

Gisborne Olde Time Market

COVID-19 Market Area, Stallholder, Volunteer, Visitor and Committee Policy Regional Victoria

Introduction

Gisborne Olde Time Market (GOTM) is committed to the overall health and wellbeing of our employees, volunteers, committee members, local and district community and visitors during unprecedented times. The GOTM have made and will continue to make all the necessary adjustments to the way our market operates in order to continue to provide a safe environment for all.

Purpose

This policy outlines GOTM intent to minimise the risk of exposure of workers to the Coronavirus Disease COVID_19 while ensuring our ability to maintain essential operations and continuing to provide services to our local and district community and visitors.

Statement

GOTM is committed to undertaking business in a manner that implements reasonably practicable measures to prevent injury or illness to employees, Volunteers, Committee members, local and district community and visitors who may be impacted by our market activities.

GOTM assigns the highest priority to assessing, minimising and managing the risks to its employees, Volunteers, Committee members, local and district community and visitors of being exposed to COVID-19.

This policy is in all respects subject to any overriding Government directive or law, and GOTM will comply with all directions from authorised medical authorities in relation to the COVID-19 pandemic.

Scope

This policy applies to employees, volunteers, committee members, our contractors, local and district community and visitors visiting, shopping, or conducting business at the Market area and while undertaking authorised duties that take them to environments outside of the market area, including but not limited to, stallholder premises, meeting for monthly committee meetings and any other meeting environments.

Corona Virus

Corona virus are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. COVID-19 is a disease caused by a new form of coronavirus. It was first reported in December 2019 in Wuhan City in china.

The symptoms of COVID-19 are fever, coughing, sore throat or shortness or breath.COVID-19 spreads by respiratory droplets. These are breathed out particularly when the infected person coughs, sneezes or talks, and then are either breathed in directly by someone else, or travel via the hands of the sick person to the hands of the well person, who then touches their face and breathes in the particles. Less efficiently, the virus may be passed from hands to hands via recently touched surfaces. Most of the spread has been from close contact with someone unwell at the time. Close contact is typically defined as being within 1 – 2 metres for 15 minutes.

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The Australian Government of Health advises that the virus can spread from person to person through:

- Close contact with an infectious person (including in the 24 hours before they had symptoms).
- Contact with droplets from an infected person's cough or sneeze; or
- Touching objects or surfaces (like doorknobs, tables, chairs, stall products) that have droplets from an infected person, and then touching your mouth, eyes or face.

This implies that the principles of most of the current operational procedures are unchanged so long as social distancing and good hygiene measures and regular cleaning are observed.

Higher risk groups

People who are or are more likely to be at higher risk of serious illness if they get the virus are:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions;
- People 65 years and older with chronic medical conditions;
- People 70 years and older; and
- People with compromised immune systems.

Infection Control Measures

Ill employees, Volunteers, Committee Members, or contact with others, that are, or may be ill

If you feel unwell or have symptoms of COVID-19:

- It is important that you stay away from the market areas.
- Face masks are to be worn if 1.5 metre social distancing cannot occur and unless an individual has a lawful exception as per DHHS regulations.
- Take every precautions to not spread a possible case of coronavirus.
- If you develop symptoms, contact either the Government's helpline on 1800 020 080; an emergency hospital; or your local GP. You may be advised that you should be tested for coronavirus.
- Notify the market manager of the situation immediately in person, by telephone call, by email or other means.
- Committee members, volunteers, stallholders and employees are encouraged to enrol, participate and complete the free Infection Control Training or the free online training provided by DHHS.
- Individuals who have travelled within the last fourteen days to Melbourne Metropolitan areas will be refused entry and encouraged to seek COVID-19 testing and a registered medical practitioner.
- COVID-19 signage will be displayed at each entry requesting social distancing of 1.5 metres and the four square metre rule, follow hygiene practices including hand sanitiser, compulsory wearing of face masks, stay home if you or someone you have been close to is unwell.
- COVID-19 signage will be displayed throughout the market area requesting social distancing of 1.5 metres and the four square metre rule, follow hygiene practices including hand sanitiser, compulsory wearing of face masks, stay home if you or someone you have been close to is unwell.
- COVID-19 signage/social media messages are regularly posted on the market social media platforms requesting social distancing of 1.5 metres and the four square metre rule, follow hygiene practices including hand sanitiser, compulsory wearing of face masks, stay home if you or someone you have been close to is unwell.

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- Socialising in the market area is not encouraged.
- Tables and chairs are provided only for emergency purposes.
- All food vendors are takeaway service only.
- Food areas and eating in the market area is not encouraged.
- Outdoor Break out / social bubble is provided away from the stallholder area.
- Children entertainment rides and other similar activities will not operate.
- Entertainment will be live and pre-recorded music played on an electronic device i.e. mobile – Spotify.

If you have attended the market area and subsequently feel ill, you are required to advise the market manager immediately. The market manager will take steps to isolate you from other individuals at the market area, and if required arrange for emergency transport/treatment, or arrange for you to be picked up/transported home.

If you observe that another employee is displaying any symptoms you should immediately advise the market manager.

In order for us to meet our statutory work health and safety obligations, employees, volunteers and committee members will be required to obtain a medical certificate certifying you are fully fit from your authorised medical practitioner to attend market duties and market area. The certificate is to be forwarded to the market manager for assessment and you should only return to the market duties and area when the market manager provides you permission to do so.

Normal personal/carer's leave entitlements and procedures will apply where employees of the market will apply where you suffer from any of the symptoms that might point to a COVID-19 infection.

Note that the market will be following incident notification requirements for the State of Victoria in accordance with guidelines issued by Safe Work Australia.

<https://www.safeworkaustralia.gov.au/sites/default/files/2020-07/COVID%20Incident%20Notification%20Fact%20Sheet%20-%202015%20July%202020.pdf>

If you are in contact with someone who has or is suspected of having COVID-19 then you should inform the market manager as soon as possible. If, because of that contact on the advice of medical practitioner you are required to self-isolate and are prevented from attending the market duties and market area. Employees may access annual leave by agreement or take 14 days unpaid pandemic leave under the Award.

Market Area Buildings, amenities, equipment and materials

Limited entry to Market area

We have put in place procedures to control the access of visitors to market area including:

- prohibiting entry into the market area for non-shopping visitors;
- Visitors to verbally disclose about their current health condition and recent travel history before allowing entry;
- using hand sanitizer at points of entry to the market area; and
- denial of entry to visitors whom refuse to provide their first name and telephone number;

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- stallholders, volunteers, employees, committee members and visitors to wear face masks if 1.5 metre social distancing is not possible. Anyone contravene to the DHHS face mask regulations will be offered a face mask. Refusal of entry to individuals who continue to contravene the regulation.

Stallholder and amenity area delineation

To enhance hygiene standards, we have ensured there is clear delineation between stallholders, que areas and common areas.

You are required to:

- Wash your hands with soap and water for at least 20 seconds, or sanitise your hands with alcohol-based hand sanitiser, before entering and exiting the market area.
- Observe appropriate etiquette and standards when utilising common areas (e.g. cleaning up after yourself, placing rubbish in bins provided, avoiding putting items such as phones on stallholder surfaces etc.)

Physical (social) distancing

While at our market area, you are required to follow social distancing rules. Such steps include:

- market will operate with reduced stallholder numbers to accommodate the four square metre rule.
- mechanical measuring wheel with counter is used to determine the market area and accommodate to the four square metre rule as per DHHS regulations.
- market volunteers, committee members and employees are not included in the four square metre rule as per DHHS regulations.
- the four square metre rule applies and will be enforced to all customers, specialty stallholders, produce stallholders and food vendors.
- entertainment will be live and pre-recorded music played on an electronic devices i.e. mobile phone Spotify.
- regular PA public announcements will be broadcast reminding market customers to adhere to the 4sqm rule, social distancing 1.5 metres, practise good hygiene, face masks, cough / sneeze into sleeve tissue, stay home if unwell, etc
- gate keepers will work in pairs – one to count entrants and the second to count exiting customers.
- Communication between gate keepers via mobile phone Committee member to work the gates counting and ensuring
- distancing yourself from other individuals who attending the market as visitors, volunteers, stallholders and committee members;
- whilst moving around the market area, ensure that you are at least 1.5 metres - 4 square metres, apart from other individuals at the market;
- There is a lower risk of spreading COVID-19 between people if individuals are outdoors. Groups of up to ten people are be able to meet outdoors.
- Ground markings for lawful group gatherings.
- not shaking hands to greet others;
- cancelling non-essential meetings. if needed, holding meetings via video conferencing or phone call;
- putting off large meetings to a later date;

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- stallholder marquees to be spaced at least two (2) metres apart;
- walkways to be clear of stationary visitors;
- walkways to be clear of obstructing from customer line ups;
- ground markings for customer line to stallholder
- stallholders to manage and maintain 1.5 metre social distancing of customers at their stall
- holding any essential meetings outside in the open air; and
- avoiding non-essential travel.

Hygiene and cleaning

We have implemented extended and increased cleaning of high-touch areas in the market area to reduce the risk of COVID-19) transmission.

High-touch areas include:

- toilets
- washbasins and taps
- soap dispensers
- hand sanitising units
- all entry and exits points
- door handles and knobs (canoe club)
- drinking fountains
- shared surfaces including chairs and tables
- bunting
- stakes and trolley
- marquees;
- telephones
- light switches (canoe club)
- tools i.e hammers
- marquee pegs
- computer keyboard, mouse and power button
- directional signage
- shared stationary, pens and pencils
- sing in / out register
- gate keepers trolleys
- hand sanister dispenser bottles
- surface disinfectant dispenser bottles
- waste bins and lids
- sound system
- padlocks and keys
- electrical cabinets
- collection buckets
- foot traffic counters
- donation monies – customers are encouraged to purchase via electronic bank transfers – tap n go
- park gates

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Increased frequency of cleaning of areas using detergent and disinfectant will include, but not be limited to:

- doors including door handles, handrails and guard rails (canoe club)
- external doorways (canoe club)
- electrical fixtures (electrical cabinets and canoe club)
- pens, folders
- tables and chairs
- sinks, taps and basins – in toilet and non-toilet areas
- waste bins – internal and external (canoe club and park area)
- gate keeper trolleys and contents
- tools i.e. hammers, pegs etc

For detailed information about the cleaning process please refer to Schedule A – Environmental Cleaning Guidelines.

Employees, Volunteers, Committee Members and Vendors

Hygiene

- If experiencing any symptoms associated with COVID-19 described above, you should advise the market manager, return and stay at home.
- Wash your body, hair (including facial hair) and clothes thoroughly every day.
- Wash your hands often with soap and water for at least 20 seconds, or alcohol-based hand sanitiser, including before and after eating, after going to the toilet, and after fuelling your vehicle.
- When drying hands using disposable paper towel is preferred.
- Cover your nose and mouth when coughing and sneezing with a tissue or a flexed elbow. Dispose of tissues directly in a bin.

In addition, you should also:

- avoid touching your face (particularly mouth, eyes, and nose) with unwashed (or gloved) hands,
- refrain from spitting at all times, and
- if you are a smoker, you should put your cigarette butts in the bin or sealed container which you later safely dispose.

Physical (social) distancing

- Maintain a 1.5 metre (4 square metre) distance from other people (two arm's length) — avoid handshakes or any other close physical contact.
- Consider using a face mask (surgical mask) or face shield when interacting with others (particularly if 1.5 metre social distance cannot be maintained) or in confined areas.
- Avoid close contact with anyone with cold or flu-like symptoms.
- Wash hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser before and after handling goods or paperwork. If using disposable gloves, make sure you use an alcohol-based hand sanitiser before touching the gloves and once more after taking them off.

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- If a signature is required, practice good hand hygiene and use an alcohol-based hand sanitiser before and after the handling produce / products and wipe down all equipment, for example, with disinfectant wipes, including the pen and any other item handled while obtaining the contact details at entry gates.

If physical distancing measures introduce new health and safety risks (e.g. because they impact communication), you need to report them to the market manager.

Cleaning

- Regularly clean your stall area including tables with soap and water (bleach or disinfectant can negate any OEM warranties) including your boxes, plastic containers, marquees, signage, vehicle, steering wheel, door handles, buttons and keys.
- Clean and disinfect your phone (mobile phone) or electronic device. Disinfect these often by using a lint-free cloth and 70% isopropyl alcohol if you can, or disinfectant wipes.

Communication

This Policy will be:

- communicated to all employees, volunteers, committee member, contractors and visitors at the GOTM inc market area;
- made available at the market area; and
- referenced in all GOTM site inductions.

Reporting Obligations

The market committee will direct any individual with symptoms to travel home immediately. Where this is not possible, the market committee will assist the individual to isolate in a separate room area of the market until they can travel home.

The individual will be advised to be tested for coronavirus (COVID-19) as soon as possible.

The market areas that the individual advises they accessed, as well as other high-touch surfaces (such as pen at the gate) frequented / used by the individual will be cleaned.

DHHS website advises vacating the market area to undertake cleaning is not necessary when only one or a maximum of two individuals suspected of COVID-19 have been identified.

If there are 3 or more people with symptoms of coronavirus (COVID-19) within a 5 day period, the market committee in conjunction with the relative government department's undertake a risk assessment provided by DHHS to help determine what further actions are required.

Report any breach of standards or procedures outlined in this policy immediately to the market manager.

Complete an incident report within 24 hours and submit it to the market manager.

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References

Occupational Health and Safety Act 2004 (Vic) and the Occupational Health and Safety Regulations 2017 (Vic)

DHHS <https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services>

DHHS <https://www.coronavirus.vic.gov.au/high-risk-covidsafe-plan>

DHHS <https://www.worksafe.vic.gov.au/managing-coronavirus-covid-19-risks-face-coverings-workplaces>

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Schedule A

ENVIRONMENTAL CLEANING GUIDELINES

This guide provides instruction on cleaning and disinfecting to reduce the risk of COVID-19 transmission. The principles in this guide apply equally to domestic settings.

The person performing the cleaning the area to be cleaned will have signage to prevent other people from entering the area while it is being cleaned. If this is not possible, a sign should be posted asking persons entering that area to maintain a distance of 1.5 metres or more from the person performing the cleaning.

Recommended disinfectants for cleaning

Coronaviruses are killed by a number of chemical disinfectants readily available from consumer and commercial sources. Examples of appropriate disinfectant solutions are listed in the table below.

Disinfectants	Recommended use	Precautions
Sodium hypochlorite (bleach): 1000 parts per million of available chlorine, usually achieved by a 1 in 50 dilution of 5% liquid bleach	Disinfection of material potentially contaminated with body fluids and faecal matter (Recommended contact time with surfaces is 10 minutes).	<ul style="list-style-type: none">• Should be used in well ventilated areas• Protective clothing required while handling and using undiluted bleach• Do not mix with strong acids to avoid release of chlorine gas• Corrosive to metals
Alcohol: e.g. Isopropyl 70%, ethyl alcohol 70- 80%	Smooth metal surfaces, tabletops and other surfaces on which bleach cannot be used	<ul style="list-style-type: none">• Flammable, toxic, to be used in well-ventilated area, avoid inhalation• Keep away from heat sources, electrical equipment, flames, hot surfaces• Allow to dry completely

Cleaning staff

Ensure that the person who is to undertake the cleaning is in good health and has no underlying chronic medical conditions or immunocompromising conditions.

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Steps for cleaning

1. Step 1: Personal protective equipment (PPE)

- Disposable gloves should always be worn while cleaning the room, toilets and other common areas, and when handling cleaning and disinfecting solutions. Dispose of gloves if they become damaged or soiled or when cleaning is completed, as described in Step 5 below; never wash or reuse the gloves.
- Eye protection, such as goggles, and a surgical mask may be required if splashing cannot be avoided.
- Avoid touching the face with gloved or unwashed hands.

2. Step 2: Routine cleaning

- The use of disposable equipment, especially disposable cloths, is strongly recommended, with a fresh cloth used for each room. If other cloths are used they should be laundered in hot water wash before re-use.
- Clean surfaces as usual with a neutral detergent and water.

3. Step 3: Disinfection of special areas

- In addition to routine cleaning, the following surfaces in the room which are commonly touched should be disinfected:
 - Door handles and light switches
 - Tables and counters
 - Armrests of chairs (if not fabric)
 - Telephones, air conditioner (A/C) buttons and remote controls, kettle handles, fridge door handles
 - Bathroom including door handle, door lock, toilet seat and buttons, taps, wash-basins, counters, shower and/or bath.
- Clean the surface first with a neutral detergent and water, and then apply the disinfectant as instructed on the disinfectant manufacturer's label. Ensure the recommended contact time occurs. Allow to dry completely.
- Adhere to any safety precautions or other label recommendations as directed (e.g. allowing adequate ventilation in confined areas such as toilets).
- Avoid using application methods that cause splashing.
- Standard disinfectants cannot be used on some surfaces, e.g. telephones. For these surfaces alcohol solutions are recommended.

4. Step 4: Body fluids

- The person performing the cleaning should wear an impervious disposable gown or apron, gloves and eye protection when there are body fluids to clean up, including any steam cleaning.
- Any body fluids should first be removed from visibly contaminated surfaces by using an absorbent material, which should then be disposed of as described in a sturdy, leak-proof plastic bag, as described below in Step 5.

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- Hard, non-porous surfaces must then be cleaned and disinfected as described in Step 2. Large areas contaminated with body fluids (e.g. covering most of a table) should be cleaned up with an absorbent material, then cleaned with detergent and water and then disinfected.
- Since disinfectants are not registered for use on some porous surfaces, contaminated material such as carpets and upholstery should be carefully steam cleaned or laundered in accordance with the manufacturer's instructions.

5. Step 5: Waste disposal, including personal protective equipment (PPE)

- Dispose of all soiled material in a sturdy, leak-proof plastic bag that is tied shut and not reopened.
- The waste can be disposed of normally.

6. Step 6: Food Trays, Dishes, and Cutlery

- Disposable gloves should be worn when handling used trays, dishes and utensils
- Any disposable utensils should be discarded with other general waste, as in Step 5.
- Wash reusable dishes and cutlery in a dishwasher with detergent and hot water as usual.

7. Step 7: Hand Washing after Room Cleaning

- When cleaning is completed any PPE used should be removed and safely disposed of in a sturdy, leak-proof plastic bag that is tied shut and not reopened.
- Immediately wash hands with soap and water for 20 seconds before drying with a paper towel. Be careful not to touch the face before washing hands.

Acknowledgement

The importance of compliance with the provisions of this policy has been brought to my attention. I have read and understand this policy outlined in this document and agree to abide by and enforce them accordingly in my day-to-day work practices.

Full Name (please print)	Signature	Date



COVID-19: Identifying the Symptoms

1. Symptoms		2. COVID-19	3. Cold	4. Flu	5. Allergies*
		Symptoms range from mild to severe	Gradual onset of symptoms	Abrupt onset of symptoms	May be abrupt or gradual onset of symptoms
6. Fever		Common	Rare	Common	No
7. Cough		Common	Common	Common	Common (asthma)
8. Sore Throat		Sometimes	Common	Sometimes	Sometimes (Itchy throat and palate)
9. Shortness of Breath		Sometimes	No	No	Common (asthma)
10. Fatigue		Sometimes	Sometimes	Common	Sometimes
Aches & Pains		Sometimes	No	Common	No
11. Headaches		Sometimes	Common	Common	Sometimes
12. Runny or Stuffy Nose		Sometimes	Common	Sometimes	Common
13. Diarrhoea		Rare	No	Sometimes, especially for children	No
14. Sneezing		No	Common	No	Common

Adapted from material produced by WHO, Centers for Disease Control and Prevention and the American Academy of Allergy, Asthma and Immunology. *Respiratory allergies include allergic rhinitis (hay fever), and allergic asthma. Other common symptoms of hay fever include itchy nose and itchy, watery eyes.

It is very difficult to distinguish between the symptoms of COVID-19, influenza and a cold. If you have any infectious or respiratory symptoms (such as a sore throat, headache, fever, shortness of breath, muscle aches, cough or runny nose) don't go to work. You need to self-isolate and to be assessed by a medical professional. You may need testing for COVID-19.

You must not return to work until cleared by a medical professional. You need to ensure that the people you care for are protected and safe. People who have respiratory allergy symptoms such as allergic rhinitis (hay fever) and allergic asthma should stay home and get tested for COVID-19 at the onset of their symptoms and if they experience symptoms that are unexpected, seem different or worse than usual, or do not respond to their usual medication.

For more information about **Coronavirus (COVID-19)** go to [health.gov.au](https://www.health.gov.au)