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COVID-19 RESPONSE

In response to the global COVID-19 pandemic, the New Jersey Department of Agriculture has determined that farmers markets are “an essential business and important source of food for many throughout the Garden State.” Likewise, we acknowledge that for the past five years, Greenwood Ave. Farmers Market (hereafter referred to as ‘GAFM’) has served as an essential community-centered business in the East Trenton community and an important source of healthy farm fresh food, nutritional education and health services throughout the City of Trenton.

Understandably, as concerns about the spread of COVID-19 grow amidst a climate of political unrest, the Capital Area YMCA joins a multitude of farmers market operators, considering how best to respond to the needs of both our local farmers and the community. We remain steadfast in our mission to: provide healthy farm fresh food access; enhance the buying power of families and individuals participating in government benefit assistance programs; and positively impact the economic development of local farmers, growers and entrepreneurs. Conversely, we humbly and unequivocally recognize our overarching social responsibility to respect and protect the health, safety and wellness of each child, senior, neighbor, vendor, volunteer and Capital Area YMCA staff member. Especially, our neighbors, family and friends living in urban communities who are impacted at alarming rates due to the systematic lack of accessibility to health care services, health education resources, intervention programming and healthy food sources.

That said, for the past 12 weeks, we, the senior leadership of the Capital YMCA along with our dedicated GAFM Stakeholders have worked collectively to reason together, gathering the latest information and resources available in effort to develop a comprehensive COVID-19 Mitigation Plan.

The following document delineates the GAFM’s proposed safety guidelines, policies and procedures we have implemented in preparation for our Season 6 opening.



I. New Farmers Market Schedule

A. Weekly Logistics

1. Opens Weekly
2. Mondays only
3. Closed on Labor Day

B. Proposed Market Dates

1. Opening-Monday, June 22, 2020
2. Closing-Monday, October 19, 2020

C. Hours of Business

1. Regular Market Hours: 12pm - 4pm
2. Special Senior Market Hour: 12pm - 1pm
3. Youth Meal Distribution Hours: 1:00pm - 3:00pm

II. Protocol for Vendors

A. Farmer/Grower Vendors-Norz Hill Farm & Market and Isles, Inc.

1. Handling Food and Serving Customers

- a. All standard good food handling practices apply.
- b. Single-use gloves for staff are required.
- c. Wash hands prior to putting on gloves.
- d. Remove gloves prior to taking a break, eating, using the restroom, or any other time they may become damaged or contaminated.
- e. Wash hands and replace with a new set of gloves.

2. Masks and Face Coverings

- a. Based on CDC recommendations, vendors will be required to wear face coverings while at the market.



b. All vendors, must maintain face coverings in accordance with FDA's Model Food Code 2017 and CDC COVID-19 2020 guidelines:

1. Launder fabric mask/face covering between daily use
2. Store clean coverings separate from used coverings
3. Masks and face coverings must be work properly, fully coverage of nose and mouth at all times.

3. Food Handling

- a. Customers will not be permitted to handle, touch or taste food prior to purchase.
- b. Vendors/staff will handle and package produce as the Requests (within reason).
- c. Vendors may display samples of produce items, with produce available for sale secured in coolers or other protected areas.
- d. Vendors/staff should designate one person to handle produce, and one person to handle payments.

4. Cleaning Hard Surfaces (Tables, Chairs, Tents, etc.)

- a. Vendors/Staff will follow the four-step process for your regular cleaning and sanitizing of surfaces:
 1. Remove all visible debris from the surface.
 2. Use a detergent appropriate for the surface and scrub as necessary.
 3. Rinse the surface completely of debris with detergent
 4. Use a sanitizer approved for cleaning food-contact surfaces, always following label directions.

b. Disinfectant Solution Options

1. Disinfect with bleach
2. Disinfect with 70% alcohol
2. Bleach solution Mixes: 5 tablespoons ($\frac{1}{3}$ cup) bleach per gallon of water; or 4 teaspoons of bleach per quart of water.



5. Cleaning Soft Surfaces (Tablecloths, Clothing, Towels, etc.)

- a. It is permissible to use soap and water or other appropriate solutions suited to clean soft surface items.
- b. For laundered items, the warmest appropriate water temperature and dryer settings should be used.
- c. As alternatives to soap and water or laundering, disinfect by following the label instructions of an Environmental Protection Agency (EPA)-registered product.

B. Prepared Food Vendor (Rachel's Real Fruit Juice Smoothies):

1. All safety and health guidance listed in the above sections apply.
2. At least two staff members will be present at all times.
3. One person will solely handle the preparation and presentation of food items, while the other will handle all non-food items, such as cash dollars, matching dollars, vouchers, WIC check, Family First cards, etc.
4. All foods will be distributed in closed carry out containers and bagged to discourage consumption at the farmers market.
5. All beverages will be distributed in a bottle or a sealed cup.
6. Customers will be advised to consume food offsite.
7. Vendors must have dedicated washing, sanitizing and rinsing stations.

C. Vendor Tent/Table Layout

1. Each vendor station will be positioned 6ft to 10ft away from one another. The Social Distance Coordinator will confirm that this guideline is followed each market day as visual spacing markers will be placed at each vendor's station prior to their arrival.
2. Additional tables, cones and rope will be strategically placed in front of vendor stations to physically maintain the 6 feet of social distancing requirement amidst customers and vendors during all social communications and business transactions.



II. Protocol for Summer Food Service Program (SFSP)/T.A.S.K. Emergency Meal Distribution Station

1. The Social Distance Coordinator will serve as the Site Supervisor under the guidance of the Market Manager.
2. All safety and health and COVID-19 mitigation protocols for vendors and market staff apply to all persons distributing meals.
3. At least two people must serve meals: one person handles the food and beverage items; and one person will handle non-food items and complete the appropriate meal count form.
4. All meals will be served with the "Grab and Go" method as a mitigation strategy in accordance with the US Department of Agriculture's COVID-19 Waiver legislation:
 - a. No seating/eating area will be provided.
 - b. Guardians/children will be advised that all food must be consumed upon exiting the market.
 - c. All meals will be provided in a closed container as one unit and bagged by staff to allow for an easy no contact pick-up process.
 - d. Children are not required to be present with an adult in order for a parent/guardian to pick-up a meal for a child.
5. All staff and volunteers working at Meal Distribution Station will participate in mandatory training session(s), including a comprehensive COVID-19 mitigation plan module.
6. All staff and volunteers will be instructed to follow all health and safety guidelines delineated in this document applicable to Vendors, Market Staff and Volunteers.



III. Protocol for Market Staff and Volunteers

A. Market Staff-6

1. Market Manager
2. Social Distance Coordinator
3. Apprentice I
4. Apprentice II
5. Apprentice III
6. Apprentice IV

B. Mandatory Staff Training - All market staff and volunteers who will serve at the market must attend mandatory training sessions, including a Comprehensive and interactive review of the GAFM COVID-19 Mitigation Plan

C. KEY COVID-19 Market Roles and Responsibilities-NEW

1. Social Distance Coordinator-Bilingual

- a. The person in this role will lead in managing the policy of social distancing amidst customers waiting outside and inside the marketplace as well as communicating the CDC guidelines and all other market safety rules.
- b. The Social Distance Coordinator's primary responsibility is COVID-19 Mitigation Plan enforcement, pandemic public health policy implementation and development of crowd control via social distancing strategies.
- c. This staff member unofficially serves in the role of the Assistant Manager as this role implements and adapts communication of COVID-19 Mitigation procedures to diverse populations: seniors, youth, vendors, customers, market staff and volunteers.

2. Greeters

- a. Greeter-Entrance (Bilingual)
 1. The apprentice posted at the entrance of the market will serve as the community /customer liaison. The person in this role will be bilingual as he/she will



need to be able to communicate new customer policies to diverse populations.

2. This person encourages customers to utilize the sanitation stations located at the entrance and exit of the market.
3. This person will ensure that all shopper's grab a ticker from the ticket counter in an effort to keep an accurate count of market attendees.
4. This person ensures that everyone entering the market is wearing a mask or face covering properly. They also offer masks to all who need and/or request them as a requirement to enter the market.
5. This person communicates regularly with the Social Distance Coordinator and the apprentice stationed at the exit of the market for the purposes of maintaining crowd and population control.

b. Greeter-Exit

1. The apprentice is posted at the exit of market and ensures that there is no security breach in the rear of the market.
2. This apprentice will encourage shoppers to exit the market once transactions are complete so that another person may enter the marketplace.
3. This apprentice will devise a nonverbal flagging system with the apprentice at the entrance of the market, to coordinate the point at which it is permissible to allow customers the opportunity to enter the marketplace once customer(s) exit.
4. This person encourages customers to utilize the sanitation stations located at the exit of the market.

D. Crowd Control Roles and 'Magic Number'

1. A maximum of twenty (20) customers will be allowed to Enter the market at any time. This new policy will be communicated to customers waiting in line to enter to encourage understanding and compliance.



2. The purpose of this system is to limit the population of shoppers in the marketplace for social distance purposes.
3. This number is subject to change pending the recommendation and/or outcome of the COT Department of the Health Officer's first inspection visit to the GAFM.
4. All Market Staff and volunteers will work cooperatively to enforce social distancing guidelines amidst fellow staff, Volunteers, vendors and customers.

E. General Roles and Responsibilities

1. Staff/volunteers are responsible for placement of signage directing shoppers and vendors to maintain 6 ft distancing.
2. All staff/volunteers are responsible for encouraging customers to utilize hand sanitizer station located at the entrance and exit of the market.
3. Staff/volunteers will reinforce to customers that the handwashing station and restroom are for vendors, staff and volunteers only.
4. Staff/volunteers will reinforce that customers are not allowed to handle products prior to purchase. A personal shopper system will be established for both vendors (Please see Guidance for Vendors above).
5. Staff/volunteers will reinforce that vendors must wear face coverings and single-use, food-safe gloves in addition to washing/sanitizing hands and surfaces frequently. In the event that the vendor does not have these items, the staff/volunteers will assist in securing these items.
6. Staff/volunteers will reinforce that customers must wear a Face covering or mask. Masks and face coverings are required in order to shop. Free masks will be offered at the entrance of the market.
7. Staff/volunteers will reinforce the use of the separate entrance and exit to the market with one-way traffic flow.



IV. Market Staff Non-Cash Transaction Procedures

A. EBT/SNAP/Family First Card

1. One designated staff member will process EBT and Vouchers/Checks
2. Procedural Steps:
 - a. Staff member will wear gloves and have sanitizer available for use by both customers and themselves at table at all times
 - B. Staff will present customer with sanitized EBT machine
 - C. Customer will insert EBT card into machine
 - D. Customer will type in their own designated pin number
 - E. Staff member will complete transaction and resanitize EBT machine
 - f. Staff members may provide customers with a single disposable glove to input pin numbers in the machine to reduce machine contamination.

B. Benefits Vouchers

1. The same staff member handling EBT, will also process benefit voucher transactions. The GAFM currently is approved to accept the following benefit vouchers on behalf of vendors: WIC-BLUE, WIC-FMNP, SFMNP.
2. Procedural Steps
 - a. Customer will sign voucher with a sanitized pen provided by a staff member.
 - b. Pen will be sanitized after each customer's use.



- c. Staff member will stamp voucher/check with gloved hand (when applicable)
- d. Staff member will open a resealable plastic bag for customer to place voucher into bag

C. Matching Dollars

1. One staff member will designated to process and distribute the matching dollar transactions
2. Procedural Steps for Distributing Matching Dollars:
 - a. Customer will display copy of transaction receipt to staff at Information / Manager's station.
 - b. Staff member will record information on transaction log and present resealable bag/envelope and instruct customers to place receipts in the bag / envelope.
 - c. Staff member will provide customer proper amount of matching dollars and provides paper detailing the items/vendors applicable to each type of matching dollar to reduce time of staff /customer contact.



V. Protocol for Customers



The following guidelines will be communicated to the public via flyers, market website, social media and signage both before and throughout the shopping experience. On Market Mondays, the market staff and volunteers will work cooperatively to monitor and encourage full compliance of customers; proactively providing verbal and written reminders of the following guidelines to in English and Spanish:

1. **See You Next Week!** If you are feeling ill, please do not shop today.
2. **The Power of One.** We encourage families to send one person to shop for the entire household if and when possible.
3. **Give Me Six Feet.** Please follow our lead and practice social distancing by giving six feet of space to the next friendly masked face.
4. **When in doubt, Sanitize!** Please visit our hand sanitizing stations as you enter, exit and any time in between that you deem necessary.
5. **Mask Off? Mask On!** To protect yourself and others, the proper wearing of a mask or face covering is required for market entrance. Free masks are available to everyone at the entrance upon request.
6. **For a Limited Time.** We are limiting the number of shoppers today. Please be kind to those waiting in line and limit your shopping time.
7. **Grab and Go Home.** Please grab your food and enjoy it at home.
8. **Drop the Beet.** This season, vendors are not permitted to allow customers to touch fresh produce prior to purchase. Our amazing vendors are ready to assist you in selecting the perfect produce.



VI. Protocol for the Physical Layout of the Market

A. The Redesign

1. One Exit and One Entrance.
 - a. Signage, physical barriers, and staff members will mark the one entrance and one exit policy that will be strictly enforced for customers.
 - b. The entrance and exit are strategically located on opposite sides of the market
 - c. A PPE Station, Staff member, hand sanitizing station will be located at the entrance.
 - d. A Staff member and hand sanitizing station will be located at the exit.
2. U-shape Design
 - a. This shape will maximize flow of customer traffic and ability to effectively enforce social distancing of customers during the shopping experience.
 - b. Ensures maintenance of 6-10 ft between all vendors and YMCA Staff tents.

B. Omitted Physical Design Elements

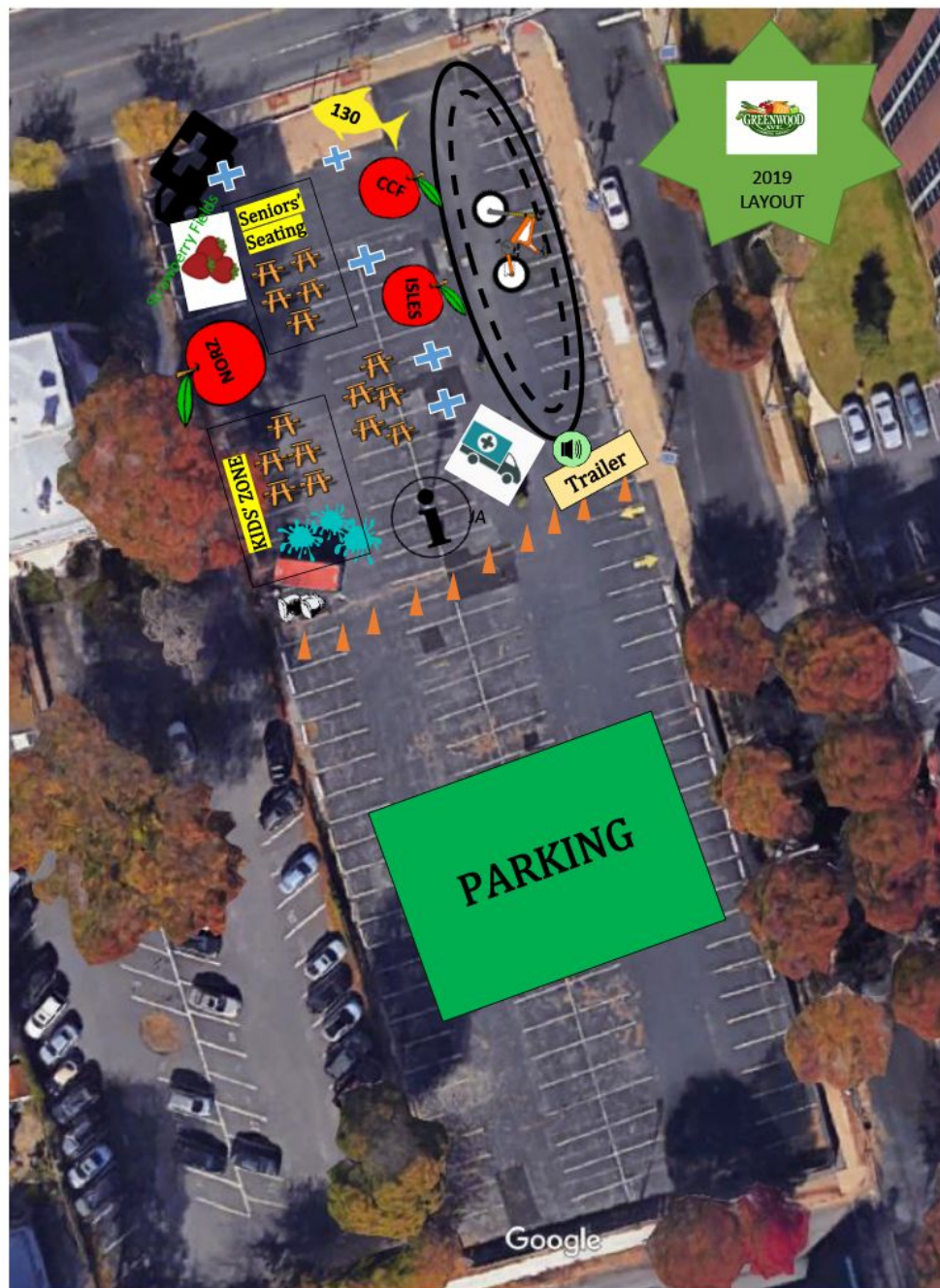
1. Large shaded seating area in the middle of market
2. Designated Youth seating/eating area
3. Youth Fun and Fitness Station
4. (4-5) Human Services /Community Partner Booth
5. DJ Booth
6. Bike Riding Rack and Area
7. Water Station
8. Public Use Portable Restroom and Washing Station

C. Eliminated Social Design Elements from 2019 Layout

1. Monthly festivals /Special Events
2. Live music & Dancing
3. Customer surveys
4. NJ-SNAP Ed Healthy Food Demos and Tastings
5. Group Fitness Activities
6. Raffles

COVID-19 MITIGATION PLAN

GAFM 2019 Physical Layout Design



COVID-19 MITIGATION PLAN

GAFM 2020 PHYSICAL LAYOUT REDESIGN





VII. List of Supplies Needed/Donations

- General PPE
 - Masks, gloves, disinfectant, hand sanitizer for staff and vendors etc.
 - Masks for customers (both kids and adults) who are unable to bring their own
- New Signage with COVID-19 Guidelines (bi-lingual)
- Banner
- Hand washing stations (2)
- Chalk (Spray Paint Chalk)
- Bottled Water
- Ticket Machine
- Cone and rope Entrance and Exit Signs
- Sanitizer for Manager Table and Meal Station



VII. List of Resources

The Greenwood Ave. Farmers Market

www.greenwoodavefm.org

Rutgers FM Guidance:

<https://njaes.rutgers.edu/covid-19/guidance-for-farm-markets.php>

COVID-19 Guidance for FM's Webinar Recording:

<http://postit.rutgers.edu/uploads/On-Farm%20Direct%20Marketing%20Strategies%20for%202020-20200505%202304-2.mp4>

Social distancing: Signage

<https://onfarmfoodsafety.rutgers.edu/wp-content/uploads/2020/05/Social-Distancing-printable-poster-PDF.pdf>

Face covering required: Signage

<https://onfarmfoodsafety.rutgers.edu/wp-content/uploads/2020/05/Face-covering-printable-poster-PDF.pdf>

The Farmers Market Coalition

<https://farmersmarketcoalition.org/types/covid-19/>

US Department of Agriculture

<https://www.fns.usda.gov/sfsp/summer-meals-toolkit>

State of New Jersey Department of Agriculture, COVID-19 Resources

<https://www.nj.gov/agriculture/>

Cooks Market Guidance:

<https://rutgersgardens.rutgers.edu/cooks-market/>

Pictures of Cooks Market via Rutgers OneDrive:



Farm Market Social distancing

VII. GAFM Stakeholders and Contributing Partner Organizations

Capital City Farm

Cook's Market at Rutgers Gardens

Henry J. Austin Health Center

Isles, Inc.

New Brunswick Community Farmers Market

New Jersey State Y Alliance

Norz Hill Farm and Market

Rutgers Cooperative Extension of Mercer County and SNAP-Ed

Trenton Farmers Market

West Windsor Community Farmers' Market