

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

This document updates the COVIDSafe PLAN to comply with the;  
**COVID-19 Mandatory Vaccination (Workers) Directions (No 6) and Workplace Directions (No 54)**  
as amended or replaced from time to time, and must be read in conjunction with COVIDSafe PLAN V2.

## **1. FULL VACCINATION**

All Traders, employees, workers and Rotary volunteers **must be fully Vaccinated** in line with the following;

- First dose (**Partially Vaccinated**) completed & documented.
- Second dose (**Fully Vaccinated**) on or before **26<sup>th</sup> November**
- Alternatively have an “exception” due to a *medical contradiction or acute medical illness*, with a certification document signed by a Medical Practitioner in accordance with the Directions.

Traders must collect, record, hold, and verify, information about the Vaccination Status of themselves and all employees and provide a verified Vaccination Statement to RotaryOCH and update the Statement as circumstances change. The information must be kept in a format that can be provided to a Government Authorised Officer, if requested.

RotaryOCH requires a Declaration from Traders that they comply with the Vaccination Requirements and provide the Vaccination Statement, with Evidence sighted, **as a condition of operating at the Market.**

## **2. PRACTISE PHYSICAL DISTANCING**

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

Open Area **Total Market** (Quotient 4) – The market area is 6,100 sq m allowing a maximum number of Traders, their staff, Volunteers & members of the public at any one time – **1,425 People.**

Open Area **Individual Trader** (Quotient 4) – Single Car Park Stall Space the maximum number of people permitted **WITHIN a single stall** site at any one time is **3. (Multiple sites X 3). Public should be encouraged to remain in common Market areas**, where practicable.

Rotary **Caravan** (Internal - No public, Quotient 2) – Maximum number **4.**

Signs will be placed at each location indicating the maximum number of persons permitted **WITHIN** each location.

Maintain social distancing & wear face masks, when directed & where social distancing is not practical.

## **3. PRACTICE GOOD HYGIENE**

Frequently and regularly clean and disinfect shared spaces, including frequently touched surface areas.

Surfaces are cleaned immediately after a spill on the surface & several times during the morning.

## **4. KEEP RECORDS AND ACT QUICKLY IF WORKERS BECOME UNWELL**

Every business must use the Victorian Government QR Code service to check-in their workers, and visitors (customers), and make reasonable effort to ensure all persons record their attendance at the location.

QR Code signage is displayed at all Market entrances **& at all points of sale** at the Market so that members of the public can record their attendance using the Victorian Government QR code system.

Trader staff members who interact with members of the public at a point of service **must request that the member of the public record their attendance at the Market.**

Alternative record-keeping may be used. The alternate recording system method includes; The person's first name, surname, contact phone number; and date and time at which the person attended the location.

The information collected using the alternative record-keeping method must be provided to **Service Victoria** if requested to do so by the Government.

**Other Records** to be collected and maintained by Stall Holders, in relation to their workers & Rotary, in relation to their volunteers, include (but not be limited to): all logs created during the time these directions are in place; work place rosters & time and attendance records.

Reasonable endeavours must be made to protect the personal information from use or disclosure, other than in accordance with a request made by an Authorised Government Officer & the records will be destroyed as soon as reasonably practicable, unless another statutory requirement permits or requires the personal information to be retained.

## 5. RESPONDING TO A SUSPECTED CASE OF SARS-COV-2 IN THE MARKET

**Workers & Volunteers not to work with Covid Symptoms. Get tested. Positive cases to be notified.**

Traders & RotaryOCH must not require workers / volunteers to perform work at the Market if they are displaying one or more **SARS-CoV-2 Symptoms**. The worker / volunteer must be advised to **self-isolate** immediately and get tested.

A worker / volunteer who has received a positive test result for SARS-CoV-2 must, as soon as practicable, notify the Trader & RotaryOCH.

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.

As soon as practicable after becoming aware of a confirmed case who has attended the Market in the Relevant Period, the Trader & or RotaryOCH must: Notify the DHHS and WorkSafe in accordance with the Occupational Health and Safety (COVID-19 Incident Notification) Regulations 2021 & other Traders & Volunteers at the Market.

RotaryOCH will then take appropriate additional action as directed and in accordance with the COVIDSafe PLAN.

**LINK To Current Directions:** [Directions issued by Victoria's Chief Health Officer | health.vic.gov.au](https://www.health.vic.gov.au/directions)

Market Manager - RotaryOCH

Email; [marketmanager@rotaryoch.org.au](mailto:marketmanager@rotaryoch.org.au)

Web Site; <http://rotaryoch.org.au>

Market Phone; 0466 546 059 (Text Preferred)

Facebook; <https://www.facebook.com/Rotaryoch9810>

PO Box; 100 Oakleigh Vic 3166

