



Checklist: Recurrent Markets

This checklist provides guidance for recurrent markets to continue to operate safely and prevent the transmission of COVID-19 amongst market stallholders, attendees and the wider community. Due to the high number of patrons and nature of the activity, markets represent a risk of COVID-19 transmission.

For the purpose of this checklist, recurrent markets generally consist of fresh produce (e.g. farmers markets, food markets), arts and crafts and may provide some options for food and drink (eg: takeaway food, coffee, fresh juices etc). Recurrent markets differ from other events in that they occur on a regular, periodic basis (eg: weekly, monthly), at the same location with the same types of market stallholders.

This checklist is not intended for other types of recurrent markets such as fetes, live performances, and those that include rides, attractions and exhibits. For these types of recurrent markets, the Industry Framework for COVID Safe Events has been developed to help guide event organisers to manage the risks associated with the transmission of infectious diseases such as COVID-19. More information can be found at: https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses#_industry-framework-covid-safe-events.

Events may operate in compliance with an existing *approved COVID Safe Industry or Site-Specific Plan* (if applicable). Check this website for approved *Industry Plans*: <https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans>

Organisers of recurrent markets have the responsibility to consider how they can implement each section of this checklist and what measures they will need to put in place to make sure that market stallholders and attendees are protected from the risk of COVID-19 transmission.

Recurrent Market Details	
Market name:	
Contact person name:	Contact phone number/email address:
Market location:	Market frequency (e.g. weekly, monthly):
Anticipated attendance details (e.g. anticipated attendance numbers, number of stallholders, etc):	
Brief description of market (e.g. types of stalls, activities occurring at markets)	



Planning

1. Governance Arrangements

a. Before each recurrent market

- Keep up to date with legislative requirements and find additional guidance by monitoring the [Public Health Directions](#), and visiting www.covid19.qld.gov.au and www.worksafe.qld.gov.au.
- Make sure key staff have a copy of this checklist and understand their responsibilities.
- If the venue has not been operating check your equipment and facilities are fully functioning, such as gas, electricity, toilets, and hand-washing facilities. Ensure food and beverages stored at your business have not been contaminated or are now out of date.
- Make sure staff and market stallholders are adequately trained to manage the COVID-19 requirements. This should include providing education or guidance on good personal hygiene, in accordance with standards set by the [Office of Industrial Relations](#). COVID Safe training programs are available online through TAFE Queensland (<https://tafeqld.edu.au/covid-safe>).
- Consideration should be given to the below occupant density limits with accessible space, of:
 - Indoors**
 - I. no more than one person per 2 square metres (up to a total of 50 people) for venues or spaces of 200 square metres or less; or
 - II. no more than one person per 4 square metres for venues or spaces of 200 square metres or more
 - Outdoors**
 - III. no more than one person per 2 square metres for outdoor venues or spaces.
- Make sure food businesses within markets that offer seated dining and drinking comply with contact tracing record keeping requirement outlined in the COVID Safe Checklist for Seating Dining and Drinking or the Food Services Industry COVID Safe Plan
- Make sure market stallholders who offer personal services (for example, massage) comply with the record keeping requirement outlined in the [COVID Safe Checklist for Personal services or the Retail, Hair and Beauty Industry COVID Safe Plan](#).

b. During each recurrent market

- Monitor the measures outlined in this checklist during each market at regular intervals (e.g., at the beginning of each market, hourly and prior to expected increases in attendee movement).
- Employees with a general work-related complaint can call WHS Queensland on 1300 362 128.
- Business owners that would like to better understand their WHS duties regarding COVID-19 can call Worksafe Queensland on 1300 005 018 or their union or industry association. For questions regarding the Public Health Directions, call 134 COVID.
- Market attendees who have concerns about whether a business is complying with [Public Health Directions](#) can call 13QGOV (13 74 68).



2. Communicating Expectations to Market Stallholders and Attendees

a. Before each recurrent market

- Inform market stallholders that they must not trade at the markets if they:
 - are unwell;
 - have been in close contact with a known active case of COVID-19;
 - have COVID-19 symptoms;
 - have travelled overseas in the previous 14 days or have been to a declared COVID-19 hotspot in the previous 14 days.

The list of declared COVID-19 hotspots may be found at: www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid19/current-status/hotspots-covid-19

- Make sure key health messages are scheduled via all media channels and are displayed on the market website:
 - Stay at home if unwell or have a cough, fever, sore throat, headache, distorted sense of taste, loss of sense of smell, fatigue, chills, vomiting, diarrhoea, runny nose or shortness of breath in the last 72 hours.
 - How to seek assistance if becoming unwell during the event (market officials or first aid).
 - Maintaining physical distancing requirements is the individual's responsibility
- Place signs at entry points to instruct attendees not to enter the market site if they:
 - are unwell;
 - have been in close contact with a known active case of COVID-19;
 - have COVID-19 symptoms;
 - have travelled overseas in the previous 14 days or
 - have been to a declared COVID-19 hotspot in the previous 14 days.
- The sign should state that the market stallholders have the right to refuse service and must insist that anyone with these symptoms leaves the site.
- Prominently display hygiene signs (e.g. hand washing and sanitising practices). Electronic copies of hygiene signs can be accessed from the Safe Work Australia website

b. During each recurrent market

- Ensure signs about enhanced public health controls are maintained and visible.



Public Health Controls

3. Maintain Physical Distancing

a. Before each recurrent market

- Place floor markings or signs to identify 1.5 metre distance between persons queuing at all relevant locations (e.g. at all entries, toilets, food areas, etc.) and within market stalls.
- Make sure aisles are wide enough to allow for a 1.5 metre distance between persons within market stalls.
- Use physical barriers in high foot traffic areas to separate crowds.
- Use floor markings or signs to ensure one-way flow of foot traffic is established where practical, including in market stalls.
- Make sure aisles are unobstructed to prevent congestion.
- Use separate entries and exits within relevant areas of the market site.
- Limit the use of cash transactions by encouraging market stallholders to provide customers with tap and go, direct deposit or other contactless payment options. Present signs that encourage customers to use contactless payment options.
- Make sure physical distancing measure are put in place for the use of toilet facilities including:
 - ensuring space marking of 1.5m are in place for the queues;
 - arrangements are implemented to manage the number of people inside the toilet facilities at any given time
- Ensure toilet facilities are provided in accordance with the Office of Industrial Relations, Managing the work environment and facilities Code of Practice: https://www.worksafe.qld.gov.au/data/assets/pdf_file/0003/58206/Work-environment-facilities-COP-2013.pdf (1 closet pan per 15 males with 1 urinal per 25 males and 1 closet pan per 15 females).

b. During each recurrent market

- Monitor queuing arrangements to make sure physical distancing is being maintained.
- Monitor any gatherings (e.g. at market entertainment) to make sure that spectators are complying with physical distancing.
- Monitor one-way flow of foot traffic is established where practical
- Monitor separate entries and exits are being used as intended.
- Regular public address announcements should be made to remind attendees to maintain a physical distance of 1.5 metres and follow the directional flow signage throughout the market.



4. Facilitate Contact Tracing

a. Before each recurrent market

- It is strongly recommended that every venue encourages its patrons to download the COVID Safe App link: <https://www.health.gov.au/resources/apps-andtools/COVIDsafe-app>. The app is not mandatory and does not replace the requirement to collect patron contact details.
- A record of all on-site market stallholders and market stall staff should be established to identify each person: name, phone number, email address, type of market stall/business, date and time of entry to the market site, date and time of leaving the market site. Further information is available [here](#).
- It is recommended a site map is developed and kept which includes the location of each stall, entry, exit, amenities, hand wash/sanitiser locations, seating and carparking

b. During each recurrent market

- Records must adhere to standards in the *Privacy Act*. Records must be securely stored, not used for any other purpose and deleted after 56 days.
- Records must be provided on request by a public health officer within a stated time.

5. Regular and Thorough Cleaning

a. Before each recurrent market

- Refer to pages 6-9 of the [Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy](#) and ensure appropriate personal protective equipment is available for use by market stallholders.
- Establish cleaning protocols for discrete areas of high foot traffic (e.g., bathrooms). This should include a frequency of cleaning for the discrete area dependent on usage from attendees.
- Ensure that there are enough supplies of cleaning products (e.g. detergent, sanitiser, etc.) to last the duration of each market. Cleaning products, such as sanitiser and detergents must adhere to the standards set out by the [Office of Industrial Relations](#).

b. During each recurrent market

- Toilets - adopt and implement practices to ensure that frequently touched areas and surfaces are cleaned regularly with detergent or disinfectant (including shared surfaces such as taps, basins, benches, hand drying equipment/paper towel dispensers, doors/door handles, locks on toilets, cistern buttons, etc.).
Cleaning practices to be implemented in accordance with [Office of Industrial Relations](#).
- General cleaning – market stallholders adopt and implement practices to ensure that their stall is frequently cleaned, with a particular focus on high contact areas, such as Eftpos equipment, counter tops, and display items, in accordance with standards set out by the [Office of Industrial Relations](#).



- Gloves should be recommended only where the prospect of contact with heavily contaminated items is high, such as cleaning of toilet facilities. If gloves are worn, these should be considered single use and disposed of appropriately.
- Cleaning and disinfection after suspected or confirmed COVID-19 infection: Adopt and implement practices to ensure that areas that have been used by a person with suspected or confirmed COVID-19 infection are cleaned and disinfected and that appropriate personal protective equipment is worn by the cleaner, in accordance with the practices set out by the [Office of Industrial Relations](#).

6. Hygiene and first aid

a. Before each recurrent market

- Establish hand washing / sanitising stations and practices for stallholders and attendees as they enter and exit the market site and discrete areas within the site.
- Hand washing / sanitising stations must include clean running water, liquid soap and paper towel. If hand washing facilities are not available, an appropriate alcohol-based hand rub should be made available. Alcohol-based hand sanitiser must contain at least 60% ethanol, or 70% iso-propanol.
- Encourage market stallholders to provide hand sanitiser at their stalls.
- Provide sanitiser stations outside of toilet facilities and throughout the event. Ensure that stations are adequately stocked and cleaned.
- Promote good hygiene practices including display of the [handwashing 12 step guide](#)
- Establish a designated area where attendees or staff can be isolated if they present or develop COVID-19 symptoms. This area should be equipped with PPE and a mask provided to the sick person.
- Establish a process for notifying first aid / medical assistance of a sick person who is displaying COVID-19 symptoms.
- Establish an incident record management system to record all incident details.
- Food businesses must comply with the *Food Act 2006*

b. During each recurrent market

- Ensure all hand sanitiser and hand washing facilities are kept well stocked throughout the market duration.
- Ensure market stallholders do not offer samples, this includes fresh produce and beauty products.
- Encourage market stallholders and attendees to practice good personal and hand hygiene
- Direct any sick persons to the designated area and follow the established processes. Provide records of the incident.