



## **WATERTOWN FARM & CRAFT MARKET: COVID-19 GUIDELINES FOR VENDORS**

The Watertown Farm & Craft Market is a linear, open-air market held in Watertown, NY along Washington Street. This annual event is essential to the local community, providing healthy, local food, an opportunity for shopping while practicing social distancing and an avenue for the customers to connect with the person who grew their food.

The following procedure will be followed to comply with COVID-19 guidance. Our Market will be operating under NYS guidelines for the health and safety of our customers, vendors, and volunteers.

### **1. Operating procedures based on NYS guidelines for an open-air market.**

- Vendors properly spaced: All vendor booths will be spaced as far apart as possible.
- Customers should stay at least 6' apart from each other and from vendors: Vendors should provide a 6' distance barrier between vendor and customer.
- Anyone attending the market is required to wear a mask, including customers, vendors, and market staff.
- Condiments, cream, sugar napkins, straws, utensils, etc. should be provided at customers' request.

### **2. Sanitation procedures to be followed by all market staff and vendors.**

- Each vendor should provide pump hand sanitizer for customer / vendor use.
- Designated market restrooms located in the New York Dulles State Office Building. Photo ID is required for entry.
- Vendors are advised to use nonporous tablecloths (or no tablecloths), sanitizing regularly between transactions.
- General cleaning, disinfection procedures and guidelines are provided on the [CDC website](#).

### **3. Vendor Displays**

- Set up linear displays to prevent customers from entering the booth.
- Block off booth with roping, empty tables or other barriers to prevent entry.
- Vendors will prepackage foods as much as possible to avoid customers handling products or ensure that only vendors are handling products.
- No sampling of product should be allowed at vendor booth

### **4. Payment procedures**

- Credit/Debit: Have customers swipe their own cards when making payment.
- Cash: Minimize handling by altering pricing for even dollar amount transactions. Do not take cash directly from customers, exchange through a pass-through basket or some similar fashion should be considered.
- SNAP tokens/Coupons: Consider sanitation practices for wooden tokens used for SNAP/EBT card purchases. Consider use of a pass-through basket for exchange of tokens and coupons.
- Vendors are encouraged to consider a pre-order option for customers each week with a prepayment option and designated pickup location at their booth.

### **5. Methods to avoid congregation of customers**

- Vendors are asked to use chalk to indicate spots that are 6ft apart in front of their booth space. At least three chalk spots are encouraged. Alternate methods to achieve distancing designation are accepted.
- Eating areas, seating, tables, all community and children activities and any areas where people can congregate shall be in compliance with current NYS guidelines.

### **6. Communicate market changes to the community**

- Vendors will be provided signage by the GWNC Chamber of Commerce that will display social distancing requirements.
- Additional signage highlighting customer requirements will be placed throughout the market.
- Market changes will be posted on market website and social media for market customers and vendors. Information will also be shared with numerous media outlets and advertising. Pre-market education will be provided to market vendors including required changes to our market guidance