



COVID-19 Safety Plan

Company details

Business name: Hamilton Farmers' Market

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1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Actions:

- Ensure our policies and procedures are up to date with current Public Health recommendations and all applicable federal, provincial and municipal legislation.
- Share the Hamilton Farmers' Market (HFM) pandemic plan with employees and stallholders and make regular updates to the plan as needed.
- Regular communication of COVID-19 updates such as new or changing health and safety measures in place and policies and procedures through Market-wide email blasts, vendor newsletters, bulletin boards, and on our website at <http://hamiltonfarmersmarket.ca>.
- Ensure all City of Hamilton Market employees and stallholders have reviewed all COVID-19 health and safety measures and procedures implemented prior to returning to the physical workplace. Upon staff's first day onsite at the physical workplace, the Market Manager will complete a health and safety orientation which includes but is not limited to training on current COVID-19 related policies, procedures and guidance documents along with specific health and safety measures in place for tasks applicable to the worker's job duties.

- Screening Assessment Tool printouts available to stallholders to ensure active screening of Market employees.
- All City of Hamilton Market employees complete the Self-Screening Assessment Tool to examine for symptoms daily, before leaving home, to attend the physical workplace. If an employee does not meet the requirements to attend work in person, they are to stay home and alert their supervisor or manager and any other appropriate parties listed in the assessment.
- Employees and stallholders are required to wear a mask in **all situations** except:
 - When they are at their personal workstation in a space inaccessible to the public AND a) they aren't actively interacting with others (i.e. co-worker comes over to talk) and b) they are separated by an impermeable barrier such as high cubicle walls, plexiglass barrier, close door, etc.
 - When they are eating or drinking (i.e. masks worn while waiting at the microwave, if relaxing in the break room and are not alone, etc.).
 - If they are working alone for their whole shift and not handling materials released from quarantine.
- Employees and stallholders wear eye protection in addition to a medical mask or double mask when within two metres of any person who cannot wear a mask or face covering that snugly covers their mouth, nose and chin if not separated by an impermeable barrier or plexiglass.
- Practicing respiratory etiquette - covering a cough or sneeze with tissues or by using the fold of your arm. Immediately disposing of tissues in an appropriate waste basket and then washing hands.
- Washing or sanitizing hands, at minimum once per hour, in addition to any time hands become contaminated (i.e. touching a shared item or high-touch surface that wasn't disinfected); visibly soiled (cannot use hand sanitizer in this circumstance); before and after using the washroom, eating or smoking; before and after wearing PPE; and any other time as prescribed.
- Promoting, practicing and enforcing a physical distance of two metres (six feet) with co-workers, stallholders, and customer whenever possible through education, signage, workspace design and direct verbal communication.
- Cleaning and disinfecting of all public touchpoints during all Market operating hours at least twice per day.

2. How will you screen for COVID-19?

Actions:

- Hamilton Farmers' Market uses a self-screening assessment tool developed by the City of Hamilton in conjunction with the Occupational Nurse. All City of Hamilton Market

employees complete the self-screening assessment tool prior to reporting to work onsite. The screening tool reviews basic questions about the employees' physical health and symptoms in alignment with the provincial list of COVID-19 symptoms along with questions surrounding close contact with a positive case, household members symptoms and travel outside of Canada.

- Stallholders actively screening their employees for COVID-19 symptoms with tools available to them from the City of Hamilton.
- Passive screening signage regarding symptoms, travel outside of Canada and close contact with a positive case is posted at the public entrance of the HFM.
- A security guard is stationed at the public entrance to the HFM and refers customers and stallholders to the screening signage posted and actively screens members to ensure that they are well to enter along with screening through visual observation for any potential symptoms displayed.

3. How will you control the risk of transmission in your workplace?

Actions:

- All City of Hamilton Market employees reporting to a physical work location (not working from home) are required to complete and pass the COVID-19 Self-Screening Assessment Tool. It is recommended to complete the assessment one hour before attending work.
- Active screening and passive screening signage regarding symptoms, travel outside of Canada and close contact with a positive case is posted at the public entrance of the HFM. Stallholders will actively screen their employees for symptoms.
- Should an employee begin to develop symptoms while at work, the employee will be sent home to self-isolate and plan to be tested for COVID. Employees are not permitted to return to the workplace until they have tested negative.
- Should an employee test positive for COVID-19 they will immediately self-isolate and not return to work until they have tested negative for COVID-19.
- All employees will enter and exit the facility as per directional signage indicated at the entrance to the Market.
- Unless exempt from City of Hamilton By-Law 20-155, requiring a face mask to be worn in enclosed public spaces by all persons entering our facilities
- For employees, stallholders and customers stating they are exempt from wearing a face mask or face covering as indicated the City of Hamilton By-Law 20-155, then a face shield is offered to enter the facility with limited exceptions (i.e. children under 5; a

person who is unable to place or remove a face shield without assistant; and/or a person who is unable to wear a face shield if it interferes with a hearing aid device). The only exception are those individuals claiming a medical exemption.

- Employees and stallholders are required to wear a mask in **all situations** except:
 - When they are at their personal workstation in a space inaccessible to the public AND a) they aren't actively interacting with others (i.e. co-worker comes over to talk) and b) they are separated by an impermeable barrier such as high cubicle walls, plexiglass barrier, close door, etc.
 - When they are eating or drinking (i.e. masks worn while waiting at the microwave, if relaxing in the break room and are not alone, etc.).
 - If they are working alone for their whole shift and not handling materials released from quarantine.
- Employees wear eye protection in addition to a medical mask or double mask when within two metres of any person who cannot wear a mask or face covering when not separated by an impermeable barrier or plexiglass.
- All seating removed to prevent customers from socializing inside the facility.
- No in-person events or musical performers.
- No food sampling is permitted. Stalls are to be set up so that customers do not have direct contact with food items. Prepared food items must be packaged (wrapped or bagged) as much as possible prior to bringing them to the Market. Items that are not wrapped (such as produce) must be stored in a manner that protects them from contamination.
- Provide up to date stallholder payment options on our website so that customers can order from stallholders in advance and/or arrange curbside pick-up.
- Enhanced cleaning and disinfecting measures have been put into place such as disinfecting of high-touch areas (lunchrooms, bathrooms, elevator controls, railings, handles, switches, toilet seats and flushers, etc.); Off hours cleaning and disinfecting (including floor scrubbing, full toilet cleaning, etc.) is conducted prior to the next days public operation.
- Practicing respiratory etiquette - covering a cough or sneeze with tissues or by using the fold of your arm. Immediately disposing of tissues in an appropriate waste basket and then washing hands.
- Washing or sanitizing hands, at minimum once per hour, in addition to any time hands become contaminated (i.e. touching a shared item or high-touch surface that wasn't disinfected); if hands visibly soiled (cannot use hand sanitizer in this circumstance); before and after using the washroom, eating or smoking; before and after wearing PPE; and any other time as prescribed.

- Promoting, practicing and enforcing a physical distance of two metres (six feet) with co-workers, stallholders, and customers whenever possible through education, signage, workspace design and direct verbal communication.
- Ventilation system has been evaluated to manage and direct airflow to help mitigate risk and have increased ventilation and fresh air return where possible. Filtration has been upgraded from a MERV 8 to a MERV 13 in alignment with ASHRAE Standards.
- All elevators have a posted set capacity limit of 1-2 persons dependent on size and if physical distance of 2 metres can be maintained.
- Our maximum public capacity is based on a formula derived by the City of Hamilton Fire Services. That number has been revised down to 25% of capacity creating an *Adjusted Capacity* during the COVID-19. If capacity is reached, we will not allow additional members into the facility until someone leaves.
- Meetings continue to be conducted virtually wherever possible. If meetings do take place in person, measures are put in place to enable staff to sit two metres apart.
- The Market Board of Directors meet monthly or more frequently as needed to review new initiatives, concerns, and/or other matters as related to COVID-19 or the impact of COVID-19 on operations.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Actions:

In the event of an individual develops symptoms while at the workplace compatible with COVID-19, the following actions will take place:

- ✓ Call 911 if the individual is experiencing severe difficulty breathing, severe chest pain, feeling confused or unsure of where they are, losing consciousness.
- ✓ Notify the Market Manager immediately and advise the unwell individual is to leave the workplace immediately while minimizing any touchpoints and maintaining two metres from others.
- ✓ Advise the unwell individual to not take off their mask until they have arrived home or until they are alone in their vehicle.
- ✓ Advise the unwell individual to contact Public Health or their doctor, who will then gather information and provide guidance around testing requirements and screening for COVID-19.
- ✓ Contact the Market Office immediately upon gaining knowledge of a suspected case of COVID-19. The Market Office will make arrangements to clean and disinfect affected areas.

- ✓ If the unwell individual is a City of Hamilton Market employee, follow up with the Occupational Nurse regarding Public Health or their doctor's recommendations as soon as possible.
- ✓ If the unwell individual is a stallholder or stallholder employee, advise the individual to notify the Market Manager of their test results as soon as they are available.

In the event of a confirmed COVID-19 positive case, the following actions will take place:

- ✓ Confirmed COVID-19 Positive – Follow-up completed by the Market Manager
- ✓ Market Manager notifies the HFM Board.
- ✓ Market Manager to arrange cleaning and disinfecting of affected areas.
- ✓ Market Manager to report the positive COVID-19 test to Public Health to initiate COVID investigation to determine:
 - First on-set of symptoms date
 - Day before on-set of symptoms date
 - Two days before the on-set of symptoms date
- ✓ Manager/Stallholder to gather list of employees that worked near the COVID-19 positive individual for the following dates:
 - First on-set of symptoms date
 - Day before on-set of symptoms date
 - Two days before the on-set of symptoms date
- ✓ Market Manager to contact Public Health on any additional next steps
- ✓ If positive individual is a City of Hamilton employee, Director, Human Resources to notify the Union Executive
- ✓ If positive individual is a stallholder employee, Market Manager and the stallholder will meet virtually to confirm action plan
- ✓ Manager to send out the stallholder specific notification communication.
- ✓ Communications to prepare communication for notice to the public and staff, and provide for posting to <http://www.hamiltonfarmersmarket.ca>, if applicable.

5. How will you manage any new risks caused by changes to the way you operate your business?

Actions:

- We will establish regular check-in with employees and stallholders on operational changes to identify any potential hazards or challenges.
- All employees and stallholders are encouraged to immediately report any identified hazards or potential hazards to their supervisor or the Market Manager, so that the risk can be controlled or eliminated.
- Regular meetings occur with through several committees such as the Hamilton Farmers' Market Board and the Vendor Operations Committee, which identify potential risk and implement strategies along with updating policies and procedures to eliminate or control those risks.

6. How will you make sure your plan is working?

Actions:

- The Management Team meets as required to review new initiatives, concerns, and/or other matters as related to COVID-19 or the impact of COVID-19 on operations to ensure our safety plan is safe and effective. The Management Team consists of the Contract Manager and the Market Manager.
- All employees and stallholders are encouraged to submit feedback to the Market Manager and/or to their immediate supervisor regarding recommendations or suggested improvements to our current policies, procedures, and/or practices.
- All members of the HFM Board, the Market Manager, and the Vendor Committee will evaluate how current policies, procedures and/or practices are working and recommend changes to adapt the safety plan when required.
- Changes to the plan will be communicated through Market-wide email blasts, vendor newsletters, bulletin boards, and on our website at <http://hamiltonfarmersmarket.ca>.