

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Retail and auctions

Business details

Business name	Murrumbateman Village Market
Business location (town, suburb or postcode)	MURRUMBATEMAN NSW 2582
Select your business type	
Non-food markets	
Completed by	John Thorn
Email address	info@mvmarket.com
Effective date	11 October 2021
Date completed	12 October 2021

Wellbeing of staff and customers

Exclude staff, customers and attendees who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Note that we are predominantly a food market with also a lot of non-food vendors and as such have chosen to fill out the COVID safe plan for non-food markets. This is an update to our current plan.

COVID 19 safety signs are located at main entrance points - "STOP Do not enter".
Pronouncements on Website and Facebook pages

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.

Agree

Yes

Tell us how you will do this

Familiarise market operations staff with this plan. Inform vendors of the plan and its location

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

COVID 19 safety signs are placed at main entry points - "Keep your distance" etc. We have sanitisation instructions on tables with sanitiser at all entry points.
Pronouncements on Website and Facebook pages

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: This applies to auction houses, betting agencies, markets that do not predominantly sell food, and retail premises, except for critical retail premises. Critical retail premises are defined in the *Public Health (COVID-19 General) Order 2021*.

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19

vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

In relation to food markets a proof of vaccination is not required but as we include non-food vendors we have advised those vendors of the requirements including for valid forms of evidence and we have posters outlining vaccination requirements at all entry points.

Our social media posts inform the public that vaccinated individuals are free to enter and stay at the market and that non-vaccinated individuals can only access critical retail and leave the premises.

We have ensured all committee members and volunteers helping out at the market are fully vaccinated.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Agree

Yes

Tell us how you will do this

The broader village green precinct is 2500m² -> 625 persons - 50 market people = 575 patrons.

Shed: 180m² = 45 pers - 10 vendors = 35 patrons

As a predominantly food market there is no actual limit on the number of people who actually attend the market but since we are a relatively small market we have never had the density limits concurrently that are shown above

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Vendors are instructed to request and enforce queueing behaviour by only serving people from a queue. Committee staff will assist and encourage queueing where necessary.

Vendors are spread over the whole precinct area and well above the 1.5m limit

Seating is at widely dispersed tables

In shed, committee staff will monitor. Visitors arrive over a 4 hour period so density limit is higher than maximum observed density at any given time.

For precinct, committee staff will monitor. Density limit is well above the maximum observed density

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Entry points are many and diffuse so congregation is rare. Sanitisation stations have been distanced from entrances to avoid congestion.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.

Agree

Yes

Tell us how you will do this

The precinct is a general area with access from all sides and the area outside the premises of the market is a large recreation reserve on all sides. Assembling outside the area typically does not occur and even if it did, it is a large outdoor area where density limits will not apply. Signage will encourage appropriate behaviour from visitors.

Stalls are located such that coordinated behaviour benefiting customer queuing is encouraged.

Ventilation

Review the 'COVID-19 guidance on ventilation available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

The market is conducted largely in an outdoor venue with the precinct of 2500m². The shed is completely open to the rest of the outdoor precinct on the front and is 180m². There are no ventilation issues.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

The market is essentially an outdoor market

In indoor areas, increase natural ventilation by opening windows and doors where

possible.

Agree

Yes

Tell us how you will do this

The shed is indoor area, is not a fully enclosed and is open to the outdoor precinct on one side

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

No

Tell us how you will do this

Not applicable

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

No

Tell us how you will do this

Not applicable

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

No

Tell us how you will do this

Not applicable

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Face masks are required in the shed. Signage at entry points to the market will encourage the use of masks. Free masks are provided. Entry to the shed requires face mask for patrons and stallholders. Further signage at the shed specifies the use of masks,

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Sanitisation stations with instructions and sanitiser are distributed at entry vectors and within the market area.

Vendors are encouraged to observe sanitisation process. Committee members observe and encourage where necessary.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

Not applicable

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces

several times per day.

Agree

Yes

Tell us how you will do this

Market-provided tables are cleaned after each visitor sitting and prior to the start of the market. Vendors are encouraged to clean hard surfaces with own disinfectant.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

The market has a QR code check-in system

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

Noted

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not

possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Noted

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Not applicable

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes