

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Retail and auctions

Business details

Business name	Tamworth Growers' Market
Business location (town, suburb or postcode)	2340
Select your business type	
Retail and grocery	
Completed by	Phil Blinman
Email address	<u>tamworthgrowersmarket@gmail.com</u>
Effective date	8 November 2021
Date completed	12 November 2021

Wellbeing of staff and customers

Exclude staff, customers and attendees who are unwell from the premises.

Agree

Yes

Tell us how you will do this

The unwell are identified and requested to leave the site. Relevant signage will be displayed upon entry

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.

Agree

Yes

Tell us how you will do this

Our staff and volunteers are educated in this

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

Displayed at entry point(s)

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: This applies to auction houses, betting agencies, markets that do not predominantly sell food, and retail premises, except for critical retail premises. Critical retail premises are defined in the *Public Health (COVID-19 General) Order 2021*.

Agree

Yes

Tell us how you will do this

We are a market that predominantly sells food and critical goods.

We will be allowing all customers, volunteers and stallholders, who are not unwell, access to our market.

We will encourage all who enter to wear a mask, especially if they are unvaccinated and insist that unvaccinated stallholders are wearing a mask.

A site plan demonstrating majority food and critical goods stalls will be available upon request.

Physical distancing

Capacity must not exceed 1 person per 2 square metres of space of the premises.

Agree

Yes

Tell us how you will do this

We have never gone close to this capacity. We are a weekly outdoor market with plenty of room.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Ask any close gathering crowds to disperse or move on

We have signage throughout the market to remind all of the physical distancing rules

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Our marketplace is set up to avoid areas of congestion

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.

Agree

Yes

Tell us how you will do this

We encourage everyone to move along to alternate areas of the park

Ventilation

Review the 'COVID-19 guidance on ventilation available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.
Agree

Yes

Tell us how you will do this

We are an outdoor open air market

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

We are an outdoor open air market

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

We are an outdoor open air market

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

Yes

Tell us how you will do this

We are an outdoor open air market

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

We are an outdoor open air market

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

We are an outdoor open air market

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

We are an outdoor open air market

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

We have hand sanitiser available in key areas along with on vendors tables

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

The bathrooms in the park are maintained by Tamworth Regional Council whom are responsible and can be contacted for assistance if required.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

Our vendors are educated in this, as are our volunteers

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

We have (a) dedicated entry point(s) for all to use for our market, manned with volunteers for this process to take place

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

We have (a) dedicated entry point(s) for all to use for our market, manned with volunteers for this process to take place

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

We are set up to do this if required.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

No other access to the market is provided other than the check in entry point(s) to gain access to any stalls

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes