



**Rail Yards Market Emergency Plan // Rules & Regulations Addendum**  
**Updated May 28th, 2021**

		Public Health Order Levels			
Operational Plan	No-Pandemic	Turquoise	Green	Yellow	Red A
Occupancy of Outdoor Plaza (60,000 sq ft)	100% 999	100% 999	50% 499	33% 323	25%
Occupancy of Blacksmith Shop (24,000 sq ft)	100% 999	75%* 750	50% 499	33% 323	25% 249
In-person Shopping Avail.	Yes	Yes	Yes	Yes	Yes; to-go only
Online Ordering Available	No	Yes	Yes	Yes	Yes
Online pickup method	N/A	curbside & walk-up	curbside & walk-up	curbside & walk-up	curbside & delivery
# of Vendor Booths max.	150-200	150	120	100	80
Outdoor seating capacity	100% 16 tables	0%* to-go only	0%* to-go only	0%* to-go only	0% To-go only
Farm & Packaged Foods	Yes	Yes	Yes	Yes	Yes
Prepared Foods	Yes	Yes	Yes	Yes	To-go only
Retail Vendors	Yes; 100 max	Yes; 80 max	Yes; 50 max	Yes; 30 max	Yes; 20 max
Non-profit tables	Yes	Yes 3 max	Yes 2 max	No	No
Performance	Yes	Yes; instrumental only	No	No	No
Dogs permitted	Yes	Service only	Service only	Service only	Service only
Masks required	N/A	For unvaccinated	Yes	Yes	Yes
Social Distancing	N/A	Yes	Yes	Yes	Yes
Temperature screenings	None	Employees & Vendors	Employees & Vendors	Employees & Vendors	Employees & Vendors
NM Safe Certified	N/A	Yes	Yes	Yes	Yes
Social Programs Educational zones, kids activities	Yes	No	No	No	No
Waste Collection	Yes; sort & move recycling compost offsite	Yes; no sorting dumpster onsite	Yes; no sorting dumpster onsite	Yes; at food trucks only dumpster onsite	No; 2 trash cans by exit dumpster onsite
# Security Guards	5	4	4	4	4
# staff	15-20	15	12	12	12
Projected Revenue Loss	N/A	30%	50%	60%	80%

\*opting for more restrictive measures than the PHO requires for increased safety



## **I. Policies & Resources**

In response to the public health emergency, the following policies shall be adopted by the Rail Yards Market during the State's Public Health Order. More notice regarding changes shall be posted to [www.railyardsmarket.org](http://www.railyardsmarket.org)

### **A. Official Resources (vendors must review the current safety guidelines before participating):**

1. [CDC Guidelines on COVID-19](#) [NM Department of Health](#)
2. [Executive Order March 23, 2020 Listing Farmers' Markets as Essential Businesses](#)

## **II. Infection Control Practices at the Market**

In accordance with NM Dept of Health & CDC guidelines, the Rail Yards Market is committed to working closely with public officials and implementing increased safety precautions to maintain essential food distribution with customer, staff and vendor safety.

### **A. Modified operations**

1. Hosting limited businesses on Sundays May-Oct 10am-2pm as an essential Farmers' Market, which has more than 1/3 of its total revenues from produce, food and beverage sales.
2. The Rail Yards Market is NM Safe Certified. Vendors are encouraged to become certified for free at <https://nmsafecertified.org/>
3. The info booth shall be open for SNAP and DUFB tokens.
4. No programming or educational zones open.
5. No gathering and no pets. To-go/pick-up encouraged.
6. Trash collection/sorting is not provided at this time. Each vendor must take out their own trash/recycling/compost to west dumpster.
7. Staff/Vendors screened with health questions/temperature checks before entry.

### **B. Sanitation**

1. Gloves must be used to handle food. Only vendors/staff can handle food.
2. Masks must be worn by all who are unvaccinated.
3. Physical barriers must be in place so customers cannot handle food or products.
4. Food vendors must have gravity fed hand-washing station at their booth.
5. Prepared food vendors must wear gloves to handle food.
6. Vendors must provide their own tents, tables, gloves, cleaning supplies, hand sanitizer, packaging and equipment.
7. Market shall provide safety signage, gloves, and cleaning equipment for market staff.

### **C. Distancing & Decreased contact**

1. Occupancy of the market is monitored at entrance.
2. Vendors must practice social distancing:
  - a) Individuals must be a minimum of 6 ft apart; 1 worker encouraged for each booth; 2 people maximum per booth if absolutely necessary
  - b) Food handlers and money handling stations at least 6 ft apart.
  - c) Leave family & pets at home; only bring essential staff to work booth.
3. Market shall space out booths and infrastructure at minimum 6ft between work areas.
4. Customer reusable packaging, cups, and eat-wear are prohibited.



5. The market will not provide compost sorting or helpers for loading.
6. Management shall enforce minimal staff interaction.
7. Market shall provide pick-up order area.
8. Market shall not provide, bike valet, trash collection, nor a refillable water station.
9. Crowd Control
  - a) Market shall provide chalk/tape/cones or other barrier equipment.
  - b) Lines shall be designated to maintain physical distancing at entrance (market managed) and at vendor booths (vendor managed).
  - c) Designated staff/security shall count entering/exiting visitors and maintain occupancy.
  - d) Examples showing controlled and physically distanced lines:



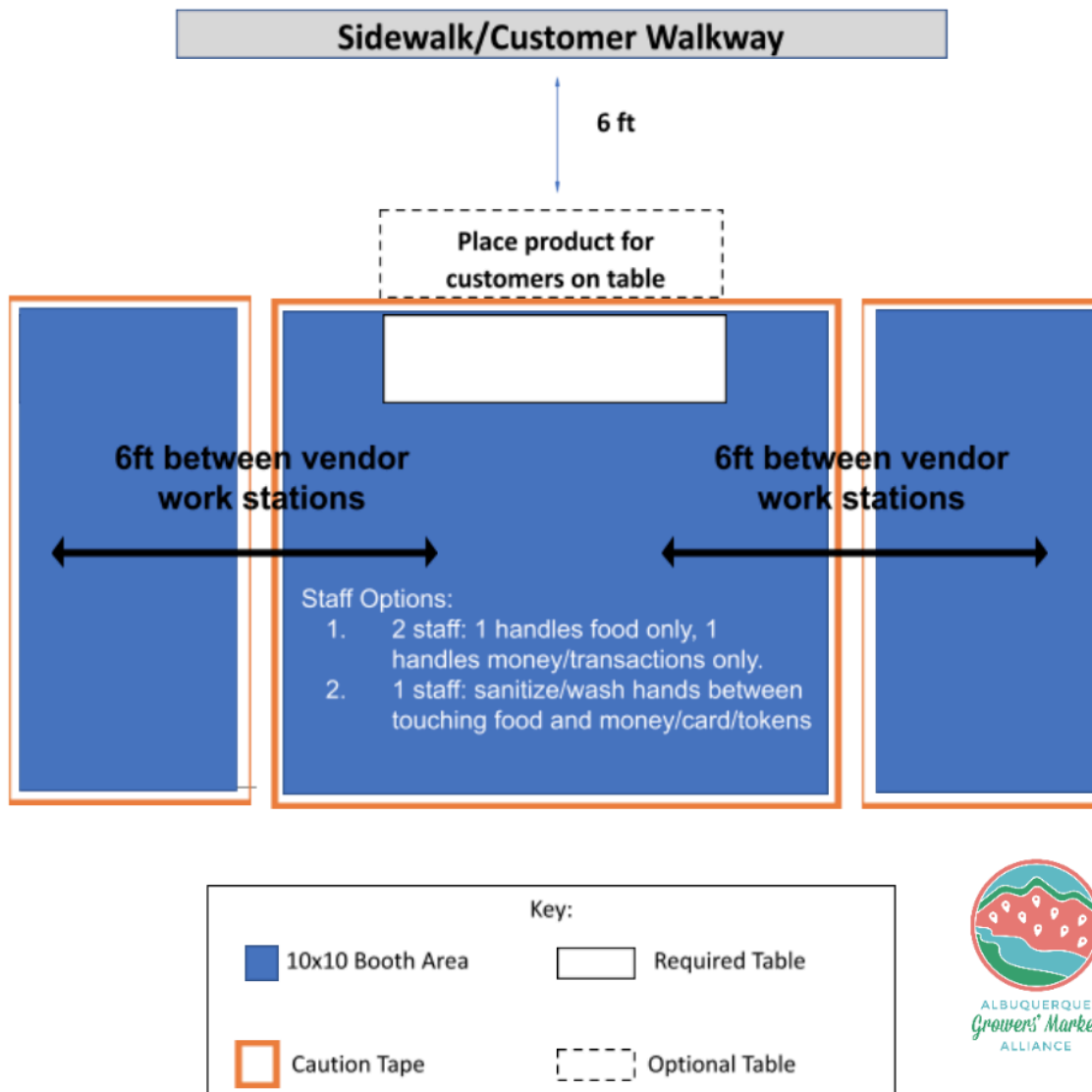
Vendor booths must have infrastructure to control distancing such as tables or ropes, see examples below and booth layout:





## Farmers' Market Vendor Booth Set Up – COVID19

All booths must include a table at the front, to act as a barrier between the customers and vendor to maintain social distancing. Customers can no longer be invited into the booth. For extra precautions vendors are required to either add a table in front of the booth or to wrap the booth with caution tape. **No customers are allowed in the booth.** Contact Management if you have any questions/concerns or if you don't think one of these options will work for your booth set up.



### III. Contingency Planning Proposals

All proposals include the increased distancing and safety precautions described in the above.



- A. Contingency options outlined here: Reduced Occupancy
  - 1. Red: 25%
  - 2. Yellow: 33%
  - 3. Green: 50%
  - 4. Turquoise: 50%
- B. Contingency Situation Preparedness: 100% shut-down of essential businesses
  - 1. Fiscal considerations: Without any vendor revenue market would have to furlough most of its 23 employees. Manager hours would be extremely reduced to cover basic communication & planning only.
- C. Contingency Situation Preparedness: If COVID-19 positive infection is linked to market staff, Manager shall act in compliance with Dept of Health orders.
  - 1. Market may be closed for two weeks if ordered to do so by the Governor's Office.
  - 2. Public statement disclosed on the website.
  - 3. Health information privacy shall be protected.
  - 4. Staff: In the case that an employee tests positive for COVID-19, the staff member must notify the Manager and consult with healthcare provide about when they can return to work. The Manager shall notify any staff that have been in close contact to connect with their health care provider.

#### **IV. Communication Plans**

Imperative to market function and sustainability is timely communication of changes and planning. Manager must act as organization's direct communication with municipal, government, vendors, stakeholders and media contacts with minimum 72 hour turn around time.

- A. Public Communication
  - 1. Market modifications shall be communicated succinctly on website to the public
  - 2. Equity: Every effort shall be made to translate public communication media into Spanish for increased access.
  - 3. Vendor emails shall be sent direct emails with related news
  - 4. Monthly: List updated and compiled of key stakeholders, funders, and leaders to update regarding progress and changes of planning
  - 5. Archive of public statements
- B. Internal Communication & Planning
  - 1. Regular communication from Manager to City & State officials
  - 2. Communication platform (slack) created for board members to stay connected to staff in a timely and open manner.
  - 3. Increased Adhoc Board meetings to discuss rapid developing changes and decisions.

#### **V. Administrative & Personnel Policies**

- A. Emergency fiscal adjustments shall be approved by Board Chair and enacted by Manager. Program revenues are projected to be down, and Board may approve budget changes.





- B. Accrued leave may be used for any absence as long as notice is provided a minimum of 1 hour before absence.
- C. Staff must inform manager if symptomatic at work; sick staff must stay home if sick.
- D. Should staff become ill with COVID-19 they must notify Manager. Employees may have to quarantine at home. Manager will notify other employees if in contact.
- E. Documentation must be provided for reporting of COVID-19 illness.
- F. All administrative staff shall work from home during the week, and attend meetings via tele- or web conference.
- G. All administrative and/or operational staff may have hours reduced to fit the workload.
- H. While at work all staff shall enact CDC guidelines for masks, hygiene, including frequent handwashing, excellent surface cleaning, and social distancing.

VI. Additional Vendor Resources

- A. Ingles y Espanol: [City of Albuquerque Small Business Office Resources](#)
- B. Rail Yards Market public statements & vendor resources: [www.railyardsmarket.org](http://www.railyardsmarket.org)
- C. Small Business Administration Disaster Loan Assistance program: For more info, call 800-659-2955, or send an email to [disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov)
- D. City of Albuquerque's Economic Development Department's resource page for local businesses: <https://www.cabq.gov/economicdevelopment/documents/cabq-coronavirus-small-business-guide.pdf>
- E. [Vendor-made COVID-19 resource page is HERE.](#)

VII. **Administration & Cost Analysis, Projections, and Proposals**

- A. [Emergency budget impact & projections](#)
- B. [Proposals & costs of setting up online market platform](#)
- C. [Proposal & costs of operating drive-thru market](#)
- D. [Online market delivery considerations during pandemic](#)