

COVIDSafe PLAN

OAKLEIGH ROTARY SUNDAY MARKET

Prepared 4/11/2020
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Preamble

- Rotary OCH operates a Sunday Market in the Monash Council car park on the Atherton Rd & Hanover St Oakleigh, every Sunday morning between 6.00am and 2.00pm.
- 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.
- Traders must comply with Conditions for Operating Stall Sites, which requires them to comply with this Market COVIDSafe Plan, & 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, Rotary OCH and Traders acknowledge the requirement to comply with the Occupational Health and Safety Act 2004.
- In preparing this Plan Rotary OCH 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 had regard to all Mandatory requirements under public health direction.
- This plan will be reviewed regularly, (at least monthly) and updated when restrictions or public health advice changes.
- The Plan is shared with all Traders ,Volunteers & the Public, - being on display at the Rotary Caravan, & on our website at; <http://rotaryoch.org.au/home-gallery-item/36466/oakleigh-rotary-sunday-market>



1. ENSURE PHYSICAL DISTANCING

REQUIREMENT	ACTION
<p>You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:</p> <ul style="list-style-type: none"> • Displaying signs to show patron limits at the entrance of enclosed areas where limits apply • Informing workers to work from home wherever possible <p>You may also consider:</p> <ul style="list-style-type: none"> • Minimising the build-up of people waiting to enter and exit the workplace • Using floor markings to provide minimum physical distancing guides <p>Reviewing delivery protocols to limit contact between delivery drivers and workers</p>	<ul style="list-style-type: none"> • The Market is in a large open area • Physical distancing signs will be on display in all market thoroughfares • All Traders MUST have on display Physical Distancing signs • A Monitor will be regularly moving through the market encouraging physical distancing • Monash Council 1.5 m physical distancing signs are at entrance to car park • Traders should consider removable 1.5 m floor markings where practicable and barriers between stalls • Deliveries only by Traders before Market opening.
<p>You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:</p> <ul style="list-style-type: none"> • There is no more than one worker per four square metres of enclosed workspace • There is no more than one member of the public per four square meters of publicly available space indoors 	<ul style="list-style-type: none"> • The four-square meter rule will apply in any enclosed space • Almost all work spaces are not enclosed, and are in the open air • Traders will be 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. • Traders must encourage customers to remain at least 1.5 metres apart when moving through their business area.
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> • Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au 	<ul style="list-style-type: none"> • All volunteers will be required to do a training session, with a record of attendance • All Traders will be given an induction briefing, with a record of attendance & requested to train all staff, keeping their own record of attendance. • The training will Reinforce; Physical distancing, including during social interactions, hand and cough hygiene, reinforcing the importance of not attending if unwell, use of face coverings and PPE, and regular cleaning of all hard surfaces.

2. WEAR A FACE COVERING



REQUIREMENT	ACTION
<p>You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:</p> <ul style="list-style-type: none"> • Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own 	<ul style="list-style-type: none"> • All entering the Market: members of the public, Traders & their staff & Rotary volunteers are required to wear appropriate Face Masks, unless they have a lawful exception. • Identifying face coverings and PPE required for volunteers, and workers. New face masks available for supplied to all Rotary volunteers each shift, and rubbish receptacle for used masks. • Rotary will be monitoring use of face coverings by all workers, and public, unless a lawful exception applies.
<p>You should install screens or barriers in the workspace for additional protection where relevant</p>	<ul style="list-style-type: none"> • Traders will be 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. Screens not appropriate or practical in the open air.
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE. You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.</p>	<ul style="list-style-type: none"> • Training to be provided

3. PRACTICE GOOD HYGIENE



REQUIREMENT	ACTION
<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean surfaces with appropriate cleaning products, including detergent and disinfectant • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so • Clean between shifts 	<ul style="list-style-type: none"> • Traders & Rotary must have on each table a hand sanitiser dispenser with alcoholic sanitiser for use by staff and customers & encourage regular & safe use. • Identified high touch surfaces - counters, touch screens, shared work equipment, to be cleaned regularly. <p>Provide information about workplace cleaning schedule and how to use cleaning products</p> <ul style="list-style-type: none"> • Identify which products are required for thorough cleaning & ensure cleaning products regularly restock (See details set out below) • 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.
<p>You should display a cleaning log in shared spaces.</p>	<p>Have a documented cleaning schedule for all hard surfaces.</p>
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<ul style="list-style-type: none"> • Traders & Rotary must have on each table a hand sanitiser dispenser with alcoholic sanitiser for use by staff and customers & encourage regular & safe use. • Traders must ensure rubbish bins available at each Stall and removed at end of market, for safe disposal of rubbish. • Rotary must ensure a rubbish bin available at Caravan and removed at end of market, for safe disposal of rubbish • Ensuring adequate supplies of sanitiser

4. KEEP RECORDS AND ACT QUICKLY IF WORKERS BECOME UNWELL



REQUIREMENT	ACTION
<p>You must support workers to get tested and stay home even if they only have mild symptoms.</p>	<p>•All volunteers, Traders & workers must stay home and avoid contact if feeling unwell.</p>
<p>You must develop a business contingency plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> •Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results •Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period •Having a plan in place to clean the worksite (or part) in the event of a positive case •Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts •Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace •Having a plan in the event that you have been instructed to close by DHHS •Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work 	<ul style="list-style-type: none"> •Have a record of all volunteers & workers, & have a process for notifying all concerned and close contacts about any positive case identified at the market. •In the event that a worker or volunteer tests positive, or a situation occurs where a worker or volunteer is suspected of being, or being in contact with, a COVID positive person you must; <p>Notify DHHS, Phone 1800675 398 Option 4 or 8 Notify WorkSafe, Phone 132360 Notify Rotary Market Manager Have records available for contact tracing and comply with all DHHS & WorkSafe instructions.</p> <p>Subsequently advise Monash City Council.</p> <p>Establish a cleaning process in the event of a positive case</p> <ul style="list-style-type: none"> •Establish a process for confirming a worker or volunteer (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to Market •Establish a process for notifying WorkSafe, and Monash City Council, that the Trader Stall or site is reopening.
<p>You must keep records of all people who enter the workplace for contact tracing.</p>	<ul style="list-style-type: none"> •Traders must keep records of all workers, on site each Sunday, including themselves, with times on site and contact details and make the records available to Rotary on request. <p>Rotary must keep similar records of all volunteers.</p> <ul style="list-style-type: none"> •Consider a simple health questioner in the sign on record. Where possible, consider implementing a contactless system •Review processes to maintain up-to-date contact details for all workers •Keep all records of attendance & contact details for at least 40 days.
<p>Implement a screening system that involves temperature checking upon entry into a workplace.</p>	<p>Not practicable</p>

5. AVOID INTERACTIONS IN ENCLOSED SPACES



REQUIREMENT	ACTION
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> • Enabling working in outdoor environments • Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms • Enhancing airflow by opening windows and doors <p>Optimizing fresh air flow in air conditioning systems</p>	<p>Any enclosed areas should have maximum air flow.</p> <ul style="list-style-type: none"> • Rotary volunteers will have tables set up outside the caravan, weather permitting, in a configuration to maintain social distancing. • Any activity in the Caravan will comply with the four-square meter rule.

6. CREATE WORKFORCE BUBBLES



REQUIREMENT	ACTION
<p>You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.</p> <p>You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts</p>	<ul style="list-style-type: none"> • Any shift change overlap should be kept to a minimum – preferably not more than 15 minutes. • Traders should keep records of staff working at other Markets & work places. • Rotary volunteers should keep personal records on their work place activity within 14 days of volunteering at the market. • All Rotary volunteers, Traders, and their staff, are encouraged to have downloaded and have active on their mobile phone the Commonwealth Government COVID Safe application for all of the time they are in the precinct of the Market.

NOTES:

1. It is a requirement of the Rotary TERMS & CONDITIONS FOR OPERATING STALL SITES that all Traders comply with this COVIDSafe Plan as a minimum requirement.
2. 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>
 - Cleaning;** <https://www.dhhs.vic.gov.au/infection-prevention-control-resources-covid-19>