

# COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available.

## Our COVID Safe Plan

Business name:

Site location: Geelong Greyhound Racing Club

Contact person: Ray Bartolo

Contact person phone: 0434 675 410

Date prepared: 28/10/2021

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>Promote and enforce the State Government Mandate regarding vaccinations</b>	<ul style="list-style-type: none"><li>• Ensure all staff adhere to authorised worker requirements, and keep a record of staff eligibility under the State Government mandate.</li><li>• Ensure all participants attending the site are authorised to be on site according to State Government mandate.</li><li>• Ensure all members of the public that attend the site are authorised to be on site according to State Government mandate.</li></ul>
<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>• Hand washing facilities including liquid soap, soap dispensers*, paper towels, paper towels dispensers*, rubbish bins have been provided, where possible</li><li>• Club Admin Staff to regularly monitor and update supplies</li><li>• Signage/posters have been displayed reminding of how to wash/sanitise hands correctly</li></ul>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<ul style="list-style-type: none"><li>• All windows and air conditioning have been set for optimum air flow at the start of each workday or shift</li></ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><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></p>	<ul style="list-style-type: none"> <li>• Manager to review all workplaces, processes, and situations where PPE is required and what PPE is required (face masks/coverings, face shields, gloves, gowns etc)</li> <li>• Admin Staff to ensure adequate, ongoing quantities of suitable PPE for all employees</li> <li>• Signage has been displayed at point of entry and throughout key areas of site reminding requirement to wear face masks/coverings</li> <li>• Ensure all staff and visitors are aware they <b>MUST</b> wear a mask in the following circumstances; Handling a greyhound in/around the empty out yard, Parading a greyhound, Loading a greyhound in the boxes, Catching a greyhound, and Using the wash bays at the track.</li> <li>• Staff and support staff provided by GRV to continue to monitor all sites to ensure requirements wear face masks/coverings are being adhered to in accordance with the rules/law (give consideration to exceptions where applicable)</li> </ul>
<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>• Manager to educate all employees regarding correct use and disposal of face coverings and PPE, good hygiene practices (e.g. correct procedure for washing hands, coughing/sneezing into tissue/crook elbow, no physical contact, no touching face etc) and other measures to slow the spread of coronavirus (COVID-19) inc. not to attend work if unwell, have symptoms, have COVID19, have been in close contact or recently returned from o/s.</li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>• Manager to instruct employees <b>NOT</b> to share equipment including phones, desks, headsets, offices, tools, personal items, and other belongings and to bring their own meals, utensils, cutlery</li> <li>• Swapping shared coffee and condiments replaced by single serve sachets</li> <li>• Admin Staff to arrange contactless transactions where possible e.g. e-invoicing</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>• Manager to ensure that suitably qualified cleaners/contractors are engaged to clean premises daily and all common areas and high touch surfaces (e.g. doors, door handles, taps, light switches, lift buttons, vending machines, touch screens, counter tops, shared work equipment etc) are cleaned and disinfected regularly throughout the day (minimum twice daily)</li> <li>• Manager to provide log/information regarding cleaning schedule, detailing time and staff member responsible</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>Admin Staff to ensure adequate, ongoing quantities of suitable cleaning products and equipment for all regular cleaning, frequent cleaning and deep cleaning requirements including detergent and disinfectant and any relevant PPE (gloves, goggles etc) as outlined in relevant Safety Data Sheets that enable us to achieve minimum cleaning standards as outlined by DHHS</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>• Where possible Manager to identifying the roles that can be performed from home or adapted to be performed from home</li> <li>• If possible, ensure working arrangements are set up correctly and safely to enable working from home</li> <li>• Work with GRV engaged health care staff members to regularly assess employees who are in attendance at the workplace to determine whether they are required to be there</li> <li>• Essential personnel only allowed to attend the workplace – there will be no public access.</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>• Require employees to sign and submit a declaration form where/when they are working across multiple sites and/or create an ID system that provides permission where necessary</li> <li>• Maintain records of those authorised to visit more than one site and also records of who is at what site and when.</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>• Set up temperature/health screening checks set up at all sites including at tracks on race days</li> <li>• Masks must be worn at all times</li> <li>• Put up signage at point of entry regarding conditions of entry including not to proceed if unwell, have COVID or COVID symptoms, have been in close contact or returned from o/s.</li> <li>• Ensure no access to general public or visitors</li> <li>• Instruct employees to not attend the workplace if they are unwell, if they are being tested and whilst they wait for results, if they are confirmed positive</li> <li>• Instruct employees to notify GRV if they are a confirmed positive case</li> <li>• No visitors allowed on site – only essential workers</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>• Assess all work areas to determine maximum capacity in line with no more than 1 person per 2 sq/m rule</li> <li>• Put up maximum capacity signage at point of entry to all areas</li> <li>• Rearrange, remove or cordon off furniture in all work areas and common areas to ensure physical distancing – consider staggered seating, shifting work stations further apart, isolating out every second seat/workstation, cordon off common areas, install Perspex screens or barriers</li> <li>• Masks must be worn at all times</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>• Put down physical distancing floor stickers and wall signage in all areas where people may queue or congregate e.g. kitchens, bathrooms, photocopiers, main entrances/exit areas, lifts etc</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>• Identifying which workstations need to be modified</li> <li>• Reconfiguring workstations so that employees do not face one another</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>• Allocating different doors for entry and exit where possible</li> <li>• Using an entry and exit system to the site that is as contactless as possible and quick to enter and exit</li> <li>• Put down physical distancing floor stickers and wall signage in all areas where people may queue or congregate e.g. at all entrances/exits</li> <li>• Create physical barriers and appoint COVID Marshalls where build of employees may be unavoidable</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<ul style="list-style-type: none"> <li>• Provide training to all employees regarding physical distancing expectations and measures during all work and social interactions including keeping 1.5m apart at all times, do not exceed min. 1 person per 2 sq/m rules as per signage, keeping to teams and work zones, allocated rosters and start/end times, modelling messages</li> </ul>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<ul style="list-style-type: none"> <li>• Establishing contactless delivery and invoicing.</li> <li>• Create designated space for delivery drivers to drop off where appropriate</li> <li>• Put up signage of instructions to delivery drivers</li> <li>• Provide instructions to regular delivery companies of new delivery protocols</li> <li>• Instruct those receiving deliveries to wipe down mail before passing on</li> </ul>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<ul style="list-style-type: none"> <li>• Stagger employee work rosters and start/end/meal/break times</li> <li>• Encourage employees to minimise time on breaks in shared facilities with others.</li> <li>• Instruct employees to keep to designated teams, work areas/zones and rostered times</li> </ul>
<p><b>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 relevant density limits</b></p>	<ul style="list-style-type: none"> <li>• Put up maximum capacity signage in alignment with 1 person per 2 sq/m rule at entrances to site and spaces throughout site</li> </ul>

Guidance	Action to ensure effective record keeping
<p><b>Record keeping</b></p>	
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>• Geelong Greyhound Racing Club to establish a unique QR Code for all employees, contractors, sub-contractors, participants, delivery drivers, other visitors etc as mechanism and process to record the attendance of all persons attending site</li> <li>• Review processes to maintain up-to-date contact details for all employees</li> <li>• Review processes for collecting and storing information and to ensure all records of persons visiting site are stored securely and confidentially and are to be used for tracing purposes</li> </ul>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<ul style="list-style-type: none"> <li>• Educate employees regarding the OHS reporting procedures – via training, email communications, team 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>• Identifying the roles and responsibilities of employer and employees.</li> <li>• Preparing for absenteeism of employees required to quarantine</li> <li>• Describing key dependencies (e.g. third party providers)</li> <li>• Describing how you will continue deliver essential services.</li> <li>• Planning to communicate with customers, suppliers, stakeholders 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>• Update COVID-19 response procedures to include <ul style="list-style-type: none"> <li>○ Procedures to ensure readiness to provide records to DHHS (including rosters and employee details, site visit records etc 48 hours prior to onset symptoms in suspected case) and contact relevant staff members</li> <li>○ key responsibilities and processes for engaging with DHHS and undertaking employer-led contact tracing</li> </ul> </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>• Update COVID-19 response procedures to include <ul style="list-style-type: none"> <li>○ the cleaning and disinfection of employee's workspace and high touch surfaces, including use of service providers</li> <li>○ for determining whether closure or part closure of the business and/or implementation of other control measures are required to manage risk</li> <li>○ where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. GRV must undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed.</li> <li>○ where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, GRV must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected employee's workspace, areas where they attended and high-touch surfaces.</li> </ul> </li> <li>• Engage suitably qualified/experienced cleaners/contractors who will be on site to undertake cleaning and disinfection at our business premises throughout the day and in the event of a confirmed/suspected case</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 employees (quarantine area)</li> <li>• Communicate with the employee about the requirement to self-isolate and be tested.</li> <li>• Describe arrangements to isolate and transfer an unwell employee from the premises to go home or 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>• Regularly update and manage a register of attendance with the contact details and date of attendance of visitors to the workplace, including employees, contractors, visitors etc.</li> <li>• Establish an effective way of quickly communicating with employees, contractors, participants and other visitors to a workplace where there is or has been a suspected or confirmed case <ul style="list-style-type: none"> <li>○ for a confirmed case, employers must inform staff, customers, clients, visitors and workplace inspectors who are close contacts and direct them to stay in self-isolation.</li> <li>○ for a suspected case, employers must inform all staff at the workplace to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.</li> </ul> </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>• Update COVID-19 response procedures to ensure that WorkSafe Victoria will be immediately notified on 13 23 60 (and formal written notification is provided within 48 hours) if we have a confirmed COVID-19 case at our workplace.</li> </ul>

Guidance	Action to prepare for your response
<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>• Update COVID-19 response procedures to confirm that               <ul style="list-style-type: none"> <li>○ the workplace is safe to reopen i.e. once we have assessed that all required measures within the directions have been completed</li> <li>○ an employee (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite</li> <li>○ DHHS and Worksafe will be notified that the site is reopening</li> </ul> </li> </ul>