



OBJECTIVES

- To ensure that Balwyn Rotary/Camberwell Sunday Market [CSM] minimises the risk of the spread of infectious diseases in its operating environments.
- To ensure the health and safety of our patrons, stallholders, volunteers, and contractors is protected.
- To review all future activities.
- To ensure our market area is COVIDSafe.

Procedures apply to all volunteers and contractors and meet relevant legislation, regulations, and standards. The plan should be read in conjunction with Balwyn Rotary Sunday Market Policies related to Work Health and Safety. These include CSM Induction Booklet – for Volunteers; Hazard ID & Control Checklist; Occupational Health & Safety Manual; Online CSM Safety Induction – for Stall Holders; CSM Risk Management Plan and CSM Traffic Management Plan

What is a COVIDSafe Plan?

The six principles of a COVID Safe Plan are to

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

In addition, this document also considers:

7. Volunteer Training
8. Communication of CSM COVIDSafe environment
9. Stallholder Responsibilities
10. Rotary Volunteers
11. Monitoring and Review.

PROCESS

1. Ensure Physical Distancing

1.1 Density Quotient

- 1.1.1. Total area is 10,648 sqm2 less the 2 bin compounds and the sub-station provides a total space of 10,024 sqm2 [CSM area].
- 1.1.2. Based on the above the total number of patrons, stallholders, and volunteers within the CSM area is limited to 2500 at any one time.
- 1.1.3. Stalls are positioned to facilitate safe social distancing.
- 1.1.4. No stalls will be positioned under the Covered Walkway to ensure safe distancing and patron movement in the event of inclement weather conditions.
- 1.1.5. Balwyn Rotary plans a measured resumption of the market by managing stallholder and patron numbers.

1.2 Safe Distancing

- 1.2.1. Physical distancing of at least 1.5 metres to reduce person-to-person contact for both patrons, volunteers, and contractors.
- 1.2.2. Designated COVID Marshals will monitor patrons to ensure social distancing is being maintained.
- 1.2.3. Hand sanitisers will be available at entry/exit and in each designated area.

1.3. COVID Marshals

- 1.3.1. COVID Marshals will be appointed to patrol the CSM area to ensure that all patrons and stallholders are adhering to safe distancing requirements to prevent any cluster formation and are wearing masks.

2. QR Code and Face Masks

- 2.1. All patrons entering the market will be requested to sign in using the QR code.
- 2.2. A QR code sign in is required to record a time and date of a visit to the CSM and so assist in contact tracing.
- 2.3. All patrons, stallholders and volunteers entering the CSM area must wear a face mask (covering both the mouth and nose at all times) if social distancing cannot be maintained.
- 2.4. Face masks are required to minimise risk to patrons and to ensure volunteer health and safety.
- 2.5. Face masks must be worn in accordance with any information, training, or reasonable instruction.

3. Practise good hygiene

- 3.1. Hand sanitisers will be positioned at entry points to the Market.
- 3.2. Volunteers will regularly hand wash or sanitise and encourage patrons to also do so.
- 3.3. High touch surfaces will be regularly cleaned and disinfected.
- 3.4. A cleaning log will be maintained.

4. Keep records and act quickly if Patrons, Stallholders, Volunteers or Contractors become unwell

- 4.1. Due to the number of entry points and the volume of patrons attending the CSM, it is not practical to keep records of persons entering the CSM area.
- 4.2. Signage will be displayed at each entry point informing all patrons about social distancing and hand hygiene.
- 4.3. Patrons will be greeted at entry by Rotary volunteers on duty. Should it appear that the CSM area will become too crowded these volunteers will act to delay entry of patrons.
- 4.4. COVID Risk assessment questions (see 4.7 below) will be displayed at entry points.
- 4.5. Contractors and Volunteers to sign the CSM register.
- 4.6. Pre-prepared list and contact details of all Stallholders is maintained.
- 4.7. COVID Risk Assessment Questions. Have you:
 - a) returned from overseas or interstate in the last 14 days?
 - b) been in contact with someone diagnosed with COVID-19? or
 - c) any symptoms of a fever or acute respiratory illness (e.g. cough, shortness of breath, sore throat, runny nose, or nasal congestion)?If either (a), (b) or (c) is applicable and subject to Government advice, a patron should not be attending the Market.
- 4.8. Patron, Stallholder or Volunteer Becomes Unwell
 - 4.8.1. Patrons, Stallholders and Volunteers should not attend the CSM if any of the questions and conditions listed in 4.7 apply to them.
 - 4.8.2. If a patron, stallholder or volunteer experiences fever or acute systems of respiratory illness, they must stay home.
 - 4.8.3. Should a volunteer experience any of these symptoms for the first time during a shift, they should notify the Officer in Charge [OIC] and leave immediately.
 - 4.8.4. If a Patron, Stallholder or Volunteer is acutely unwell implement first aid response and Dial 000.
 - 4.8.5. Department of Health & Human Services [DHHS] will be contacted and notified of actions taken and provided with a copy of the risk assessment.
 - 4.8.6. If a person is identified with coronavirus [COVID-19] in the CSM area WorkSafe Victoria to be advised on 13 23 60.
 - 4.8.7. An incident form must be completed.

5. Avoid interactions in enclosed spaces

- 5.1. Only one person will be allowed to occupy the Rotary Caravan at any one time.
- 5.2. As stated in 1.1.4, no stalls will be positioned under the Covered Walkway to ensure safe distancing and limit patron movement in the event of inclement weather conditions.
- 5.3. Toilet Facilities access.
 - 5.3.1. Toilets located in the Target /Woolworths building are usually available, however these facilities are outside our control.
 - 5.3.2. Patrons will have access to the public toilets located in the Well [Burke Road].
 - 5.3.3. Council to advise on utilisation of toilets in the Fresh Food Market.

6. Create workforce bubbles - Not applicable to CSM

7. Volunteer Training

- 7.1 Training on COVIDSafe practices presented in this plan will be developed and provided to all volunteers prior to their duty at the CSM.
- 7.2. Training will include:

- 7.1.1. 7.2.1. Presentation of procedures outlined in this plan including how physical distancing can be managed.
- 7.1.2. 7.2.2. Correct use of the appropriate cleaning materials.
- 7.3. Record volunteer training details into training register.

8. Communication of the CSM COVIDSafe environment.

- 8.1. CSM website and social media sites to promote patron and stallholder obligations in attending the market.
- 8.2. Signage to reinforce the message.
- 8.3. Signs will be placed at each of the entry/exit points and throughout the market site indicating the need and importance of:
 - 8.3.1 Not entering the market if feeling unwell
 - 8.3.2 Maintaining safe social distancing
 - 8.3.3 Maintaining cleanliness
 - 8.3.4 Wearing face masks
 - 8.3.5 Using hand sanitizer
 - 8.3.6 Seeking assistance if feeling unwell while at CSM.

9. Stallholder Responsibilities.

- 9.1. Stallholders will be instructed to arrive with enough time to set up the stall with consideration of the CSM social distancing layout.
- 9.2. Stallholders must remind patrons about social distancing.
- 9.3. Stallholders to limit representatives to two people at a time and maintain social distancing.
- 9.4. Stallholders **are required to** provide hand sanitiser that is accessible.
- 9.5. Food van representatives must wear gloves for food handling and separate gloves for money handling.
- 9.6. Stallholders should clearly label prices to enable patrons to see to minimise crowding around stall.
- 9.7. Ideally stallholders should be setup to take card payments thereby avoid handling cash.
- 9.8. **Stallholders must disinfect high touch surfaces twice during market operating hours.**

10. Rotary Volunteers.

- 10.1. Balwyn, Canterbury, Camberwell, and North Balwyn Rotary Clubs are committed to providing volunteers as required each week to carry out the tasks outlined in this plan..
- 10.2. Duties include:
- 10.3. **Requesting all patrons entering the market to sign in using the QR code.**
- 10.4. Directing gate entry donations to be placed in the silent collectors.
- 10.5. Moving around each end of the market, monitoring crowd behaviour, adherence to distancing requirements and the wearing of face masks
- 10.6. Assist the market manager to ensure procedures are followed.
- 10.7. The Camberwell Sunday Market Volunteer Induction booklet will be modified to incorporate the COVID-19 precautions that have been put in place. All volunteers will be briefed on these precautions.

11. Monitoring and Review

- 11.1. This procedure will be reviewed as circumstances change following resumption of the CSM
- 11.2. CSM's Continuous Improvement Plan will record identified improvements and monitor the progress of their implementation

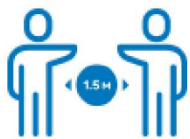
Creating a COVIDSafe workplace



Every Victorian business that is open must have a COVIDSafe Plan. This will help protect your workers, customers and visitors.

Your COVIDSafe Plan will detail the actions you will take to help prevent the introduction of coronavirus (COVID-19) in your workplace.

Victorian Government Authorised Officers are closely monitoring and inspecting businesses to ensure they are following their COVIDSafe Plans. There are significant penalties, including fines and prohibition notices, for businesses that fail to follow these directions.



Ensure physical distancing - You Must

- ☐ Ensure workers and visitors are 1.5 metres apart as much as possible
- ☐ Display signs to show patron limits at the entrance of enclosed areas where limits apply
- ☐ Ensure employees work from home wherever possible
- ☐ Apply the **four-square-metre rule** to configure shared work areas and publicly accessible spaces



Wear a face mask - You Must

- ☐ Ensure all workers and visitors entering the worksite wear a **face mask** as per public health advice
- ☐ Provide adequate face coverings and Personal Protective Equipment (PPE) to workers who do not have their own



Practice good hygiene - You Must

- ☐ Frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones
- ☐ Make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing



Keep records and act quickly - You Must

- ☐ Support workers to get tested and stay home even if they only have mild symptoms
- ☐ Develop a business contingency plan to manage any outbreaks
- ☐ **Keep records of all people who enter the workplace** for contact tracing



Avoid interactions in enclosed spaces - You Should

- ☐ Move as much activity outside as possible, including meetings, tearooms, lunchbreaks, locker rooms, and serving customers
- ☐ Enhance airflow by opening windows and doors



Create workforce bubbles - 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