**HEADINGTON MARKET**

**Contributing to Community Causes**

**Trader Checklist for Quarry Hollow Park**

1. **Access** – no setting up before 7pm. One-way route. Scheduled times. Wait until advised
2. **Noise / Neighbours** – respect the neighbours please
3. **Staff fit to Work** – do not come if unwell showing symptoms of covid19
4. **Sanitisation** – wipe down before you trade, regularly & where touching has taken place e.g card machine, etc. Clean anything touched by customers
5. **Cleaning** - don’t forget anti-bac, hand wipes, paper towels, bin bags, etc
6. **Hand Gel** – one for your customers, one for yourself & staff. Minimum 60% alcohol
7. **PPE** – masks or shields for yourself/staff, disposable gloves, etc
8. **Social Distancing** – distance between you & customers, stall layout, manage your queue
9. **Card Payment** – you MUST have a contactless card machine
10. **Cash Handling** – discourage cash. Change gloves / sanitise after every cash handling
11. **Loose Product / Screens** – minimise loose products, pre-pack, use sneeze screens
12. **Product Touching** – minimise touching, only allow them to touch what they are buying
13. **Quick Shopping** – organise for speedy transactions & move customers along quickly
14. **Serve only one Customer** at a time. They should use their own bags where possible
15. **Posters** – display social distancing, sanitise, contactless payment, no touching (we provide)

  