

COVID Safe plan

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

Our COVID Safe Plan

Business name: HEALESVILLE GREYHOUND ASSOCIATION INC.
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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.	<i>Hand sanitizer stations have been set up in club rooms, kennel block and kennel area for patron use. Hand soap dispensers are available at key points in both clubrooms and kennel block toilet facilities</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Air conditioning is not used in club rooms, however, doors are open to allow good air flow. All other areas have good air flow</i>
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.	<i>Canteen and kennel staff including race track attendants are all wearing appropriate masks and gloves and sanitizing hands when unable to complete task without gloves. Masks and gloves are available at two stations on course for those that require fresh items throughout the day. Face masks are also available at entry gate and Admin office.</i>

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>	<p><i>Staff have been advised of disposal requirements and all bins are emptied at the end of the race meeting and secured and disposed of.</i></p> <p><i>All waste from the club is collected on a weekly basis.</i></p> <p><i>Staff have been advised if they are not well they are not to attend the workplace. They have also been advised that if they have knowingly had contact with anyone who is suffering from Covid-19 or recently returned from overseas they are not to attend work.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>Hand sanitizing unit installed in the kennel block is touch free unit.</i></p> <p><i>No cash transactions are taken on course, and all payments are by either Eftpos or emailed invoices.</i></p> <p><i>Tea and coffee facilities have been removed and a take-away services is provided via the canteen area.</i></p> <p><i>Doors on club rooms are chocked open to remove the need to touch door handles and panels for entry and exit.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>All areas including tables, chairs, and counters are cleaned thoroughly throughout the race meeting with approved cleaning products.</i></p> <p><i>All high touch surfaces including door handles and plates are wiped regularly throughout the day.</i></p> <p><i>Rooms and toilets are sanitized at the end of each race meeting by contract cleaners.</i></p> <p><i>Staff in kennel block are wearing gloves to handle padlocks, kennel gates etc.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Ample supplies of suitable cleaning products have been ordered and are stored in three areas making them available to the three areas in use during a race meeting.</i></p>

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>	<p><i>Race day staff only attend when required at track. Manager is working from home and only attends track on race days.</i></p> <p><i>Where possible, all meetings are being conducted via zoom. Other than race and trial day only two persons are on site</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Two members of staff engaged at Healesville work at another industry-based workplace and have the appropriate work permits and PPE.</i></p> <p><i>All others travelling to Healesville and home again and have the appropriate work permits and PPE.</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>All employees are temperature tested on arrival at the track each day they attend.</i></p> <p><i>No entry allowed to members of the general public as per current regulations</i></p> <p><i>All persons on track must follow and meet all protocols that are in place.</i></p> <p><i>QR codes are now in use at entry points and kennel block for all attendees.</i></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><i>Social distancing is in operation. Maximum capacity signage is clearly displayed throughout the venue.</i></p> <p><i>GRIU Officials are monitoring the social distancing with patron's on course.</i></p> <p><i>Unused furniture is stored and only the required amount of tables and chairs are available for use.</i></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><i>Appropriate signage and floor markings have been installed in both the kennel area and canteen/clubrooms.</i></p> <p><i>GRIU Officials are monitoring the social distancing and adhering to the numbers of people congregating inside the venue, as are staff in designated areas.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>Only one workstation and operator in office areas. Designated rooms for areas requiring people to work so that there is no face to face contact.</i></p>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p><i>Signage in place advising of numbers to enter or leave areas.</i></p> <p><i>Traffic flow is single line to enter the actual work facilities and grounds</i></p> <p><i>Social distancing officer/employees are designated to areas that require monitoring during the race day procedures</i></p>

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<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>Training and explanations have been given to all staff on site regarding physical social distancing.</i></p> <p><i>Start and finish times have been staggered where appropriate to do so.</i></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>Delivery drivers are leaving drop-offs at office door.</i></p> <p><i>No contact and no signing delivery document.</i></p> <p><i>Designated delivery drop point has been established close to the main entry point of the facility.</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Staff have been instructed to social distance when taking meal breaks.</i></p> <p><i>Masks are to be worn at all times when in the kennel block, on track or in the vicinity of boxes or enclosed areas.</i></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><i>Appropriate signage in all areas around the track and club rooms to advise patrons of maximum occupancy requirements</i></p>

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>	<p><i>GRV Integrity officer recording attendances and temperatures on race days.</i></p> <p><i>Trial booking sheets indicate who is attending on trial days</i></p> <p><i>Sign-in and out sheets are kept for any contractors who attend to perform services.</i></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>Employees have been trained in OHS reporting process in the event of an incident via training and team meetings</i></p>

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><i>All employee contacts have been updated and responsibilities on race days identified.</i></p> <p><i>Plans are in place to communicate with patrons, and suppliers in the event of a covid-19 positive case at the venue</i></p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>Records of employees, rosters and persons in attendance on any given date to be provided to DHHS</i></p> <p><i>Details of external contractors engaged at the venue on the day to also be provided.</i></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><i>Our club has engaged experienced cleaning contractors who will be available to deep clean the facilities in the event of a Covid-19 case</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>We will quarantine anyone suspected of infection and notify the authorities of such persons.</i></p> <p><i>Safe transportation will be arranged from the venue to a testing location or advise persons to go directly home and seek testing and medical advice.</i></p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>Register of attendance is taken at every race meeting which includes all trainers, staff and contractors.</i></p> <p><i>In the event of a confirmed case all staff will be informed and directed to self-isolate for the required period</i></p> <p><i>For suspected case, everyone will be notified to be vigilant and look out for symptoms and self-isolate and seek Covid-19 testing at the earliest possible time.</i></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><i>Contact Worksafe Victoria as soon as possible after being notified if there are any confirmed at Healesville venue.</i></p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>When all required measures have been undertaken to clean the facilities and confirmation has been received that the employee is not Covid-19 positive, DHHS & Worksafe will be notified.</i></p> <p><i>Premises will re-open after clearance is given and staff will be notified accordingly.</i></p>

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

Signed _____

Name _____

Date _____