

COVID-19 Safety Plan Guidance for CCE Erie Master Gardener Spring Plant Sale

May 28 – 29, 2021

First Presbyterian Church, 1 Symphony Circle
Buffalo, NY 14201

The health and safety of our volunteers and sale customers is always our priority. In drafting our event safety plan, the Plant Sale committee members have closely followed guidance from the Centers for Disease Control and Prevention (CDC) and the *New York State Forward* re-opening plan.

Based on that guidance:

1. Some **requirements of the State** may be adjusted by the time of the sale, May 28 – 29, 2021. Volunteers will work with the Program Educator to make sure we are **adhering to the most current requirements**.
2. **Signs will be posted** to remind all participants to **practice and follow health safety guidelines**. Signs will be displayed prominently at entrance points to the sale, cashier stations, restrooms and break areas for volunteers.
3. All MG volunteers and sale customers will be **required to wear face coverings** while at the sale regardless of whether or not they have received a COVID 19 vaccine.
 - (1) MGs will be required to bring and wear a face covering.
 - (2) MGs need not wear masks during lunch break where 6 ft social distancing will be maintained.
 - (3) Extra face coverings will be available for anyone who doesn't have one.
 - (4) Entrance to the sale will be limited to those complying with the face mask requirement.
4. Frequent hand washing by MGs during set-up and actual event is encouraged. Hand sanitizer will also be placed in convenient locations within the sale area, and at entrance to and exit from the sales area for customer and MG use. Frequently touched surfaces within the sale will be sanitized regularly by MGs.
5. **Symptomatic individuals**, MGs, and customers alike, will be asked to not enter or participate as noted on a sign at entrance.
6. **Social distancing of 6 ft. distance** will be promoted by limiting the number of customers and MG volunteers in sale areas based on the New York State recommended percentage of the maximum occupancy for the church areas being used. MGs will **monitor the number of people in sale areas to ensure occupancy percentages are not exceeded**.
 - **Signage** will be posted to remind people of the 6 ft rule, (*signs provided by CCE office, posting at event done by volunteers*)

- Inside the church, **distance will be marked at 6 ft intervals** by an X with yellow or blue painter's tape on the floor near check-out and soil testing areas. Aisle will be clearly marked with 'one way' arrows using yellow painter's tape. (*responsibility of the MGs*)
 - Signage will clearly designate **entrances and exits**. (*responsibility of the church & MGs*)
 - MGs will monitor and control the **flow of traffic** at the gate entrance to the sale to ensure adherence to maximum capacity requirements while still maintaining physical distance. (*responsibility of the MGs – also, see floorplan attached.*)
7. **Contact Tracing (if necessary)** At the sale entrance, QR codes will be used to allow customers to complete an online form to provide their contact information to allow for contact tracing if that should become necessary. For those customers without smart phones, a volunteer will be stationed to collect this information from those entering the sale. (*responsibility of the MGs & CC Extension*)
8. **Restroom Facility**
- **Restroom capacity** will be reduced to one occupant. A flip sign on the door will be marked 'occupied' 'not occupied.' (*responsibility of the church and MGs*)
7. **Cashier Stations**
- There will be two cashier stations as marked on the event map.
 - In the cashier area, customers will place plants at one end of an 8' table. Then step back to a marked waiting zone.
 - The cashier assistant will remove tags from plants to tally prices and use a white board to show the customer the total.
 - Payments will be placed by the customer in a small box that is then given by the assistant to the cashier.
 - Any change will be placed in that box which the assistant will place next to the plants being purchased by the customer.
 - The plants will be moved by the cashier assistant to a customer holding table 6' from the cashier station. Once the cashier assistant has moved away from this table, customers may pick up their plants and change.
 - Cashiers and assistants will be encouraged to sanitize their hands between customers.
8. **Volunteer Break Area.** Food and beverages provided for MGs during sale will be individually wrapped or packaged. **MGs will be encouraged to provide their own beverages. Gloves and hand sanitizer will be provided in the break area. Six-foot distancing will be kept between people at all times in the break room.**
9. **Indoor Ventilation.** As much as possible, church **windows and doors** will be open upon MGs arrival at the sale and kept open throughout the sale. The church custodian will be responsible for making sure windows and doors are secured at the end of each day of the sale.
10. A volunteer or staff person will be assigned to monitor safety plan implementation during each volunteer work shift.

13. The plan has been developed with input from our volunteer Plant Sale committee members. One of the volunteers who serves on the committee is a retired epidemiologist and she has helped us to develop protocols for implementing this safety plan.
14. Prior to volunteering for the sale, MGs will be asked to complete a **health questionnaire and have signed the current CCE Erie's Assumption of Risk and Waiver of Liability for COVID-19 Forms.**
15. As representatives of CCE Erie, MGs will follow all relevant portions of their **NYS Forward re-opening plan.**
[https://s3.amazonaws.com/assets.cce.cornell.edu/attachments/46082/Safety Reopening Plan 7.14.2020 for website without signature.pdf?1594757365](https://s3.amazonaws.com/assets.cce.cornell.edu/attachments/46082/Safety_Reopening_Plan_7.14.2020_for_website_without_signature.pdf?1594757365)

Adapted from

NYS Dept of Health document *Interim Guidance for Essential & Phase II Retail Business Activities During the COVID-19 Public Health Emergency*, July 1, 2020

Cornell Cooperative Extension Erie County *COVID-19 Safety Plan Guidance for CCE Erie Master Naturalist Meeting*, September 19, 2020