containers.
- There will not be dining, seating or gathering areas within the market site.
- Vendors wash their hands, change their gloves and sanitize their counters, tables, and work space frequently.
- Vendors must handle produce (except where customer is wearing a mask and follows the customer code of conduct rules) and product for shoppers.
- All booths have a hand sanitizer with minimum 60% alcohol or other CDC compliant sanitizer.
- Vendors must use plastic or vinyl tables and/or coverings for easy sanitizing.
- Vendors must wash hands after using the restroom, touching their face, sneezing, using a tissue, before and after eating, and after handling money.
- EFM staff will perform periodic checks of all vendors' booths each hour. Any vendor that does not follow their pre-approved set-up will be required to stop selling and immediately correct the issue.
- During the periodic checks, if staff observes possible COVID 19 symptoms among vendors or staff, vendor and/or staff temperature will be taken with a contactless thermometer.
- Before a vendor can sell, EFM staff will review each vendor booth for proper social distancing setup.
- Vendors must clean and disinfect all "high-touch" surfaces every 30 minutes, such as (*but not limited to*) tabletops, phones, keyboards, cash register counters, handwashing sinks, card readers; and trash cans frequently. Environmental Protection Agency (EPA)-registered products that clean (removes germs) and disinfect (kill germs) must be used.
- Vendors shall support the Customer Code of Conduct in a polite and professional manner
- For Proper Handling of Disinfectants and Waste, vendors must ensure that:
 - Chemicals are used in a well-ventilated area and not mixed with incompatible chemicals
 - No chemical contact with food during cleaning
 - Waste is disposed safely in a secure trash container provided by the vendor

Blackout date is Thanksgiving, Thursday November 26, 2020

Vender Agreement Addendum to be in fact until further notice beginning October 1, 2020

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Vendor Signature: _____

Date: _____

