

ROTARY CLUB OF CURRUMBIN COOLANGATTA Inc

COVID-19 CAR BOOT SALE SAFETY PLAN

For Stallholders, Patrons and Volunteers

INTRODUCTION

The Rotary Club of Currumbin Coolangatta Tweed Inc is committed to providing a safe workplace for its patrons, stallholders and volunteers.

Meet its obligations under the **WORKPLACE HEALTH and SAFETY ACT**;

Abide by the relevant **Public Health Directions** issued by the Queensland Chief Health Officer;

Follow the **National COVID -19 safe workplace principles**;

and commit to continuous improvement.

PLAN APPROVAL

Date	Revision	Prepared By [Name, position and signature]	Authorised By [Name, position and signature]

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THE EVENT

The following information will be provided to the Queensland Health Unit if required;

The Organiser: The Rotary Club of Currumbin Coolangatta Tweed Inc, also referred to in this document as CCT.

The Event: The Rotary Car Boot Sale –Airport (incorporates Rotary Sausage Sizzle). The outdoor Event will cater for up to 125 stallholders. Estimated number of all persons on site at any given time is 500. Classed as a category 3 event. Event area is 10,000 Sq Metres, capacity using 2m square rule is 5000 persons.

Event staff in attendance will number 10.

Maximum Stallholder numbers: 125

Patrons demographics: families, retirees, singles, any age.

Date the event is held: 4th Sunday in the month

Setting up time: 6am – 7am.

Market commencement time: 7am – Finish time 12pm, duration 5 hours.

Location: Gold Coast Airport Southern Cross University car park, Arthur Butler Parade, Bilinga QLD 4225 (Between the AFP & University buildings).

The contact person for enquiries regarding the set up and operation of the event: Glenn Rees – Rotary Club of Currumbin Coolangatta Tweed Service Director.

The contact person for enquiries regarding this document and other compliance and safety matters: John M Giuricin – Club President.

Glenn Rees: info@oceansideresort.com.au Mob: 0421 576 816

John M Giuricin: president@rotarycct.org.au Mob: 0419 303 050

Postal Address for notices: Rotary Club of Currumbin Coolangatta Tweed Inc, PO Box 107 Tweed Heads South NSW 2485.

SCOPE

All Volunteers, market stallholders and Patrons.

MARKET STALLHOLDERS

A market stall is considered its own place of business, comparable to retail outlets in a shopping centre. Any business operating during the COVID_19 Pandemic is legally obligated to put measures in place that prevent the spread of infection amongst staff, volunteers and customers. All mandatory measures as set out by the Queensland Public Health Directions.

Market stallholders are to have their own COVID-19 safety plan in advance of the Event.

All stallholders must meet the minimum requirements for physical distancing, hygiene and cleaning.

A stallholder's indemnity insurance policy must be held for this Event by every stallholder.

BOOKING & ENTRY – Market Stallholders

Each stallholders will be required to pre-book and pay for their site online, booking information collected will include;

- **First Name**
- **Last Name**
- **Email address**
- **Residential address**
- **Phone Number**
- **Date & Time**
- **Vehicle registration**
- **Vehicle make**
- **Drivers licence**

Booking information will be securely kept for 56 days for contact tracing purposes, stored as per the requirements of the Privacy Act.

Signs will be placed at the entry points requesting all customers who are unwell or have COVID-19 symptoms, not to enter.

Signs advising volunteers, stallholders and customers who have been to a declared COVID-19 hotspot in the previous 14 days, not to enter.

List of declared hotspots to be displayed at entry points.

Sanitiser will be available at entry point.

TYPES OF VENDORS

Vendors will be bric brac, household goods, clothing, sports equipment, essential oils, soaps, garden plants. No take away food stalls allowed other than one BBQ type sausage sizzle kiosk operated by Rotary and one stallholder coffee van.

HYGIENE

Hand sanitisers must be placed at all stallholder locations for use of patrons and stallholders. Appropriate signage advising their use must be present at each stallholder location.

Stallholders are to practice good personal hygiene to limit the spread of germs.

This includes;

- **Limit product handling**
- **No shaking of hands**
- **Sneezing into their elbow or into a disposable tissue then appropriately disposed of.**
- **Provide bins for tissue use**
- **Washing and sanitising hands after every transaction if cash is handled**
- **Spacing; and**
- **Regularly clean any frequently touched surfaces including table tops.**

CONTACT TRACING

Stallholders and patrons will be encouraged to download the COVID SAFE app, the link to be supplied

Installation of the COVID app will not be mandatory.

All contact information collected will be kept by Rotary under the Privacy Guidelines for all Rotary volunteers & stallholders for a period of 56 days from date of the Event.

Contact information to be collected will include:

- **First Name**
- **Last Name**
- **Email address**
- **Phone Number**
- **Date & Time of patronage**
- **Vehicle registration**
- **Vehicle make**
- **Drivers licence**
- **Residential address**
- **Date & time of entry**
- **Estimated exit time**

PERIOD OF PATRONAGE

Patrons average 40 minutes attendance time on market grounds.

Stallholders will be there 5 hours and discouraged from leaving early.

WAITING & SEATING

There is no public seating available at the venue.

MAINTAINING PHYSICAL DISTANCING

Event staff shall facilitate practices which support appropriate physical distancing aligned to the prevailing advice from Queensland's Chief Health Officer.

Physical distancing shall be maintained across the site as a whole and in individual areas within the site.

The number of people on site and in any given area must be limited to comply with the minimum requirements of people per square metre and physical distancing.

Rotary will monitor strategies to distance groups and prevent co-mingling.

SITE CAPACITY

Rotary will determine and monitor the total number of people allowed on site at any given time, and the number of people allowed within each discrete area of the site at any given time, as per the physical distancing requirements.

Queuing and Interaction between Patrons

The Event will have a defined entry and exit point. The entry points will funnel attendees, the requirements of physical distancing will be established and monitored.

All Stallholders will be asked to mark distance positions on the floor of their kiosks to ensure that a minimum of 1.5 metres is maintained between patrons and stallholders. Stallholders will provide their own tape to distance their customers.

The BBQ/Sausage Sizzle kiosk will have floor markings to distance patrons and one way traffic.

There will be two sections, one for ordering, and one for collection.

The Coffee van to implement spacing markings on the ground and two queues, one for ordering and one for pick up.

Waiting patrons will be asked to maintain their distance.

FOOD SERVICE

There will be two food service kiosks, one Rotary BBQ / sausage sizzle and one Coffee (van).

The BBQ service will adhere to QLD Health & Gold Coast City Council food safety requirements for food handling.

Approved distancing between the patron and the server or cashier will be applied at the ordering or collection table.

Cooked food will not be on open display.

Hot or cold drinks will be served to the patron in cans, cups or bottles, coffee cups will have lids.

Cutlery will not be provided.

Hand sanitisers will be available on the ordering and collection tables.

Menus will be chalkboard or laminated, no shared menus will be used.

There will be no “self serve” facilities.

Food will be handed directly to the patron.

There will be no communal water stations.

Tables or chairs will not be provided.

Alcohol based hand cleaning facilities, as well as gloves, will be provided to all food workers.

DISTANCING – TRAFFIC FLOW

Patrons will be encouraged to distance by floor markers at stalls and a distancing Marshall will operate throughout the carpark.

Traffic flow for patrons will be one way.

Entry will be at one location, exit will be at one location.

Physical distancing must be monitored by the person in charge of the activity.

Consideration must be given to;

- The size of market in area
- Number of vendors allowed
- Types of vendors
- Number of patrons expected

Stall spacing must be set up in a way that limits the transmission of infection

Incorporate empty space between vehicles to remain physically distant

Locate stall that may attract crowds away from other stalls

Ground markings on 1.5 metres distance at the stalls.

A COVID safe warden to monitor setup and running of the event will be in place.

CONDIMENTS

Sauces / condiments will be applied by the food servers, patrons will not be allowed to handle the sauce / condiments bottles.

PAYMENTS

Stallholders will be encouraged to facilitate electronic payments - Tap & Go, ApplePay, etc.

The Rotary food stall will operate electronic payments and have a plexiglass barrier at the till.

Money handling to be minimised.

SIGNAGE

COVID Safe checklist must be displayed at the event entrances.

Hotspot declaration signs will be directed at the event entrance.

Traffic movement signs will be erected.

GENERAL MEASURES

Physical interactions between patrons, stallholders and volunteers will be limited where practical.

Volunteers and stallholders will be briefed on the Rotary COVID Safety plan.

CLEANING

Regular cleaning practices to be in accordance with the Office of Industrial Relations and advice from Queensland's Chief Health Officer.

Regular and thorough cleaning schedules should be in place before, during and after the Event ensuring surfaces are disinfected, paying extra attention to high contact areas such as handles, counters, railings, taps, and food preparation areas.

It should be ensured that adequate cleaning supplies are available, and that hand washing and alcohol-based hand rub stations are re-stocked frequently.

Frequently touched surfaces, tables, EFTPOS facilities, will be wiped regularly using the appropriate detergent or disinfectant solutions.

High touch points will be cleaned with disinfectant.

Toilets, including hand washing facilities will be cleaned and disinfected hourly, including taps, basins, benches, hand drying equipment, door handles, locks on toilets, cistern buttons, etc.

Food preparation areas will be cleaned hourly.

Rubbish bins will be available throughout the Event area.

RETAIL FOOD SERVICE -Sausage Sizzle and coffee van

No more than one person per 2 square metres.

Sanitiser to be provided on all the counters.

Public facing food servers to wear masks & disposable medical grade gloves.

1.5 metre distancing will be enforced in the queue for food service.

Sauces/condiments will be applied by a food server wearing gloves.

Coffee sales will be served in disposable cups.

Sugar for coffee will be dispensed in individual packs with disposable wooden stick stirrers.

Perspex cover will cover BBQ food trays on the serving table.

No more than 6 Event staff allowed in the food service kiosk at any one time.

Patrons not allowed inside food service kiosk

UNWELL PERSONS

Signage to be displayed at entry points advising those unwell persons or those with COVID-19 symptoms should not enter.

If attendees display any cold or flu like symptoms they will be asked to leave the Event.

If a stallholder becomes aware of a situation where a suspected person or confirmed COVID-19 was at their stall the Event manager must be informed.

The following are considered vulnerable persons;

- **Over 70 years of age,**
- **Over 65 with a pre-existing medical condition,**
- **First nations people over 65,**
- **Any immune compromised person who;**
 - **Have chronic renal failure**
 - **CHD or CHF**
 - **Chronic lung disease**
 - **Poorly controlled diabetes**
 - **Poorly controlled hypertension**
- **Vulnerable people should self isolate to the maximum extent possible, limiting people contact.**
- **Volunteers and Stallholder should encourage vulnerable people not to attend the Event.**
- **Vulnerable volunteers and stallholders to be advised of the risk of attending the Event.**

HAZARD AND INCIDENT NOTIFICATION OF A CONFIRMED OR PROBABLE CASE OF COVID - 19

Rotary will notify Work Health and Safety Queensland of a confirmed or probable case of COVID-19 as diagnosed by a medical practitioner and arising out of the conduct of the business or undertaking.

A hazard incident notification form (WHS forms) is to be completed when a hazard or incident is reported to Event management.

MEDICAL TREATMENT AND FIRST AID

Emergency services access will be maintained

DEFINITIONS

- **Event Manager:** The Rotary Club of Currumbin Coolangatta Tweed Inc.
- **Stallholder:** independent individual entity that purchases an entry ticket to allow a goods selling stall to be setup and goods sold.
- **Patron:** general public visiting the event.
- **COVID-19:** Novel Corona Virus, highly transmissible from person to person and readily spreads to close contacts of infected individuals.
- **Distancing / social distancing / physical distancing:** to keep space between yourself and other people outside of your household as one way to slow the spread of viruses.