

**ROTARY CLUB of OAKLEIGH CLAYTON HUNTINGDALE Inc
OAKLEIGH ROTARY SUNDAY MARKET
COVIDSafe PLAN (Version 2)**

RotaryOCH operates the Oakleigh Rotary Sunday Market in the Monash Council car park at the corner of Atherton Rd & Hanover St Oakleigh every Sunday morning between 6 AM and 2 PM.

The market is in the open air, open to the public, with no restriction on, or charge for, entry.

All Traders are in clearly defined areas as marked out by car parking spaces.

The Market area is totally cleared and returned to a public carpark at the end of each Sunday Market.

Traders must comply with “Conditions for Operating Stall Sites”, **which requires them to comply with this Market COVIDSafe PLAN**, and/or, if appropriate, develop their own PLAN.

All Rotary staff are volunteers who have been consulted in the finalisation of this plan.

In addition to complying with this COVIDSafe PLAN, RotaryOCH and Traders acknowledge the requirement to comply with the Occupational Health and Safety Act 2004.

In preparing this plan RotaryOCH has had regard to the six COVIDSafe principles. These include:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

Further we have regard to the Mandatory requirements under public health direction, as issued from time to time.

This PLAN will be reviewed regularly and updated when restrictions or public health advice changes.

This PLAN is shared with all Traders, volunteers and the public. It is on display at the Rotary Caravan and Club website:

<http://rotaryoch.org.au/home-gallery-item/36466/oakleigh-rotary-sunday-market>

Update advice is provided to all Traders on a regular basis by Trader Newsletters.

Have a “COVIDSafe Plan”. You can download minimum obligations and updated template dated 26.06.2021 at:

<https://www.dhhs.vic.gov.au/workplace-obligations-covid-19#do-all-businesses-need-a-covidsafe-plan>



1. PRACTISE PHYSICAL DISTANCING

Where possible, aim for workers and visitors to maintain physical distancing of 1.5 metres.

The Market is in a large open area. Physical distancing signs are on display in all market thoroughfares. All Traders should have on display Physical Distancing signs. A Monitor will regularly move through the market to encourage physical distancing. Council physical distancing signs are on display at the entrance to the car park.

Review delivery protocols to limit contact between delivery drivers, workers and the public.

Deliveries can only be made by Traders before Market opening between 6AM and 8 AM. There is no vehicle movement in the market between 8AM and 12PM

Apply the relevant density quotient to configure shared work areas and publicly accessible spaces.

The whole market complies with the four-square meter rule. Almost all work spaces are not enclosed and are in the open air. Traders must encourage customers to remain at least 1.5 metres apart when moving through their business area. Traders are required to have a barrier or table between their serving area and the general public of sufficient width to encourage a 1.5 metre distance between staff and the public. Any enclosed space, must comply with the density quotient in accordance with public health directions.

Provide training to workers on physical distancing expectations while working and socialising.

All Rotary volunteers are required to do a training session, with a record of attendance. All Traders were given an induction briefing and are requested to train all staff. The training must reinforce current public health directions including; physical distancing, including during social interactions, hand and cough hygiene, the importance of not attending if unwell, and the use of face masks and PPE.

2. WEAR A FACE MASK

Ensure all workers and to the extent that we can control members of the public entering the Market, must wear a face mask as per public health advice.

Rotarians will monitor use of face masks by all Traders, their workers and public, unless a lawful exception applies, consistent with public health advice.

Face masks and PPE required by Rotary volunteers are provided and stored in the Caravan. New face masks will be available and supplied to all Rotary volunteers each shift, as required. A receptacle bin is available to discard all used masks.

All Traders should have similar arrangements in place for their staff.

Provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

All Rotary volunteers are required to do a training session, with a record of attendance. All Traders were given an induction briefing and are requested to train all staff. The training must reinforce current public health directions including; physical distancing, including during social interactions, hand and cough hygiene, the importance of not attending if unwell, and the use of face masks and PPE.

Inform workers that reusable face masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.

Mask hygiene is included in training.

3. PRACTICE GOOD HYGIENE

Frequently and regularly clean and disinfect shared spaces, including high-touch communal items.

Rotary - All cleaning products, disposable gloves and Alcoholic based hand-sanitiser is provided and stored in the Caravan for use by staff and customers. Wipe down, cleaning and disinfecting of equipment and surfaces is performed at the start and end of each shift – 6AM, 10AM, 1 PM.

Particular attention is paid to buttons, door and cupboard handles, counters, touch screens and any

shared work equipment. Sharing of equipment is discouraged. Signs are displayed to reinforce proper cleaning practices.

All Traders are required to have similar procedures, in place for their trading site, consistent with public health directions.

Display a cleaning log in shared spaces.

Rotary - Wipe down, cleaning and disinfecting of equipment and surfaces is performed at the start and end of each shift – 6AM, 10AM, 1 PM. The log is kept in the “Market File”

Make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Traders & Rotary must have on each table a hand sanitiser dispenser with alcoholic sanitiser for use by staff and customers & encourage regular & safe use.

Signs are displayed to encourage good hygiene practices. Workers are encouraged to wear gloves, particularly for money handling. Workers are encouraged to also use their own personal equipment, labelled with their name, if possible.

Traders must ensure rubbish bins available at each Stall and removed at end of market, for safe disposal of rubbish. Rotary has a rubbish bin available at Caravan and removed at end of market, for safe disposal of rubbish.

4. KEEP RECORDS AND ACT QUICKLY IF WORKERS BECOME UNWELL

Support workers to get tested and stay home even if they only have mild symptoms.

Signage and regular newsletters are used to remind Traders and staff, Rotarians and volunteers to stay home and avoid contact if feeling unwell.

Develop a business contingency plan to manage any outbreaks.

Traders MUST notify RotaryOCH if they or their employees, who work at the Market are identified as a person with COVID-19, or a close contact with a person with COVID -19.

The RotaryOCH Market Manager and RotaryOCH Executive will administer the contingency plan which includes:

- Any worker being notified they are a positive case, or a worker who shows symptoms or has been in close contact with a positive case should NOT attend the Market until they can provide proof of a negative test result.
- Identify and notify close contacts in the event of a positive case attending the Market during their infectious period.
- Arrange cleaning of the worksite (or part) in the event of a positive case.
- Contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts.
- Immediately notify WorkSafe Victoria on **13 23 60** if a person with COVID-19 is identified at the Market.
- Follow any instruction to close by DHHS
- Re-open the market in an orderly manner once agreed by DHHS and notify workers they can return to work.

Every business must use the Victorian Government QR Code service to check-in their workers, and visitors (customers).

<https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service>

Consistent with public health regulations RotaryOCH has two Service Victoria QR codes;

Oakleigh Rotary Market - code RHR XYD - for use by the public and ALL Traders, if they don't have their own QR code. The code is on display throughout the Market. **All Traders are**

recommended to have this QR code on display if they don't have their own code.

Market Rotary Caravan – code **R9Z 7QZ** – for use by Rotary volunteers and all visitors to the Rotary Caravan.

A manual attendance record system option is also provided for each QR Code.

Traders must use the Rotary QR code or their own code to record attendance of all workers at the market and keep appropriate business attendance records. A record of all Traders is kept in the Rotary "Permanent Market File" and the "Casual Market File" stored in the Caravan.

Rotary volunteers are asked to confirm their health status when they arrive for their shift. The attendance record of Rotarian volunteers is kept in the "Market File" stored in the Caravan. All Rotary volunteers should keep personal records on their work place activity within 14 days of volunteering at the market.

Implement a screening system that involves temperature checking upon entry into a workplace.

Rotarians, volunteers and workers will be able to confirm their health status when they arrive for their shift

5. AVOID INTERACTIONS IN ENCLOSED SPACES

Reduce the amount of time workers are spending in enclosed spaces

The Market is a large outside area. Any enclosed areas should have maximum air flow.

Rotary volunteers have tables set up outside the caravan, weather permitting, in a configuration to maintain social distancing.

Any activity in the Rotary Caravan will comply with the relevant density quotient – desirably maximum of 2 persons at any one time. To optimize fresh air hatch window is open at all times.

6. CREATE WORKFORCE BUBBLES

Keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes where it is practical to do so.

All Traders are requested to comply with this requirement.

The Rotary roster provides for a maximum of 15 minutes contact between shifts.

Maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts

All Traders are requested to comply with this requirement.

The Rotary roster provides for a maximum of 15 minutes contact between shifts. The Club Secretary and Data Manager maintain accurate records of Rotarian addresses.

NOTES:

1. This PLAN (Version 2) has been updated to conform with Government guide 1 July 2021
2. This PLAN and supporting documents including the QR Code can be downloaded from the RotaryOCH website; www.rotaryoch.org.au
3. You can find more information about the requirement to have a COVIDSafe Plan at; <https://www.dhhs.vic.gov.au/workplace-obligations-covid-19#do-all-businesses-need-a-covidsafe-plan>
Business: <https://www.business.vic.gov.au/coronavirus-business-information>
Signs at; <https://www.coronavirus.vic.gov.au/signs-posters-and-templates>

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