	COVID-19
	Risk Management Plan

This document has been developed in consultation with Industry Peak Bodies
to provide clear guidelines to the re-opening of markets in response to the Covid-19 Pandemic shut down.
The purpose of this document is to provide market organisers, stall holders & their staff and customers practical advice and steps to ensure when re-opening their markets and stalls, they are adhering to the relevant government recommendations. We have a social responsibility to ensure we protect the community whilst providing such an important element of their social and recreational needs.

Description	Action
Exclude staff that are unwell - Those who answer yes to any of the questions will not be permitted to trade.	At bump in, stall holder and their staff will be asked the following - Do you have cough, fever, tiredness or are feeling unwell? - Have you been in contact with anyone who has tested positive to Covid19? - Have you travelled to Victoria in the pas 2 weeks? - Have you travelled abroad in the last 2 weeks?
Plan notification - public	Display conditions of entry - website, social media, entry points and at stalls
Stall Setup	- Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a rope, table or service counter. - Consider placing table at front of gazebo to prevent customers congregating within your stall
Risk Management Plan	- Inform all stall holders of the risk management plan - Stall holders must sign agreement of understanding
Limit social congregation	Areas like food courts and general sitting areas will not be setup during current restrictions
Signage	Signage at the venue will include

	- Social distancing - Hand hygiene - Stay home if unwell
Sanitise Stations	Each stall will be issued with a hand sanitiser, which must be made easily available to their staff and members of the public
Stall holder interactions	Stall holders are encouraged to stay at their stall only. Interaction between these groups greatly increases the risk of transmission
Printed pamphlets	Consider removing printed pamphlets
Cashless Transactions	Promote cashless transactions
Stall setup	Extra space will be allocated between each stall.
Performers	Consider strategies to avoid crowding if entertainers are performing. Singing and wind instruments can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective, including ensuring 3 metres distance from the audience.

Controlling COVID-19 from customers who are infected

The safety of staff during this time is of paramount importance. The following will be encouraged at each stall

- All staff complete COVIDSAFE training
- Cleaning and disinfecting in accordance with Safe Work Australia and public health authority – *see appendix 1*
- Frequently touched surfaces including computers, EFTPOS machines, counter tops and stock to be regularly cleaned
- Alcohol based sanitiser available at all workstations
- Posters on handwashing are prominent within the venue
- Physical distancing signage and floor markings to keep staff and customers adequate distance apart – ideally 1.5m
- Customers purchasing merchandise should only touch items they are interested in purchasing
- Refunds on merchandise purchases not advised

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- Posters on handwashing are prominent within the venue
- Physical distancing signage and floor markings to keep staff and customers adequate distance apart – ideally 1.5m
- Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they are not feeling well
- If a staff member/stall holder becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.
- Staff or stall holders do not have contact with delivery drivers, all paperwork is completed electronically.
- Where staff meetings are required, they are held over the phone and information sent by email where possible
- Where possible, start and break times are staggered to minimise the number of staff using break room at one time.
- PPE available to all staff and worn always.
- Equipment and goggles will not be loaned
- All chairs and tables taken away from food courts
- Change rooms closed to patrons.
- Stall holders encouraged to download the Australian Government's Covidsafe App.

Appendix 1 – Cleaning to Prevent the Spread of COVID-19

Cleaning to prevent the spread of COVID-19

Cleaning and disinfection

Cleaning and disinfecting are two different processes:

Cleaning means physically removing germs, dirt and organic matter from surfaces.

Disinfecting means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned with a detergent first.

Routine cleaning

Workplaces should clean surfaces at least daily. Special attention should be given to frequently touched surfaces (e.g. tabletops, door handles, light switches, desks, toilets, taps, TV remotes, kitchen surfaces and cupboard handles). Ideally, once clean, surfaces should also be disinfected regularly. Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant.

Surfaces and fittings should be cleaned more frequently when:

> visibly soiled
> used repeatedly by a number of people (e.g. trolleys, checkouts, EFTPOS machines), and
> after any spillage.

For routine cleaning, disinfectants are usually only necessary if a surface has been contaminated with potentially infectious material. For this reason, when and how often a workplace should undertake disinfection as part of routine cleaning will depend on the likelihood of contaminated material being present at the workplace. For example, in a busy retail environment with many customers and others entering a workplace each day, more frequent disinfection is recommended to prevent the spread of COVID-19. By contrast, for a small work crew operating the same item of plant each day with little interaction with other people, routine disinfection in addition to daily cleaning may not be reasonably practicable.

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How do I clean?

Use the following steps to clean an environment:

1. Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser.

2. Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs.

3. If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant (see next section). A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.

4. Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

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