



SMOKE PROTOCOL

Contacts



- Director on Duty
- Executive Director
- Communications Staff

Resources & Tools



- Market Closure Protocol
- Airnow.gov
- N95 Respirator Masks

JULY-OCTOBER

- Director of Market Operations and Market Managers check weekly for wildfires in Washington state to predict potential impact in the Seattle area during fire season.
- If fires are present, Market Managers and Director of Operations will check daily smoke levels to determine if protective measures are necessary.
- If smoke is present, Market Managers are responsible for checking smoke exposure levels before sending out the weekly emails, the morning of the market, and periodically during the market.
- Air quality will be checked again on a daily basis depending on scale of fire to be able to quickly notify market staff and vendors of protective measures that might change on a daily basis.
- *If NFM is considering closing early due to smoke, they must follow the Market Closure Policy. If a market is not determined to close before 48 hours of market opening, then the market will open. For more details on this scenario, see the Market Closing Protocol.*

AIR QUALITY + PROTECTIVE MEASURES

- General guidelines include:
 - Bandanas, scarves, facemasks, KN95's, or t-shirts worn over the nose and mouth will not adequately provide protection against wildfire smoke.
- Specific air quality guidelines:
 - When the current AQI is at 69 to 101, N95 respirator masks will be made available to all staff working outdoors.
 - No market changes will be made.
 - When the current AQI is at 101 - 150 all staff working outdoors must wear a N95 respirator mask. At this level staff will:
 - Reduce work intensity by reducing a-boards in the market and externally; set-up one info booth instead of two.
 - Take frequent breaks ideally inside a building and every 90 minutes.



AIR QUALITY + PROTECTIVE MEASURES

- When the AQI reaches 151-200, all staff working outdoors must wear a N95 respirator. At this level staff will:
 - Any staff that fall under "sensitive groups" will notify their supervisor to make changes in their schedule.
 - Reduce work intensity by reducing a-boards in the market and externally; set-up one info booth instead of two.
 - Eliminate counts.
 - Health department: temperature checks for cold/hot foods only.
 - Take 10-minute breaks every 90 minutes, ideally inside a building.
 - Market Managers should look at breaking shifts into shorter shifts so that staff are outside for shorter amounts of time. Staff will be paid for their full shift.
 - Market Managers may also look at running their market with fewer staff all together or shortening the hours of open market, i.e. closing early. (For closing early, see more details below.)
 - Check in with vendors.
- When the AQI reaches 200 or higher, markets will be closed.
- For staff working multiple markets, the Personnel Specialist will contact them to ensure they feel confident in working all their shifts and other accommodations should be made if they cannot work all the normal shifts in their schedule.

NOTIFICATIONS

- If any Market Staff or Managers fall are sensitive to smoke due to other health conditions, they must notify either their Market Manager or the Director of Market Operations to find suitable replacements for their shifts.
- Market Staff and Managers need to alert the Director of Market Operations and Director of Finance + HR if they experience any health effects from wildfire smoke exposure.
- If air quality is worsening throughout the market day, Market Manager will call the Director on Duty to confer if the air quality is at a level to close early. See Cancellation Policy.
- **Vendor Cancellation:** If vendors cancel due to smoke and air quality, no cancellation fee will be assessed.
- **Shoppers:** Share in weekly public email + social media that markets will be open and recommend shoppers to plan ahead so that they can quickly make purchases and go back home.
- Vendors must still communicate their daily sales figures regardless of closure (though it is not required on market day). Please email or call the office within 3 days with those totals. Discounts and general invoicing will be done the following week to focus on safety. Market currency will also be reimbursed the following week.