

COVID Safe plan

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

Our COVID Safe Plan

Business name:	BENDIGO GREYHOUND RACING ASSOCIATION
Site location:	Lords Raceway, 646 McIvor Highway, Junortoun
Contact person:	Troy Harley
Contact person phone:	0402800555
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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 located an entry to complex and at various locations through the facility and buildings – touch free where possible)• Adequate bins for the disposal of hand towels and rubbish• Adequate soap in all toilets• Information and signage through the complex regarding social distancing and hygiene requirements
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 supplied to all staff and to be worn at all times whilst working and around other people indoors• Face coverings for all essential attendees to be worn at all times whilst inside buildings (unless consuming food and/or beverage or by lawful exemption) and outdoors when unable to maintain socially distanced 1.5m• Face coverings available for essential attendees if they do not have their own and to be worn when performing racing duties

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 notified not to work if they are showing symptoms of Covid19 or are feeling unwell • Washable face coverings have been supplied to all staff • Notification of expected hygiene practices distributed including washing hands, coughing/sneezing into tissue/elbow, no physical contact etc
<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 • Commonly shared items such as condiments 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 (at least twice daily).</p>	<ul style="list-style-type: none"> • High touch surfaces cleaned after each race meeting • Multi use surfaces such as tables and chairs cleaned when person leaves the chair or table
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • Cleaning supplies monitored regularly and sufficient stock kept on hand

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"> • Administrative work done from home when and where possible • Only essential personnel to run a race meeting and trial session are permitted to attend
<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 BGRA management if they are working at another place of work especially on same day as BGRA 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"> • Staff are well advised to not work if they are feeling unwell and will be sent home if any flu like symptoms are shown during their shift
<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"> • Seating has been reduced and arranged to ensure room capacity is equal to 1 person per 2sqm and 1.5m apart • Advertising and public information regarding attendances identifies number of persons allowed per area
<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"> • Social distancing markers in place in serving areas and TAB area • Social distancing markers in place in kennel area
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> • Not applicable
<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 • Allocated entry and exit doors in main utilised rooms where possible • BGRA hospitality staff are instructed to ensure attendees are adhering to social distancing and mask requirements

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"> Contactless deliveries established Isolated delivery points established where applicable
<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 Minimum staff levels being used for race day and non race day and only essential personnel attending race meetings and trial sessions
<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"> <i>Note: now 2sq metre rule in force</i> Signage displayed reinforced social distancing Signage displayed reinforcing maximum capacities in each room and building Signage displayed regarding conditions on entry and eligibility to enter

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"> QR code introduced for logging race day attendee details upon entry to the course. QR codes are available at several points throughout venue Staff have been instructed to confirm with attendees that they have used the QR code upon entry and assist those that need assistance
<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"> 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"> Rosters and employee details on hand for DHHS if required If a case is reported to BGRA management information will be provided direct to GRV for DHHS reporting
<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"> In the event of a positive case confirmed as having attended to venue then BGRA will undertake any closure and cleaning as set out by GRV and 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"> An employee suspected of having Covid19 at work will be sent home to isolate immediately and contact their medical professional for further medical advice 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"> BGRA 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"> BGRA will advise WorkSafe via the notification hotline and provide written notification withing 48 hours of a confirmed case with an employee
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> Re-opening will not occur until approved by GRV and site is assessed as being safe to reopen after undergoing processes established by DHHS

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



Signed

Name TROY HARLEY

Date updated 1/1/2021