

**A COVIDSafe Plan is required for any business that operates in Victoria, including a market stall.**

COVIDSafe Plans are based on six key points:

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

**There is a Government COVIDSafe Plan template to use**

A COVIDSafe Plan is a simple document that outlines how the above key points are going to be met.

**Below is a list of COVIDSafe plan requirements for market stallholders:**

**1. Practice physical distancing**

Market patrons will be reminded of physical distancing requirements of 1.5 metres between household groups should this be an issue around stall

1.5 metre separation between stallholder and patrons will be maintained

Physical distancing, including in queues, will be maintained

Display of a sign encouraging physical distancing

**2. Wear a face mask**

Fitted face mask must be worn in accordance with current restrictions

**3. Practice good hygiene**

Hand sanitiser will be available at market stall for use of stallholder and customers

Hands will be regularly washed with soap and water

Customers will be discouraged from handling produce

Frequent cleaning of frequently touched surfaces will be undertaken

**4. Keep records and act quickly if workers become unwell**

Support workers to get tested and not attend if unwell

Ensure requirements are met should a worker be notified that they are a positive case

Ensure free Victorian QR Code Service Check In is used

Manual record keeping for customers where QR Code unable to be used and records kept for 28 days

**5. Avoid interactions in enclosed spaces**

Market patrons will be asked to avoid crowding at market stall should this be an issue

Density quota of 1 person per 4 square metres will be applied

Display of sign with density quota stated for enclosed areas e.g. marquee

(To work out a density quota – Measure Length x Width of area and divide by 4).

**6. Create workforce bubbles (if applicable)**

The number of people serving will be minimised as far as practicable

Where multiple shifts are required, clear roster change-overs will occur

A register will be kept of name, start and end times for any workers

***Note: Spot checks are being undertaken across Victoria***

***You should have your completed COVIDSafe Plan available with you***

***The template may be handwritten if you don't have access to a computer***

***Keep up to date on Victorian Government requirements at [www.coronavirus.vic.gov.au/covidsafe-plan](http://www.coronavirus.vic.gov.au/covidsafe-plan)***