



MOUNT WAVERLEY VILLAGE MARKET

COVID-SAFE PLAN FOR MARKET STALL HOLDERS

INTRODUCTION

- The Rotary Club of Mount Waverley operates a Sunday market in the Hamilton Place carpark near Ritchies IGA at 283 Stephenson Road, on the second Sunday of the month between the hours of 9.00am and 2.00pm.
- The Market is in the open air, open to the public, with no restrictions on/ or charge to the public for entry.
- All stall holders are in clearly defined areas, as marked out by car parking spaces.
- Stall holders must comply with Conditions for Operating Stall Sites, which requires them to comply with this Market COVIDSafe Plan.
- All Rotary staff are volunteers who have been consulted in the finalisation of this plan.
- In addition to complying with the COVIDSafe Plan, the Rotary Club of Mount Waverley and stall holders acknowledge the requirement to comply with the Occupational Health and Safety Act 2004.
- Stay home and do not attend the market if you are feeling unwell, are currently in isolation or have been a close contact.
- In preparing this Plan, the Rotary Club of Mount Waverley had regard to 9 COVIDSafe principles. These include:
 1. **Proof of vaccination**
 2. **QR code check-in**
 3. **Capacity restrictions**
 4. **Physical distancing**
 5. **Face coverings**
 6. **Hygiene**
 7. **Record keeping**
 8. **Enclosed space and ventilation**
 9. **Workforce bubbles**
- Further, we have had regard to all Mandatory requirements under the current health directions
- This plan will be reviewed regularly and updated when restrictions or public health advice changes.
- **ALL STALL HOLDERS ARE RESPONSIBLE FOR DEVELOPING THEIR OWN COVIDSAFE PLAN APPLICABLE TO THEIR STALL SPACE, ITS IMMEDIATE SURROUNDINGS & THEIR CUSTOMERS.**

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marketcoordinator@mountwaverleyrotary.org.au
www.mounwaverleyrotary.org.au

The following COVIDSafe plan provides guidance to all stall holders on their responsibilities regarding the latest coronavirus regulations set out by the state government.

All stall holders are responsible for developing their own COVIDSafe plan applicable to their stall space, its immediate surroundings & their customers.

Note that market stalls are applicable to any “Retail Trade Sector Guidance” set out by the state government. Refer to the following link for further details on your responsibilities as a stall holder.

<https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-retail-trade#workplace-restrictions>

FOR OPERATING STALL SITES, IT IS A REQUIREMENT OF THE ROTARY TERMS AND CONDITIONS THAT ALL STALL HOLDERS COMPLY WITH THIS COVIDSAFE PLAN AS A MINIMUM REQUIREMENT.

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1. PROOF OF VACCINATION

- All stallholders and their workers must be double vaccinated.
- Prior to attending the market, all stall holders must provide proof of vaccination in the form of a vaccination certificate to the market coordinator via email.
- Prior to attending the market, all stall holders must provide the names of their workers along with the proof of vaccination for these individuals in the form of a vaccination certificate to the market coordinator by email.
- Failure to do so will result in stall holders and/or their workers not being able to attend the market.

2. QR CODE CHECK-IN

- Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors for the purpose of contact tracing.
- For more information visit:
 - coronavirus.vic.gov.au/about-victorian-government-qr-code-service
- Upon arrival at the market on market day, prior to setting up, all stall holders and their workers will be required to QR code check by a Rotary official, prior to entering the market.
- A Rotary official will greet you upon arrival at the market entry for the following:
 - QR code scan
 - Checking off all stallholders and their workers as per prior confirmation of attendees to market coordinator.
- All stall holders are to provide QR code check-ins for all their customers.

3. CAPACITY RESTRICTION

- Stay abreast of the latest capacity restrictions as per government directions as these may change.
- Ensure 1 person per 2 square meter limit within your stall or the latest capacity restrictions on the market date.
- Provide display signage if required showing the maximum number of people allowed within your stall space.

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4. PHYSICAL DISTANCING

- The market is a large open area. Physical distancing signs will be on display in all the market thoroughfares. A Rotary Covid Marshall will be regularly moving through the market encouraging physical distancing.
- Keep 1.5 metres away from others wherever possible.
- Avoid physical greetings such as handshaking, hugs and kisses.
- Avoid dense gatherings within your stall space and throughout the market place.
- Minimise the build-up of customers waiting to enter and exit your stall space.
- Use removable floor markings to provide minimum physical distancing guides for customers.
- Display signs to show your customers limits at the entrance of enclosed areas where limits apply.

5. FACE COVERINGS

- All entering the market including stall holders and their workers, stall customers, members of the public and all Rotary volunteers are required to wear an appropriate face mask if within an enclosed stall space

6. HYGEINE

- Have on each stall table hand sanitiser for use by all and encourage regular and safe use.
- You must regularly clean and disinfect shared spaces, including high-touch communal items. Clean surfaces with appropriate cleaning products, including disinfectant.
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so.
- Identify high touch surfaces, counters, touch screens shared work equipment and clean regularly.
- Identify which cleaning products are required for thorough cleaning & ensure products are regularly stocked.
- Have on hand a stall space cleaning schedule and instructions on use of cleaning products.
- Wear disposable gloves whenever appropriate including when handling money.
- Avoid sharing of equipment such as phones, tools or other equipment.
- Provide workers with their own personal equipment, labelled with their name, if possible.
- Stall holders should have a rubbish bin available and must remove all rubbish at the end of the market, for safe disposal.

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7. RECORD KEEPING

- Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. Refer to section 2 for QR code guidance.
- Stall holders must keep records of all workers on site at the market including themselves, with times on site, contact details, and make records available to Rotary on request.
- Maintain all records for at least 40 days.
- Consider a simple health questioner upon sign in.
- Ensure up to date contact details are maintained for all your workers.
- Have a process to manage any outbreaks.
- Have a process for notifying all concerned and close contacts about any positive cases if identified at the market.
- In the event of a person becoming unwell at the market:
 - Immediately notify a Rotary official.
 - Notify DHHS, (phone 1800 675 398), notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
 - Notify WorkSafe (Phone 13 2360) if you have identified a person with COVID-19 at your workplace
 - Have records available for contact tracing and comply with all DHHS & Worksafe instructions.
 - Establish a cleaning process.

8. ENCLOSED SPACES AND VENTILATION

- Reduce the amount of time you, your workers and your customers spend in enclosed spaces.
- Move as much activity outside as possible including serving customers.
- Enhance airflow by considering the arrangement of your enclosed stall space.

9. WORKFORCE BUBBLES

- You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite.
- Avoid overlapping of workers during shift changes where practical.
- Keep groups of workers rostered on the same shifts at a single stall site and ensure there are no workers during a shift change.
- Any shift change overlap should be kept to a minimum- preferably not more than 15 minutes.
- Stall holders should keep records of staff working at other Markets and work places.

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NOTES:

More information regarding the requirement to have a COVIDSafe plan can be found at links below.

Business:

<https://www.business.vic.gov.au/coronavirus-business-information>

Signs at:

<https://www.coronavirus.vic.gov.au/signs-posters-and-templates>

Cleaning:

<https://www.dhhs.vic.gov.au/infection-prevention-control-resources-covid-19>