2020 Ithaca Farmers Market Rates:

- Per Day vendor fee – No Charge
- Seasonal vendor fee – No Charge
- Additional space – No Charge

The Market is held every Tuesday beginning May 5th from 4:00 p.m. – 7:00 p.m. and ending on October 13th weather permitting.

Set up begins at 3:00 p.m.

2020 Farmers Market Dates

- May 5, 12, 19, 26
- June 2, 9, 16, 23, 30
- July 7, 14, 21, 28
- August 4, 11, 18, 25
- September 1, 8, 15, 22, 29
- October 6, 13

Vendor shall indemnify and hold harmless the City of Ithaca, its officers, agents, representatives, and employees from and against all loss of expense by reason on any liability asserted or imposed upon the City of Ithaca, its officers, agents, representatives, and employees for damages because of bodily injury, including death, at any time resulting therefrom, sustained by any person or persons, or on account of damage to property, including loss of use, arising out of, or in consequence of the participation in the Ithaca Farm Market is due, or claimed to be due to the negligence of the Vendor, the City of Ithaca, its officers, agents, representatives, and employees.

In response to the COVID-19, I have read and understand the attached farmers market guidelines, workplace check list, health screening form and documents by the Mid-Michigan Health Department. I agree to follow these guidelines along with the guidelines set forth by the most current State of Michigan Executive Order which can be found at: www.michigan.gov/covid19. I understand that no market manager is onsite and it is my responsibility to adhere to all guidelines and Executive Orders.

Vendor Signature: _______________________________ Date: _____________________

===================================================================================================================
FOR OFFICE USE ONLY

Registration Date: ________________  Market Date: ________________  Pavilion #: __________  Initials: _______


**2020 VENDOR GUIDELINES FOR ITHACA FARMERS MARKET**

1. All Vendors must be registered with the City of Ithaca prior to participating in the Farm Market.

2. In the event there are more Vendors than space allows under the pavilion, a preference will be given to Vendors that are residents of Gratiot County. Otherwise, space is available in the parking lot area.

3. The Market will be held every Tuesday beginning May 5th from 4:00 p.m. – 7:00 p.m. and ending on October 13th, weather permitting.

4. Set up will begin at 3:00 p.m. Vendors shall back their trailers up in the parking spaces to the **West** side of the pavilion in order to unload from their trailers or vehicle. All parking spaces along the street (east) side of the pavilion shall be reserved only for customers & patrons.

5. Vendor spaces are 10’ x 10’. Any additional coverings, tables, etc. are provided by the vendor. Any damage done to the vendor’s equipment is the responsibility of the vendor. The market is not liable for damaged, lost or stolen goods. Limited electricity may be provided upon request.

6. Vendors must maintain clear signs identifying the products sold as well as clear prices for their items. Vendors are also encouraged to have a sign with their business name. Vendors shall not display or sell spoiled or decayed produce or fruit. Each vendor shall present a clean appearance at all times and will be responsible for keeping their space clean.

7. The following products are allowed to be sold at the Ithaca Farmers Market:
   - **Fresh produce** (must be fresh, clean and safe. Can be grown by seller or purchased and resold. No produce from out of state.)
   - **Homemade food items** (Vendor is responsible to follow all food safety laws by the MI Department of Agriculture Rural Development (MDARD) and the Gratiot County Health Department and have items properly labeled. Vendor must obtain all applicable licenses from the appropriate issuing agency. The vendor is responsible to meet all labeling requirements.)
   - **Artisan goods**. (All artisan vendors are only allowed to sell goods that are handmade; no resale of pre-manufactured goods will be allowed.)
   - Vendor is responsible to have all items properly labeled and to obtain appropriate licenses. Neither the City of Ithaca, the DDA, nor the DDA Coordinator are liable for any fines or citations received for improperly labeled items or items sold without the proper licensing.
   - **Samples** are permitted but must comply with MDARD guidelines.

8. The cost for vendor space has been waived for the 2020 season. **Fees are waived, however, the vendor must fill out a Registration Form and submit to City Hall before the market date in which vendor plans to attend.**

9. Vendors are responsible to tear down and clean up after each market. Vendors are required to leave each space clean of any products and debris at the end of the market day.

10. All rules will be enforced by the DDA Coordinator or a City designee.

11. Vendor shall indemnify and hold harmless the City of Ithaca, its officers, agents, representatives, and employees from and against all loss of expense by reason on any liability asserted or imposed upon the City of Ithaca, its officers, agents, representatives, and employees for damages because of bodily injury, including death, at any time resulting therefrom, sustained by any person or persons, or on account of damage to property, including loss of use, arising out of, or in consequence of the participation in the Ithaca Farm Market is due, or claimed to be due to the negligence of the Vendor, the City of Ithaca, its officers, agents, representatives, and employees.
Additional Vendor Guidelines Responding to COVID-19

• Vendors can facilitate in-person sales to only those selling essential items which consist of food, personal hygiene products, pet food/treats, and plants and gardening items.

• Vendors selling essential items may also sell non-essential items if the sale of such items does not require any additional measures.

• Vendors selling only non-essential items, such as cut flowers and craft items, may not attend the market for in-person sales at this time.

• Vendors must mark the ground around booths with items such as tape, chalk, driveway markers, or traffic cones to instruct customers to distance themselves at least 6 feet apart while they are waiting in line.

• Limit the number of customers who can be in the vending space at one time in order to ensure that everyone within the market is able to maintain proper social distancing - 6 feet of space between people.

• Increase market stall spacing and aisle widths to allow customers and vendors to distance themselves at least 6 feet away from others.

• Pre-package all items before coming to the market as applicable.

• Clearly and legibly post product lists with prices so that customers can distance themselves from you and your booth and still see what you have to offer.

• Set up your booth in a way that minimizes/eliminates a customer’s ability to touch your products. For example, set up a table in front of you with a product list and a table behind you with the product. Customers can tell you what product(s) they want and you can get it for them.

• Put less product out for display and restock more often.

• Staff your booth with two people with distinct roles where one person handles the currency transaction with the customer while a second person handles the product. These two individuals should maintain their distinct roles and wash their hands if/when they switch between the task of handling currency versus handling product.

• Vendors, employees and volunteers must use disposable gloves for those who handle money and remind helpers about proper glove use and handwashing procedures.

• Only use market table covers that can be sanitized throughout the market day, such as plastic or vinyl.

• Minimize cash transactions and round prices to the nearest dollar to reduce the need to exchange coins.

• During the market, routinely clean and disinfect “high touch” items such as tables, cash boxes, and touch screens on point-of-sale devices.

• Provide handwashing and sanitizing (when available) at your market space.
• Communicate and reinforce best practices for washing hands and covering coughs and sneezes to your employees and volunteers.

• Place visible signage at your area with CDC-recommended safety and behavior guidelines (attached).

• The vendor must ensure all employees and volunteers have access to a mask or face covering. Masks should be worn in any enclosed space by anyone who is able to medically tolerate wearing a mask and whenever you are interacting with customers.

• The attached Health Screening Sheet that identifies and prevents vendor, employees and volunteers from entering the market if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19 must be filled out.
COVID-19 Safety at the Farmers Market

**WASH**
Wash your hands with soap and water often or use hand sanitizer with at least 60% alcohol.

**COVER**
Cover your mouth and nose with a tissue or upper arm when you cough or sneeze.

**STAY HOME**
Stay home if you're sick or don't feel well, even if your symptoms are minor.

**AVOID**
Avoid close contact with others by staying six feet apart. Don't shake hands.

**CLEAN**
Clean frequently touched services, such as light switches and cell phones.

**AVOID**
Avoid touching your mouth, nose, and eyes. Wash your hands afterwards if you do.

For more information, please visit the Center for Disease Control and Prevention's COVID-19 Guide at www.cdc.gov/coronavirus

This poster was created and distributed by the Michigan Farmers Market Association. Learn more at MIFMA.org
County businesses and entities may remain open if they provide essential services to sustaining or protecting life. However, under these businesses and entities must take the following actions to ensure the safety of employees and customers:

- **Screen staff reporting to work sites**
  Ask all staff these questions when they report for work for each shift:
  1. Do you have symptoms of fever, cough, shortness of breath, sore throat or diarrhea?
  2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
  3. Have you traveled on an airplane internationally or domestically in the last 14 days?

If an employee answers **YES** to any of the screening questions:
Send the employee home immediately. The employee should self-isolate/self-quarantine at home:
- If symptoms are present, a minimum of 7 days since symptoms first appear. Must also have 3 days without fevers and improvement in respiratory symptoms.
- For 14 days if the employee had close contact with an individual diagnosed with COVID-19.
- For 14 days following international or domestic travel.

**Screening Guidance:**
Create and implement an active screening plan that will work best for your facility. Determine where and how this screening will take place. You can use this form to record answers. You are not required to record answers to the 3 screening questions, or record employee temperature results. We recommend it, but you are not required to do so.

Items to consider: Stagger shift starting times so employees do not arrive at the same time. Have one person asking staff these questions directly. Or, staff could do a “self-check-in” by entering their information on a computer, tablet, or sheet of paper. Be sure to instruct employees on properly disinfecting equipment or writing utensils. Provide alcohol-based hand sanitizer at the screening station, if possible.

If a touchless/contactless thermometer is available, a temperature check is strongly recommended at the worksite. We understand it may be difficult to get a thermometer at this time. Employees can also take their temperature at home and report it to their employer. A fever is considered a temperature at 100.4°F or above.

If your facility is already following other appropriate or more-stringent infection control procedures (like CDC guidelines), please continue to use those procedures.

Note that the 14-day quarantine period does not apply to hospitals, healthcare facilities, EMS, other organizations that employ healthcare workers in the inpatient or outpatient setting, all providers and support staff involved in patient care, and public health staffing actively involved in the COVID-19 response (local or state).

- **Develop and implement a social distancing plan**
  Determine how you will maintain 6 feet of distance between people. This 6-foot distance applies to employees working in shared spaces, and to customers waiting for services inside or outside the business. Options include using signs, contact barriers, entrance limits, and specialized hours. You may also need to limit capacity inside facilities to provide for social distancing between customers and employees.

- **Post the Mid-Michigan District Health Department Order**
  Hang the [Mid-Michigan District Health Department Important Reminders for Employers](http://www.mmdhd.org) at all facility entrances so that it is visible to all employees and customers. For questions, visit [www.mmdhd.org](http://www.mmdhd.org) or contact Mid-Michigan District Health Department at Clinton County: 989-224-2195, in Gratiot County: 989-875-3681 and in Montcalm County: 989-831-5237.
April 6, 2020

PLEASE POST: IMPORTANT REMINDERS FOR EMPLOYERS

ONLY ESSENTIAL EMPLOYEES MAY WORK DURING THE COVID-19 PANDEMIC.

During the COVID-19 pandemic no one may operate a business that requires workers to leave their homes “except to the extent that those workers are necessary to sustain or protect life or to conduct minimum basic operations.” Essential employees are defined as “those whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment.”

EMPLOYERS MAY NOT RETALIATE AGAINST EMPLOYEES WHO COMPLY WITH EO-2020-21.

During the COVID-19 pandemic Michiganders who test positive or show symptoms of COVID-19, or who live with someone who tests positive or shows symptoms, should not leave their homes unless absolutely necessary. Therefore, employers may not discharge, discipline, or otherwise retaliate against an employee for staying home from work if they or one of their close contacts tests positive for COVID-19 or has symptoms of the disease.

EMPLOYERS MUST SCREEN EMPLOYEES FOR COVID-19. THOSE WITH SYMPTOMS MAY NOT WORK.

During the pandemic employers are required to adopt policies to prevent workers from entering the worksite if they display respiratory symptoms or fever or have had contact with a person who is known or suspected to have COVID-19. The Mid-Michigan District Health Department has clarified that this means employers must ask employees daily whether they or someone they live with has symptoms of respiratory illness or fever. If the employee answers yes, they must not be permitted to work. Employers must keep records of these screenings. If a complaint is filed against an employer alleging they are not screening, the employer may be asked to produce documentation of screenings.

EMPLOYERS MUST IMPLEMENT SOCIAL DISTANCING IN THE WORKPLACE.

Employees must work at least 6 feet apart. Other measures may include cautionary signage, limiting the number of people in a workspace, physical barriers and staggered schedules.

These requirements are spelled out in Michigan’s Emergency Orders-2020-21 and 2020-36, and in MMDHD’s Emergency Order 2020-2. For more information visit Michigan.gov/coronavirus or call the health department at any of the numbers above.
Company Name: _______________________________________________________________

Employee Name: ___________________________________________        Date: ___________

Time In: ________

IN THE PAST 24 HOURS, HAVE YOU EXPERIENCED:

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subjective fever (felt feverish)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>New or worsening cough</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>☐</td>
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</tr>
<tr>
<td>Sore throat</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>☐</td>
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</tr>
</tbody>
</table>

If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4°F or higher, please do not go to work. Self-isolate at home and contact your primary care physician’s office for direction.

• You should isolate at home for a minimum of 7 days since symptoms first appear.
• You must also have 3 days without fevers and improvement in respiratory symptoms.

IN THE PAST 14 DAYS, HAVE YOU:

Had close contact with an individual diagnosed with COVID-19? ☐ Yes ☐ No

Traveled via airplane internationally or domestically? ☐ Yes ☐ No

If you answer “yes” to either of these questions, please do not go into work. Self-quarantine at home for 14 days.

For questions, visit www.mmdhd.org or contact Mid-Michigan District Health Department at Clinton County: 989-224-2195, in Gratiot County: 989-875-3681 and in Montcalm County: 989-831-5237.
Health Department Reminds Business of Provisions of Stay Home, Stay Safe

Ithaca, Stanton, St. Johns- In an effort to help slow the spread of COVID-19, the Mid-Michigan District Health Department (MMDHD) is reminding businesses that have been deemed “essential” that they must comply with the Governor’s Emergency Order 2020-21 while operating. This includes screening employees for symptoms of COVID-19. If employees are symptomatic, they may not work.

During the COVID-19 pandemic, no one may operate a business that requires workers to leave their homes “except to the extent that those workers are necessary to sustain or protect life or to conduct minimum basic operations.”

Employers are reminded:

- Only essential employees may work during the pandemic. Essential employees are defined as “those whose in-person presence is strictly necessary to allow an operation to maintain the value of inventory and equipment.”
- Employers may not discharge, discipline, or otherwise retaliate against an employee for staying home from work if they or one of their close contacts tests positive for COVID-19 or has symptoms of the disease.
- During the pandemic employers are required to adopt daily screening policies to prevent workers from entering the worksite if they display respiratory symptoms or fever or have had contact with a person who is known or suspected to have COVID-19.
- Limit capacity inside facilities to provide for social distancing between customers and employees. This includes, but is not limited to use of signs, contact barriers, entrance limits and specialized hours.

Emergency Order 2020-21 did not include details about how businesses should go about screening employees, so MMDHD has issued its own emergency order including instructions and tools for employers. The materials can be found on the Health Department’s website: www.mmdhd.org/coronavirus

First responders, health care personnel, pharmacies and others working to mitigate COVID-19 are exempt and are able to work after a potential exposure as long as they are monitored for symptoms.

Employers who have questions, or employees who would like to file a complaint may call:
Clinton County: 989-224-2195
Gratiot County: 989-875-3681
Montcalm County: 989-831-5237

Mid-Michigan District Health Department serves the residents of Clinton, Gratiot and Montcalm Counties.
We take action to protect, maintain and improve the health of our community.
Advancing innovative solutions to achieve healthier outcomes

###
MICHIGAN FARMERS MARKETS RESPONDING TO COVID-19

Whatever role you serve at your farmers market, we know that not only are you dedicated to ensuring shoppers have access to healthy, locally grown food and other high-quality products — but you’re also deeply committed to the safety of shoppers and the products they purchase. Never in MIFMA’s history has this mission been more important. In response to COVID-19, we want to share with you the following guidance and considerations on operating farmers markets in Michigan during this period of heightened public safety. The guidance below, originally issued by MIFMA on March 27, 2020 has been updated based on the April 9, 2020 Executive Order 42. New or modified information is in italics.

Farmers market managers should consult their local health departments and the State of Michigan for information pertinent to COVID-19 and current conditions in their community.

You can regularly read the updates and recommendations available on their websites and sign up for any alerts offered by state or county-level health officials to stay the most up-to-date with what is being recommended or required.

As a follow up to the March 23, 2020 Executive Order 21, Governor Whitmer’s Executive Order 2020-42 issued on April 9, 2020 provides further instructions and specifications to the Michigan public. This latest guidance instructs all Michigan residents to “stay at home or their place of residence” but allows individuals to leave their homes “to perform tasks that are necessary to their health and safety, or to the health and safety of their family or household members (including pets).” The order further clarifies which businesses and operations provide critical infrastructure and may remain in operation during this time, including which food and agriculture related functions are deemed critical. Additionally, the Michigan Department of Agriculture and Rural Development clarified on March 24, 2020 that workers in Michigan’s food and agriculture sector who support “retail that sells food and beverage products” constitute “critical infrastructure workers.”

ACCORDINGLY, FARMERS MARKETS AND FARM STANDS SELLING FOOD PRODUCTS CAN CONTINUE TO OPERATE.
1. The State of Michigan has determined that farmers markets are among critical infrastructure that can remain open while non-essential businesses have been temporarily suspended. The guidance listed in this document for modified operations should be implemented to support the safe operation of farmers markets for customers, vendors, and market staff. However, due to rapidly evolving conditions and local variations on the intensity of the pandemic, county health departments may need to make different determinations about whether markets can operate safely in their locality. Contact your county health department to review these recommendations together and discuss their guidance for your community.

2. Farmers markets are being allowed to stay open because they are a critical component of our food system; however, market operations will need to be modified to focus exclusively on executing this function in the safest possible way. The recommendations in this document intentionally limit the function and features of a farmers market to food and personal hygiene purchases at this time. This makes for a very different farmers market experience from what you may typically provide, so your market should consider whether it can operate under these new conditions.

3. Consult with your vendors, particularly your farmer vendors who have perishable products which they may be relying on your market to help them sell.

4. Whether or not your market chooses to open, consider alternative ways you can support vendors and customers during this time, such as:
   a. Helping to connect customers with farms directly through their websites.
   b. Helping to facilitate online sales, product aggregation, delivery and/or pick-up options.

5. Communicate proactively with both vendors and consumers regarding your decision to operate or suspend the farmers market, including noting that this situation can change at any point. Make sure they know which channels you will use to communicate any changes (emails, website, social media, etc.).
FARMERS MARKETS MUST:

- Limit the types of products sold to only food, personal hygiene products and pet food/treats. **At this time, sales of cut flowers and plants including bedding plants and vegetable starts cannot be included.**
- Eliminate all non-essential areas and activities such as music, seating areas, special events, and children’s activities.
- Suspend all product sampling and cooking demonstrations.
- Mark the ground around booths with items such as tape, chalk, driveway markers, or traffic cones to instruct customers to distance themselves at least 6 feet apart while they are waiting in line.
- Limit the number of customers who can be in the market at one time in order to ensure that everyone within the market is able to maintain proper social distancing—6 feet of space between people.

For indoor markets:
- Markets of less than 50,000 square feet of customer floor space should limit the number of people in the space (customer, vendors, employees and volunteers) to 25% of the total occupancy limit established by the State or local fire marshal.
- Markets with more than 50,000 square feet of customer floor space should limit the number of customers (excluding employees) to 4 people per 1,000 square feet.

For outdoor markets:
- Calculate the total square footage of customer floor space in your market and divide that by 113 (the square footage of a circle with a 6 foot radius) for the maximum number of people that should be in your market at one time. For example, if your market’s footprint is 5,000 square feet, limit the number of people in your market at one time to 44 people (5,000/113).

- Direct prepared food vendors and food trucks to comply with regulations for restaurants in Michigan by offering only packaged items to take home and restricting customers from eating food on-site.
- Prepare and provide Critical Infrastructure Worker documentation to essential market staff and essential volunteers.
- Increase market stall spacing and aisle widths whenever possible to allow customers and vendors to distance themselves from others.
- Have vendors set up in a way that minimizes/eliminates a customer’s ability to touch the products.
- Provide handwashing and sanitizing (when available) at entrances and throughout the market. Ensure someone’s job at the market is to make sure stations are continuously stocked with soap, paper towels, waste receptacles and hand sanitizer (when available).
- Require the use of disposable gloves for market staff who handle money, tokens, or vouchers, and remind staff about proper glove use and handwashing procedures.
- Regularly clean and disinfect frequently touched surfaces, like point-of-sale devices, tokens, etc.
- Communicate and reinforce best practices for washing hands and covering coughs and sneezes.
- Place visible signage throughout the market with CDC-recommended safety and behavior guidelines.
- Be flexible with vendor attendance, eliminate penalties or absence fees.
- **The employer of market staff must have a COVID-19 preparedness and response plan in place and available at the market. The plan must be consistent with the Guidance on Preparing Workplaces for COVID-19 developed by the Occupational Health and Safety Administration (OSHA).**
- If your indoor market has more than 50,000 square feet of customer floor space, create at least 2 hours per week of dedicated shopping time for vulnerable populations including: people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease.
FARMERS MARKETS MAY WANT TO CONSIDER:

- Provide customers with relevant, up-to-date information about what your market is doing to ensure their health and welfare at the market.
- Post signs with your precautions and procedures and communicate this information on your website and through social media.
- Limit entrances to ensure customers enter where a handwashing station is available.
- Form lines outside of vendor booths and/or limit the number of customers within a booth at one time.
- Recommend that vendors use disposable gloves appropriately as an additional tool, but remember that gloves do not replace the need to wash hands and practice good hand hygiene.
- Consider developing curbside pickup and/or drive-through options where customers can select and purchase items without getting out of their car.

STEPS FARMERS MARKET VENDORS SHOULD TAKE TO PROTECT THEMSELVES AND CONSUMERS:

- Do not attend the market if you have a compromised immune system and/or are not feeling well.
- Sanitize your market equipment and containers. Look to the Centers for Disease Control and Prevention (CDC) Environmental Cleaning and Disinfection Recommendations for guidance.
- Have a handwashing station (preferred) or hand sanitizer at your booth and use it often.
- Pre-package all items before coming to the market as applicable.
- Clearly and legibly post product lists with prices so that customers can distance themselves from you and your booth and still see what you have to offer.
- Set up your booth in a way that minimizes/eliminates a customer’s ability to touch your products. For example, set up a table in front of you with a product list and a table behind you with the product. Customers can tell you what product(s) they want and you can get it for them.
- Put less product out for display and restock more often.
- Only use market table covers that can be sanitized throughout the market day, such as plastic or vinyl.
- Minimize cash transactions and round prices to the nearest dollar to reduce the need to exchange coins.
- During the market, routinely clean and disinfect “high touch” items such as tables, cash boxes, and touch screens on point-of-sale devices.
ADDITIONAL RESOURCES:

- State of Michigan Coronavirus Website.
- For questions about food establishment licensing and regulations, call the Michigan Department of Agriculture and Rural Development (MDARD) Customer Service Center at 1-800-292-3939.
- Michigan State University Extension Coronavirus FAQ Series.
- Resources compiled by Taste the Local Difference and Michigan Food and Farming Systems.
- Getting Your Mass Gatherings or Large Community Events Ready, CDC.

Published April 10, 2020 at 4:00 p.m. EST.