

COVID Safe plan



Warrnambool Greyhound Racing Club

Warrnambool Greyhound Racing Club
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Our COVID Safe Plan

Business name:	Warrnambool Greyhound Racing Club
Site location:	Warrnambool Showgrounds Koroit St, Warrnambool, 3280
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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.• Signage has been erected requiring people to use sanitiser on entry.• Adequate soap in all toilets
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• Air conditioning set for optimum air flow in all buildings
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 in accordance with current regulations and are supplied.• Employees understand when and how they need to be worn as per Vic Government and GRV regulations.• <u>Face masks</u> laws to be followed as per government regulations / recommendations at the time

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 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"> • Shared clothing (eg handlers bibs, rain jackets) have been removed • Cashless transactions where possible • Staff instructed not to share equipment where possible

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.</p>	<ul style="list-style-type: none"> • High touch surfaces (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.
<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"> • Only applicable generally for office staff who will work from home if any covid like symptoms are present.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • Staff are to advise WGRC management if they are working at another place of work especially on same day as WGRC work
<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"> • All attendees, including staff and essential personnel, are required to QR code check in and show proof of being fully vaccinated or having a valid medical exemption prior to entry to the venue
<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"> • All attendees, including staff and essential personnel, are encouraged to maintain social distancing where possible and signage is placed around the venue accordingly
<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 service areas, bars & TAB outlets have been installed.
<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"> • Social distancing markers in place at entry to kennel block where majority of race day staff work • Line to enter if applicable is outside

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"> Reinforced messaging to staff regarding social distancing at all times Reinforced messaging and placed adequate signage for essential personnel to adhere to social distancing at all times
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> Establish contactless delivery and invoicing where possible 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"> Informed staff of need to take breaks independent of work mates including attending kitchen and tea room facilities 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"> Signage displayed reinforced social distancing Signage displayed regarding conditions on entry and eligibility to enter

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"> All staff, essential attendees and patrons must check in via the Vic State Government QR code at the entry point All attendees must show proof of being fully vaccinated to gain entry to the venue
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> Staff advised to notify management regarding breaches of the protocols in place

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. • Plans in place to cover staff that maybe absent for extended period due to isolation or quarantine requirements • Additional staff trained and available to replace key personnel is required
<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"> • Staff and visitor records will be provided by Warrnambool Greyhound Racing Club and Services Victoria 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 on instruction from DHHS.
<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 • All other employees will be required to undergo Covid19 test before returning to work and must self isolate when awaiting results
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> • WGRC will notify GRV to make contact with attendees of race meetings and trial sessions where that person worked • All staff will be informed of any positive or suspected case that has attended the site and as them to self isolate for the required period
<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 any 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 in consultation with DHHS. • 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 upon a negative test/tests

Guidance	Action to prepare for your response
	<ul style="list-style-type: none"><li data-bbox="598 168 1503 235">• Management will work with GRV to notify the DHHS and WorkSafe that the site is reopening.