

COVID-19 Preparedness Plan for the Wright County Swappers Meet

The Wright County Swappers Meet “WCSM” is committed to providing a safe and healthy marketplace for us as owners, our volunteer staff, vendors to whom we rent selling spaces as well as our shoppers. To that means, we have developed the following Preparedness Plan in response to the COVID-19 Pandemic.

We, Kevin and Laurie Miller, as owners and operators of the **WCSM** are responsible for implementing this COVID19 Preparedness Plan. That responsibility includes extensive communication with vendors and shoppers as to their role in maintaining compliance with this plan to ensure the health and safety of all who attend the **WCSM**. Our goal is to mitigate the potential for transmission of COVID-19 at our place of business.

We have consulted with family members who assist with operations and community members who shop at our market to develop and implement a comprehensive Preparedness Plan. Our Plan considers the health, safety and livelihood of all market-goers. All who attend our market will be made aware of their role in executing this Preparedness Plan and be held accountable to comply with the Plan.

Our Preparedness Plan follows guidelines put forth by the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) and addresses:

- Health screening, reporting of sickness
- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping – cleaning, disinfecting and decontamination of common contact points;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to volunteers and our vendors;
- Management and supervision necessary to ensure effective implementation of the plan.

Medical Screening of Staff and Vendors

The following policies and procedures are being implemented to assess health status of all volunteer staff as well as vendors who rent spaces at our market. It also addresses health status awareness of ALL market-goers including reporting of COVID-19 sickness.

- 1) Management has communicated with all volunteer staff members (2 persons in total), the need to give advance notice to Kevin or Laurie if they are showing signs or symptoms of COVID-19. If this should occur, they will be instructed to self-isolate at home and seek testing/medical attention if deemed warranted.
- 2) Each day the WCSM is open for entrance, we will check the body temperature and health status of our volunteer staff members at start of their shift. Should they have a body temperature higher than 100.3 degrees or report to us any signs or symptoms of COVID-19, they will be asked to leave the WCSM immediately, advised to self-isolate at home and seek testing/medical attention if deemed warranted.

- 3) In addition, ALL VENDORS will have their body temperature and health status checked as they enter our market. If a vendor enters our market when Management is not present (overnight hours) we will require vendor to report to the Grey Office Saturday morning to be screened prior to beginning to sell. Any vendor with a body temperature higher than 100.3 degrees or reporting symptoms of COVID-19 will be asked to leave the WCSM immediately and asked to supply their name & phone number. Management will advise them to self-isolate at home and seek testing/medical attention if deemed warranted. If a vendor should refuse health screening, they will be refused entrance until the screening is allowed.
- 4) Should any market-goer (staff, vendor or shopper) display obvious signs of COVID-19 while at the WCSM, they will be asked to leave immediately. Management will obtain their name and phone number whenever possible for future tracing purposes.
- 5) A written notice of WCSM COVID-19 policies and procedures (P&P) will be given to all volunteer staff members and vendors who sell at our Market in support of this Preparedness Plan. The notice will provide our business phone number: (320) 274-9005 to call Management should the vendor or member of their immediate household become infected with COVID-19 within 14 days of prior attendance of the WCSM.

Personal Hygiene & Protection Methods

Handwashing

Enhanced infection prevention measures are being implemented at the WCSM. Written COVID-19 P&P's distributed to staff and vendors will include instructions to wash their hands for at least 20 seconds with soap and water or use 60%+ alcohol based hand sanitizer frequently throughout the day. Washing of hands at the beginning and end of the sale, prior to any mealtimes and after using the toilet will also be advised.

Handwashing stations and/or bottles of 60%+ alcohol based hand sanitizer will be setup near all market entrance gates & signs posted requesting everyone wash before entering. We will also have a handwashing/sanitizer station next to the ATM and near our Food vendors. Signs will be posted near these handwashing stations reminding people to wash hands before using the ATM or eating food.

All portable restrooms come equipped with dispensers for hand sanitizer. Staff will check that dispensers are full at start of operations and check for availability when cleaning. The permanent bathrooms are equipped with running water, soap and paper towels. Signs will be posted near bathrooms reminding people to wash their hands after using the toilet.

Personal Protective Equipment

Written WCSM COVID-19 P&P's will be given to staff and vendors indicating they are required to wear a face mask or plastic face shield while at the WCSM. They will be advised to avoid touching their face; particularly their mouth, nose and eyes.

All food vendors, including those who sell produce, jams, breads, etc. will be required to wear disposable gloves, in addition to face masks/face shields.

Shoppers will be encouraged to wear face masks or shields thru signage placed at market entrances, on social media and our official website: wrightcountyswappersmeet.com.

Management will have face masks available at the gate for Vendors to purchase for a nominal fee should a vendor arrive unprepared. Masks will be supplied to all volunteer staff by Management. Vendors will not be allowed to sell that day if they refuse to wear a mask or face shield. Management will monitor compliance with wearing PPE by walking thru the selling grounds a minimum of 1 time during the sale.

Miscellaneous

Respiratory etiquette (covering mouth with a tissue or turning into shoulder when coughing or sneezing) will be demonstrated on posters/signs and supported by having trash cans available on market grounds.

Written WCSM COVID-19 P&P's will advise vendors to bag up merchandise before handing to buyers. Money would be best kept in "lock boxes" or "cash drawers", rather than on their person.

Social distancing

Social distancing is provided throughout our market naturally and will be promoted through the following engineering and administrative controls:

- 1) Area: Our market shopping grounds span 11 acres and is completely open air. There is no indoor shopping. Our parking lot covers 14 acres. Market-goers are not being squeezed into a tiny space.
- 2) Location: We are located in a rural, country area outside of all city limits.
- 3) Design:
 - a. Our shopping grounds are fenced in with several walk-in gates that allow for many people to come in/out thru designated areas only. These gates allow for Safety & Information signs to be posted in highly conspicuous spots that market goers pass by.
 - b. Vendor selling spaces range from 20-30 feet wide and 10-15 feet deep, allowing for ample separation between sellers.
 - c. Gravel walkways are 14' wide, allowing shoppers to spread out thru the aisle.
 - d. Portable toilets are spaced 6' apart and located toward the back of the selling space to allow any waiting line to form on the grass away from general walkway.
- 4) Visual/Written Information:
 - a. Signage has been installed along gravel walkways directing shoppers to all walk in the same direction through the aisles, with the exception of 2 outside rows.
 - b. Written WCSM COVID-19 P&P's given to staff and vendors will stress social distancing as a must, only allowing for closer proximity when executing a sales transaction.
 - c. Signs will be posted near food vendors reminding people to maintain social distancing while placing food orders and to wash/sanitize their hands prior to eating.
 - d. Signs will be placed at market entrances reminding visitors to follow social distancing practices, to wear face masks and & wash hands often.
- 5) We do have a restaurant on-site with tables inside for shoppers to sit down and eat their food. During the COVID-19 Pandemic, the public will not be allowed to eat inside the restaurant. Instead, all tables will be placed outdoors for eating with tables spaced 6' apart.
- 6) Some outdoor seating will be allowed, provided food vendors regularly sanitize these areas with disinfectant.
- 7) We will monitor the number of shoppers present on our shopping grounds. We will regulate the inflow of shoppers by placing volunteer staff at entrance gates to close/open gates during times of high attendance.

Housekeeping

Cleaning and sanitizing of all restrooms, both permanent and portable, will be performed a minimum of twice per shift per standard procedures. Activities to be performed are:

- 1) Fill hand sanitizer dispensers, soap dispensers and paper towel dispensers as needed
- 2) Spray sinks, faucets, toilets with sanitizer spray and wipe down with disposable cloths
- 3) Empty trash cans

All bathrooms will be thoroughly cleaned at conclusion of sale each business day, as always done:

- 1) Fill hand sanitizer dispensers, soap dispensers and paper towel dispensers
- 2) Thoroughly scrub and disinfect sinks, faucets, toilets
- 3) Empty trash cans
- 4) Sweep floors of debris
- 5) Wipe down walls with disinfectant
- 6) Septage will be pumped from portable toilets at conclusion of sale each business day

Food vendors will adhere to any MN DOH or MN DOA Pandemic advisories, including no longer setting up self-serve condiment stations, instead adding condiments to food bags/boats themselves. All food will be served in “to-go” packaging, and counters where food is passed should be sanitized regularly.

Management will ensure daily cleaning routines have been followed by inspecting all bathrooms and food vendor stands at least once during the sale.

Communications and training

This Preparedness Plan and accompanying WCSM COVID-19 P&P's was provided via email to all volunteer staff on 4/29/2020. It was also published on our official website: wrightcountyswappersmeet.com on 4/29/2020 and updated 5/28/2020. The WCSM COVID-19 P&P's will be provided in writing to ALL vendors on the first day they sell at our business in 2020. If we recruit anyone else to assist with operations, we will provide a written copy of this Preparedness Plan and accompanying WCSM COVID-19 P&P's.

We plan for additional notices on social media, e.g. Facebook, to inform shoppers & vendors of the safety measures we have put in place and the support we need from them to uphold these safety measures.

Prior to opening for the 2020 Swapping Season, a notification similar to the one below will be posted to our Facebook page, which has 11K followers:

- 1) All staff and vendors will be screened for fever and health status upon entrance.
- 2) Staff and vendors will be required to wear face masks or face shields at all times, vendors can purchase a face mask for a nominal fee upon arrival.
- 3) All food vendors including those selling food to be consumed offsite are required to wear gloves in addition to face masks/shields.
- 4) It is highly recommended that shoppers also use PPE while visiting the WCSM.
- 5) Hand washing/sanitizing stations will be available at most entrances/exits as well as near our food stands and ATM. Frequent handwashing is encouraged.
- 6) We have put in place a one way system to our gravel walkways where possible to direct shopping traffic in one direction. Please follow the orange signs with black directional arrows. The outside rows along the north and south fences remain 2 way to allow for exiting.
- 7) Kelly's Snack Shack, the Corn Dog Stand as well as other food vendors WILL be open for business, take out only.

We will stay actively informed of health issues surrounding the COVID-19 Pandemic and any changes to state, federal or location regulations that may impact the operation of our business during this time, updating this Preparedness Plan accordingly.

We will re-evaluate our Preparedness Plan on a weekly basis, to ensure no gaps in preventing the spread of disease are present. Suggestions of vendors and shoppers will be taken into consideration.

Certified by:

Kevin Miller, Sole Proprietor

Laurie Miller, Primary Volunteer Staff Member