



**COVID-19 Farmers'
Market Licensed Vendor
Food Service
Application
Fee: \$35.00**

(NRO 1987 Chapter 9, Section 9-17 through 9-20)

Application must be submitted at least TWO WEEKS prior to participation in Farmers' Markets, for departmental review and approval.

Farmers' Market(s) Information

Name(s) and Location(s) of Farmers' Market(s) where vendor will sell food:

Date(s) of participation in Farmers' Market:

Hours of Operation at Farmers' Market(s):

For initial pre-opening inspection, each vendor must be ready for inspection 1 hour prior to start time or license will not be issued.

Vendor Information

Name and address of vendor/establishment making application for licensure:

Email and phone number of vendor contact:

If vendor holds a food service license outside of Nashua, provide name on the license and name of jurisdiction that issued the license:

All vendors MUST submit a COVID Safety Plan outlining the measures they will institute to ensure safety while market customers are at their tents.

All vendors must submit a current copy of their food service license and a copy of their most recent food service inspection from their home jurisdiction.

All vendors must follow Nashua's COVID-19 Farmers' Market Rules and Regulations while at the Farmers' Market.

All vendors must have a handwashing/sanitizer station in close proximity to wash/sanitize hands when needed.

Food Information

List all food/beverages to be sold during the Farmers' Market and method(s) of temperature control:

Nashua does **NOT** allow home-prepared or stored foods.
All food must be from an approved source, prepared in a commercial kitchen, and subject to approval.
Due to COVID-19 ALL food must be pre-packaged prior to the market and no sampling or food demonstrations are allowed.

Vendor Layout – Provide a Sketch of Your Food Service Set Up Identifying Location of All Tables, Work Surfaces, Storage, Hand Washing/Sanitizing, and Safety Measures

By signing this application, I do hereby agree to comply with State and City laws, and the rules and regulations as outlined in this application, the accompanying guidance document, Farmers' Market Licensed Vendor Requirement Checklist, COVID19 Farmers' Market Rules and Regulations, and with any additional instructions. I understand that only the foods listed may be sold or distributed. Failure to comply with this and all other requirements may result in a license not being issued, or having the license revoked.

Signed: _____ Date: _____

-----PLEASE DO NOT WRITE BELOW THIS LINE-----

Office Use Only

Date Received:	Date Processed:	Check Number and Amount:
Plan Review Date:	License Duration:	EH Initials:



COVID-19 Farmers' Market Rules and Regulations

Coronavirus Disease 2019 (COVID-19) Rules and Regulations for Nashua's Farmers' Market

Farmers' markets provide fresh, local foods and essential goods to consumers. Keeping markets open while maintaining public safety and well-being during COVID-19 is a top priority to ensure safe access to healthy foods. Appropriate safety measures for consumer and vendor safety must be adhered to at all times during market operation. As the COVID-19 response continues, modification to the rules may occur based on the current data.

Market Managers and Vendors

- Check-in with employees and vendors at the beginning of each market day to ensure worker health and review proper hygienic practices.
- Appoint a market safety officer to enforce safety guidelines during all hours of market operation.
- Assign additional market staff to regulate market flow and ensure social distancing.
- Clearly communicate market changes to the community before the start of the market.
- Create a detailed site layout to visualize traffic patterns and avoid bottlenecks
- Create a one-way thoroughfare for the market with clearly defined entrance and exit points
- Limit customer capacity inside the market to promote social distancing and reduce congestion
- Separate vendors/booths with at least 10 feet in-between tents, more where possible, to reduce congestion.
- Add tape/chalk lines 6 feet apart to reinforce and visual represent social distancing.
- Customers shall not pick-up or handle any items at booths and ask vendors to assist them.
- Encourage quick transactions to keep traffic flowing
- Staff handling money, vouchers, or credit cards shall wear gloves and then change gloves and wash hands before moving on to a different task.
 - Vendors should consider additional staff to dedicate for transactions only.
 - Vendors should wash hands after each customer interaction.
- Musical performances, cooking demonstrations, and food/beverage sampling are not allowed during the COVID-19 pandemic response.
- Onsite food consumption is not allowed.
- Set up handwashing/hand sanitizer stations throughout the market to promote hand washing for customers and vendors.
- All food items, other than whole, uncut produce shall be prepackaged.

- Masks shall be worn by all vendors, employees, and market customers unless a health condition would prevent them from doing so.
- Frequently clean and disinfect high touch surfaces.
- Vendor tables shall be easily cleanable or use a vinyl or plastic table cover that can be easily cleaned and sanitized.
- Signs shall be posted reminding market customers to:
 - Wash all produce before consumption
 - Frequently wash hands
 - Social distance
 - Wear a mask
 - Stay home if feeling sick
- Consider expanding shopping options to an online purchasing and drive thru/walk-in pick up model.

Market Customers

- If you are sick, stay home.
- Maintain social distancing at the market by staying at least 6 feet apart from market staff, vendors, and other customers.
- Do not pick up any products at the vendor booths, ask the market vendors to assist you.
- Wear a face covering or cloth mask while shopping.
 - If everyone is wearing a mask we can maximize our protection from each other.
- Avoid touching your eyes, nose, and mouth.
- Bring your own cleaning wipes.
- Look for markings that may indicate one way traffic flow through the market and markings at booths to increase social distancing.
- When returning home, wash your hands with warm water and soap for at least 20 seconds and once again after you put away your market goods.
- Frequently clean and disinfect kitchen counters, tables, and sinks with an EPA registered disinfectant.
- Within 2 hours of purchase, refrigerate or freeze cold and perishable food items such as meats, poultry, eggs, and lettuce.
- Currently there is no evidence of food packaging associated transmission of COVID-19. If you like, for an additional safety measure, you can wipe down product packaging and allow it to air dry.

If you have any questions or would like more information, please call us at 603-589-4530 or visit www.nashuanh.gov as guidance may change due to the rapidly changing nature of this event.

Additional resources include:

<https://www.neha.org/just-in-time/just-in-time-farmers-market-safe-operations>

<https://extension.unh.edu/blog/covid-19-precautions-field-market>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>



WHICH FARMERS' MARKET VENDORS MUST OBTAIN A NASHUA FOOD SERVICE LICENSE?

Each individual vendor selling or distributing foods or drinks other than whole fresh fruits or vegetables must obtain a Nashua food service license, which allows that vendor to participate in any Farmers' Market in Nashua. Maple syrup and honey are exceptions to this because these items are considered non-potentially hazardous and are regulated by other agencies.

WHAT FOOD PRODUCTS CAN BE SOLD AT FARMERS' MARKETS IN NASHUA?

Non-potentially hazardous foods, frozen potentially hazardous foods that are kept frozen, drinks and cheeses are allowed for sale or distribution. Ready to eat foods that are pre-packaged are also allowed, but may require additional food safety measures. All foods sold or distributed by licensed vendors must come from an approved source, according to local, state and federal codes. Eggs that are exempt from New Hampshire Department of Agriculture's licensure will not be licensed by the Nashua Environmental Health Department and may be sold if kept cold (41°F or below) and accompanied by a placard stating that the eggs are not from a licensed source and are not subject to regulation or inspection by a regulatory authority. Eggs must comply with all labeling requirements.

ALL food during COVID-19 must be pre-packaged. There will be no food/beverage sampling or food demonstrations during COVID-19. No food handling at the market is allowed.

Use this checklist as a guide for application submission, review and pre-opening inspections.

Administrative

- APPLICATION:** A completed Farmers' Market Licensed Vendor Application must be submitted to the Environmental Health Department a minimum of two weeks before participation in a Farmers' Market, for review and approval, with the \$35.00 fee. The approved plan, to include specific food items, may not be changed unless amended and approved in writing.
- INSPECTION:** No food shall be sold or distributed until the individual vendor is inspected, unless the department determines that an inspection is not necessary. Any required systems, water, electricity, etc. must be ready for operation at the time of inspection.
- LICENSES:** License issued by the Environmental Health Department must be posted at each vendor's set up. If the event is on City-owned property, a Hawker's and Peddler's License must also be obtained from the City Clerk's office prior to the event. If the vendor is licensed in another jurisdiction, a copy of that license must accompany the completed application.

Personnel

- SAFETY OFFICER:** A designated safety officer shall be appointed for the Farmer's Market to ensure all vendors and patrons are following the rules and regulations for safety during COVID-19. This individual is the responsibility of the event organizer to provide and all vendors must follow the direction of the safety officer.
- PERSON IN CHARGE:** A designated person responsible for compliance with health code requirements must be on site and accessible during all hours of operation of the Farmers' Market. This person may also be the safety officer.
- HEALTH/HYGIENE:** Food service workers must maintain a high degree of personal cleanliness and must wear clean outer garments or aprons. All vendors must wear cloth masks while working the market. Smoking is not allowed. Unauthorized persons and animals are not allowed. Employees with communicable diseases which can be transmitted through food or who are experiencing vomiting and/or diarrhea must be excluded from working the market. Food workers must not have any open cuts or sores.

<input type="checkbox"/>	<p>HAND WASHING: Vendors must have access to a hand-washing set up, which minimally will consist of a 5 gallon insulated container with a spigot to hold heated water, a catch basin of 1 ½ times the size of the water container, a hand soap dispenser and paper towels on a dispenser. Food service workers must wash their hands after cash transactions, using toilets, smoking, drinking or eating and as often as necessary.</p> <p>Proper hand washing: wet hands with clean, warm water. Apply soap and work into a lather. Rub hands together for 20 seconds; clean under the nails and between fingers. Rinse under clean, running water. Dry hands with disposable paper towel.</p>
<input type="checkbox"/>	<p>MASK USAGE: Masks shall be worn by all vendors, employees, and market customers unless a health condition would prevent them from doing so.</p>
<input type="checkbox"/>	<p>TRANSACTIONS: Staff handling money, vouchers, or credit cards shall wear gloves and then change gloves and wash hands (outlined above) before moving on to a different task.</p> <ul style="list-style-type: none"> • Vendors should consider additional staff to dedicate for transactions only. • Vendors should wash hands after each customer interaction.
Food and Utensil Storage/Handling/Labeling	
<input type="checkbox"/>	<p>FOOD: Foods must be stored to prevent cross-contamination, and must be stored off the ground. All food must be protected from customer contamination by use of wrapped single serve items, food shields, or other effective barriers.</p>
<input type="checkbox"/>	<p>SAMPLING: Not allowed during COVID-19</p>
<input type="checkbox"/>	<p>WATER: If required, adequate supplies of both hot and cold water must be provided and must be obtained from an approved source. Hoses and water supply equipment carrying water must be constructed of approved food contact materials and must be installed to preclude the backflow of contaminants into the water supply.</p>
<input type="checkbox"/>	<p>ICE: Ice must be stored in an approved container and from an approved source.</p>
<input type="checkbox"/>	<p>COLD STORAGE: Refrigeration or other approved units shall be provided to keep potentially hazardous foods at 41°F or below. A cooler with sufficient ice or other means to maintain potentially hazardous foods at 41°F or below may be approved for the storage of frozen potentially hazardous foods. Unpackaged foods may not be stored in direct contact with un-drained ice and are not allowed during COVID-19</p>
<input type="checkbox"/>	<p>THERMOMETERS: Each refrigeration unit or other approved method of cold holding shall have a numerically scaled thermometer to accurately measure the temperature of the unit affixed to the unit.</p>
<input type="checkbox"/>	<p>DRY STORAGE: All food, equipment, utensils and single service items must be stored at least 12” above the floor/ground on shelving and protected from contamination.</p>
<input type="checkbox"/>	<p>HOT STORAGE: All food during COVID-19 must be pre-packaged. No hot-holding of food will be allowed. Foods that require heating should be provided with reheating instructions.</p>
<input type="checkbox"/>	<p>FOOD LABELING: All packaged foods must be labeled, and ingredient information must be available for foods sold in bulk.</p> <ul style="list-style-type: none"> • Packaged foods must be labeled with the name of product, net weight, ingredients in descending order by weight, and name and address of the producer or distributor. • Bulk foods must list ingredient information. Vendors can post ingredients on bulk bins or display a sign saying the ingredients are available upon request. Ingredient information should be maintained in writing.

Sanitation	
<input type="checkbox"/>	<p>WASTEWATER: If generated, all wastewater and grey water must be disposed of in a sanitary sewer system. If a sanitary sewer system is not readily available, suitable storage devices must be provided. Storm drains may not be used to dispose of grey water.</p>

<input type="checkbox"/>	TRASH: Trash must be stored in leak proof, non-absorbent containers that must be kept covered with tight fitting lids. Trash containers must be provided for consumer use. Trash must be removed as necessary to prevent a nuisance or health hazard.
<input type="checkbox"/>	SANITIZER: Chlorine bleach or other approved sanitizers must be provided for sanitizing any food contact surfaces and equipment. Sanitizers must be used at appropriate strengths: chlorine solution at 50 ppm, quaternary ammonium compound at 200 ppm. An approved test kit, typically test strips, must be available and utilized to accurately measure the concentration of the sanitizing solution.
<input type="checkbox"/>	DISINFECTANT: An EPA List N disinfectant should be used for non-food contact surfaces and high-touch areas such as payment processing equipment. https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
<input type="checkbox"/>	TOXIC MATERIALS: Poisonous or toxic materials must be properly labeled and stored so that they cannot contaminate food, equipment, utensils, single-service articles. Only those chemicals necessary for the operation of the vendor's set up will be allowed on site.
Structure	
<input type="checkbox"/>	OVERHEAD PROTECTION: Each licensed vendor's set up must be covered with a tent, canopy or other type of overhead protection. Walls and ceilings, if required, are to be of tight and sound construction against the elements, windblown dust and debris, insects, or other sources that may contaminate food, food contact surfaces, equipment, utensils, or employees.
<input type="checkbox"/>	LIGHTING: Adequate lighting by natural or artificial means must be provided. If used, light bulbs must be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food, clean equipment and utensils, or un-wrapped single service articles.
<input type="checkbox"/>	FOOD CONTACT SURFACES: All food contact surfaces must be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces must be finished so that they are easily cleanable.
<input type="checkbox"/>	TOILET FACILITIES: An adequate number of toilet and hand washing facilities must be provided or designated for food service workers, and the public, in sufficient proximity to the event.