

COVID Safe plan

Cranbourne Greyhound Racing Club

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Our COVID Safe Plan

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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	<ul style="list-style-type: none">• Hand sanitiser stations have been set up at point of entry to main areas and throughout the facility.• Ensure all people who enter at any point sanitise their hands• Signage has been erected requiring people to use sanitiser on entry.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• Ensure that windows and air conditioning are set for optimum air flow at the start of each workday or shift.• Any areas which do not have any airflow will have limited access (such as some storage rooms) or be closed off.
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.	<ul style="list-style-type: none">• Face coverings and PPE are required for the workplace and will be supplied.• Employees understand when and how they need to be worn as per Vic Government and GRV regulations.• Current regulation requires staff to wear face masks indoors at all times and outdoors where social distancing of 1.5m minimum cannot be maintained• Monitoring of the use of face coverings will occur unless a lawful exception applies. This is monitored by the GRV Integrity Staff and Cranbourne Greyhound Racing Club Management.

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<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 have been educated on hand and cough hygiene. • Senior staff and Hospitality staff have completed COVID safe training online • Signage has been erected to educate staff on hygiene practices. • Staff have been instructed not to attend work if unwell or have COVID like symptoms. • 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.
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • 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. • No touch amenities such as contactless taps, rubbish bins and soap dispensers will be installed where possible.

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Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly.</p>	<ul style="list-style-type: none"> • 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 with a cleaning schedule to be maintained and followed. • A cleaning schedule has been documented and will be monitored regularly
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • Identify which products are required for thorough cleaning • Monitor supplies of cleaning products and regularly restock

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<ul style="list-style-type: none"> • Identify the roles that can be performed from home or adapted to be performed from home • A roster has been developed to allow staff to work from home.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • N/A
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> • We currently conduct screening and temperature checking on race days • Casual employees sign off on a health checklist prior to each shift • Staff have been instructed not to attend work if unwell or have COVID like symptoms.
<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>	<ul style="list-style-type: none"> • Furniture in common areas has been spread out to ensure physical distancing. • We have implemented a density cap in each area (one person per 4sqm) and put up signage or posters to reflect the limit.
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> • Floor markings in areas, such as , kitchen areas, bars food service areas, TAB outlets and EBT's.
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> • N/A.
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • Allocating different doors for entry and exit where necessary. • Using an entry and exit system to the site that is as contactless as possible and quick to enter and exit.

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<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • Develop and educate staff on strategies and work practice changes to maintain physical distancing. • Reinforcing messaging to staff that physical distancing needs to be maintained during work and during social interactions. • Whenever possible Staff are required to maintain 1.5 meters from customers and stakeholders.
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • Establish contactless delivery or invoicing. • Display signage for delivery drivers. • A designated drop off area has been established in the Office, Kitchen and Workshop.
<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"> • Stagger start and finish times, shifts and break times, to reduce usage of common areas at the same time. • Encourage staff to minimise time on breaks in shared facilities with others.
<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>	<ul style="list-style-type: none"> • Maximum occupancy of areas that are open to the general public have been displayed.

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

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>	<ul style="list-style-type: none"> • Communication with customers, suppliers, stakeholders will be coordinated with GRV and DHHS in the event of a positive case. • Identify the roles and responsibilities of employer and employees.
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • Establish a process and ensuring readiness to provide records to DHHS and contact relevant staff members, including rosters and employee details. • Staff and visitor records will be provided by Cranbourne Greyhound Racing Club and GRV through the QR code check in system and staff contact details.
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> • Management will establish whether closure or part closure of the business and/or implementation of other control measures are required to manage risk. • Management will organise a qualified and approved service provider to implement a deep clean of the venue.
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> • Identify an appropriate area to isolate staff members. • Communicate with the employee about the requirement to self-isolate and be tested. • Determine arrangements to isolate and transfer an unwell staff member from the premises to go home or to get tested • Outline responsibility and process for entering details into relevant OHS system
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> • Regularly update and manage a list with the contact details and date of attendance of visitors to the workplace, including customers. • Establish an effective way of quickly communicating with visitors to a workplace where there is or has been a suspected or confirmed case. • The contractor/visitor sign in book and QR Code check in systems will be used to identify people who have been to the site
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • Management will notify WorkSafe to advise them of an outbreak.
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> • 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. • Staff that have a confirmed case, suspected case 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. • Management will work with GRV to notify the DHHS and WorkSafe that the site is reopening.