Queen Anne Farmers Market COVID-19 Team, Staff & Volunteer Roles

Core Staff & Market Manager (in addition to regular duties)
- Core staff & vendor arrival health screenings
- Begin taping off perimeter until COVID staff arrives
- End of market KCPH report
- Additional KCPH and PPE/HW requirements in HD checks
- Sanitization Record for KCPH report
- Put up signage

Volunteer Team
General Expectations & Shared Responsibilities
- Report to Info Tent on arrival for health screening, PPE, & radio assignments
- Assist Director & core market staff as requested
- Reinforce Social Distancing guidelines usher shoppers quickly through the market
- Monitor the perimeter to ensure people are using proper entry & exit points
- Report to COVID Captain rather than Director when possible

COVID Team Captain (Brett Warwick)
- Arrive 15-30 minutes before COVID staff & volunteers
- Report directly to Market Director
- Assist with PH report, KCHD Checks
- Ensure all reports and health screenings are given to Director
- COVID staff & volunteer health screenings
- Patrol main market to monitor COVID ops compliance
- Confirm that Handwash stations and sanitizer stations are maintained throughout market hours
- Assign volunteers or core staff for high touch surface wipe down every half hour during market operations.
- Shopper count in the market

Perimeter/Line Monitor
- Confirm that perimeter is secure & line is chalked before market opens
- Patrol sidewalks & remind people to use proper entry & exit points
- Greet shoppers in line & remind them to maintain distance
- Report length of line & expected wait times to COVID Captain
- Answer questions and explain policies to shoppers as they wait
- Confirm pre-orders with shoppers and direct them to pre-order line
Entry Monitor
- Set up handwash station near market entrance
- Count total shoppers entering the market (total daily count)
- Ensure market does not go beyond capacity
- Fairly alternate entry between pre-order and walk-up shoppers
- Greet shoppers as they wait and explain new policies

Exit Monitor
- Set up handwash station near market exit
- Redirect shoppers to the proper entrance
- Communicate shopper exit count every 30 seconds to 1 minute
- Thank shoppers for supporting our vendors as they leave

Volunteers
- Support entry & exit monitors in assigned locations
- Gently remind shoppers to maintain proper social distance, wash their hands, and move quickly through the market
- Assist with line control at vendor booths
- Re-chalk line demarcations as needed
- Re-fill & maintain HW stations as directed by COVID Captain
- Maintain a cheerful demeanor & express gratitude to shoppers for coming out
- Coverage for COVID staff during breaks

Social Distancing Officer - Entrance
- Support Entry Monitor and secure entrance
- Assist Perimeter Monitor in confirming preorders and redirecting shoppers to correct line
- Patrol market near entrance to reinforce social distancing policies

Social Distancing Officer - Exit
- Support Exit Monitor and secure exit
- Redirect shoppers attempting to enter the market toward the correct entrance
- Patrol market near exit to reinforce social distancing policies

Social Distancing Officer - Central
- Support COVID Captain and help as directed by them
- Monitor market perimeter to ensure shoppers use proper entrance
- Patrol central market to reinforce social distancing policies
- Sanitize High touch areas every half hour and record in log.
Social Distancing Officer - Float
- Support COVID Team and market staff as needed
- Provide coverage to COVID Team and Volunteers during assigned breaks
- Patrol market to reinforce social distancing policies
- Assist COVID Captain with market counts
- Assist Perimeter Monitor with line chalking outside the market

Radio Assignments
- Market Director (Matt Kelly)
- COVID Team Captain (Brett Warwick)
- Entry Monitor
- Exit Monitor
- Perimeter/Line Monitor
- Info Tent (Will Cadra)