

COVID Safe plan

Our COVID Safe Plan

Business name:	Ballarat Greyhound Racing Club
Site location:	Rubicon Street & Sutton Street, Victoria, 3350
Contact person:	Anthea Stanton
Contact person phone:	0448 437 099
Date prepared:	11 December 2020

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.	<p>Signage Educational and informational posters downloaded from Department of Health and Human Services Victoria and placed where participants, attendees and staff congregate. Updated as new documents are released.</p> <p>Hand sanitiser is location</p> <ul style="list-style-type: none">- In office- Outside TAB Toilets/Office/Tote- Outside the entry to the bar- On the bar- On Tables- In the kennel block- Judging Tower <p>Soap, water and paper towel</p> <ul style="list-style-type: none">- In the office- In the staff kitchen- Behind the bar- All toilets
Where possible: enhance airflow by opening windows and adjusting air conditioning.	Daikin heating and cooling system set at optimum air flow. Windows do not open; therefore, adjustments cannot be made to natural air flow.

Guidance	Action to mitigate the introduction and spread of COVID-19
<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>14/04/20 – GRV supplied PPE 14/04/20 – GRV Stewards monitor essential staff and participants COVID19 safety practices (i.e social distancing) 14/07/20 – Ordered face masks from Icon for staff 15/07/20 – GRV resupplied PPE 15/07/20 – Compulsory for all trainers and essential staff to wear a face mask 23/07/20 – Compulsory for all Victorians to wear face masks 18/08/20- Face shields for casual staff purchased 21/08/20 – Icon Face masks arrived distributed to staff 04/11/20 – Icon facemasks replenished and sold to participants</p>
<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>20/03/20 - Casual Staff Meeting 17/04/20 – Casual Staff Meeting 13/05/20 – Casual Staff Meeting 12/08/20 – Casual Staff Meeting 12/08/20 – Casual Staff Meeting 09/11/20 – Casual Staff Meeting 09/12/20 – Casual Staff Meeting</p> <p>During Casual Staff Meetings appropriate educational information regarding COVID-19 safety practices and GRV policies was communicated. It was also an opportunity for casuals for raise concerns regarding their personal safety and the safety of participants.</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>17/03/20 - Gaming machines and ATM turned off 17/03/20 – Staff finger print scanner removed, staff to message J Tunbridge hours worked 23/03/20 – Function Centre closed. 23/03/20 – Shared surfaces and handles cleaned within 24 hours 22/06/20 – Shared surfaces and handles cleaned during race meetings. ATM turned on included in cleaning schedule 15/08/20 – Sanitise and wipes provided to each box (other than the 660M)</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>23/03/20 M Walsh directed to clean within 24 hours of a race meeting</p> <p>M WALSH CLEANING SCHEDULE</p> <p>From: Rod Ward <rward@grv.org.au> Sent: Monday, 23 March 2020 12:00 PM</p> <p>Due to COVID-19 the BGRC require the following changes to the Ballarat Greyhound Racing Club cleaning schedule:</p> <p>Include:</p>

Guidance**Action to mitigate the introduction and spread of COVID-19**

- Judges Tower
- Kennel Block
- Kennel Toilets
- Office
- Toilet in TAB Room
- Grounds

These areas must be cleaned at least 24 hours after the Race.

Please apply antiseptic/sanitiser/eucalyptus to all door handles, taps, microwaves, fridge and cupboard doors.

Remove:

- Tab room (please clean the Toilet in the TAB area)
- Function Centre
- Function Centre Toilets
- Bar
- Kitchen

Please call or email Anthea to place an order for cleaning products.

Anthea is arranging a Key. Please allow a week.

Do not hesitate to contact us if you have any questions regarding the change.

Thank you for assisting Ballarat Greyhound Racing Club during this time.

V COTTON CLEANING SCHEDULE

From: Anthea Stanton

Sent: Thursday, 16 July 2020 4:23 PM

Subject: BGRC CLEANING SHIFT

Good afternoon Verity,
CC. Rod

Thank you for your availability and help during this time.

Please see details for your upcoming cleaning shifts at Ballarat Greyhound Racing Club. Do not hesitate to ask Verity questions during your shift.

SHIFT

Enter the venue through Ticket Box (close to Rubicon entrance). Upon arrival you will be asked your name and have your temperature tested by Event Aid. If it is over 37.5 you will be asked to leave the venue. Please call the office if turned away. If it is under 37.5 you will receive a wristband and granted entry. Go to bar, clock on, and begin shift.

EQUIPMENT

- Plastic Gloves (change regularly)
- Disposable Cloth (change regularly)

- Sanitiser spray bottle (Mr Bean pink product)

TASKS

If you observe something that has been touched please spray cloth with sanitiser and wipe. Ensure you change your cloth and gloves regularly.

Dining Chair	Sanitise whole chair, including the front and back, all legs, metal and handle
Stools	Sanitise whole stool, including the front and back, all legs, metal and handle
Round Table	Remove rubbish, sanitise whole table, and legs
High Table	Remove rubbish, sanitise whole table, and legs
ATM	Sanitise and wipe all buttons and screen
Toilets	In the TAB Room and Kennel Block (not function centre), sinks, basin, toilet buttons, lids, light switches. Replace hand towels or toilet.
Railing	Sanitise all railing in and outside the building, especially the fence outside the Kennel Block.
Benches / Counters	Remove rubbish, sanitise any displays, and whole counter
Door handles/Light switches	Sanitise the area around and handle itself. Ensure you sanitise both sides of the door.
Bins	Sanitise lid. If the bin is full empty, replace bag.
Kennel Block	Sanitise entry and track gates, stir up gates, door handles, light switches, shared items in Steward's room
Judges Tower	Sanitise all railing to Judges Tower. Within each room sanitise door handles, light switches, telephones, chairs, railing, remote controls

RECOMMENDED TRAINING

I highly recommend you complete this training to understand how COVID-19 spreads. COVID-19 training for infectious control:

<https://covid-19training.gov.au/login>

Do not hesitate to contact me if you have any questions.

M WALSH CLEANING SCHEDULE INCREASED

11/12/20 M Walsh directed to clean within 24 hours of a race meeting including the Function Centre and **TAB TOTE/OFFICE**

From: Anthea Stanton

Sent: Friday, 11 December 2020 11:01 AM

To: Mick Walsh <eurekacleaningservices@hotmail.com>

Cc: Rod Ward <rward@grv.org.au>

Subject: BGRC | UPDATED CLEANING SCHEDULE

Hello Mick,

Thank you for adapting your cleaning practices during the peak of COVID-19.

With the restriction lift of Sunday 6th December 2020, patrons are now allowed back on track. Therefore, we require the following changes to the Ballarat Greyhound Racing Club cleaning schedule:

Include:

- Judges Tower
- Kennel Block
- Kennel Toilets
- Office
- Toilet in TAB Room
- Grounds
- **Tab Room (including TAB OFFICE/TOTE)**
- Function Centre
- Function Centre Toilets
- Bar
- Kitchen

Please call or email me to place an order for additional cleaning products.

Do not hesitate to contact us if you have any questions regarding the change.

Do not hesitate to contact me if you have any questions.

Anthea Stanton

Event Coordinator

T: (03) 5335 7201

E: astanton@grv.org.au

Ballarat Greyhound Racing Club

From: Anthea Stanton

Sent: Friday, 11 December 2020 12:46 PM

Subject: V COTTON CLEANING SCHEDULE

Good afternoon Verity,

Thank you for your thorough cleaning during the peak of COVID-19. You have been essential in keeping us all safe.

With the restriction lift of Sunday 6th December 2020, we now require you to clean additional areas such as the Function Centre and TAB Room.

Please see details for your upcoming cleaning shifts at Ballarat Greyhound Racing Club.

TASKS

If you observe something that has been touched please spray cloth with sanitiser and wipe. Ensure you change your cloth and gloves regularly.

Dining Chair	Sanitise whole chair, including the front and back, all legs, metal and handle
Stools	Sanitise whole stool, including the front and back, all legs, metal and handle
Round Table	Remove rubbish, sanitise whole table, and legs
High Table	Remove rubbish, sanitise whole table, and legs
ATM	Sanitise and wipe all buttons and screen
Toilets	In the TAB Room and Kennel Block and Function Centre, sinks, basin, toilet buttons, lids, light switches. Replace hand towels or toilet.
Railing	Sanitise all railing in and outside the building, especially the fence outside the Kennel Block.
Benches / Counters	Remove rubbish, sanitise any displays, and whole counter
Door handles/Light switches	Sanitise the area around and handle itself. Ensure you sanitise both sides of the door.
Bins	Sanitise lid. If the bin is full empty, replace bag.
Kennel Block	Sanitise entry and track gates, stir up gates, door handles, light switches, shared items in Steward's room
Judges Tower	Sanitise all railing to Judges Tower. Within each room sanitise door handles, light switches, telephones, chairs, railing, remote controls
TAB Room	Sanitise the area outside the TAB area, benches barriers, EBT Machines. TAB Staff are responsible for inside the TAB Office during the Race Meeting.

Do not hesitate to contact me if you have any questions.

Anthea Stanton
Event Coordinator

Guidance	Action to mitigate the introduction and spread of COVID-19
	<p>T: (03) 5335 7201</p> <p>E: astanton@grv.org.au</p> <p>Ballarat Greyhound Racing Club</p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>The Cleaners Room in Ballarat supplies all cleaning products. Either M Walsh, V Cotton or casual staff informs A Stanton that additional cleaning products are required. Orders received within 24 hours</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>10/06/20 – GRV set up QNAP</p> <p>23/06/20 – Working from home roster for Office Staff created</p> <p>28/07/20 – Working from home, office staff reevaluated</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>N/A</p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p>13/05/20 - All persons allowed on track during a race meeting, including officials and staff, are to undergo a health check by Event Aid prior to admission to the venue.</p> <p>11/08/20 - Trainers and attendants are required to undergo a temperature check prior to trailing at both post-race and non-race day trial sessions.</p> <p>In line with the State government's announcements relating to a further easing of restrictions, pre-entry temperature testing at race meetings will cease immediately, Monday 7 December 2020.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<p>Everyone MUST continue to carry a face mask on their person at all times.</p> <p>07/12/20 - Face masks will remain MANDATORY in the following circumstances; At all times when inside the kennel block, Vet's room & Stewards room, and Loading a greyhound in the boxes, and Catching a greyhound. Where there is pressure to maintain a minimum of 1.5m to social distance in other outdoor settings, masks MUST be worn. The QR code registration process is mandatory and GRIU officials will continue to monitor compliance with this and all other COVID protocols.</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>27/07/20 – Screen barriers installed in Office and Bar</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>14/04/20 - X mark 1.5M between participants in the Kennel Block 22/06/20 – X mark 1.5M between patrons when waiting at the bar 07/12/30 – X mark 1.5M between patrons when waiting at the bistro 16/12/20 – TAB TOTE REOPEN – 1.5M markers placed to ensure patrons stand 1.5M</p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p>N/A</p>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p>05/06/20 - Entry at ticket box and exit at kennel gate enforced, signage place directing participants and essential staff managed by Stewards</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>20/03/20 - Casual Staff Meeting 17/04/20 – Casual Staff Meeting 08/05/20 – Staff meeting 13/05/20 – Casual Staff Meeting 07/08/20 – Staff Meeting 12/08/20 – Casual Staff Meeting 09/11/20– Casual Staff Meeting 09/12/20 – Casual Staff Meeting</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
	During Casual Staff Meetings appropriate educational information regarding COVID-19 social distancing practices and GRV policies was communicated. It can be difficult to maintain social distancing during shifts, however GRV Stewards reiterate the importance of social distancing, providing verbal and written reminders.
Review delivery protocols to limit contact between delivery drivers and staff.	17/03/20 – When ordering items or supplies click and collect and contactless delivery chosen where possible, and explicit instructions given when ordering on access to Track.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	22/06/20- 23/08/20 – Over these months recruited and trained 3 additional casual staff members to assist during Race Meetings 23/08/20 – Rotation casual staff member rostered to ensure each staff member has a break
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.	06/04/20 - Capacity signage measured and placed in TAB Room, Office and Kennel Block 22/06/20 – Capacity signage measured and placed in Function Centre

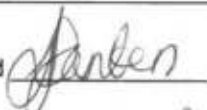
Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<p>14/04/20 – Printed Starter's Fee List for GRV Stewards to cross check registered participants</p> <p>19/08/20 – Steward to send A Stanton list for Club records.</p> <p>25/11/20 - GRV commenced recording all persons attending greyhound race meetings via a QR (quick response) code system. Each racetrack will have its own unique QR code. As persons arrive at the race meeting, they are required to point their mobile phone camera at the QR code and click on the link. They will then be required to complete their details and hit SUBMIT. The details required are as follows -</p> <ul style="list-style-type: none"> - First name - Last Name - Mobile number, and - Participant number

Guidance	Action to ensure effective record keeping
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	07/08/20 - Safety Champion training conducted by R Ward. A Stanton, J Tunbridge, R Mooney and D Todd attended.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	02/06/20 COVID-19 Hospitality Re-opening plan created 22/06/20 COVID-19 Hospitality Re-opening plan updated 08/12/20 COVID-19 Hospitality Re-opening plan updated
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	If BGRC were required to provide information for contract tracing the following would be provided <ul style="list-style-type: none"> - Stewards entry lists (A Stanton) - QR CODE entry lists (A Stanton) - Contractors sign in sheet (A Stanton) - Staff timesheet (J Tunbridge) - Trial Sheets (A Stanton) - Roster (R Ward)
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	Initially the following areas were closed/opened in line with government regulations: <ul style="list-style-type: none"> - 17/03/20 Function Centre and kitchen closed - 22/06/20 Bar opened, remaining of function centre and kitchen closed <p>If BGRC were required to undertake a deep clean and risk assessment of the track, this would be done in accordance with DHHS</p>
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	If a suspected case was to occur, staff member encouraged and made aware of the locations in Ballarat to get tested. Staff reassured if they were to self-isolated, additional staff would be employed to fill their roles.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	If an employee of BGRC was to test positive to COVID-19 case was to occur R Ward would manage the communication, in writing and over the phone, in the following order: <ol style="list-style-type: none"> 1. DHHS 2. Committee 3. Full time and Casual Staff 4. GRV Scott Robins 5. BGRC Members 6. Website/Facebook

Guidance	Action to prepare for your response
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>See above</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>If an employee of BGRC was to test positive to COVID-19 BGRC and GRV would work closely with DHHS and WorkSafe to ensure the venue is safe to reopen.</p>

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

Signed 
Name ANTHEA STANTON
Date 11/12/20