

# COVID Safe plan

## Cranbourne Greyhound Racing Club

### Our COVID Safe Plan

Business name:	CRANBOURNE GREYHOUND RACING CLUB INC.		
Site location:	CRANBOURNE RACING CENTRE, GRANT ST, CRANBOURNE VIC		
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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>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.</b>	<ul style="list-style-type: none"><li>• Hand sanitiser stations have been set up at point of entry to main areas and throughout the facility.</li><li>• Ensure all people who enter at any point sanitise their hands</li><li>• Signage has been erected instructing people to use sanitiser on entry.</li></ul>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<ul style="list-style-type: none"><li>• All air conditioners and heaters have been serviced and are in good working order for the correct airflow and temperatures.</li><li>• The adequate doors or windows are left open when required.</li></ul>
<b>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.</b>	<ul style="list-style-type: none"><li>• Face coverings and PPE are required for the workplace and will be supplied.</li><li>• Employees understand when and how they need to be worn as per Vic Government and GRV regulations.</li><li>• Staff will follow current advice regarding the use of PPE from the Victorian Government which will be communicated via management.</li><li>• It is strongly recommended staff wear one whenever they cannot keep 1.5 metres distance from others.</li><li>• Monitoring of the use of face coverings will occur unless a lawful exception applies. This is monitored by the GRV Integrity Staff and Cranbourne Management.</li></ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>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).</b></p>	<ul style="list-style-type: none"> <li>• All staff have been provided with a policy on the procedures of COVID-19 in our workplace.</li> <li>• Staff have been educated on hand and cough hygiene.</li> <li>• Signage has been erected to educate staff on hygiene practices.</li> <li>• Staff have been instructed not to attend work if unwell or have COVID like symptoms.</li> <li>• Staff that show symptoms or have been in contact with an infected person will be asked to isolate at home, get tested and can only return to work when a doctor provides clearance to safely do so.</li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>• Staff will be instructed to avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment or to wear disposable gloves for single use when using shared equipment and to also clean shared equipment regularly with disinfectant.</li> <li>• Open rubbish bins are supplied throughout the office and kennel areas.</li> <li>• No touch hand sanitiser dispenser is also supplied upon entry to the kennels.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<ul style="list-style-type: none"> <li>• High touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment) will be identified and cleaned on a regular basis</li> <li>• A cleaning schedule has been documented and will be monitored regularly</li> <li>• All workstations, door handles, counters, cupboards, and seats are to be disinfected on a regular basis.</li> <li>• All staff are aware of where all the cleaning and disinfectant products are stored.</li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>• Cleaning and disinfectant products are reviewed weekly and replaced as needed.</li> <li>• The locations for these supplies are kept in our storeroom's office and kennels and in the Stewards room.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can work from home, do work from home.</b></p>	<ul style="list-style-type: none"> <li>• Identify the roles that can be performed from home or adapted to be performed from home</li> <li>• Staff rosters are prepared on a weekly basis and those identified as working in the worksite are given dates and times.</li> <li>• Where possible arrangements are made for anyone that can work from home to do so.</li> </ul>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<ul style="list-style-type: none"> <li>• The CGRC ensures that staff members are not working across each other's work areas.</li> <li>• Protocols are in place for those who must work across multiple areas where no contact is allowed.</li> </ul>
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<ul style="list-style-type: none"> <li>• Temperature testing is done upon entry to the club for all race and trial days/nights when under lockdown restrictions.</li> <li>• All employees are to notify the employer if they are unwell and must be tested for coronavirus and must not attend work.</li> <li>• All employees must notify the employer if they test positive for coronavirus.</li> </ul>
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>• Furniture in common areas has been spread out to ensure physical distancing.</li> <li>• Signage and posters are all around the venue reflecting to all staff and participants to keep 1.5m apart.</li> <li>• We have implemented a density cap in each area (based on current regulations) and put up signage or posters to reflect the limit.</li> </ul>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<ul style="list-style-type: none"> <li>• Floor markings in areas, such as pathways, kennelling area, office and behind all distance boxes.</li> </ul>
<p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>	<ul style="list-style-type: none"> <li>• All work areas have been reconfigured so that no employees will be facing each other.</li> <li>• All workstations are adequately spaced from each other.</li> </ul>
<p><b>Minimise the build-up of employees waiting to enter and exit the workplace.</b></p>	<ul style="list-style-type: none"> <li>• Doors are marked with different doors for entry and exit where possible.</li> <li>• At kennelling there is a system in place for entry and exits from different doors.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> <li>• Develop and educate staff on strategies and work practice changes to maintain physical distancing.</li> <li>• Reinforcing messaging to staff that physical distancing needs to be maintained during work and during social interactions.</li> <li>• Whenever possible Staff are required to maintain 1.5 meters from customers and stakeholders.</li> </ul>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> <li>• Establish contactless delivery or invoicing.</li> <li>• A designated drop off area has been established in the Office and Workshop.</li> </ul>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> <li>• We have staggered start and finish times, shifts and break times, to reduce usage of common areas at the same time.</li> <li>• Encourage staff to minimise time on breaks in shared facilities with others.</li> </ul>
<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 <a href="#">‘four square metre’ rule</a>.</p>	<ul style="list-style-type: none"> <li>• Information signage and room capacity signs are located in all areas for all participants.</li> <li>• Signage is updated regularly to comply with changes to density limits</li> </ul>

Guidance	Action to ensure effective record keeping
Record keeping	
<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>	<ul style="list-style-type: none"> <li>• Patrons on race days are required to scan a QR Code on entry that records patrons’ details</li> <li>• GRV Integrity staff record participants on race days through a QR Code that records patrons’ details while under lock down conditions</li> <li>• All other visitors are to scan a QR Code on entry that records patrons’ details and sign in and out at the front office</li> <li>• Maintain up-to-date contact details for all staff.</li> </ul>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> <li>• Staff are educated on how to meet OHS requirements, including recording information about any incidents on our online OHS system.</li> <li>• Any incidents to be recorded online and discussed at toolbox meetings</li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<ul style="list-style-type: none"> <li>The club will regularly review its continuity plan and prepare for potential closure.</li> <li>Communication with customers, suppliers, stakeholders will be coordinated with GRV and DHHS in the event of a positive case.</li> </ul>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<ul style="list-style-type: none"> <li>Should the site have a positive case, the employer will prepare records from 48 hours prior to the onset of symptoms of the suspected/confirmed case, which will include rosters, employee details and all other visitor records, to provide to DHHS.</li> <li>Staff and visitor records will be provided by Cranbourne and other site tenants through the QR code check in system and staff contact details.</li> </ul>
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<ul style="list-style-type: none"> <li>Management will establish whether closure or part closure of the business and/or implementation of other control measures are required to manage risk.</li> <li>Management will organise a qualified and approved service provider to implement a deep clean of the venue.</li> </ul>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<ul style="list-style-type: none"> <li>Identify an appropriate area to isolate staff members.</li> <li>Communicate with the employee about the requirement to self-isolate and get tested immediately.</li> <li>Determine arrangements to isolate and transfer an unwell staff member from the premises to go home or to get tested</li> <li>Outline responsibility and process for entering details into relevant OHS system</li> </ul>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<ul style="list-style-type: none"> <li>If there is a suspected case within the club/workplace the club will inform all staff, participants and visitors and will direct them to stay in and self-isolate and to be tested as soon as reasonably practical.</li> <li>The contractor/visitor sign in book and QR Code check in systems will be used to identify people who have been to the site</li> </ul>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<ul style="list-style-type: none"> <li>The club will notify DHHS to report on actions taken, provide a copy of risk assessment, provide close contact details, and will comply with any further directions from DHHS or WorkSafe as to further closure or cleaning.</li> </ul>
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<ul style="list-style-type: none"> <li>Once a deep clean has been completed and relevant staff have been tested and cleared, management will confirm that the workplace is safe to reopen.</li> <li>The club/worksite will reopen once all obligations under the directions of DHHS have been complied with and are given the authority by the DHHS Public Health team.</li> </ul>

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

Signed: \_\_\_\_\_

Name: Andrew Fennell

Date: July 2021