

# > HELPING BUSINESS GET BACK TO WORK



30 June 2020

## COVID-19 Safety Plan

Effective 1 July

### Non-food markets (including artisan, clothing and craft markets)

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](http://nsw.gov.au)

#### BUSINESS DETAILS

Business name:	Murrumbateman Village Market
Plan completed by:	Matt Townsend
Approved by:	John Thom

### > REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your customers and workers safe

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and customers</b>	
Exclude staff and customers who are unwell.	COVID 19 safety signs will be located at main entrance points ("STOP Do not enter if symptoms ..."). There will be pronouncements on the market website and facebook pages.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Market operations staff will be familiarised with the plan. Vendors will be informed of the plan and invited to familiarise themselves with it. The plan will be incorporated in the market operations manual and a printout will be present at the market.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Not applicable
Display conditions of entry (website, social media, entry points).	COVID 19 safety signs will be placed at main entry points ("Keep your distance" etc). Sanitisation procedures for visitors will be listed on tables with sanitisers.

Wellbeing of staff and customers	
REQUIREMENTS	ACTIONS
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> <li>• Restaurants and cafes (for kiosks or food service venues)</li> </ul>	Not applicable
Physical distancing	
<p>Calculate the floor area of the market space to determine the maximum number of people who can safely occupy the space (one customer per 4 square metres of space). Consider displaying signage at entrances with the maximum safe capacity to manage customer expectations.</p>	<p>Broader village green precinct: 2500m<sup>2</sup> -&gt; 625 persons - 50 market people = 575 patrons. Shed: 180m<sup>2</sup> = 45 pers - 10 vendors = 35 patrons. Diagrams showing loading calculations and shed stacking options accompany this plan.</p>
<p>Put plans and systems in place to monitor and control the number of people on site at any given time to allow for physical distancing.</p>	<p>In the shed, committee staff will monitor people numbers. Allowed visitor density is less than the maximum observed density within the shed. For the village green precinct, committee staff will monitor people numbers. The allowed visitor density is well above the maximum observed density in the village green precinct.</p>
<p>Consider strategies to avoid congregation at entrances and exits.</p>	<p>Entry points are many and diffuse so congregation is rare. Sanitisation stations have been distanced from entrances to avoid congestion.</p>
<p>Develop strategies to control the flow of crowds, such as separate entry and exit points and uni-directional marking on the ground where practical.</p>	<p>The precinct is a general area with access from all sides and so unidirectional marking is both impractical and unenforceable. Unidirectional marking is possible within the shed and can be implemented if necessary.</p>
<p>Develop strategies to reduce crowding wherever possible, such as markers on the floor where people are asked to queue.</p>	<p>Vendors will be requested to reinforce queuing behaviour by only serving people from a queue. Committee staff will assist and encourage queuing where necessary.</p>
<p>Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance, or are separated by a barrier such as a rope, table or service counter.</p>	<p>The precinct is a general area with access from all sides and so interaction points exist throughout and are not controllable. Signage will encourage appropriate behaviour from visitors. Stalls are located such that coordinated behaviour benefiting customer queuing is encouraged.</p>
<p>Consider strategies to avoid crowding if entertainers are performing. Singing and wind instruments can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective, including ensuring 3 metres distance from the audience.</p>	<p>Performers are separated from market vendors and visitors by a 5 metre barrier. Performers are instructed to stay away if they have symptoms.</p>
<p>Encourage workers to stay at stalls and to avoid interactions between stall workers (including at meal breaks), where reasonably practical.</p>	<p>Stall vendors routinely stay at their stalls for the duration of the market and only leave their stalls for very limited times for personal purchases where necessary.</p>
<p>If seating is required, move or remove seating to comply with 1.5 metres of physical distance where possible. Household or other close contacts do not need to physically distance.</p>	<p>Limited seating is made available and is configured to observe the 1.5 metre requirement.</p>
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<p>Contactless purchases are encouraged.</p>

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	Vendors are encouraged to observe sanitisation process. Committee members observe and encourage where necessary.
Provide hand sanitiser at multiple locations throughout the marketplace, including entry and exit points.	Sanitisation stations with instructions and sanitiser are distributed at entry vectors and within the market area.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	Not applicable.
Clean indoor hard surface areas frequented by staff or customers at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces, including tables, several times per day with a detergent or disinfectant solution or wipe.	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.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Noted
If items are to be viewed, encourage visual inspection where practical. Provide hand washing facilities or hand sanitiser for customers to use before and after handling objects. Have detergent or disinfectant wipes available to wipe objects regularly, where practical.	Vendors are encouraged to implement visual-only inspection. The extent to which this can be implemented varies with produce type.
Consider removing printed pamphlets, and instead providing relevant information through digital channels such as email or website where practical.	Printed pamphlets are rarely used at market and a number of digital channels are used to provide relevant information.
Limit the use of cash transactions by encouraging contactless payment options.	Contactless transactions are encouraged and are being adopted for market fee transactions.
If entry ticketing is required, consider electronic methods where this is possible.	Not applicable
Staff should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Noted

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	Use of the COVIDSafe app is encouraged for committee members and vendors.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.	Noted