

COVID Safe plan

Our COVID Safe Plan

Business name: Shepparton Greyhound Racing Club

Site location: 7580 Goulburn Valley Highway Kialla 3631

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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>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.</p>	<p><i>Hand sanitiser is available at front gate, in the office and several locations throughout the kennel block.</i></p> <p><i>Soap is always available at all wash stations and paper towel dispensers are fitted.</i></p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>Windows opened where possible.</i></p> <p><i>Kennel block doors are opened and left opened when possible.</i></p>
<p>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.</p>	<p><i>All staff and attending workers/participants are made to wear face masks where applicable</i></p> <p><i>Face masks are available at the front gate on race meetings and in the office.</i></p> <p><i>Disposable face masks are always available in the office for staff and visitors.</i></p> <p><i>Face masks mandatory indoors and outdoors where social distancing of 1.5m minimum cannot be maintained</i></p>

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>Completed.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>Completed.</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>Kennel Block is cleaned and disinfected after every race meeting.</i></p> <p><i>Surfaces, door handles and frequently used areas are continually sanitised daily.</i></p> <p><i>All buildings/rooms are cleaned/sanitised after each use.</i></p> <p><i>Constant cleaning during race meeting of all tables and door handles.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Always on hand.</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>Done if possible.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Done.</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 and visitors are temperature tested at entry on race meetings.</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>Each employee has their own work area safely distanced.</i></p> <p><i>Indoor density quotations apply.</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>Spots have been placed on the floor to indicate where to stand.</i></p> <p><i>Signs have been displayed indicating how many people are allowed in each area.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p>Compliant.</p>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p><i>Staggered arrivals minimise this.</i></p>

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>	<p>Done.</p> <p>GRIU officials will remain on track to ensure people are adhering to the rules generally.</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>In Practise.</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Done where possible.</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>Signs have been placed informing maximum number of people in each area.</i></p> <p><i>Signs informing compulsory masks have been placed.</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>A sheet is completed each day to record all attendees.</i></p> <p><i>QR codes used to log race event attendee details.</i></p> <p><i>GRIU officials will remain on track to ensure people are adhering to the rules generally.</i></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>Completed.</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>Contact GRV/Covid Hotline</i></p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>Registered with Integrity</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>Done.</i></p> <p><i>Cleaning supplies on hand.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>Contact GRV/Covid Hotline.</i></p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>Following guidelines as above.</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>Will Comply</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>Will comply</i></p>

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

Signed _____

Name _____

Date _____