



Kentucky Department of Agriculture

Minimum Requirements and Guidance for Kentucky Direct Farm Marketing Operations **Effective May 20, 2020**

The Kentucky Department of Agriculture understands the challenging times that our Direct Farm Marketing operations and markets are facing during the COVID-19 pandemic. We are here to assist you with providing the requirements and guidance for a safe market season.

Direct Farm Marketing Members

- Agritourism Operations
- Community Supported Agriculture
- Farmers' Markets and Produce Auctions

Signage

- Businesses must place conspicuous signage at entrances and throughout alerting staff and customers to the six feet of social distances, policy on face coverings, and other new practices.

Enforce social distancing

- Review your layout to spread out the gaps between customers.
 - Add extra tables or barriers to provide 6 feet social distancing. Consider using sidewalk chalk or tape to designate safe waiting distances.
 - Offer one direction traffic flow, one way in and one way out.
 - Consider possible market relocation to allow for curbside or a drive thru option.
 - Setup a barrier at your check-out.
 - Add a table in front of the counter/table or place bags of potting soil or mulch in front of counter that would provide additional distance, but make sure it's not a safety hazard.
 - Use safety cones and rope off areas to provide additional distance/spacing.
 - Entities should reduce, to the greatest extent practicable, the number employees and customers entering, exiting, or gathering at one time.

Limit face-to-face interaction

- Entities must ensure that employees/vendors minimize face-to-face contact with one another and with customers when possible.
 - If possible, offer pre-orders, curbside, or drive-thru service.
 - Schedule appointments to limit the number of customers on site at one time.
- Limit customer's access to bulk-bins.
- No sampling of products are allowed.
- No cooking demonstrations are allowed.
- Entities should encourage customers to touch only those items that they intend to buy.

Universal masks and any other necessary PPE for employees/vendors.

- Businesses, organizations, and entities must ensure, to the greatest extent practicable, that their employees, volunteers, and contractors wear a cloth mask (a surgical or N95 mask is not required).
 - A business, organization, or entity need not require an employee/volunteer/contractor to wear a mask when masking would create a serious health or safety hazard.

- CDC guidelines on proper use of PPE can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Encourage customers to wear masks

- Entities should encourage customers to wear masks.
- Entities may refuse to serve any customer who is not wearing a mask, this would be at the discretion of the individual business.

Access to gloves

- Entities must ensure that employees/vendors whose job duties include handling items often touched by others (e.g., credit cards/cash, paper) wear gloves that are regularly replaced.
- Entities should also follow the applicable CDC, OSHA, or other federal guidelines relating to gloves.

Adequate hand sanitizer and hand washing

- Educate your employees/vendors about appropriate sanitization steps:
 - Hand washing at least once each hour.
 - Sanitizing frequently touched surfaces at least once each hour.
- Provide adequate hand sanitizer and hand washing stations throughout your business.
- Set up infection-prevention equipment and supplies, especially in high-traffic areas:
 - Hand washing stations with soap and water, liquid sanitizer dispensers, paper towels, and trash containers.
 - For employees/vendors handling money and vouchers encourage sanitary gloves and liquid sanitizer dispensers.
- Ensure restrooms or portable toilets are sanitized every hour and never run out of soap and paper towels.
 - Some locations have locked restrooms and portable toilets with a key required to enter, once returned, areas are being sanitized after each use.

Restrict common areas

- Remove public seating areas so that customers or employees/vendors will not congregate.
- Close children's play areas and activities.

Proper sanitation

- Use sanitizing wipes or solution (containing at least 60% alcohol) to clean frequently touched surfaces at least once each hour.
- Ensure employees/vendors sanitize their frequently touched surfaces as part of their end-of-day activities.
- Do not allow reusable shopping bags. Provide new bags for items to eliminate cross contamination.
- Disinfect areas/surfaces on a regular basis, including, but not limited to reusable bins and buckets, tables, and all areas that may be touched by individuals.
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
 - A list of products that are approved by the EPA for use against the virus that causes COVID-19 is available <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Conduct daily temperature/health checks

- Can be either self-administered or administered by the business prior to opening.
- Self-administered temperature and health checks may be performed at home.
- Employees or vendors who have a fever and/or any symptoms of COVID-19 should be directed to their health care provider to be tested and then instructed to quarantine at home as soon as symptoms are detected.

Create a testing plan

- Entities must ensure that a health care provider tests any employee or vendor with COVID-19 symptoms within 36 hours.
- Entities must ensure that employees and/or vendors are trained on how to isolate individuals with suspected or confirmed COVID-19 and how to report possible cases.
- If an employee or vendor tests positive, the entities must immediately notify the local public health department.

Make special accommodations

- To the greatest extent practicable, make special accommodations for employees and customers at higher risk for severe illness.
- If your business has a lot of elderly customers or customers in the high risk zone, offer a designated time for the business to be open to serve those customers first.
- If your market has many elderly vendors in the high-risk zone, they may be able to have another vendor sell their products.

Designate a “Healthy at Work” officer

- Entities must ensure that an employee is designated as a “Healthy at Work” Officer. This individual will be responsible for the entities compliance with this guidance and any other guidance provided.

Educate and train employees

- Entities must educate and train all individuals, including employees, temporary employees, contractors, vendors, customers, etc., regarding public health protocols.
- Communicate with key community partners such as your local health department.
 - Discuss your operation plans and business layout.
 - Ask your health department what steps are necessary before you can open for business.
 - Invite your health department to visit to see if they have any suggestions during this time or to advise on additional signage that may be of benefit to you and your customers.
- Educate and train your employees/vendors for your new operation plan, layouts, guidelines and requirements that must be followed, including temporary staff or volunteers.
- Educate your employees/vendors about appropriate sanitization steps:
 - Hand washing at least once each hour.
 - Sanitizing frequently touched surfaces at least once each hour.
 - Designating one employee who is wearing sanitary gloves to handle money or vouchers and another to handle food or products, where possible. (Review CDC guidelines for proper use of gloves)

Contact notification responsibilities

- Entities opened must be prepared to assist public health officials if an employee and/or vendor test positive or becomes exposed to COVID-19.