

**COVIDSafe PLAN  
OAKLEIGH ROTARY SUNDAY MARKET  
WEEKLY COMPLIANCE AUDIT CHECK LIST**

To ensure the Market complies with the COVIDSafe Plan an Audit of all Trader Stalls will be conducted each Sunday using the check list below – results will be recorded in a weekly summary spread sheet. The object is to ensure we are complying with the six COVIDSafe principles:

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 bubble

**Please use the following checklist as a guide to confirm if stall holders are conforming in principle with the 6 key requirements above and mark off on the accompanying spreadsheet under the 6 main headings**

<b>1. ENSURE PHYSICAL DISTANCING</b>	<b>YES/NO</b>
• Physical distancing sign/s on display	
• A barrier or table sufficient width to encourage a 1.5 metre distance between staff and the public	
• Consider removable 1.5 m floor markings where practicable and barriers between stalls	
• Encourage customers to remain at least 1.5 metres apart when moving through their business area.	
<b>2. WEAR A FACE COVERING</b>	
• Traders & their staff are required to wear appropriate Face Masks	
<b>3. PRACTICE GOOD HYGINE</b>	
• Hand sanitiser dispensers for use by staff and customers & encourage regular & safe use.	
• Regular cleaning program for high touch surfaces. (Documented cleaning schedule required)	
• Use of disposable gloves	
• Other	
• Rubbish bins available at each Stall and removed at end of market, for safe disposal of rubbish.	
<b>4. KEEP RECORDS AND ACT QUICKLY IF WORKERS BECOME UNWELL</b>	
• Must stay home and avoid contact if feeling unwell.	
• Keep records of all workers, on site each Sunday, including themselves, with times on site and contact details and have a process for notifying all concerned & close contacts, if a positive case occurs.	
• Keep all records of attendance & contact details for at least 40 days	
<b>5. AVOID INTERACTIONS IN ENCLOSED SPACES</b>	
<b>6. CREATE WORKFORCE BUBBLES</b>	
• Shift change overlap should be kept to a minimum – preferably not more than 15 minutes.	
• Keep records of staff working at other Markets & work places.	
• Encouraged downloaded and have active the Commonwealth Government COVID Safe App	
• STAFF TRAINING PROVIDED	

ROTARY -similar check list