

UBC Farm Farmers' Market Plan

The Province of B.C. declared on March 25, 2020 that farmers' markets are considered an "[essential service](#)" for the province, along with other food cultivation and distribution assets and services. In order to align with this declaration, the Directors for the Centre for Sustainable Food Systems at UBC Farm (Prof. Sean Smukler and Clare Cullen) would like to request approval from the UBC Crisis Management Team (CMT) and the Emergency Operations Centre (EOC) for the UBC Farm to hold on-site markets in order to support provincial goals of consistent food access for the community.

The CMT approved the UBC Farm Safety Plan on March 25, 2020 and we have been adhering to this plan with good results - no COVID cases or transmission; food cultivation and distribution is underway.

After consultation with our staff, faculty and food services partners, we are confident that safe on-site markets can operate at the UBC Farm.

Markets would be held in compliance with the approved COVID-19 Farm Safety Plan, including the maintenance of [provincially mandated distancing and hygiene requirements](#). Additionally we would follow further guidelines laid out by the Province for food retailers including markets, and the recommendations from the [BC Association of Farmers' Markets](#) (BCAFM) and the [Vancouver Farmers Markets](#) (VFM).

This document outlines the rationale of why our markets are essential and how we plan to adapt operations to ensure worker and public safety.

Role of Markets in the Community

Farmers' markets are first and foremost food retail establishments for people to purchase high-quality local and sustainable food. Markets also support livelihoods for local farmers and food producers who have been included as "essential services" by the Province.

The UBC Farm has held markets on site for almost 20 years. Our markets are established as an important access point for fresh produce to residents in the University Neighbourhoods Association (UNA) and the growing Wesbrook Village; students, faculty and staff including their families living on campus; and residents of the University Endowment Lands (UEL), Dunbar and Point Grey neighbourhoods.

The COVID-19 crisis has highlighted the lack of fresh food outlets in these areas, particularly Wesbrook and UBC campus where there is only one grocery store, which has experienced long line ups and shortages of certain products from the start of the crisis. At a time when many food outlets are closed both on and off campus, the UBC Farm Farmers' Markets will provide much-needed access to fresh produce. While community members normally appreciate the social aspects of farmers'

markets, this season, in compliance with provincial regulations, all elements that encourage a “social” environment will be eliminated and only food and consumables will be available for purchase.

UBC Farm Market Overview

The UBC Farm normally hosts three markets per week during the growing season, beginning in early June and running until late November, providing food to approximately 20,000 customers per year. Our Saturday Farmers’ Market at the UBC Farm is the largest, with 18 to 22 local food vendors per week in addition to UBC Farm produce and CSA pickup (UBC Farm CSA members receive a weekly share of produce). We also have two UBC Farm-produce only markets, one on Tuesday evenings at the UBC Farm, including CSA pickup, and one outside the UBC Bookstore on Wednesdays.

Based on the safety measures being taken by BCAFM and VFM and our own capacity to implement changes to market structure here at the UBC Farm, we are confident that we could safely execute our Tuesday and Saturday on-site markets. We will assess the possibility of a Wednesday, main-campus market based on further developments in terms of UBC policies and a determined need for this food outlet.

UBC Farm Farmers’ Markets as safe and stable food access point

The [B.C. Ministry of Agriculture](#) has determined that under additional conditions regarding COVID-19, Farmers’ Markets can continue to operate in B.C. at this time. It has also been determined by the BC Centre for Disease Control ([BCCDC](#)) that farmers’ markets are a low-risk setting for the transmission of COVID-19, since markets are generally held outdoors and are easily able to physically distance market customers, making them a relatively safe access point for food purchases – arguably safer than supermarkets. We are following the BCCDC’s instruction and updates closely in order to properly modify our practices, and, similar to other businesses where foods are purchased by the public, requirements for farmers’ markets include physical distancing and restrictions on activities. These requirements are being taken into account and have been implemented into the plan outlined below (Appendix I).

UBC Farm Farmers’ Markets further increase access to fresh produce by providing a 20 per cent UBC student discount through the Alma Mater Society (AMS) as well as a coupon program in partnership with the BC Association of Farmers’ Markets (BCAFM) which supports customers in financial need.

Summary

Our markets are critical for the following reasons:

1. They provide access to healthy, fresh food
2. The B.C. Ministry of Agriculture has deemed farmers’ markets an [essential service](#)
3. They support local farmer and producer livelihoods
4. For the UBC Farm, approximately 50 percent of our produce sales occur at our markets, generating a substantial portion of the UBC Farm’s revenue and operating budget. Though the UBC Farm sales team is working hard to diversify our sales channels (i.e. through CSA expansion, new wholesale partners), markets remain absolutely essential to our revenue for



the fiscal year. CSA expansion is not a feasible alternative to our markets as CSA cannot support the same quantity of sales.

5. Our markets provide accessible food to the community, as supported by the 20 per cent student discount and partnership with the [BCAFM coupon program](#)
6. Our markets allow customers to support local food growers directly, which provides consumers an opportunity to understand fully where their food is coming from and how it is grown
7. It is more critical than ever to support local food producers to ensure food security for B.C. communities at a time when import markets are experiencing volatility from this global crisis

The UBC Farm Tuesday and Saturday markets will provide an essential service and greatly benefit the community, our vendors, and the operations of the UBC Farm while maintaining the safety of our community.

Appendix I – Top Risks Associated with Hosting a Market

The top risks associated with hosting farmers markets, in a traditional setting, that we have identified are as follows:

- Transmission as a result of socializing at the market or participating in activities
- Transmission through contact with vendor products

These are based on guidelines from the BC Provincial Government, the BC CDC and the BC Association of Farmers Markets.

Throughout the following section, you will see that the changes we have made in our market plan ensure that these risks are as low as possible.

Appendix II – How UBC Farm would operate an on-site Multi-Vendor Market

Continuing to host our Saturday multi-vendor market (with required safety changes outlined below) is the most feasible option for business continuity for the UBC Farm and our vendors. Given that the Vancouver Farmers Market has successfully been running outdoor markets in 2020 without pause, we plan to mirror their well-established and proven system in order to provide a safe environment to purchase local produce and food.

We would ensure that our plan follows all restrictions and recommendations made by the BCCDC and the BCAFM, and we continue to monitor policy changes on a daily basis to ensure we are considering the most current recommendations and guidelines.

A. Required changes:

- i. Only food & alcohol vendors are permitted to sell at farmers' markets as determined by the [BCCDC](#).
- ii. Limit the number of people allowed in the market space at one time. A staff member will be stationed at the Farm gate monitoring the lines within the market, in radio conversation with UBC Farm stall staff, and determining when to let more people enter the market area. [Farmers' markets are exempt from the mass gathering order](#); however, they must comply with physical distancing requirements. Therefore, we will start the season by limiting our market to 50 customers at one time and will only allow more if we can ensure physical distancing requirements can be maintained throughout the market area.

PLEASE NOTE: Our usual attendance at market is approx 75 visitors per hour from 10 am-12 pm and 55 per hour from 12 pm-2 pm (this is averaged across the whole season). By allowing 50 people at a time and encouraging a steady flow, we will not incur large queues.

Our usual market space allocates approx 1400 sq meters for customers. If we provide 2 meters per person, our capacity would be 700 people. While our market numbers are much less than this, in order to offer even more physical distancing opportunities, this year we will move the market onto our events field doubles the usual market space. Limiting to 50 people will provide each customer and vendors with additional and ample space to distance. (See maps in Appendix VI).



- iii. “Shop, don’t stop” will be the theme of the year. This means that we will not have music, community tables, or activities and will ask that customers shop for what they need and leave immediately.
- iv. Two hand washing stations will be available at markets. (See appendix VI).
- v. Vendors will be more spread out, to allow for greater physical distancing, with two meters between each stall.
- vi. Sampling products will not be permitted.
- vii. Pylons will be put out to make starting points for queues at each stall.
- viii. We will ask customers to maintain a distance of two meters from the customer before them in any queue. (See staffing considerations in Appendix IV, as Farm staff will be responsible for monitoring physical distancing).
- ix. Vendors may only serve one customer at a time.
- x. Payment machines will be regularly sanitized.
- xi. Encourage card payment to minimize any handling of cash.
- xii. Vendors will be required to use sanitizing spray to ensure all surfaces are as safe as possible. High-touch surfaces will be required to be cleaned regularly by vendors (recommended will be once per hour).
- xiii. Food products that cannot be cleaned at home will need to be [protected from sources of contamination](#) at all times during storage and display, e.g. dehydrated mushrooms must be pre-packaged, baked goods, which can be packaged upon purchase, require a sneeze guard at the vendor booth.
- xiv. The distribution of communications materials such as magazines and stickers for customers will not be allowed.
- xv. There will be no seating or gathering areas available at the markets.
- xvi. In accordance with the restrictions outlined by the [BCCDC](#), we will restrict entry to anyone who is ill; vendors, if they are ill, should not attend and customers who are ill will be advised to not enter the farmers’ market.
- xvii. Reusable bags will not be encouraged at our market this year, but are permitted in the market area as long as customers fill the bags themselves and do not place their bags on any surfaces.
- xviii. No dogs or outside animals will be allowed at the market, except for service animals.
- xix. Customers will be asked that only one person per household attend the market to reduce wait times and facilitate physical distancing.
- xx. Vendor fees will be paid online, not by cash.

B. Additional changes for consideration:

Our team will evaluate the Market Safety Plan one week after implementation, and regularly thereafter, to ensure efficacy and safety. We will ensure all frontline workers are given a voice to provide feedback on the Market Safety Plan.

Depending on our on-going experience, we are willing to adjust our protocol by including some of the following additional changes, if necessary, and will alert the UBC Crisis Management Team if we do implement any additional changes.

- i. Potential for pre-orders with vendors and a separate line for pre-order pick up

- ii. Requiring further personal protection equipment – gloves & masks – for all vendors if recommended by BCCDC
- iii. Limitation of who can use the on-site porta potties – i.e.: vendors and staff only
- iv. Adding a sanitizing station at the gate, dependent on our ability to obtain hand sanitizer

Appendix III- Economic Impacts

UBC Farm produce sales

UBC Farm produce sales amounted to over \$193,000 from markets last year, accounting for over 50% of total UBC Farm produce sales. This speaks to the volume of food provided to the public through our weekly food markets and how important this revenue stream is for the UBC Farm’s operating budget. Though we do utilize other sales channels, markets remain the most efficient and effective way to achieve our mandate of providing access to fresh and sustainably produced food – a service that is of even greater importance during this time.

The UBC Farm’s wholesale business has historically been a reliable sales channel as we have fostered strong relationships with on-campus food services as well as with many restaurants across Vancouver. However, as local restaurants have also experienced significant economic impacts due to COVID-19, the UBC Farm is estimating that wholesale business will be reduced by about 90 per cent this growing season. In 2019, wholesale amounted to over \$98,000.

Due to UBC’s Payment Card Industry (PCI) compliance requirements, we are unable to use online platforms for orders and deliveries, such as the online system (Local Line) that is being provided free to B.C. Farmers’ Markets this year. Other online payment systems are not comprehensive enough to utilize for a multi-vendor market, making us unable to offer online sales at this time.

Local Food Economy

The UBC Farm Saturday Market has 60 vendors external to the UBC Farm that are registered for the 2020 season who sell food, beverage and alcohol. If we were to cancel our Saturday Market, this would be a significant loss for these vendors, and would have a major impact on the local food economy. A good portion of vendors have been with us for a number of years and have built a strong customer base at our market. If we are unable to support them with a market this season, it is possible we will lose them for future seasons, especially considering that other local markets continue to serve the public. Over the last ten years, we have operated as an “incubator market”: encouraging new businesses to gain experience by offering affordable fees. Without our multi-vendor market, a number of new businesses will not be able to gain the market experience they need to grow and the revenue they require to survive.

It is also important to note that many farmers and smaller vendors do not have the capacity to run an online ordering system and execute deliveries. Therefore, in-person markets are the only way in which they are able to sell their products.

Appendix IV- Staffing Plan

All UBC Farm Market staff will wear gloves for any cleaning/contact activities. We will also encourage staff to wear non-medical or homemade masks to limit the travel of respiratory droplets, in accordance with [UBC’s Employee COVID-19 PPE Guidance](#).



UBC Farm Stall Proposed Staffing Plan (subject to change): four positions

Sales Manager – Marika Dunham

- Oversees the cleaning and sanitation of Harvest Hut and UBC Farm stall
- Ensures staff understand and are following our COVID-19 Farm Safety plan
- Oversees that social distancing measures are implemented and followed within the UBC Farm stall

Sales Assistant – Rae Cramer

- Sanitize UBC Farm stall tables and set up with adequate spacing to ensure social distancing
- Regulate the number of customers entering UBC Farm stall to ensure all persons in the stall maintain safe social distancing
- Managing social distancing and safety procedures and providing signage to make these clear
- Regular sanitation of credit card machines
- Collection and sanitization of farm market baskets that have been used by customers
- Take down and sanitization of market equipment

CSA Coordinator – Kyne Tsai

- Managing that CSA members are social distancing
- Ensuring that CSA stall is serving only one member at a time

Additional Support – Two Market Cashier Work Learn Students, two or three trained and experienced market volunteers

- Cashiers regularly sanitize card machines and produce scales
- Cashiers will not handle money and produce within the same transaction. If a cashier has to transition from handling cash/card they must throw away their gloves, wash hands, and put on new gloves before handling produce.
- Volunteers will assist with market set up and re-stocking as needed, they will follow all COVID-19 safety protocol under the supervision of the sales assistant, Rae Cramer, and the sales manager, Marika Dunham

Market-Specific Staffing Plan – four positions

Saturday Market Manager – Carissa Kirk

- Set up & sanitizing of vendor tables with bleach spray
- Maintain that all hand sanitizer and/or hand washing stations are fully stocked
- Setup of pylons to mark the start of the queue for each vendor
- All COVID-19 related market signage up throughout the market space
- Regular check-ins with vendors throughout the market to ensure they are abiding by all safety rules and are comfortable with what has been implemented
- Main point of communication with all vendors to limit overall contact
- Answering customer/vendor questions
- Take down and sanitization of equipment

Market Assistant – Market Assistant Work Learn

- Set up & sanitizing of vendor tables
- Assist with signage



- Responsible for standing at the entrance to control the number of people that enter the market, ensuring there are only 50 at one time
- Answering customer/vendor questions
- Provides safety messaging to those entering the market/market queue
- Take down and sanitization of equipment

Additional Support Persons - Event Assistant Work Learn Student & UBC Security Person

- One person stationed at the front of the market queue telling customers when they can begin shopping
- Other person floating and monitoring customers to ensure:
 - They are following market guidelines
 - Are maintaining safe distances in queues

We have also contacted UBC Campus Security to see if they could support us on Saturdays in ensuring customers maintain proper physical distancing and we are waiting to hear back on their capacity and what this would cost.

In situations where additional support is needed (i.e.: someone is sick or away), the Administration and Site Coordinator, Jaylin Melnichuk, will be able to support this element of the market on Saturdays. Additional support can be requested from the Field Team, including Hannah Lewis who was the previous Market Manager and has offered to support Saturday Markets.

Overall Employee Involvement, awareness and safety

Based on WorkSafeBC Phase 2 Guidelines, the development of this plan has directly involved frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks, protocols and continued evaluation of these.

In order to receive input from as many staff members as possible, the plan was created as a Google doc where our Field Manager (Tim Carter), Sales Manager (Marika Dunham), Market coordinator (Carissa Kirk) and Sale Assistant (Rae Cramer) worked together as frontline workers to input the initial components of the plan. These were made after research into policies, guidelines and best-practices outlined by BC Government, BC CDC and BC Association Farmers Markets as well as WorkSafe BC requirements.

The document was then shared with staff on our Management Team as well as our Field Crew to receive additional input.

Tim Carter is our representative on the LFS Local Safety Team, so brought JOHSC criteria to the plan. Once approved, we will submit the plan to LFS JOHSC.

During the process, the Operations Director and Academic Directors contributed to and reviewed the plan.

All Supervisors have been notified on appropriate Workplace Health measures, which have been shared by email, and they are aware of the support available. Supervisors will communicate these to

their employees during in-person team meetings, as well as through email. We will also communicate to all staff through our weekly email updates.

We will publish this plan along with our Farm Safety Plan (March 25, 2020) ONLINE on our web-site, as well as in a shared Google doc that all staff can access. We will post HARD COPIES in several locations at our workplace – the Farm Centre and the Harvest Hut – for employees and any others that may need to attend the site.

This document complements but does not replace other health and safety training, rules, procedures, and policies including UBC’s Occupational and Research Health and Safety Policy SC1, health and safety training provided by UBC Safety and Risk Services, and site and task specific training provided by the UBC Farm. As always, employees are encouraged to participate in the ongoing development of health and safety practices at the UBC Farm.

This is a public document and will be accessible on the UBC Farm website. Physical copies may be viewed on site upon request. All UBC Farm employees must read and agree to participate in the implementation of this plan before beginning or resuming working on site. We will create a Google doc check-list where employees will indicate that they have read, understood and agreed to this plan.

We will continue to communicate the risk of exposure to COVID-19 in the workplace to our employees using our weekly email to all staff; during weekly in-person team meetings; and during our monthly All Staff meetings (currently via Zoom). We will continue to share up-to-date Provincial and Federal resources on COVID 19 as well as conduct-expectations for the employee's physical return to work.

Employees and all with permission to access the site are required to follow current BC Centre for Disease Control guidelines on self-isolation and self-monitoring. Anyone accessing the site must first screen themselves for potential COVID-19 symptoms (e.g. frequent coughing, frequent sneezing, or fever), and anyone who is displaying potential COVID-19 symptoms will be advised to leave the site. Employees who are unable to work on site due to the need to self-isolate should communicate with their supervisors about the options available to them for wage continuity during their self-isolation period. Options vary by employee group and may include working remotely (including alternate duties and professional development activities), sick leave, and various forms of time off. (See Appendix V for Farm Safety Plan excerpt w details)

Should staff have any feedback, questions and/or concerns regarding the Market plan and/ or the Farm Safety Plan, or they have concerns about exposure to COVID 19 in the workplace, they should raise these with their Supervisor directly, and/or with their representatives on the UBC Farm Local Safety Team and the Faculty of Land and Food Systems Joint Occupational Health and Safety Committee.

Employees can also contact the following people:

- Operations Director – Clare Cullen clare.cullen@ubc.ca
- LFS Facilities Manager – Andy Jeffries andy.jeffries@ubc.ca
- LFS HR Director – Barbara Hsiao barbara.hsiao@ubc.ca

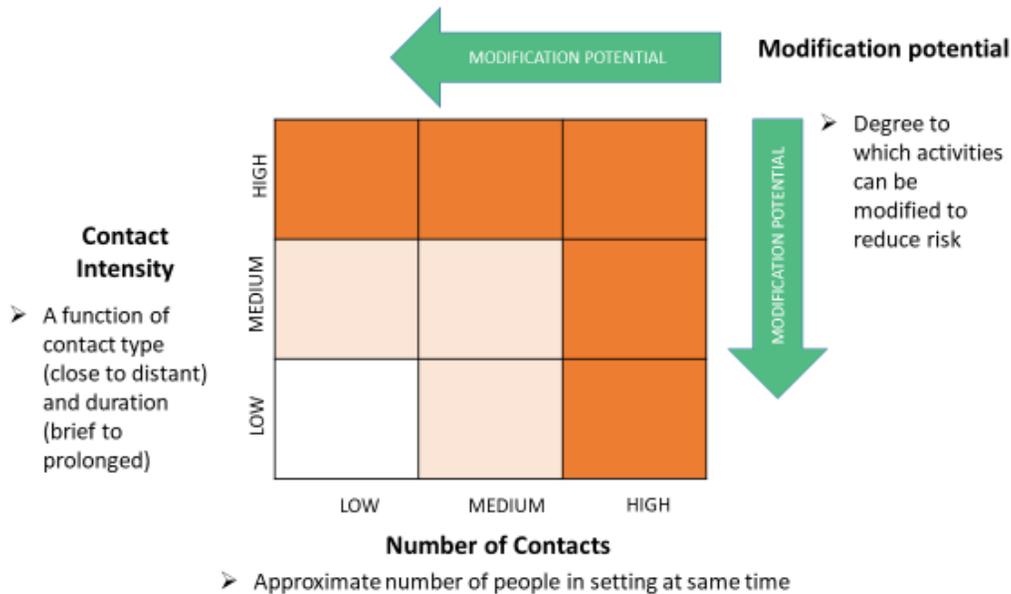
The WorkSafeBC Phase 2 Guidance document includes guidelines to address changes due to workplace closure. The UBC Farm did not close down during the pandemic therefore there are no changes in terms of new equipment, staff turnover and worker roles. We do have new protocols pertaining to COVID 19 (see Appendix IV) which we have outlined to staff in person, in weekly email updates and at the All Staff meetings. Any updates to these protocols will be communicated both via these channels as well as through an updated shared Google doc and by publishing updated protocols on our web-site.

Staff who have been working remotely during the pandemic may begin to come on site one or two days per week. They are aware of and will follow all safety protocols.

We understand that an SRS Mandatory Training Module for Employees is being launched this week. We welcome this and we will use the existing training tracking procedures within the Faculty to ensure all staff have successfully completed the COVID-19 ReStart UBC Return to Work online training. We will also set up a Google doc check-list so that staff can self-report that they have completed the training.

Employees must complete any new, relevant training modules from UBC Safety and Risk Services in a timely manner and upload their certificates to the Land and Food Systems Training Record Management System.

Based on the BC COVID-19 Go Forward Management Strategy Risk Matrix, we ascertain the risk to be in the LOW category, particularly as the Modification potential is good for our markets: markets are held outdoors; we can control numbers of people and maintain physical distancing, and we have strong social buy-in from our staff and our customers to follow-the rules as laid out by BC, WorkSafe and UBC in order to ensure the risk is kept low and to see markets continue safely at the UBC Farm.



Appendix V – Farm Safety Plan excerpt

Introduction

The UBC Farm is committed to the health and safety of our employees and the community that we serve. In order to continue to safely produce fresh produce for the local community, we are implementing protocols to ensure we can safely work on-site together while doing our part to limit the spread of COVID-19. This document outlines our general COVID-19 health and safety policies, and the appendices provide more specific and detailed guidance for on-site safety that will be updated on an ongoing basis as conditions change, following recommendations from the Government of British Columbia, WorkSafeBC, and UBC.

This document complements but does not replace other health and safety training, rules, procedures, and policies including UBC’s Occupational and Research Health and Safety Policy SC1, health and safety training provided by UBC Safety and Risk Services, and site and task specific training provided by the UBC Farm. As always, employees are encouraged to participate in the ongoing development of health and safety practices at the UBC Farm. Employees should share specific concerns about and suggestions for this plan with their supervisors and/or with their representatives on the UBC Farm Local Safety Team and the Faculty of Land and Food Systems Joint Occupational Health and Safety Committee.

This is a public document and will be accessible on the UBC Farm website. Physical copies may be viewed on site upon request. All UBC Farm employees must read and agree to participate in the implementation of this plan before beginning or resuming working on site. Employees must also

complete any new, relevant training modules from UBC Safety and Risk Services in a timely manner and upload their certificates to the Land and Food Systems Training Record Management System.

Site & Building Access

Site Access

Access to the UBC Farm site is restricted to the following activities and will remain so until further notice:

- Food production, food distribution, approved critical research support, and essential site maintenance and administrative activities by UBC Farm employees.
- Essential facility support activities by Building Operations, Energy and Water Services, and other service personnel.
- Cultural practices by Indigenous program participants (e.g. food and medicine cultivation) in a maximum group size of 4.
- Monthly bird surveys by Nature Vancouver participants in a maximum group size of 3.
- On-site research by researchers listed on an approved research curtailment exemption.
- Domestic activities by resident UBC Farm caretakers and their essential service providers (e.g. accessing and maintaining caretaker trailers and vehicles, accessing caretaker storage, providing child care, using shared laundry facilities, etc).
- Pickup of produce orders and donations outside the Harvest Hut at pre-arranged times by farm customers and food distribution providers.
- Shopping at approved UBC Farm markets by the general public (appendix 3).
- Harvesting and purchasing produce at approved u-pick events by the general public (appendix 4).
- Delivery of essential supplies and equipment by couriers and vendor delivery personnel.

Building Access

Access to buildings at the UBC Farm is restricted to the following activities and will remain so until further notice:

- Food production, food distribution, and essential site maintenance by UBC Farm employees.
- Essential facility support activities by Building Operations and other service personnel.

Self-Isolation

Employees and all with permission to access the site are required to follow current BC Centre for Disease Control guidelines on self-isolation and self-monitoring. Anyone accessing the site must first screen themselves for potential COVID-19 symptoms (e.g. frequent coughing, frequent sneezing, or fever), and anyone who is displaying potential COVID-19 symptoms will be advised to leave the site. Employees who are unable to work on site due to the need to self-isolate should communicate with their supervisors about the options available to them for wage continuity during their self-isolation period. Options vary by employee group and may include working remotely (including alternate duties and professional development activities), sick leave, and various forms of time off.

The university has approved temporary measures for employees who do not have access to paid sick leave as part of their employment, as well as those who have used up their paid sick bank. Operational units have been directed to provide paid sick leave for COVID-related symptoms until June 30, 2020 for up to 10 consecutive days within the 14-day self-isolation period. For employees who have sick

leave provisions as part of their employment but have used up all of their sick leave, any sick time taken will be deducted from their future sick leave accruals.

Physical Distancing

All persons on site must maintain approximately 2m distance at all times from anyone who is not a member of their household. In the rare event that other safety considerations require two people to work in close proximity to complete a given task (e.g. lifting something heavy safely), they must wear respirators or face masks while engaged in this task. As always, the full hierarchy of controls (elimination, engineering controls, and administrative controls) must be considered before resorting to personal protective equipment.

To prevent accidental lapses in physical distancing on site, the number of people occupying given spaces on site must be limited. The responsibility to develop and communicate occupancy guidelines for spaces is assigned to wardens (Appendix 2). The exact number of people allowed in a space will depend on a number of factors including the layout of the space and the circulation needs of the activities associated with that space.

Anyone accessing buildings on site is encouraged to take special care when navigating entrances/exits, corridors, and blind corners. If the maximum occupancy for an indoor space has been reached and another person attempts to enter the space, those already in the space should politely communicate this to the person attempting entry. One or more Farm employees may need to temporarily vacate an indoor space if access is required by Building Operations or other essential service staff.

If significant or recurring minor lapses in social distancing are experienced on site, they should be reported to the wardens of the space in which they occurred. Employees should also report such incidents to their supervisors.

The combination of reduced site access and physical distancing has the potential to create situations in which farm employees or researchers are working alone. If such situations occur, farm employees must follow procedures for working safely alone including having their two-way radios on their person, checking in regularly with their supervisor, and indicating to their supervisor when they are no longer working alone by using radio or cell-phone text. Similarly, researchers working alone on-site will need to inform their research supervisors or the Farm Researcher manager, whatever is detailed on their research exemption, at the time they access the site, every two hours, and at the time they leave the site.

Sanitation

For the purposes of the plan, there are two sides of sanitation: minimizing and sanitizing. Minimizing refers to minimizing the number and intensity of use of common touch surfaces. Minimizing is achieved by assigning spaces and equipment to designated users and restricting access and use by others. Sanitizing refers to cleaning and sanitizing those common touch surfaces that are unavoidable. The frequency of sanitizing common touch surfaces is dependent on the intensity of use.

All employees are expected to participate in sanitation practices on site. Daily responsibility for sanitation is divided up by unique farm space and is assigned to wardens. Warden assignments and responsibilities are located in appendix 2.

Hand Washing

All persons on site must wash their hands thoroughly and frequently, including at the following times:

- Upon arrival at the site
- Before and after eating
- Before and after touching their face or a face mask or respirator
- Before and after work at their assigned workstation
- After using the washroom
- After touching items that have recently arrived on site (e.g. shipments, mail, cash, returned totes or crates)
- Before harvesting or handling food
- Before entering food storage and handling spaces

Five outdoor hand washing stations have been set up and distributed around the site to facilitate this practice. Hand washing should be performed according to the instructions posted at these stations. Note that while warm water may make hand washing more pleasant, it does not make hand washing more effective unless your hands are covered in grease, fat, or oil.

Personal Health

Avoiding illness starts with living well. As important as it is to minimize exposure to potential sources of COVID-19 transmission, it is equally important to take positive actions that promote physical wellbeing, mental health, and nutritional health.

The UBC HR website has some helpful guidance for living well in this time of crisis. Key points include the following:

- Stay connected
- Recognize the impact of isolation
- Care for yourself and encourage others to do the same
- Access resources to enhance your mental health
- Acknowledge that work will be impacted

<http://www.hr.ubc.ca/wellbeing-benefits/living-well/mental-health/staff-faculty/>

Emergency Procedures



- Maintain and adhere to the UBC Farm Building Emergency Response Plan (BERP) (last updated March 25, 2020)
- Communicate the Farm's muster point to all site users, which is located inside the main gate and indicated with a large sign.
- Call emergency response in case of urgent medical or safety situations:
 - Occupational First Aid (Vancouver Campus) 604-822-4444
 - Hazardous Material Response (Vancouver Fire & Rescue Services) 911
 - UBC Hospital Urgent Care (8:00 a.m. - 10:00 p.m.) 604-822-7662
 - Poison Control Centre 604-682-5050
 - Campus Security (For an Emergency call 911) 604-822-2222
 - Fire, Police, or Ambulance: 911
- What information is required when I dial 911?
 - Describe the Emergency
 - Location
 - Building Name
 - Building Address & Room
 - # Phone Number
 - Do NOT hang up as additional information may be needed

Resources

<https://covid19.ubc.ca/>

<https://srs.ubc.ca/health-safety/health-safety-covid-19/>

<https://www.worksafebc.com/en/about-us/covid-19-updates>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

<https://instituteforfoodsafety.cornell.edu/coronavirus-covid-19/food-industry-resources/>

<https://bcfoodweb.ca/covid-19-resources>

<https://bcfarmersmarket.org/bcaf-m-covid19/>

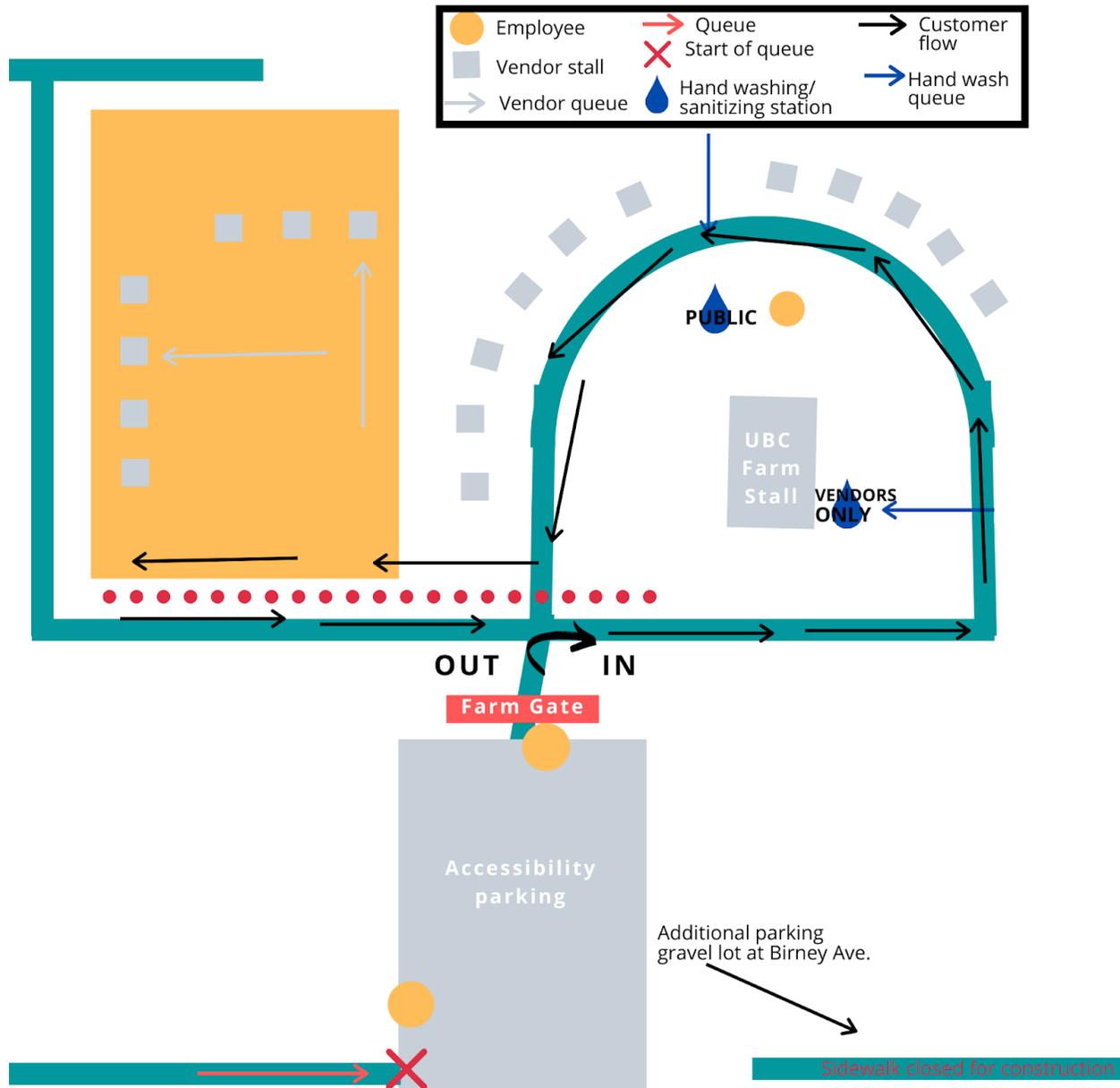
https://ready.ubc.ca/wp-content/uploads/2020/03/Washing-hands-poster_11x17.pdf

<http://www.hr.ubc.ca/wellbeing-benefits/living-well/mental-health/staff-faculty/>



Option I

Provided construction allows customers to line up on the sidewalk outside the UBC Farm.



This is a tentative market map and this may change as we improve best practices throughout the season. We intend to maintain a one-way market, but the direction of flow and location of vendor stalls and queues may change moving forward.

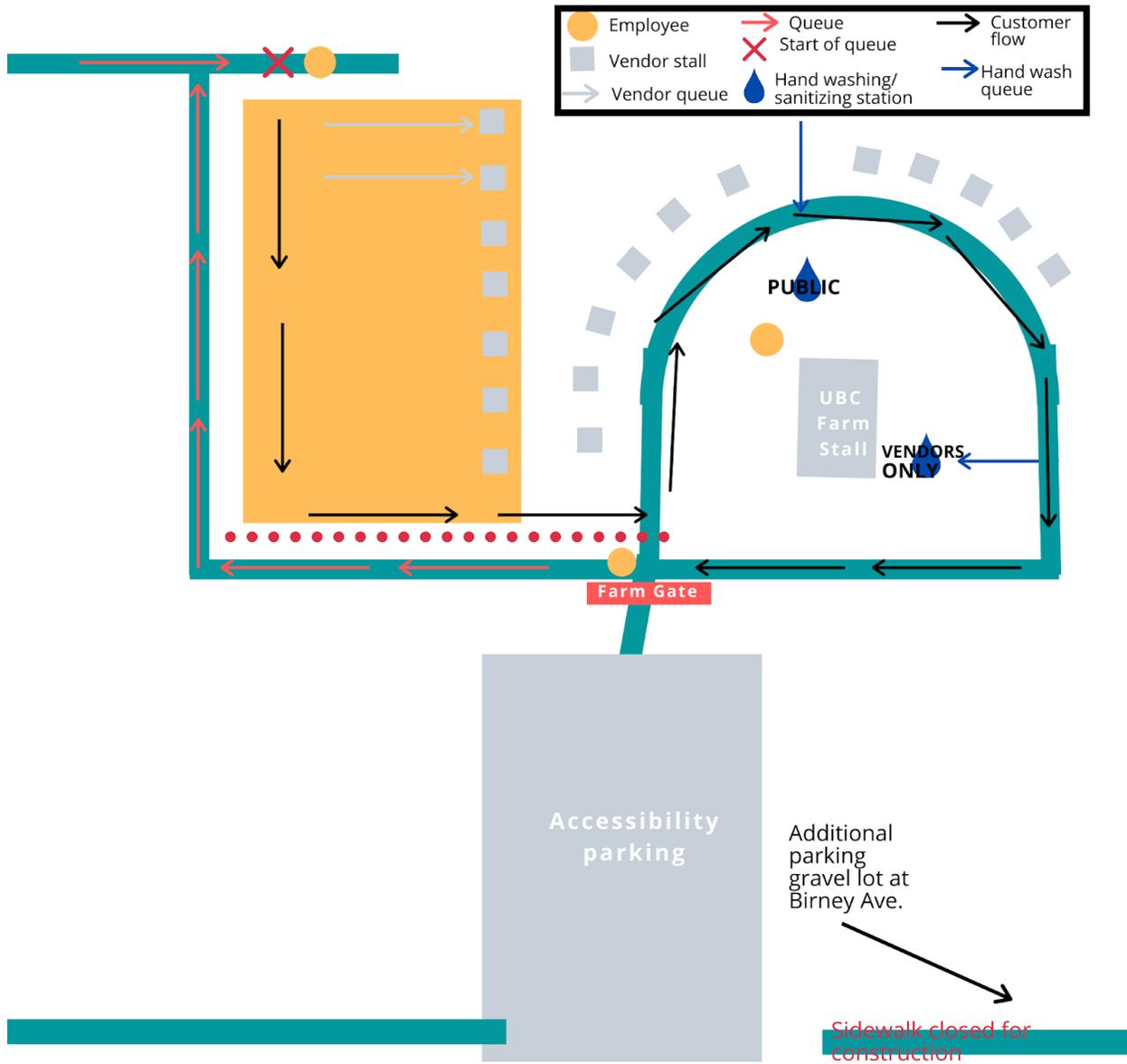
Option II

Provided construction prevents customers from lining up on the sidewalk outside the UBC Farm.



UBC FARM

Centre for Sustainable Food Systems



We also hope to have an additional hand sanitizing station at the Farm gate, but we are uncertain that this will be possible given the high demand and limited supply of hand sanitizer at this time.