

Guidelines for Conducting Sales Auctions

What precautions should I take to hold sales auctions during the COVID-19 pandemic?

- We recommend you hold virtual (online or over-the-phone) sales to the best of your ability.
- Consider limiting in-person auctions to only serious bidders.
- For in-person auctions, whether indoors or outdoors, identify critical functions and determine how to manage movement between employees and attendees.
- Auctions should not exceed 50% capacity of any indoor space with a limit of 250 people, and social distancing of six feet between people should be followed. Outdoor auctions should have a maximum capacity of 250 people and social distancing of six feet should be followed.
- Cloth face coverings should be strongly encouraged when coming into contact with other people; refer to [MDH's When to Wear a Mask](#). Cloth face coverings are not a substitute for maintaining social distancing of six feet between persons from different households.
- Limit people coming to your auction sale location as much as possible. Organize equipment/ products/ items for sale to be dropped off and picked up either one load at a time or instruct people lined up with trailers to wait in their vehicles until it is their turn to load or offload.
- Concessions and food and beverage services should not be offered. Communal sharing of food is not allowed.
- Develop a COVID-19 Preparedness Plan. Templates are available at [DEED's Guidance on Safely Reopening Minnesota's Businesses](#).

Follow CDC and MDH guidelines for preventing the spread of illness:

- Review [CDC's COVID-19 FAQs for Businesses](#) and [CDC's Guidance for Businesses and Employers](#).
- Post notices regarding COVID-19; refer to [CDC's symptoms poster](#) and [CDC's stop the spread poster](#). Additional signage is available from the [MDH COVID-19 materials website](#).
- Require sick employees to stay home. An [MDH screening checklist for employees and visitors](#) is available.
- Require haulers, sellers and buyers who are sick to stay home and ask someone who is healthy to haul.
- Clean surfaces that are frequently touched like shared equipment, computers, doors, vending machines, and any shared items.
- Emphasize covering coughs and sneezes and hand hygiene at your market.
- Instruct everyone to wash hands regularly with soap and water or to use hand sanitizer.
- Maintain social distancing of at least six feet between all persons who do not live in the same household.

Employer/Employee Health Recommendations for Sales Auctions

Develop a COVID-19 Preparedness Plan. Templates are available at [DEED's Guidance on Safely Reopening Minnesota's Businesses](#).

Review [CDC's COVID-19 FAQs for Businesses](#) and [CDC's Guidance for Businesses and Employers](#).

Post notices regarding COVID-19; refer to [CDC's symptoms poster](#) and [CDC's stop the spread poster](#). Additional signage is available from the [MDH COVID-19 materials website](#).

Encourage your staff and community members to protect their personal health.

Require employees to stay home when sick and follow these sick-leave suggestions:

An [MDH screening checklist for employees and visitors](#) is available.

- Identify critical functions and develop plans for how to staff those functions with increased staff absences.
- Emphasize cross-training and develop backup plans for those “must-do” functions.
- One sick employee staying home may be an inconvenience, but an entire team of sick employees can make it difficult to keep your business open.
- Ensure that your sick leave policies are flexible and consistent with public health guidance, and that employees are aware of these policies.
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness to return to work, as healthcare provider offices and medical facilities may not be able to provide such documentation in a timely way.

Clean surfaces that are frequently touched like shared equipment, computers, doors, vending machines, and any shared items:

- Use approved cleaning agents and follow the directions on the label.
- Provide disposable wipes so commonly used surfaces can be wiped down by employees before each use.

Emphasize covering coughs and sneezes and hand hygiene by all employees:

- Place posters encouraging cough and sneeze etiquette, and hand hygiene at building entrances and in other workplace areas where they are likely to be seen: <https://www.health.state.mn.us/diseases/coronavirus/materials/preventbasics.pdf>

- Provide tissues and “no-touch” garbage bins for use by employees.
- Instruct employees to clean their hands regularly with soap and water. <https://www.health.state.mn.us/people/handhygiene/wash/dontforget.html>
- If soap and water isn't available, provide alcohol-based hand sanitizer that contains at least 60-95% alcohol.

Consider options to maintain social distancing:

- Evaluate the workflow at your facility to reduce interactions between people.
- Consider limiting attendance at sales.
- Limit employee meetings or hold them over the phone.
- Post signage and physical markers, such as arrows directing flow of persons through the worksite, to ensure physical distancing of 6 feet between persons from different households is maintained. See MDH's [Social Distancing at Work Poster](#) and [MDH's Stay 6 Feet From Others Poster](#).

Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov

Stay up to date on developments in your community: <https://www.health.state.mn.us/diseases/coronavirus/situation.html>

Collaborate with workers to designate effective means of communicating important COVID-19 information.