

COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Our COVIDSafe Plan

Business name: Boroondara Farmers Market

Site location: Patterson Reserve, Auburn Rd Hawthorn East

Contact persons: Robert Winspear, Ian Salek

Contact persons phone: RW.0412115363, IS. 0418 176 493.

Date prepared: Thursday 29th September, 2020.

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<ul style="list-style-type: none">• Hand Sanitiser and Antibacterial Wipes will be stationed at both Entrances.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	(n/a) outdoor event
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	<ul style="list-style-type: none">• All Volunteers, Stallholders and Patrons must wear a mask correctly fitted at all times as per signage provided by the Council at both Entrances.• If this requirement is not adhered to those persons will directed to exit Patterson Reserve.• Should they not do so Stallholders will be directed not to serve those patrons.• Police will be contacted.

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> <i>Rotary Volunteers, Stallholders and Patrons are required to wear masks at all times.</i> <i>Should disposal be required - if a mask is to be replaced - it must be deposited in the bins provided.</i>
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> <i>Stallholders to be encouraged to replace fabric trestle cloths with plastic cloths or surfaces to allow sanitising.</i> <i>No food sampling will be allowed obviating the need to touch sampling plates.</i> <i>No self-selection of produce is allowed.</i> <i>Pre-bagged produce will be recommended ideally in paper bags and cartons.</i> <i>Beverage vendors to provide disposable (recyclable) paper cups.</i> <i>No marquees and chairs will be set up. This will both ensure social distancing and the touching and movement of chairs within the space.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ul style="list-style-type: none"> <i>There will only be 1 portaloo at the Southern end of Patterson Reserve close to the manned Southern Entrance for observation.</i> <i>Signage will be affixed advising usage of the portaloo for Stallholders and Volunteers.</i> <i>A table will be placed alongside the portaloo on which sanitiser and antibacterial wipes will be placed for use on entry and exit. Signage directing the usage as such will be affixed to the table.</i> <i>Antibacterial spray will be used on the external handle of the portaloo and generally inside the portaloo at least twice during the Market's operation.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> • <i>Adequate supplies of Hand Sanitiser bottles have been provided for use by the City of Boroondara.</i> • <i>Dettol Disinfectant Antibacterial Surface Wipes.</i> • <i>White King 1:40 Parts bleach solution in spray bottles.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can and/or must work from home, do work from home.	<ul style="list-style-type: none"> • <i>Rotary Volunteers required to have signed 'Work Permits' which Rotary Glenferrie will arrange.</i> • <i>Stallholders responsible for holding their own 'Work Permits'.</i>
Establish a system that ensures staff members are not working across multiple settings/work sites.	<ul style="list-style-type: none"> • <i>Not applicable. Only one Market operated by the Rotary Club of Glenferrie.</i>
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	<ul style="list-style-type: none"> • <i>Stallholders will be advised by e-mail prior to the Market not to attend if they exhibit any symptoms.</i>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> • <i>Stallholders marquees will be spaced apart.</i> • <i>Total area of BFM on the reserve is 8034.054 m2. There will not be 2,008 people on the Reserve at the same time..</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<ul style="list-style-type: none"> <i>White crosses will be marked on the ground and kept visible at the two Entrances and on the ground in front of Stalls to ensure social distancing.</i>
Modify the alignment of workstations so that workers do not face one another.	(n/a)
Minimise the build up of workers waiting to enter and exit the workplace.	<ul style="list-style-type: none"> <i>Ample space, no entry tickets required, patrons not likely to queue to enter/exit.</i>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> <i>A copy of these Covid-19 protocols will be forwarded to every Rotary Volunteer prior to each Market.</i> <i>Additionally on the day of each Market the Volunteers will be called together prior to their shift and briefed again verbally as to physical distancing requirements.</i>
Review delivery protocols to limit contact between delivery drivers and staff.	n/a
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> <i>All Rosters, names of Volunteers and times of duty are recorded. There are only two people per Entrance with an occasional added Volunteer visiting to check requirements and collect takings. They are therefore easily able to socially distance.</i>
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule .	<ul style="list-style-type: none"> <i>The City of Boroondara has provided signage which is affixed at each Entrance that clearly specifies the ‘four square metre’ rule, social distancing and the requirement that a Patron is not to enter if unwell.</i>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<ul style="list-style-type: none"> <i>Records of Stallholders who actually attend on the day and a list of Rotary Volunteers per Shift is kept by the Rotary Club of Glenferrie.</i>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> <i>Volunteers report to Market Managers Robert Winspear and Ian Salek incidents, hazards, and any abnormal activity that occurs during the Market.</i> <i>Early in the week following the Saturday Market a formal Report is written up and copies duly forwarded to the Boroondara Economic Department Head (now to be Nick Lund), Lucinda Bakhach, Joanne Dorland and Nickie Wainwright plus key Glenferrie Rotary Club personnel.</i>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<ul style="list-style-type: none"> <i>The City of Boroondara would notify DHHS.</i> <i>A comprehensive data base per our ClubRunner communications software will ensure speedy advice to every Stallholder, every Rotary Club Member and others listed on our data base. This will communicate closure and re-opening.</i>
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> <i>The Rotary Club of Glenferrie will be able to provide Stallholder and Volunteer names attending any one Market to the DHHS to support contact tracing.</i>
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<i>(n/a) - outdoor space with no fixed walls, common touch surfaces.</i>
Prepare for how you will manage a suspected or confirmed case in an worker during work hours.	<ul style="list-style-type: none"> <i>The name and contact details of the suspected or confirmed case will be recorded and reported to DHHS and to the City of Boroondara immediately.</i> <i>The Market Managers will direct Stallholders, Volunteers and Patrons to leave Patterson Reserve immediately.</i>

Guidance	Action to prepare for your response
Prepare to notify workers and site visitors (including close contacts)	<ul style="list-style-type: none"> <i>The Rotary Club of Glenferrie would notify Stallholders and Volunteers.</i>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<ul style="list-style-type: none"> <i>We will immediately notify WorkSafe Victoria on 13 23 60 if we have a confirmed COVID-19 case.</i>
Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.	<ul style="list-style-type: none"> <i>THE DHHS would determine who needs a negative COVID test result before re-commencing.</i> <p>Signed: Robert Winspear and Ian Salek.</p> <p>Name: As Above</p> <p>Date: <u>25/9/2020</u></p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.