



Ontario Food Terminal Board

Farmers' Market Tenant Protocol – Effective November 30th, 2020

This Protocol Supersedes All Previous Versions

Covid-19 Self-Screening Prior to Entering the Ontario Food Terminal (OFT)

- Ontario Regulation 364/20, requires all employers to conduct employee screening for Covid-19 whenever employees come to work. The Ontario Ministry of Health provides a screening tool questionnaire that you can use.
- No entry to anyone with a temperature higher than 38C. You must contact your primary health care provider, Telehealth Ontario (1-866-797-0000) your Public Health or Toronto Public Health (416-338-7600) for clearance before returning to the OFT.
- No person shall enter the Terminal if they have a cough, fever, difficulty breathing, sore throat, trouble swallowing, running nose, loss of taste or smell, nausea, vomiting, diarrhea.
- If you have travelled internationally or have been in close contact with another person who has travelled internationally, except to the United States, you are not allowed on the Ontario Food Terminal property for 14 days after the date of return to Canada.
- **All persons entering the Farmers' Market area or Ontario Food Terminal common areas must wear a face mask or a shield.**
- All persons are encouraged to download the Canada Covid-19 Alert App, so that you would be notified directly if you have been in contact with someone who was contagious with Covid-19.
- The use of gloves is strongly encouraged.
- Tenant vehicles or carriers can enter via the 100-200 or 300-400 roadway and exit at the top or bottom of the 500 row.
- Carriers delivering for farmers' market tenants are permitted but drivers must stay in their trucks at all times.

Limited entry to Farmers' Market area for buyers

- Tenants and buyers must wear face masks or shields. Use of gloves is strongly encouraged.
- Starting at 3 a.m., buyers will be allowed to drive into the Farmers' Market area through the 100/200 rows or 300/400 rows entry gate to purchase and load products into their vehicles as quickly as possible and exit through the 500/600 rows. No Loitering
- Buyers will be allowed into tenant stalls, if permitted by the Tenant, as long as physical distancing is practiced, and face masks or shields are worn and all public health directives are followed.
- Buyers waiting to speak to farmers must comply with physical distancing protocols issued by Toronto Public Health.
- Buyers are allowed to use two wheeled dollies to carry purchased product to their vehicles.
- Warehouse tenant employees are not permitted into the Farmers' Market area to make deliveries to buyers or farmers.



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Limiting personal contact

- Face masks or shields are mandatory for all persons in the Farmers' Market area and all common areas of the Ontario Food Terminal.
- Tenant Principals will be notified when an employee fails to practice physical distancing or fails to wear a face mask or shield. Tenants are to ensure their employees are compliant with Covid-19 protocols.
- If a tenant employee receives more than two OFTB Police violations, the Board will not allow the employee on the Board's common areas.
- Designated tenant delivery persons, identified by wearing pinnies, are allowed to deliver product directly from the stall to the buyer's vehicle. They are to stay in the centre of the roadway and only approach their own stall.
- Farmers' Market tenants and their employees are not permitted to enter any warehouse units. Any produce deliveries to the warehouses are to be left at the warehouse entrance for the warehouse tenant to take into their unit.
- Warehouse tenants and their employees are not permitted to enter the Farmers' market area during market hours. Except for the Warehouse Tenant designated produce buyer and are not to enter the stall.
- Any produce deliveries to Farmers' Market tenants are to be left at the Farmers' Market entry gate for the farmer to pick up and take to their stall.

Tracking personal contact

- Track all interactions with buyers and designated delivery persons each day.
- Tenants are required to keep a tracking log of all buyers that enters and exits the tenant's stall each day. This log must include the buyer access card number or the name of the buyer and the date and time. The logs must be kept on file until the conclusion of the Covid-19 crisis.

Advance orders & electronic payments

- Encourage your buyers to place orders in advance.
- If not possible, accept orders by phone or digitally once they are at OFT.
- Encourage buyers to make electronic payments.

Cleaning and sanitation

- All kiosks and equipment must be cleaned and sanitized frequently.
- Encourage use of hand sanitizer in your stall.



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When you become aware of a confirmed case of COVID-19 of an employee or when you have reason to believe that an employee is displaying symptoms of COVID-19

- If the employee is present at work at the Ontario Food Terminal, send the employee home immediately. Advise the employee to self-isolate and contact their primary health provider, **Telehealth at 1-866-797-0000, their local Public Health or Toronto Public Health at 416-338-7600**. The employee is to follow the direction of their primary health provider, Telehealth or Toronto Public Health unit.
- If the employee is at home, do not permit the employee to come to work at the Ontario Food Terminal.
- If the employee has not been diagnosed with COVID-19 but is symptomatic with a cough, fever, sore throat or shortness of breath, send the employee home and encourage the employee to self-isolate and contact their primary health provider, **Telehealth at 1-866-797-0000, their Public Health or Toronto Public Health at 416-338-7600** for clearance before returning to work.
- Follow your company's COVID-19 Response Plan which must include contacting Toronto Public Health and advising the Board of a confirmed case or when you have reason to believe that an employee is displaying symptoms of COVID-19, without revealing the name of the employee. You must also advise the Board of the steps you have taken in accordance with your Plan which will include the date the employee last worked and/or the employee's last work shift, the employee's designated work area, date tested and/or date of confirmed COVID-19, confirmation that all close contact persons have been sent home for self-isolation for 14 days and steps you have taken to sanitize and disinfect your premises with a projected date of when you plan to re-open your premises.
- Should the tenant fail to contact your Public Health or Toronto Public Health, the Board may take steps to contact Toronto Public Health, if the Board deems it necessary to do so.

Reduce the spread of illness through preventive measures

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands and avoid close contact with people who are ill.
- Emphasize to your employees and buyers to stay home when they have a cough, fever, or have difficulty breathing.
- Cover your cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash your hands. If you don't have a tissue, sneeze or cough into your sleeve or arm.
- Clean and disinfect frequently touched objects and surfaces.
- Stay at least 2 metres away from other people wherever possible. No physical contact, like handshakes, permitted.