Administrative Committee

Regular Meeting
~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208-883-7015

Monday, March 22, 2021 **4:00 PM** **Council Chambers**
206 E. Third St.

The Moscow Mayor, City Council and Staff welcome you to today's meeting. Due to the rise in COVID-19 cases in the area, the meeting is open to the public, but is subject to social distancing protocols and masks will be required of attendees. If you do not have a mask, a disposable mask will be provided. The number of attendees at any one time is limited to no more than 14 due to social distancing requirements in Stage 3 of the Idaho Rebounds Plan and the City of Moscow Public Health Emergency Order. We appreciate and encourage public participation. Citizens wishing to comment on business on the agenda are encouraged to communicate with the Mayor and City Council by phone or email (council@ci.moscow.id.us) in order to respect social distancing protocol. Please note that Council Committee meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

REGULAR AGENDA

1. **Approval of March 8, 2021 Administrative Committee Minutes (ACTION ITEM) - Taylor Riedner**

2. **Community Events Applications & Permits Update (ACTION ITEM) - Amanda Argona**

   The Community Events Division is responsible for processing Community Event applications that take place in the public right-of-way (ROW). Such events include marches, demonstrations, block parties, fun runs, etc., and hosted by individuals, organizations, and other City departments and programs. On August 3, 2020, City Council suspended events in the City ROW due to COVID-19. The Community Events Division has begun to receive inquiries about hosting events, in addition to planning for the 2021 Moscow Farmers Market season. Per the State's guidelines, all events expecting more than 50 participants are required to develop a large-gathering plan and submit a required attestation to the Idaho North Central District Public Health office. In addition, last July, the City updated the current City of Moscow Community Event Application to include a specific Hold Harmless Agreement section as approved by the City's Legal Department to include language regarding State COVID-19 regulations. With these updates to State requirements and City process, City staff is looking for further guidance regarding the permitting of community events.

   PROPOSED ACTIONS: Provide staff direction on the Community Events application process.

3. **2021 Moscow Farmers Market Operations Proposal (ACTION ITEM) - Amanda Argona**

   The 2021 Moscow Farmers Market is scheduled to begin on Saturday, May 1. During the 2020 Market season, staff implemented a gradual re-opening of the Moscow Farmers Market, but also limited the types of amenities offered. These included the cancellation of the following programs: Market Entertainment, POP Club!, youth and performance (aka buskers) vendors, City Commission tabling, and more.

   Due to the modifications made last year, which affected the atmosphere of the Market and the impact to Vendors and their sales, staff recommended and Council approved a reduction in

Vendor fees.

For the 2021 Market season, staff is proposing the return of several amenities, including the curbside, pick-up service of Motor-In Moscow Farmers Market. The potential return of a more lively Market atmosphere is beneficial to Vendors and their ability to make sales. Pending which amenities are approved to return, a temporary reduction in fees is recommended by staff. Specifically, if providing entertainment in a modified manner is deemed as not feasible, staff requests waiving registration fees for the 2021 season.

In preparation for the start of Market, staff has submitted an attestation to the Idaho North Central Public Health District which was approved on Friday, March 12, 2021 but has not submitted a Community Events application for review.

PROPOSED ACTIONS: Review and provide direction regarding operation plan for the 2021 Farmers Market Season; recommend approval of associated fee adjustment based on that direction; or provide staff further direction.

REPORTS

Staff Report (if needed)

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

Administrative Committee

Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, March 8, 2021 **4:30 PM** **Council Chambers**
206 E. Third St.

The meeting was called to order at 4:30 p.m.

PRESENT: Brandy Sullivan, Gina Taruscio, Sandra Kelly
OTHERS: Mayor Bill Lambert, Council Member Sandra Kelly, Council Member Maureen Laflin, Council Member Anne Zabala (Virtual), Jenny Kostroff (1912 Center Staff, Virtual)
STAFF: Jen Pfiffner, Megan Cherry (Virtual), Bill Belknap (Virtual), Mia Bautista (Virtual), Gary Riedner, Tyler Palmer (Virtual), Laurie Hopkins (Virtual), Taylor Riedner (Virtual)

REGULAR AGENDA

1. **Approval of February 8, 2021 Administrative Committee Minutes (ACTION ITEM) - Taylor Riedner**

The minutes were approved as presented.

2. **1912 Center Auditorium & Staircase Naming Request (ACTION ITEM) - Jen Pfiffner / Jenny Kostroff**

Heart of the Arts, Inc. (HAI) is proposing naming the newly remodeled 1912 Center auditorium, "Lecompte Auditorium" honoring Janet Lecompte who donated the initial funds to purchase and begin restoration of the 1912 Center (please see attached proposal). HAI is also proposing naming the newly remodeled 1912 west staircase, "Mark Ford Anderson Staircase" honoring Mark Ford Anderson whose family made significant financial contribution to the renovation of the staircase to the second and third floors of the 1912 Center (please see attached proposal).

PROPOSED ACTIONS: Recommend City Council approval to name the newly remodeled 1912 Center auditorium, "Lecompte Auditorium", and name the newly remodeled 1912 west staircase, "Mark Ford Anderson Staircase."

Kostroff introduced the item by sharing the request received from the Mark Ford Anderson family and Janet Lecompte's involvement with the 1912 Center. The Anderson family had donated to the 1912 Center to sponsor the western staircase for Mark who was a very talented Renaissance man who loved everything from star gazing to painting to practical jokes. In addition to the Anderson Staircase plaque, there will be a displayed piece of Mark's artwork that was gifted from the family. Janet Lecompte was the original anonymous donor to save the 1912 Center and helped create the 1912 Center as the community space that it is today. This summer there will be a ribbon cutting for the Anderson Staircase and another on the second floor for the Lecompte Auditorium. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

3. **City of Moscow Restroom Facility Gender-Neutral Conversion Plan Proposal (ACTION ITEM) - Jen Pfiffner**

City staff was directed to develop a plan for conversion of its public restrooms to gender-neutral (GN) facilities. This plan includes restroom facilities in parks and all City-owned buildings. The goal is to have a GN accessible restroom in every building and park. Overall, the City is in pretty good shape. An inventory reveals most City-owned buildings and parks already have GN restrooms, or with minor modifications, can become GN. Modifications for conversion range from simple signage, to change of locking systems. A few restrooms facilities in high use areas will experience

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diminished/inadequate service for the public with a conversion. Costs for conversion vary, but the only significant expenses will occur for the two restroom facilities: 1) the Downtown Restroom and 2) Mountain View Park restroom. These will likely require construction of an additional single user/family room. These could be constructed or modular. Please see the attached memo with plan details, and attached spreadsheet with inventory details.

PROPOSED ACTIONS: Recommend City Council approval of City of Moscow Restroom Facility Gender-Neutral Conversion Plan, or direct staff otherwise.

Pfiffner introduced the item as written above and reflected on the previous presentation given to Council in November. An inventory of City facilities and their suggested changes can be found in the meeting packet for further information. The majority of current facilities would be an easy conversion to GN accessible and locations that require no change have either a family or a single user restroom already. Facilities that would require signage change are already set up with appropriate locks and are setup as single or family user. The downtown and Mountain View Park facility will encounter use-capacity issues that will be more difficult to convert. and will be considered in future planning. Staff will also be working on the development of a Resolution for the planning and construction of new facilities. After reviewing with Chief Fry, the Idaho Chiefs of Police Association, and the FBI, there were no concerns for potential safety issues nor any existing concerns in the current facilities. With no recommendation, the Committee placed it on the Council regular agenda.

REPORTS

Public Art Maintenance Plan – Megan Cherry

The Public Art Collection currently consists of 136 pieces which include permanent, temporary and portable collections. The Maintenance Plan focuses primarily on the permanent features, however, still giving other pieces attention as needed. The objective of the Maintenance Plan is to integrate longevity and maintenance considerations which includes reviewing materials, installation methods, and finishes that are important for the conservation of the artwork. The plan will also establish artwork recordkeeping, guidelines for annual inspections, maintenance, and cleaning routines. These objectives will help prevent large expenses in the future due to neglect and poor conservation, assist in budget requests, promote a positive public outreach, and increase program sustainability. The Maintenance Plan will be reviewed an updated annually to ensure care of the collection is prioritized.

2021 Sidewalk Cafe Process Update - Gary J. Riedner

Staff have been working on addressing temporary versus potentially permanent changes to the downtown sidewalk café that were made last year due to COVID-19. There were some implementations that do not translate very well to permanent such as the redirecting of pedestrian traffic into the street or parking spaces with the use of concrete barriers. These practices were implemented in a temporary situation in need for social distancing, but are not a permanent solution. It is staff recommendation to bring a Resolution to Council, similar to that which was passed last year, allowing the City to work with businesses for one more year due to the lasting effects of COVID into 2021. Improvements and updates will be made to the Resolution now that the City is more knowledgeable in the situation compared to this time last year. A downtown revitalization and ADA accessibility project is anticipated to happen within the next 3 to 4 years which will be considered throughout the process as well as public input.

ADJOURN

Meeting adjourned at 5:15 p.m.

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COMMITTEE STAFF REPORT

DATE: Monday, March 22, 2021

RESPONSIBLE STAFF

Amanda Argona, Community Events Manager

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

Community Events Applications & Permits Update (ACTION ITEM) - Amanda Argona

DESCRIPTION

The Community Events Division is responsible for processing Community Event applications that take place in the public right-of-way (ROW). Such events include marches, demonstrations, block parties, fun runs, etc., and hosted by individuals, organizations, and other City departments and programs. On August 3, 2020, City Council suspended events in the City ROW due to COVID-19. The Community Events Division has begun to receive inquiries about hosting events, in addition to planning for the 2021 Moscow Farmers Market season. Per the State's guidelines, all events expecting more than 50 participants are required to develop a large-gathering plan and submit a required attestation to the Idaho North Central District Public Health office. In addition, last July, the City updated the current City of Moscow Community Event Application to include a specific Hold Harmless Agreement section as approved by the City's Legal Department to include language regarding State COVID-19 regulations. With these updates to State requirements and City process, City staff is looking for further guidance regarding the permitting of community events.

STAFF RECOMMENDATION

PROPOSED ACTIONS

PROPOSED ACTIONS: Provide staff direction on the Community Events application process.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Form_CommunityEventsApplication_updated 7.1.20_COVID-19
2. Form_Idaho North Central Public Health_Mass Gathering exemption

If you intend to serve alcohol at your event, please do not use this form. Instead use the "Downtown Community Event Closure Requesting Temporary Alcohol Use" Application.

CITY OF MOSCOW APPLICATION
FOR
☐ COMMUNITY EVENT CLOSURE / NEIGHBORHOOD BLOCK PARTY
☐ PUBLIC ASSEMBLY
☐ PARADE PERMIT and ITD FEE (if necessary)
☐ SIDEWALK WALKING PARADE – NO FEE
See Attached Fee Schedule

Date App Rec'd: _____	Fees Due: _____	Fees Paid: _____

This completed form must be submitted to the City Clerk/Deputy City Clerk:

Title 10 Section 17-4: At least sixty (60) days and not more than one hundred eighty (180) days before parades or public assemblies held on a regular or recurring basis.
Single, non-recurring parades or public assemblies shall file the application at least ten (10) days and not more than one hundred eighty (180) days before the proposed date of the event.

Permits are issued on a first-come, first-served basis.

THE CITY RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION REASONABLY NECESSARY TO A FAIR DETERMINATION AS TO ISSUANCE OF A PERMIT.

1. Name of Event: _____
2. Event / Street Closure Location: _____
   ☐ Check if a recurring event
3. Event Date(s): _____ Event Starting time: _____ Event Ending time: _____
4. Road Closure Setup/Event Setup/Staging time: _____
5. Will you Require Parking Restrictions for the Street Closure: Yes ☐ No ☐

If 'Yes' please give details (i.e., no parking on day of event, parking restricted to a particular area, etc.)

_____

_____

6. Group Name Sponsoring Event: _____
   Organization Address: _____
   Organization Officers/Authorized Representatives: _____
7. Individual Responsible for Event Organization: _____
   Individual's Address: _____
   Individual's Day, Message or Cell Phone: _____
   Individual's E-mail: _____
8. Are you planning on having Food Vendors? Yes ☐ No ☐
9. Are you planning on having a Band or Music? Yes ☐ No ☐

10. Will there be a Stage? Yes ☐ No ☐

11. Street Closure/ Site Map Required: Blank downtown map attached for your use or you can provide your own. Provide details on the site map showing any road closure(s), parade route, public assembly points and location of any food vendors, booths, and stage or service areas. For the Parade Route, include the start and termination points. APPLICATIONS WILL NOT BE PROCESSED WITHOUT A MAP, SITE PLAN, OR TRAFFIC CONTROL PLAN. USE ADDITIONAL PAGE(S), IF NECESSARY:

12. Approximate number of persons, animals, and/or vehicles constituting parade, public assembly, or street closure, approximate number of participants and spectators and the type of animals and description of vehicles:

_____

_____

13. Describe any recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices to be used in connection with the parade, public assembly, or street closure, and list any designated public facilities or equipment to be utilized for the parade, public assembly, or street closure:

_____

_____

_____

14. Are you requesting City Police services such as escort services, traffic direction and/or crowd control?

Yes ☐ No ☐

If YES, please contact City of Moscow Police Department at 208-883-7059 to discuss (see attached Fee Schedule)

15. Please describe your waste and recycling plan. Attach a separate sheet if necessary.

_____

_____

16. Other: If there is additional information about your event that we should know, please use this area to include more detail or attach additional pages. _____

_____

_____

17. Will you agree to alter your route if the City determines the proposed route will require significant City services and/or severely limit transit opportunities in high traffic areas? Yes ☐ No ☐

18. **Block Parties**: Provide Proof of Insurance (Optional at Discretion of City)

19. **Parades & Community Events**: Provide Proof of Insurance (Required)

HOLD HARMLESS AGREEMENT:

The applicant/group/organization (hereinafter "SPONSOR"), through its duly and specifically authorized agents, hereby releases City of Moscow, Idaho (hereinafter "CITY") and agrees, contracts and covenants not to bring suit and agrees to defend, hold harmless, and indemnify CITY, its officers, employees, agents and representatives from any and all claims, costs, judgments, awards, or liability to any person, including claims by SPONSOR's own agents, officers, employees and representatives, to which SPONSOR might otherwise be immune, arising from the Community Event, Block Party, Public Assembly, Parade or Sidewalk Walking Parade scheduled to occur as indicated on this application (hereinafter "Event"), including any Street Closure permitted under the terms of CITY's Policy on Street Closure. No SPONSOR shall be required to indemnify or hold harmless CITY for claims, actions and demands that arise out of CITY's sole negligence. Inspection, review and/or acceptance by CITY of any activity performed by or during the Event, or any activity or non-activity by CITY Police officers or other officers, employees, agents or representatives of CITY, shall not be grounds for avoidance of any of the covenants of defense, indemnification or hold harmless by SPONSOR on behalf of CITY.

SPONSOR acknowledges that he/she has read and understands the Idaho Governor's most recent 2020 Stay Healthy Order and Guidelines and has read the protocols for social/physical distancing, use of face masks/face coverings, and sanitation requirements. SPONSOR agrees to comply with the Governor's Order and Guidelines and ensure that all participants will comply with the Order and Guidelines. SPONSOR acknowledges any and all City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event. SPONSOR agrees to comply with any and all City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event and ensure that all participants comply with the City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event. SPONSOR agrees that if CITY determines she/he and/or any participant is not in compliance with the Governor's Orders and Guidelines and/or is not in compliance with City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event, CITY reserves the right to revoke the Event permit.

Further, I, SPONSOR, certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct and that I have the authority to bind the group or organization, if applicable, to this Agreement.

EVENT SPONSOR: _____
(Signature)

NAME: _____ **DATE:** _____
(Please Print)

☐ **By checking this box as an electronic signature, I agree to all the terms and conditions that apply to the Community Event Closure / Neighborhood Block Party / Public Assembly / Parade / Sidewalk Walking Parade, Permitting Process, and Hold Harmless Agreement. I certify under penalty of perjury pursuant to the law of the State of Idaho that everything in the application is true and correct and that I have authority to bind the group or organization, if applicable, to this Agreement.**

The information on this form is Public Record and may be posted to a public website. Moscow City Code Title 10, Chapter 17 is available from the City Clerk at P O Box 9203, Moscow, ID, 83843, or on the City's web page at https://www.ci.moscow.id.us/393/City-Code.

Fee Schedule for Community Event Closure / Neighborhood Block Party / Parade Permit / Public Assembly

	Fee
Street Closure Permit	$ 40.00
Parade Permit	$120.00
Idaho Transportation Dept. (ITD) Permit - If applicable	$100.00

Event Street Closures

Main Street Closures - between "A" Street & 6th Street

1. Recommended - 3rd Street to 5th Street	
Daytime	$ 80.00
Nighttime	$124.00
2. Full Closure – "A" Street and 6th Street	
Daytime	$175.00
Nighttime	$382.00
3. Partial Closures/Number of Blocks	
a. One Block	
Daytime	$ 80.00
Nighttime	$124.00
b. Two Blocks	
Daytime	$ 85.00
Nighttime	$134.00
c. Three Blocks	
Daytime	$ 90.00
Nighttime	$144.00
d. Four Blocks	
Daytime	$ 95.00
Nighttime	$154.00
4. Other Locations (per block)	
Daytime	$ 80.00
Nighttime	$124.00

Parade Street Closures

1. Main Street - Small (1st Street to 6th Street)	$300.00
2. Main Street - Large - (Couplet)	$750.00
3. Other Locations	Time & Materials

Block Party Street Closures

One Block Standard Set-Up	$ 84.00

Police Escort Services $ 65.00 per each officer, per hour (2 hour minimum)

Escort services, traffic direction and any special event requiring Police services including, but not limited to, parades, house moving and other events where advance police assistance or supervision is requested or required. Fees will be billed by the Police Department after the event.

Moscow Downtown Area

IDAHO COVID-19 Large Gathering Plan & Attestation

February 2021

Effective February 2, 2021, limits on gatherings, public and private, will increase from 10 to 50. Bars, restaurants, and nightclubs should continue to operate with seating only. Large venues, such as trade shows, weddings, sporting venues, etc. with 50 or more people ***should submit an attestation*** to the local public health district in which the event will occur that states the event planner will follow the physical distancing, hygiene and gathering protocols to mitigate the risk of spreading the virus that causes COVID-19.

Please submit your Plan & Attestation here: BoH@phd2.idaho.gov

Large event and venue safe operation plans should be developed prior to beginning operations. Inspections will not be required. However, event organizers and planners should have their safe operation plans available and posted during the event. Events will be expected to adhere to the plan submitted and the plan should be based on recommendations and guidelines provided by the Centers for Disease Control and Prevention and state and local public health. Event organizers and planners must make their plans available to the public.

****Any additional information that will best articulate your plan (written plans, drawings, photos, etc.) should be included and submitted with this attestation.**

Applicant Name: _____ Applicant Title: _____

Point of Contact:_____ Phone: _____ Email:_____

Event Name: _____

Organizer Mailing Address: _____

Event Site Address: _____

BRIEF DESCRIPTION OF EVENT AND VENUE: (Include details about date and time of event, expected number of attendees, location and size of event venue, if this is a one-time event or ongoing and any additional information that will be helpful**). Please include additional pages if needed.**

EVENT PLANNERS & ORGANIZERS (Check All Recommended Measures You Plan to Implement)

- ☐ Will check the status of community risk at your local health department website to understand current community risk for exposure to COVID-19. Public Health Website: www.idahopublichealth.com
- ☐ Will host events outdoors if possible, however, event tents should be considered indoor environments and adequate precautions should be taken.
- ☐ Will maintain the six-foot physical distancing requirements for employees and attendees.

EMPLOYEE HEALTH AND HYGIENE (Check All Recommended Measures You Plan to Implement)

- ☐ Will assess symptoms of workers before entering the establishment. If no fever (>100.4°F) or COVID-19 symptoms are present, workers will be allowed to work but should self-monitor for onset of symptoms during their shift.
- ☐ Will provide COVID-19 staff training about when workers should stay home and when they should leave work.
- ☐ Will instruct sick employees to stay home and to follow the CDC's What to do if you are sick with coronavirus disease 2019 (COVID-19).
- ☐ Will contact the local public health district if an employee is diagnosed with COVID-19.
- ☐ Will require employees to wear cloth face coverings and gloves during their shifts, with certain exemptions for health or medical reasons.
- ☐ Other measure (specify):

PHYSICAL DISTANCING (Check All Recommended Measures You Plan to Implement)

- ☐ Estimated #s of participants/occupants: _____
- ☐ Outdoor event, or ☐ Indoor Event, or ☐ Both
- ☐ Will ensure tables to are spaced at least six feet apart and only household members at each table (and affix closed signs on tables that cannot be moved).
- ☐ Will indicate appropriate physical distancing spacing with signage or other indicators throughout venue.
- ☐ Other measure (specify):

WAITING OR GATHERING AREAS (Check All Recommended Measures You Plan to Implement)

- ☐ Will close the lobby, waiting and any other areas where people would congregate (if applicable).
- ☐ Will use a reservation model or call ahead seating method.
- ☐ Will make reasonable attempts to eliminate the use of waiting areas and lobbies.
  If the establishment cannot eliminate a waiting area or lobby completely, describe how you will ensure that groups in the waiting area are socially distanced from each other. (attach additional page if needed):

DINING OR BANQUET AREAS (Check All Recommended Measures You Plan to Implement)

- ☐ Will keep the bar area closed, unless patrons can be seated (if applicable).
- ☐ Will keep the playground area closed (if applicable).
- ☐ Will use a board or sign to display menu items that will not be touched by patrons. Will have an app or website for patrons to view menus on a personal device.
- ☐ Will use disposable menus that will be discarded after each use.
- ☐ Will disinfect menus between each use.
- ☐ Will use a contactless payment and non-signature methods.
- ☐ Will require staff to wash or sanitize their hands before helping the next patron or handling of food after accepting payment.
- ☐ Will require staff to sanitize check holders and pens after use by patrons.
- ☐ Will use the same methods for outdoor seating section, if applicable.
- ☐ Describe other plans below (attach additional page if needed):

CLEANING AND DISINFECTION (Check All Recommended Measures You Plan to Implement)

- ☐ Will train employees on cleaning and disinfecting procedures, and protective measures, per CDC and FDA guidance.
- ☐ Will have dedicated staff sanitize tables and high contact surfaces (e.g., condiments, salt and pepper shakers, napkin dispensers) between parties.
- ☐ Will frequently clean and disinfect high touch surfaces (e.g., menus, mobile order devices, door handles, floors, bathrooms) during operation.
- ☐ Will not use preset tableware.
- ☐ Will clean and disinfect coolers, to-go containers, and delivery vehicles frequently.
- ☐ Will verify ware-washing machines are operating at the required wash and rinse temperature and with the appropriate detergents and sanitizers at least once daily.
- ☐ Describe other plans below (attach additional pages if needed):

By my signature, I attest to ensure safe operations, in accordance with the Governor's Stay Healthy Guidelines dated February 2, 2021.

Applicant Signature: _____ Date: _____

Public Health Official Use Only

Reviewed by: _____ Date: _____

Comments: _____

COMMITTEE STAFF REPORT

DATE: Monday, March 22, 2021

RESPONSIBLE STAFF

Amanda Argona, Community Events Manager

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

2021 Moscow Farmers Market Operations Proposal (ACTION ITEM) - Amanda Argona

DESCRIPTION

The 2021 Moscow Farmers Market is scheduled to begin on Saturday, May 1. During the 2020 Market season, staff implemented a gradual re-opening of the Moscow Farmers Market, but also limited the types of amenities offered. These included the cancellation of the following programs: Market Entertainment, POP Club!, youth and performance (aka buskers) vendors, City Commission tabling, and more.

Due to the modifications made last year, which affected the atmosphere of the Market and the impact to Vendors and their sales, staff recommended and Council approved a reduction in Vendor fees.

For the 2021 Market season, staff is proposing the return of several amenities, including the curbside, pick-up service of Motor-In Moscow Farmers Market. The potential return of a more lively Market atmosphere is beneficial to Vendors and their ability to make sales. Pending which amenities are approved to return, a temporary reduction in fees is recommended by staff. Specifically, if providing entertainment in a modified manner is deemed as not feasible, staff requests waiving registration fees for the 2021 season.

In preparation for the start of Market, staff has submitted an attestation to the Idaho North Central Public Health District which was approved on Friday, March 12, 2021 but has not submitted a Community Events application for review.Staff is proposing the following for the 2021 Moscow Farmers Market:

- Allow for all Vendor types to attend beginning on May 1
- Allow for Youth Vendors to return beginning on May 1
- Allow for City Commission tabling to return beginning on May 1
- Allow for UI CALS informational booth to return with modified programming
- Continue offering the Motor-In Moscow Farmers Market with a relocation to Bay 1 of the Jackson Street parking lot for pick-up
- Continue to suspend Performance (Buskers) Vendors program
- Adjust POP Club! from hands-on programming to to-go kits
- Allow for the return of Market Entertainment as illustrated in the Market Entertainment contingency plan

STAFF RECOMMENDATION

Review and provide direction regarding operation plan for the 2021 Farmers Market Season; recommend approval of associated fee adjustment based on that direction; or provide staff further direction.

PROPOSED ACTIONS

PROPOSED ACTIONS: Review and provide direction regarding operation plan for the 2021 Farmers Market Season; recommend approval of associated fee adjustment based on that direction; or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Idaho North Central District_Moscow Farmers Market COVID-19 large gathering plan and attestation_approved

IDAHO COVID-19 Large Gathering Plan & Attestation

February 2021

Effective February 2, 2021, limits on gatherings, public and private, will increase from 10 to 50. Bars, restaurants, and nightclubs should continue to operate with seating only. Large venues, such as trade shows, weddings, sporting venues, etc. with 50 or more people ***should submit an attestation*** to the local public health district in which the event will occur that states the event planner will follow the physical distancing, hygiene and gathering protocols to mitigate the risk of spreading the virus that causes COVID-19.

Please submit your Plan & Attestation here: BoH@phd2.idaho.gov

Large event and venue safe operation plans should be developed prior to beginning operations. Inspections will not be required. However, event organizers and planners should have their safe operation plans available and posted during the event. Events will be expected to adhere to the plan submitted and the plan should be based on recommendations and guidelines provided by the Centers for Disease Control and Prevention and state and local public health. Event organizers and planners must make their plans available to the public.

****Any additional information that will best articulate your plan (written plans, drawings, photos, etc.) should be included and submitted with this attestation.**

Applicant Name: City of Moscow Community Events Division Applicant Title: Community Events Manager

Point of Contact: Amanda Argona Phone: 208-883-7132 Email: farmersmarket@ci.moscow.id.us

Event Name: Moscow Farmers Market

Organizer Mailing Address: PO Box 9203, Moscow, ID 83843

Event Site Address: Downtown Moscow - Main Street & Friendship Square

BRIEF DESCRIPTION OF EVENT AND VENUE: (Include details about date and time of event, expected number of attendees, location and size of event venue, if this is a one-time event or ongoing and any additional information that will be helpful). **Please include additional pages if needed.**

The Moscow Farmers Market is a weekly event that takes place on Saturdays, May-October 8 am to 1 pm on Main Street (3rd to 6th and 5th to alley) and Friendship Square. During a typical year, the Moscow Farmers Market sees an average of 10,000 customers per Saturday over the course of 5 hours (2,000/hour). Historically, the Market has a vendor roster that has averaged 120-140 vendors, but has 99 11'x15' spaces available. Average number of vendors in attendance during a normal peak season is 85 due to some vendors that occupy multiple spaces. Last year, all Vendors remained on Main Street, with no vendors located on 5th street with an average of 50-60 Vendors in attendance. The Market typically hosts performances in Friendship Square from 9 am to 12:30 pm. Performances were cancelled for last year, but we are accepting applications for this year.

EVENT PLANNERS & ORGANIZERS (Check All Recommended Measures You Plan to Implement)

- ■ Will check the status of community risk at your local health department website to understand current community risk for exposure to COVID-19. Public Health Website: www.idahopublichealth.com
- ■ Will host events outdoors if possible, however, event tents should be considered indoor environments and adequate precautions should be taken.
- ■ Will maintain the six-foot physical distancing requirements for employees and attendees.

EMPLOYEE HEALTH AND HYGIENE (Check All Recommended Measures You Plan to Implement)

- ■ Will assess symptoms of workers before entering the establishment. If no fever (>100.4°F) or COVID-19 symptoms are present, workers will be allowed to work but should self-monitor for onset of symptoms during their shift.
- ■ Will provide COVID-19 staff training about when workers should stay home and when they should leave work.
- ■ Will instruct sick employees to stay home and to follow the CDC's What to do if you are sick with coronavirus disease 2019 (COVID-19).
- ■ Will contact the local public health district if an employee is diagnosed with COVID-19.
- ■ Will require employees to wear cloth face coverings and gloves during their shifts, with certain exemptions for health or medical reasons.
- ☐ Other measure (specify):

PHYSICAL DISTANCING (Check All Recommended Measures You Plan to Implement)

- ■ Estimated #s of participants/occupants: see event description
- ■ Outdoor event, or ☐ Indoor Event, or ☐ Both
- ☐ Will ensure tables to are spaced at least six feet apart and only household members at each table (and affix closed signs on tables that cannot be moved).
- ■ Will indicate appropriate physical distancing spacing with signage or other indicators throughout venue.
- ☐ Other measure (specify):

WAITING OR GATHERING AREAS (Check All Recommended Measures You Plan to Implement)

- ☐ Will close the lobby, waiting and any other areas where people would congregate (if applicable).
- ☐ Will use a reservation model or call ahead seating method.
- ☐ Will make reasonable attempts to eliminate the use of waiting areas and lobbies.

If the establishment cannot eliminate a waiting area or lobby completely, describe how you will ensure that groups in the waiting area are socially distanced from each other. (attach additional page if needed):

Please see attached.

DINING OR BANQUET AREAS (Check All Recommended Measures You Plan to Implement)

- ☐ Will keep the bar area closed, unless patrons can be seated (if applicable).
- ☐ Will keep the playground area closed (if applicable).
- ☐ Will use a board or sign to display menu items that will not be touched by patrons. Will have an app or website for patrons to view menus on a personal device.
- ☐ Will use disposable menus that will be discarded after each use.
- ☐ Will disinfect menus between each use.
- ■ Will use a contactless payment and non-signature methods.
- ■ Will require staff to wash or sanitize their hands before helping the next patron or handling of food after accepting payment.
- ■ Will require staff to sanitize check holders and pens after use by patrons.
- ☐ Will use the same methods for outdoor seating section, if applicable.
- ■ Describe other plans below (attach additional page if needed):

CLEANING AND DISINFECTION (Check All Recommended Measures You Plan to Implement)

- ■ Will train employees on cleaning and disinfecting procedures, and protective measures, per CDC and FDA guidance.
- ■ Will have dedicated staff sanitize tables and high contact surfaces (e.g., condiments, salt and pepper shakers, napkin dispensers) between parties.
- ■ Will frequently clean and disinfect high touch surfaces (e.g., menus, mobile order devices, door handles, floors, bathrooms) during operation.
- ☐ Will not use preset tableware.
- ☐ Will clean and disinfect coolers, to-go containers, and delivery vehicles frequently.
- ☐ Will verify ware-washing machines are operating at the required wash and rinse temperature and with the appropriate detergents and sanitizers at least once daily.
- ■ Describe other plans below (attach additional pages if needed):

By my signature, I attest to ensure safe operations, in accordance with the Governor's Stay Healthy Guidelines dated February 2, 2021.

Applicant Signature: Amanda Argona Date: 3/10/21

Public Health Official Use Only

Reviewed by: Laura Macke Date: 3/12/2021

Comments:

MOSCOW FARMERS MARKET

COVID-19 LARGE GATHERING PLAN & ATTESTATION

Event Planners & Organizers

- Status of community risk will be assessed throughout the week leading up to Saturday.
- Event is hosted in an outdoor environment with Vendors utilizing a variety of tents, tables, and umbrellas for their booths.
- Staff will provide visual cues for patrons to maintain adequate distance from Vendors and other outside their household, but cannot guarantee that customers will maintain six-foot distance while in attendance.
- Staff will require and remind Vendors to maintain six-foot by re-arranging booths and tables and allow Vendors to use tent side walls as a physical barrier between them and their neighbors.

Employee Health & Hygiene

- Staff will be trained on protocols regarding COVID-19 symptoms as established by City of Moscow Human Resources.
- Volunteers that are exhibiting symptoms or may have come into contact with an individual that has tested positive for COVID-19 will not be permitted to volunteer. A disclaimer will be posted on volunteer opportunities.
- Staff, volunteers, and vendors will be required to abide by any Public Health Order in place pending any medical or health exemptions.

Physical Distancing

- Estimated number of participants is likely to be less than average (average customer counts are 10,000/Saturday or 2,000/hour).
- Due to the Moscow Farmers Market being held outdoors with tents, the event is considered to be both an outdoor and indoor event.
- No additional picnic tables will be distributed for patrons.
- Signage will be posted at each of the five 'entrances' into the Market regarding current guidelines, posted in the downtown kiosk, and included on hand sanitizing stations.
- Distance dots will be spray painted on the ground at appropriate intervals to act as visual cues for patrons waiting in line.

Waiting or Gathering Areas

- Distance dots will be spray painted on the ground at appropriate intervals to act as visual cues for patrons waiting in line.
- Contingency plans in place regarding Market Entertainment. Please see attached.

Dining or Banquet Areas

- No additional picnic tables will be distributed for patrons.
- Contactless payment by Vendors encouraged.
- Additional hand sanitizer stations and temporary handwashing station will be available throughout the Market footprint for staff and patrons. Vendors are required to provide hand sanitizer for customer use.

Last updated: 10 March 2021

- Encourage Vendors to sanitize credit cards and electronic payment devices between customers.

Cleaning and Disinfection

- Staff will be trained by Community Events Manager on proper handwashing and disinfecting procedures.
- Staff will sanitize Market wagons upon return to the City Tent, and make sanitizing wipes available to patrons for use when absent from City Tent.
- Encourage Vendors to sanitize tables and other surfaces that customers come into contact with.

For a list of example signage used in 2020 at the Moscow Farmers Market, please see attached.

For an example of FAQ used in 2020 for Vendors and Patrons at the Moscow Farmers Market, please see attached. Both FAQs have been updated to reflect current standards.

MOSCOW FARMERS MARKET

MARKET ENTERTAINMENT CONTINGENCY PLANS

Option 1: Do not offer live Market Entertainment

- Only canned music played during hours of 8 am to 12:30 pm

Option 2: Offer Market Entertainment with restrictions

- Canned music available for a set duration (i.e. 8 to 9 am or 8 to 10 am)
- No deployment of chairs
- Deployment of barricades for north, south, and east sides of Friendship Square performance area to establish 24' buffer between performers and patrons
- Performances of three individuals or less will be prioritized for scheduling purposes
- Performances are subject to cancellation based on local and state requirements and recommendations
- Additional safety measures:
    - Performers are required to wear a cloth face covering during set-up and take-down of their equipment
    - Performers who are able maintain a distance of 6' or more not facing each other while performing are not required to wear a cloth face covering
    - Performers who are not able to maintain a distance or 6' or more while performing OR who wish to remain within less than 6' of of each other while performing are required to wear a cloth face covering
    - Market equipment used by performers to be sanitized by Digital Media Specialist

Select one of the sub-options to implement with Option 2

- ***Sub-option A*** - Include availability of both time slots
- ***Sub-option B*** - Include only non-paid time slot
- ***Sub-option C*** - Include only paid time slot

Option 3: Offer Market Entertainment with no restrictions

- Canned music from 8 to 9 am
- Non-paid time slot from 9 to 10 am
- Paid time slot from 10:30 am to 12:30 pm
- Deployment of chairs in traditional set-up
- Performances are subject to cancellation based on local and state requirements and recommendations
- No additional accommodations required for performers to participate aside from SOPs

MOSCOW FARMERS MARKET

COVID-19 PUBLIC FREQUENTLY ASKED QUESTIONS

1. **What Vendors are currently permitted to be present at the Moscow Farmers Market?**

   All vendor categories are permitted to physically attend the Moscow Farmers Market.

2. **How does the Motor-In Moscow Farmers Market work?**

   The Moscow Farmers Market will be offering an online market place through the company Local Line, for vendors that choose to opt-in. This will be used in conjunction with the Motor-In Moscow Farmers Market – **a curbside, contactless, drive-thru service** that is located in the Jackson Street parking lot. It is held on Saturdays, with pick-up times from 8 am to 10 am.

   Like other online shopping platforms (i.e. Amazon), customers will need to create an account with Local Line to shop from our Vendors. The store is open each Tuesday at 9 am and closes each Thursday at 9 am. Customers will check-out with each individual vendor and select a time to pick-up their items at the Motor-In Moscow Farmers Market. We recommend customers selecting all of the products they are interested in purchasing before checking out with each vendor. This will help you make sure your selected pick-up time is available with each vendor upon check-out.

   There will be no exchange of cash or checks with the Motor-In Moscow Farmers Market. All items must be pre-paid.

3. **How will pick-up at the Motor-In Moscow Farmers Market work?**

   All vehicles will enter the first bay of the Jackson Street parking lot during their selected pick-up time. Please do not arrive early. Staff and volunteers will provide directions.

   Display the first and last name which the order(s) are under in your front window dashboard along with the names of the vendors you purchased from. Write legibly, large, and bold! Patrons will remain in their vehicles at all times.

   Oversight and distribution of goods will be provided by the Community Events Division, volunteers, and any vendors that are on-site.

   If a farm/producer operation already has a well-developed method for taking pre-paid orders, but is not interested in opting in to the system, they will be permitted to leave orders with staff for distribution through the Motor-In Moscow Farmers Market service.

4. **I receive SNAP/EBT benefits. Will I be able to use these benefits with the online sales platform?**

   SNAP/EBT customers will be able to use the online sales platform to place orders. Customers may type "SNAP/EBT Customer" into the Order Notes section so Vendors and Market staff are aware.

Last updated: 10 March 2021

SNAP/EBT customers will need to visit the Backyard Harvest booth in Friendship Square to process their cards and pay for their orders. Once the transaction is processed, Backyard Harvest will provide receipts for the customer to give to Motor-In MFM staff as proof of payment to pick up their items.

5. **I receive WIC/Senior Farmers Market Nutrition Program (SFMNP) checks. Will I be able to use these benefits with the online sales platform?**

   At this time, WIC/SFMNP customers will need to use these benefits at the Moscow Farmers Market on Main Street.

6. **Will the Moscow Farmers Market be providing an at-risk shopping time like local grocery stores?**

   Yes. The Moscow Farmers Market will provide a shopping time for at-risk populations (defined as older adults and people of any age who have serious underlying medical conditions by the CDC) for the physical market on Main Street. This time is from 8:00 am to 9:00 am.

7. **How will the Moscow Farmers Market promote adequate health and safety practices? What will be required of me as a customer?**

   Market Operations:

   - Create visual cues that promote 6' of physical distance
   - Provide free-standing hand sanitizer dispensers
   - Provide handwashing station for customers
   - Sanitize Market wagons between customer use and provide sanitizing wipes for customers to use when staff is unavailable

   Vendor Operations:

   - Follow Emergency Public Health Order 20-03
   - Vendors and their employees will use one of several, acceptable hand sanitizing methods approved by Moscow Farmers Market management
   - Post signage notifying patrons of their preferences when it comes to handling products
   - Use side walls on tents as a physical barrier between them and neighboring vendors or create physical barriers promoting 6' distance between them and neighboring vendors
   - Option to sanitize credit cards upon receiving from and returning to customers
   - Option to sanitize electronic devices between transactions
   - Option to sanitize any tables or surfaces that patrons and their goods come into contact with

MOSCOW FARMERS MARKET

COVID-19 PUBLIC FREQUENTLY ASKED QUESTIONS

Moscow Farmers Market on Main Street Customer Expectations:

- Follow Emergency Public Health Order 20-03
- Maintain at least six feet between other shoppers
- Wash your re-useable bags prior to attending Market
- Make a list and check it twice to expedite your trip
- Send one person from your household to complete your shopping needs
- Practice good hand hygiene by using the free-standing hand sanitizer stations or temporary handwashing stations throughout the Market between Vendor transactions
- Observe any notices or signs provided by Vendors regarding the handling/touching of products. It is at the discretion of each vendor on how they would like to manage their products. You may be required to use hand sanitizer/wash hands prior to handling products or be asked to place plastic bags on your hands to select produce.
- Wait to enjoy your edible items at home. If you choose to eat at the Market, patrons are encouraged to do so outside of the main thoroughfare and to wash/sanitize hands promptly prior to engaging in another transaction

Motor-In Moscow Farmers Market Customer Expectations:

- Stay in your vehicle
- Have space in your vehicle prior to arriving so Vendors are not needing to move items or create space to place your order
- Display the first and last name which the order(s) are under in the front window dashboard along with the names of the vendors you purchased from
- For SNAP/EBT recipients: Be ready to show your paid order form/receipts
- If you are able, auto-open your trunk so staff, volunteers, and vendors may place your items into your vehicle

Last updated: 10 March 2021

MOSCOW FARMERS MARKET

COVID-19 VENDOR FREQUENTLY ASKED QUESTIONS

1. **What Vendor categories are currently permitted to physically participate in the Moscow Farmers Market?**

   All vendor categories are permitted to physically attend the Moscow Farmers Market.

2. **Is sampling permitted?**

   Vendors that wish to have samples available to customers are required to submit their sampling plan to management. Sampling plans must receive written approval prior to implementation.

   Sampling plans need to address how they will reduce points of contact between vendor and patron, encourage proper hand hygiene before/after sampling, etc.

3. **Are there any restrictions on eating at the Moscow Farmers Market?**

   The very act of eating involves contact between your hands and face. This type of contact is the primary means of spread for the COVID-19 virus. All patrons are encouraged to enjoy their edible items at home, or eat outside of the main thoroughfare.

   Moscow Farmers Market management recognizes that staff and vendors need to eat over the course of the day. Therefore, staff encourages any eating to take place outside of the main thoroughfare for both vendors and patrons. You will see staff step outside of the Information Tent and move towards the sidewalk to consume any items.

   Hands are to be washed or sanitized promptly after eating and prior to engaging in another transaction.

4. **How will the Moscow Farmers Market promote adequate health and safety practices? What will be required of me as Vendor physically present at Market?**

   Downtown Market Operations:

   - Create visual cues that promote 6' of physical distance
   - Provide free-standing hand sanitizer dispensers
   - Provide handwashing station for customers
   - Provide sanitizing wipes for customers to use on Market wagons when staff is unavailable

   Vendor Operations:

   - Follow Emergency Public Health Order 20-03
   - Provide six feet of space between employees from separate households or require employees to wear face coverings
   - Use side walls on tents as a physical barrier between you and neighboring vendors or create physical barriers promoting 6' distance between you and neighboring vendors

MOSCOW FARMERS MARKET

COVID-19 VENDOR FREQUENTLY ASKED QUESTIONS

- Option to sanitize credit cards upon receiving from and returning to customers
- Option to sanitize electronic devices between transactions
- Option to sanitize any tables or surfaces that patrons and their goods come into contact with
- Select one of the following options if allowing patrons to handle products:

Option 1. Require patrons to use hand sanitizer/wash hands prior to handling your products.

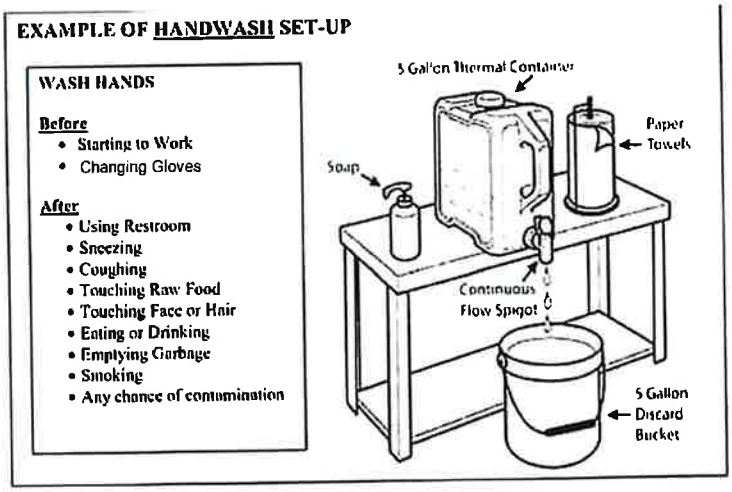
Option 2. Require patrons to use hand sanitizer/wash hands prior to handling your products and sanitize any handled products if not purchased.

Option 3. Require patrons to use hand sanitizer/wash hands prior to handling your products and remove any handled products from display/rotation.

Note: Produce vendors may allow patrons to use plastic bags on their hands to select produce, but it is highly encouraged that they still use hand sanitizer prior to doing this.

- Following best practices from Farmers Markets across the nation, CDC guidelines, and approval from the Idaho North Central Public Health District, all Vendors will wash/sanitize their hands for each transaction. Think about your customers' perspectives when washing/sanitizing your hands. Your customer doesn't know when the last time you washed your hands was, so it is best to wash your hands in view of your customer at the start of and the end of each transaction. The following handwashing techniques are acceptable forms and Vendors must implement one of the options below. They are listed from most preferred to least preferred:

Option 1. A temporary handwashing station set-up to wash hands for at least 20 seconds between each transaction. See image below. Hot water is available on-site, and grey water must be disposed of in the gray water station in the Jackson Street parking lot.



Option 2. Alcohol based hand sanitizer that is at minimum 60% ethanol or 70% isopropyl.

Option 3. Disposable gloves may be used provided proper hand hygiene is taking place (the use of hand sanitizer or hand washing) when changing out gloves between transactions. Gloves should cover wrists and vendors should take care when removing gloves and dispose of properly. Due to latex allergies, we recommend vendors use nitrile, vinyl, or plastic gloves.

Option 4. Reusable gloves (like cleaning or dishwashing gloves) may be used provided gloves are able to soak in a bleach or alcohol solution and air dry between transactions and propering hand hygiene is taking place like above. We recommend having a few pairs to allow for soaking, drying, and using.

5. **How will the Moscow Farmers Market support Vendors during this time?**

Social media is our most powerful tool right now. We have begun to publish snapshots of Vendors on the Market's Facebook page. In order to have your snapshot finalized, you must have completed the payment methods form: https://www.ci.moscow.id.us/FormCenter/Farmers-Market-22/Vendor-Payment-Method-116.

We will also continue to share Vendor social media updates on the Moscow Farmers Market Facebook page. If you are Vendor that does not utilize social media, we can still create a post to share with the public. Provide us with a photo and general description of what you would like posted via farmersmarket@ci.moscow.id.us, and we will take care of the rest!

Sources:

- Center for Disease Control https://www.cdc.gov/coronavirus/2019-nCoV/index.html
- Idaho Office of the Governor https://coronavirus.idaho.gov/
- Idaho Rebounds: https://rebound.idaho.gov/stages-of-reopening/
- Farmers Market Coalition https://farmersmarketcoalition.org/farmers-markets-covid19/
- Idaho Farmers Market Association http://www.idahofma.org/coronavirus-advisory
- Washington State Farmers Market Association http://wafarmersmarkets.org/sample-page/farmers-markets-covid-19/market-guidance/

MOSCOW FARMERS MARKET

GUIDELINES TO KEEP THE MARKET SAFE AND OPEN

1. **Do not enter the Market if you are sick or unwell**

2. **8:00 a.m. to 9 a.m. is reserved for at-risk patrons**

3. **Patrons are required to wear cloth face coverings**
   - Patrons with medical conditions, mental health conditions or disabilities that prevent them from wearing a face covering & children 5 years old or younger are exempt
   - Free face masks are available at the City Information Tent in Friendship Square

4. **Use the Market's distance dots to maintain physical space between yourself and others**

5. **Touching products is discouraged; please ask vendors first**

6. **Shop efficiently**
   - Make a list and check it twice
   - Send one household member to shop when possible
   - Limit interactions with other patrons and vendors

7. **Enjoy edible items at home**
   - Patrons who choose to eat at the Market are encouraged do so outside of the main thoroughfare
   - Wash/sanitize hands promptly after eating & prior to next transaction

8. **Wash/sanitize hands frequently by using the handwashing & hand sanitizer stations throughout the Market**

9. **Use mobile payment apps, if available, to reduce contact**

Thank you!

Community Events Division
208.883.7132 | farmersmarket@ci.moscow.id.us | www.ci.moscow.id.us/197/Farmers-Market

STOP!

MASKS ARE REQUIRED
in the Moscow Farmers Market for
ALL PATRONS

Public Health Emergency Order No. 20-03 states, in part, "Every person in the city of Moscow must wear a face covering that covers their nose & mouth when in any indoor or outdoor public setting where the 6-foot physical distancing is not able to be maintained with non-household members…"

Persons with a medical or mental health condition or other disability that prevents them from wearing a face covering and children aged 5 years or under are exempt.

HAND WASHING STATION

Follow 5 Steps to Wash Your Hands the Right Way

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Source: www.cdc.gov