

# Klamath Falls Farmers Market

Apr 17, 2020

From: Board of Directors, Klamath Falls Farmers Market Assoc., Inc.  
To: Vendors and potential vendors for the 2020 Farmers Market season

Dear Vendors,

During this unprecedented COVID-19 pandemic and the constantly shifting social and business landscape it has caused, the KFFM Board (and Charlie) have been studying and discussing how best to run the market this year. We were all disappointed to have cancelled our annual Spring Vendors Meeting in March, and we know that there is a lot of uncertainty among our vendor family as to what will happen with the market this season and how to plan for it.

The best news is that **we will have a Farmers Market this year** and it will run on schedule starting Sat June 6! Under the Governor's most recent executive order, farmers markets are considered "essential businesses" (like grocery stores) and are exempt from shutdown. However, we will all need to make important modifications – both to the market as a whole and as individual vendors – in order to prevent further spread of the virus and keep everyone safe and healthy.

*[Note: the City of Klamath Falls still needs to approve our plans for holding the market this year, and a meeting with city officials is scheduled. We are proceeding with the plans outlined in this letter under the assumption that the city will approve us moving forward. In the unlikely event we do not get the city's approval, we will notify you.]*

We love our farmers market and love having you, our vendors, and the public come out every Saturday! It's great to be outdoors, to strengthen our sense of community, to have a fun Saturday downtown, and to help feed members of our community. We certainly want to keep all of that going as much as possible. With that in mind, the Board has approved the following as changes necessary to protect health and safety during our Saturday markets this year. Most of these guidelines were provided by the Oregon Farmers Market Association (OFMA) of which we are a member market. The board has agreed to adopt them with only a few minor modifications to fit our particular situation.

1. All vendors, regardless of product type, are welcome as long as they proactively practice social distancing. Vendors whose product or service requires close contact with customers WILL NOT be allowed at market until further notice.
2. Charlie, our Market Manager, will act as the market's "Social Distancing Officer". In addition to his other duties, as he walks around the market he will monitor and enforce proper social distancing in the market's common spaces. He will also advise vendors to enforce social distancing as necessary in/near their booths. If needed and at his discretion, Charlie may "deputize" other volunteers to also serve as "Social Distancing Officers".
3. Do not come to market if you are sick even a tiny bit! Notify Charlie as soon as possible that you can't come because you're not well; there will be no penalties for late notice of absence due to illness. If you become ill during the market day, you must close down and go home immediately. This is an allowed exception to the rule of no early booth break-downs.
4. All non-essential programs and activities will be cancelled until further notice. These include music, the kid's activities, non-vendor partner booths, and so forth. Also there will be no seating areas, picnic tables, etc. Hot food vendors will still be allowed but for "take out" only – no sit down eating permitted (just like restaurants operate now).
5. The overall market layout will be modified to create spacing between all booths. Along 9<sup>th</sup> Street only two rows of booths will be set up: they will run along the curbs, and there will be no center booths. Also there will be 10 foot spaces left between each booth; thus, every booth will be a 3-sided booth allowing for customers to space themselves around the 3 sides. The market's center section will have some handwashing and sanitizing stations set up and allow room for customers to maintain 6 feet of social distance. This spacing should allow about 30 vendors along 9<sup>th</sup> Street; if we need space for more vendors we will expand into the parking lot and follow the same booth spacing pattern there. As always, Charlie has complete authority in laying out the booth locations and assigning vendors to specific booth slots.

6. All booth pricing will be normalized at \$20 per booth per market day for the 2020 season.
7. In the event we use the parking lot for booths, it will be barricaded off and vendors will not be able to use it for vehicle unloading/loading. But because there will be no center aisle of booths along 9<sup>th</sup> St, that space (the “market lane”) will accommodate more vehicles than before for unloading and loading. Please consider and plan out your best strategy for using the wider “market lane” instead of the parking lot. All vendors are encouraged to get started earlier on Saturdays so that set up happens early and everyone has plenty of time. As always be considerate of and helpful toward other vendors during the set-up and take-down times, but always keep proper distance!
8. Customer purchases “before the bell” will be allowed for the time being, to help alleviate lines and waiting. The market will still officially open at 9 am, but if a customer is ready and willing to purchase before that it’s OK, until further notice.
9. Vendors must set up their market booths to promote safe social distancing. Arrange tables and/or other items to enforce space between the customers and your products, especially food products. Make it hard or impossible for customers to touch or handle the products.
10. Tables should be covered in plastic tablecloths that are easy to wipe down & sanitize. Plan on regular wiping down during the market day with sanitizing wipes or similar.
11. Food samples are NOT allowed, and all food products should be wrapped, bagged, or covered in some way – no exposed food on display. If possible set up “sneeze guards” or something similar.
12. Vendors should collect and bag all items for customers. Vendors may use paper bags or plastic produce bags (not single-use plastic “t-shirt” bags). Customers should be instructed to point out the items they want to purchase but not to touch them; only the vendor will handle products. Customer’s own re-usable bags should not come into contact with anything in the booth; if they do, you will need to wipe down that surface.
13. Vendors of food products should plan how to separate their handling of food products and handling of money, tokens, vouchers, etc. If you can have two or more people staffing your booth, designate one person to handle and bag food products for customers, and a second person to handle only the money transactions. If there is only one person in the booth, you should wash/sanitize your hands after every money transaction and before handling food again. You may consider using disposable gloves, but if you do, the gloves must be changed after every money transaction.
14. Vendors are encouraged to provide their own hand washing and sanitizing gear for use in their booth.
15. Vendors are encouraged to bring and use their own PPE (personal protective equipment) such as masks, to help reduce exposure to themselves and customers.

Please join us in demonstrating that protecting public health is our primary concern. We care deeply about our farmers market community and the Klamath Falls community as a whole! Until this COVID-19 crisis has passed we must all do our part in helping each other to prevent further spread and sickness.

**NOTE: the May 30<sup>th</sup> Master Gardeners Plant Sale event has been CANCELLED. Opening Day will be June 6<sup>th</sup>, 2020.**

If you have questions, concerns, ideas, or just need to talk about the market, don’t hesitate to call the KFFM office number (541-273-1102) and Charlie will be happy to talk with you.

Thank you and we’ll see you in June at the market!

Charlie Wyckoff (Market Manager) and your Board of Directors: Kent Simons (Pres), Ginger Bustos (VP), Rae VanZandt (Sec), Bernie Johnson, Denise Opocensky