



COVID-19 Vendor Checklist

You must be able to check off each item on this list to be able to open for sale at the Richmond Farmers Market during the COVID-19 outbreak. Spot checks will be conducted by the Market Coordinator using this checklist, and any issues may result in booth closure until they can be remedied.

Checklist

- All vendors/employees present at the booth are not sick and have not been exposed to anyone suspected/confirmed to have COVID-19 in the past 14 days
- Sufficient supply of single use gloves AND/OR handwashing station present in booth
 - Handwashing and/or glove changes take place after any of the following events:
 - Eating or drinking; putting on gloves; using the restroom; touching your hair, face, body, or clothes; sneezing, coughing, or using a tissue; smoking, eating, drinking, or chewing gum; emptying or taking out the garbage; handling money and making change; removing gloves; after engaging in other activities that might contaminate the hands
- In booth handwashing stations must:
 - Provide a minimum water-holding capacity of two gallons in an enclosed container;
 - Utilize a spigot that can be opened to provide a constant flow of water;
 - Provide soap; Gel sanitizer may be used in addition to hand washing but not in place of it;
 - Provide paper towels;
 - Maintain a wastewater collection container with a minimum capacity equal to or greater than the freshwater container's capacity;
 - Provide a receptacle for used paper towels;
 - Maintain hand washing equipment in a clean and sanitary manner (rinsing with 50 ppm chlorine/water is suggested); and
 - Use only potable (ie, drinkable) water for hand washing, free of fecal coliform bacteria.
- Empty table placed in front of booth with signage asking customers to allow vendors to serve them.
- 10 foot space between neighboring vendors
- Mask or face covering in use by all vendors/employees
- Point of sale devices (cell phones, etc)
 - Point of sale devices disinfected regularly
 - Signature capture disabled. If signature capture cannot be disabled, vendors must use single use plastic coverings (cling wrap, etc) over the signature capture area.
- Any table coverings made of vinyl or plastic
- Disinfectant spray or wipes present for use on high-touch surfaces