

COVID-19 Safety Plan

Company details

Business name: Sudbury Market

Revision date: TBD

Date completed: February 18, 2021

Developed by: Market Manager

Division/group: Non-Profit

Others consulted: Miranda McLeod

Date distributed: February 18, 2021

The COVID-19 pandemic is an evolving situation – we will review our plan regularly and make changes as required.

Refer to the Ontario government's [COVID-19 website](#) for up-to-date information.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Actions:

- Vendors and non-patrons will be screened according to Ontario Health legislations 1 day prior to Market commencement and must pass screening, otherwise they will not be allowed to attend the Market.
- Sudbury Market staff will keep track of all names and contact information for those who attend and/or work at the Market and will keep record for a minimum of 1 month.
- No seating areas or kids play areas.
- Physical distancing between customers at all times.
- Hand washing/sanitizing stations throughout the Market, including every vendor will be required to have hand sanitizer available for public use as well as one for their own personal use.
- Signage promoting measures the Market is taking during Covid-19 in both official languages.
- Signage and arrows promoting one direction circulation customers through the Market, as much as possible.
- Markings showing acceptable waiting spaces at each vendor booth for patrons purchasing items.
- No food/product sampling.
- No public washroom in the Market space. Washroom will be restricted to the public washrooms in the Southridge Mall. Washrooms will have disinfecting wipes, paper towels and other safety products available for use in between vendor use.
- Encourage patrons not to linger.
- Educational flyers & emails regularly sent to vendors to inform them of the updated guidelines and COVID facts. Reminder to vendors, to not attend the market if they are experiencing COVID symptoms, if they have travelled outside of Canada in the last 14 days, have been in contact with a confirmed or probable COVID-19 case, or have been advised to self-isolate by public health.
- Extra signage to remind patrons to remain 6 ft apart, to avoid the area if they are experiencing COVID symptoms, if they have travelled outside of Canada in the last

14 days, have been in contact with a confirmed or probable COVID-19 case, or have been advised to self-isolate by public health.

- Closely work with the Southridge Mall owners/staff to ensure safety compliance.
- Follow the COVID-19 safety and operational requirements set by the Southridge Mall owners.
- Pre-screening signage posted at entrance of Market.
- Limit of 2 workers per vendor table. Workers must wear appropriate PPE at all times. This may include eye protection in the event that more than 1 worker is at the table at a time.
- Limit of 1 patron per vendor table at a time.
- Accept a maximum amount of 23 vendors.
- Have a maximum amount of 50 patrons in the space at a time, unless physical distancing cannot be met, in which case, this number will be reduced.
- Market worker man the entrance, counting the number of patrons in the space at a time and controlling the line-up. Patrons must wait in line with 6 ft in between each other.
- Display signage from Public Health Sudbury & District throughout Market space, entrance.
- Establish one-way traffic/customer circulation. Use arrows to direct the flow through the Market.
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- Have clear “enter market here” and “exit market here” designations. Separate entrances and exits will allow for easier active monitoring and control over crowds.
- Volunteers or staff should be present to direct people into and out of the Market and to ensure customers do not hang around and socialize within.
- Public messaging to promote shorter periods of shopping time.
- Hand sanitizer and/or hand-washing supplies will be readily available for all vendors and customers.
- Vendors should minimize displays and offer pre-packaged foods at rounded prices, to reduce cash handling.
- Discourage customers from handling products before they have been purchased.
- Vendors should consider a plexiglass barrier to separate shoppers from vendors and their products.

- Masks for vendors are required. Knowing that PPE is in short supply, use equipment that is homemade.
- Keep a 2 metre (6 foot) distance from customers at all stages of making a sale.
- Vendors will consider alternatives to cash, such as online pre-order/pre-pay, or portable debit/credit systems. Vendors will be required to wipe their debit/credit machines between each use.
- The Market is encouraging vendors to try to round their prices to dollar values that will not require change.
- Vendors are to avoid lengthy conversations with their customers. The goal is to have customers **get in and get out**.
- Vendors must sanitize their hands before and after every customer interaction.
- Visit the Sudbury Market website and social media accounts to connect directly with vendors. This will encourage customers to pre-order and prepay for products.
- Read and follow all Market signs that communicate pedestrian traffic flows and other Covid-19 measures.
- Maintain physical distancing from other vendors and customers (2 meters).
- Do not use the vendor washroom.
- Sanitize hands in between each transaction.
- Vendors and patrons will be forced to wear a mask.

2. How will you screen for COVID-19?

Actions:

- The Southridge Mall will only allow customers to enter through 1 entrance of the mall. They will be asking 5 covid-19 screening questions before anyone is permitted entry to the mall.
- The Sudbury Market will have 1 staff member at the market entrance, taking down all the names and contact information for those who enter the market, other workers and vendors included, and will keep this information for a minimum of 1 month.
- The Sudbury Market will be sending out a questionnaire via Survey Monkey to all vendors, 1 day prior to market day. All vendors and their workers must pass the covid-19 questionnaire otherwise they will not be permitted to sell at the market.
- The Sudbury Market staff members and Board of Directors members will stay up-to-date on information for successful screening techniques via Public Health Sudbury & Districts.

3. How will you control the risk of transmission in your workplace?

Actions:

- All vendors will be spaced 6 ft or more apart from one another and will only be permitted to have 2 workers at their booth at a time.
- All vendors will have to pass the covid-19 pre-screening questionnaire 1 day prior to market day.
- All vendors will be forced to wear a mask and if more than 1 person is working at the booth, all workers will have to wear eye protection.
- Hand sanitizing stations are mandatory for all vendors to have. They must have 1 for public use and a separate one for personal use.
- There will be hand sanitizer available for patrons to use at the market entrance and exit.
- Patrons will be forced to wear a mask, unless they have proper medical documentation stating they are exempt, then they will have to wear a face shield.
- All patrons will have to remain 6ft apart from anyone else. Markings on the floor and signage will be placed throughout the market space to ensure compliance.
- Patrons will not be allowed to touch any items prior to purchasing.
- If any surfaces are touched, disinfecting protocols must be followed.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Consider: What is the contact information for your local public health unit? What are your isolation procedures? How will you gather workplace contact information for public health contact tracing?

Example: We have designated a safe isolation area in the workplace and created a checklist with the procedures of what to do if some gets sick at work, including key contact numbers.

Actions:

- Public Health Sudbury & Districts will be contacted immediately. The Market will be closed until we can reopen safely. We will surrender all documentation they request, including but not limited to the list of names and phone numbers for those who visited the market during the potential contamination.

Address: 1300 Paris St, Sudbury, ON P3E 3A3

Phone: (705) 522-9200

5. How will you manage any new risks caused by changes to the way you operate your business?

Consider: With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy. Are any new risks introduced due to changes in worker numbers or work practices? What new risk controls are required?

Example: We will establish regular check-ins with workers about how they're coping with the change to shift work.

Actions:

- [List your actions here. Note who is responsible for each action.]

6. How will you make sure your plan is working?

Consider: How often will you schedule a review of your plan? How will you get input and ideas from workers and clients? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

Example: We will set up a weekly meeting between the CEO and the health and safety representative.

Actions:

- [List your actions here. Note who is responsible for each action.]

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name:

Division/group:

Date completed:

Revision date:

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- [List your measures here.]

How we're screening for COVID-19

- [List your measures here.]

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- [List your measures here.]

Cleaning

- [List your measures here.]

Other

- [List your measures here.]

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- [List your measures here.]

How we're managing any new risks caused by the changes made to the way we operate our business

- [List your measures here.]

How we're making sure our plan is working

- [List your measures here.]