

COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available [here](#).

Our COVID Safe Plan

Business name: Melbourne Greyhound Racing Association
 Site location: The Meadows, 80 Northcorp Boulevard, Broadmeadows, Vic, 3047
 Contact person: Ashley Baker
 Contact person phone: 03 9355 5222
 Date prepared: 1 December 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p>	<ul style="list-style-type: none"> • Hand Sanitizer Stations located at all entry points to the venue: <ul style="list-style-type: none"> ○ Reception ○ Betting ring entrances x 3 ○ Outside bathrooms x 4 ○ Entrance to kennels and Stewards' room • Soap and Paper towel located at every wash station and bathroom <ul style="list-style-type: none"> ○ Bins also provided at all stations • COVID-19 Posters in all Bathrooms and throughout the venue in A3 and A4
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> • Participant entrance to betting ring and take away food stall is open for airflow. • Bathroom windows opened during race meetings
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<ul style="list-style-type: none"> • Face masks provided to all staff and participants and are worn at all times. Additional masks are available at the Kennels and Receptions. • Washable face masks will be available at reception and the kennels from 10 August 2020. • Covid safe marshalls on duty to monitor compliance

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<ul style="list-style-type: none"> • Staff are provided a weekly update from the CEO regarding COVID-19 practises. • Staff are provided VIC Gov advice via email every week • Weekly meetings are conducted to assess and reinforce practises. • Posters are in all amenity areas and staff workstation • A number of staff are working from home
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • All workstations are set up with non-shared equipment and are individually allocated (no multi sharing desks) • Only 3 staff located in office

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Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> • All surfaces are sanitized after every race meeting, including bathrooms and kitchen areas. • Staff are provided with individual sanitizer at workstation to regularly disinfect • All door handles, greyhound boxes and equipment are sanitized regularly. Kennels and race day rooms sanitized after every race meeting and trial session
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • All supplies are regularly managed and stocked accordingly. Weekly stocktaking taking place to ensure product levels are maintained.

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Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p>All administration staff are working from home when they can. Only 3 staff in office at any given time and are situated more than 2.5m apart.</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>All Staff and participants are temperature tested on race day. All staff are required to wear a mask away from their workstation and visitors are denied access without a face mask. Visitors must remain 1.5m from reception</p> <p>Face masks mandatory indoors and outdoors where social distancing of 1.5m minimum cannot be maintained.</p> <p>QR codes used to log race event attendee details</p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p>All staff and participants are temperature tested on race day. All staff are required to wear a mask away from their workstation and visitors are denied access without a face mask. Visitors must remain 1.5m from reception.</p>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p>All staff have allocated individual workstations (none-shared) and are over the 4m² requirement. Workstations are petitioned for additional protection.</p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>Floor markings are in all spaces where participants and staff interact. A minimum of 1.5m is provided in all relevant areas.</p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p>Already in place across entire workplace</p>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p>Track and maintenance staff are rostered intermittently and there are no more than 3 office staff at one time onsite.</p>

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<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>Weekly CEO briefings and team correspondence shared on a regular basis. Staff are aware of their responsibility to lead by example and setting the standard for industry.</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>No deliveries are contact. All are left at reception for collection by staff (who remain behind closed door).</p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p>Track and maintenance staff are rostered intermittently and there are no more than 3 office staff at one time onsite.</p>
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.</p>	<p>Signage located across the entire site including 4m2 rule. Vic Gov and GRV COVID-19 safe hygiene practise posters located throughout all bathrooms and cubicles, doors, receptions, kennels and stewards rooms.</p> <p>Indoor density quotients apply</p> <p>GRIU officials will ensure people are adhering to the rules generally</p>

Guidance	Action to ensure effective event management on raceday
<p>Record keeping</p>	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p>All race day attendees are recorded upon entry and health screening at the gate. All contractors are required to sign in. All other visitors are by appointment only. All staff sign in when attending workplace.</p> <p>All patrons must book in advance and will receive wristbands on entry</p>
<p>Ensure patrons have allocated seating areas</p>	<p>The Meadows will have 3 separate areas for patrons with allocated seating. Each area will have wristbands and patrons will not be able to move around the course.</p> <p>Section 1 – Decking Area (indoor and outdoor) - Participants: Seated in deck and beer garden area. Order food inside and have own line to do so. Participants are kept separate to the public and will not interact. Will have access to own bathroom facilities.</p> <p>Section 2 Bistro – Allocated to public, Members, owners, and Directors - in the downstairs betting ring area that has been set up as a bistro with allocated seating. Patrons order meals at counter and will have food delivered to tables. Capacity for 80 seated patrons. Will have access to own bathroom facilities.</p> <p>Section 3 – Outdoor Terrace Catered sit-down area with 8 mini-marquees set up with a maximum of 15 people in each marquee. Allocated seating and Will have access to own bathroom facilities.</p> <p>Section 4 – Upstairs Dining</p>

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	Not in operation. Capacity for 100 people in allocated seating. Can be used as additional dining when quotients allow.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>Completed in April during first stage of COVID-19 restrictions.</p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p>Office Manager, Track Manager and CEO are available to provide information as it pertains to Contact Tracing.</p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p>Sanitizer and deep cleaning supplies are on hand along with resources to undertake a deep clean should a COVID-19 incident occur. Site can be broken into segments should an incident occur.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>COVID-19 continuity plan provides for staff to be isolate should and incident occur. Track staff can immediately isolate from office staff and vice versa. Support services available for staff should they require assistance in the event of a COVID-19 incident. GRV notification to provide assistance with continuity of race day services. Deep clean can be undertaken within 24 hours of a confirmed or suspected case. Immediate staff will be notified and advised to seek testing and self-isolate for 14 days before being retested and cleared for work</p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>Process in place. Immediate staff will be notified and advised to seek testing and self-isolate for 14 days before being retested and cleared for work. GRV will be notified along with DHHS and Worksafe.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>See above. Contact details and resources available.</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>All affected staff will be required to self-isolate for 14-days and be tested and cleared of COVID-19 before returning to work. A deep clean will be undertaken within 24 hours of incident</p>

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed 

Name: ASHLEY BAKER

Date: 1 December 2020