

COVID Safe plan

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

Our COVID Safe Plan

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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 is available at the venue, including upon entry and at various zones in the building including toilets and kitchen areas. Hand soap and paper towels are made available in toilet areas. Rubbish bins are made available for hygienic disposal of paper towels. Staff are regularly checking hand sanitisers, soap supplies and paper towels to ensure that the premise has adequate supplies. Staff have been provided information regarding washing hands as per DHHS guidelines. Posters have been displayed throughout site, near bathrooms regarding hygiene practices, including the Protect yourself and your family poster and the Reduce your risk of Coronavirus poster. Tabcorp Park has a COVIDSafe Event Plan which makes references to hand sanitiser and hygiene measures to be taken when hosting an event.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> There is air conditioning turned on at all times throughout the venue, and the venue is large enough in that there is adequate air flow. Where it is possible to open windows and/or doors, staff will ensure that they are opened.
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"> Tabcorp Park has been providing staff with key safety messages surrounding face masks, including how to appropriately wear face masks, and the requirements of wearing face masks, in line with Government requirements. Visitors of the facility are also required to wear face masks in line with government requirements. Signs relating to wearing face masks are displayed throughout the venue. Disposable and reusable face masks are available to staff throughout the venue.
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).	<ul style="list-style-type: none"> A safety message has been issued to staff regarding how to properly wear a mask, with the DHHS Poster called "How to wear a face mask". The poster has also been displayed at the entrance of the office and will be included in the COVID training that will be rolled out to staff via Litmos (training system). Compulsory training was conducted for all staff regarding social distancing.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • Communal and self-serve facilities (such as buffets, cutlery containers or trays and drink stations) have been removed. • Usage of single use condiments such as sugar, salt and pepper sachets. • Staff have been advised to avoid sharing the use of equipment such as phones, desks, headset, etc or where this cannot be avoided, they must be wiped down prior to change over shifts. • Lift buttons are regular wiped down. • Gaming machines are wiped down after each use.

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"> • All high touch surfaces are regularly cleaned. This requirement was communicated to staff. Cleaning frequency increases when hosting events and race meetings to ensure touch points are cleaned more frequently. • General cleaning occurs twice a day, and scope of cleans include regular touch points such as countertops, and door handles etc. • At the end of each shift all high touch surfaces are cleaned and also throughout the day (staff are wearing rubber gloves when cleaning). • Hand sanitiser is made available to ensure that hygiene practices are maintained.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • Tabcorp Park is fully equipped with adequate cleaning products, including detergent and disinfectant. There are increased cleaning frequencies to ensure that all touchpoints are regularly cleaned (including door handles, countertops, EFTPOS machines, printers. The processes adopted are consistent with the 'Cleaning and Disinfecting to Reduce COVID-19 Transmission' guidelines that were issued by the Government. During racing events, touchpoint cleaning is carried out during the course of the event by a roving cleaner.

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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"> • From 16 March 2020, all employees that can work from home were instructed to work from home which is majority of our office staff. All IT support services have been set up to accommodate this. • Any office-based staff members that need to come to the venue must seek approval from the GM, Tabcorp Park and must have a valid reason.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • Any office-based staff members that need to come to the venue must seek approval from the GM, Tabcorp Park and must have a valid reason. • Any staff that is required to perform their duties on site have been advised to limit interactions with staff from other areas of the venue where possible. • Tabcorp Park maintains updated records of all employee phone numbers and emergency contacts. These records are retained in a secure location and only accessible by authorised persons for privacy purposes. • All employees have been advised to download the COVIDSafe App. • Tabcorp Park employees that have more than one job, have provided written declaration of such listing their employers and COVIDSafe arrangements in place which is recorded and retained by Tabcorp Park.
<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"> • Employees are advised that where they are feeling unwell, have any COVID symptoms, awaiting testing results or have been in close contact with anyone who is either a possible or confirmed close contact, that they do not come to work. There are policies in place which guide the reporting of COVID testing or possible or confirmed cases. There is a COVID Reporting Team which has the responsibility of assessing and responding to COVID related reports. • Patrons, visitors, participants, and racing staff must complete Infectious Disease Declarations upon entry which screens them before entry. A QR code system is currently being rolled out to support the screening process, which will also serve as a check in system.
<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 office workers are working remotely from home unless necessary to come in. • There is only one employee working at reception. All cleaners, duty managers, kitchen hand and support staff are all instructed to keep at least 1.5 metre distance from one another at all times. They have also been instructed not to interact with other areas of the business. For example, cleaners and laundry not to interact with support staff and kitchen staff, no interaction at all to racing areas of the venue. • There are signs in each internal room displaying maximum number of people allowable as per Government directions.
<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"> • All areas that are prone to congregation have been identified and appropriate signage and floor markings are in place to strengthen the message of adhering to the 1.5 metre physical distancing requirement. • Tabcorp Park has a COVIDSafe Event Plan which makes references to identification of areas which are prone to crowd congregation and the measures in place to ensure floor markers and social distancing posters. • Security and COVID Marshalls are in place to monitor crowd congestion and will ensure that social distancing is maintained at all times. • Internal rooms have signs at entry as well as inside the rooms that detail the maximum number of persons at the room at any given time, which is in line with Government density quotient requirements.
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> • There is only one person at reception. • In the office space, there is only on average 2 people there at any given time and they must not sit together. There are ample workstations in the office to allow for

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	<p>physical distancing and there are clear signs displaying social distancing requirements.</p> <ul style="list-style-type: none"> Gaming and hospitality staff are required to always maintain 1.5 metres from one another.
Minimise the build up of employees waiting to enter and exit the workplace.	<ul style="list-style-type: none"> There are multiple entry points throughout the venue which allows for employees to enter from multiple locations. Employees have staggered start and finish times. Office based staff are working remotely and require pre-approval to come into the office.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> Training has been provided to staff regarding infectious control, and safety messages are regularly provided which reiterate social distancing requirements. A copy of the COVIDSafe Plan and COVIDSafe Event Plan has been communicated to staff. Posters are displayed throughout the venue which promote social distancing practices.
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> Delivery of inventory is provided via the loading dock with contactless delivery options for 98% of delivery. There is the rare occurrence where delivery drivers require signatures on delivery dockets / credit notes, but strict physical distancing is exercised if this is required. All delivery drivers are required to sign in if they will be onsite for more than 15 minutes. When accepting goods, Tabcorp Park staff highlight the sanitising stations to drivers to ensure that they sanitise before they conduct any work or handling of goods being delivered.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> All office staff are required to work from home unless the work cannot be performed from home and it is deemed necessary to come into the office. In this case, staff members are required to email the GM Tabcorp and seek approval for coming into the office, and they will be required to have a valid reason for doing so. Under no circumstances are there to be team / group meetings of any nature held in the office or in person at any location in the building. Only rostered gaming and hospitality staff are to come into work. Extra staff will be working where there are events in place, including extra security to ensure social distancing can be maintained. The COVID Safe Event Plan provides further details of social distancing and staff controls during events.
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.	<ul style="list-style-type: none"> All internal rooms have been measured and posters displayed in the entry and inside each internal room indicating the maximum number of persons allowable at any given time, in accordance with Government directions.

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.	<ul style="list-style-type: none"> Racing personnel entering racing area are required to complete the Infectious Disease Declaration prior to entry and will be checked in by a Gate Attendant or Security. The Infectious Disease Declaration can be completed online, or via using QR code, and is also available in paper format. This information will be held for 28 days in accordance with government requirements. Any person entering Tabcorp Park must check in via an online QR system or if they don't have a phone, manually via a contact register, which records their

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	name, entry time and contact information. This information will be held for 28 days in accordance with government requirements.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> • Tabcorp Park employees have been provided with communications regarding the protocols surrounding reporting COVID related incidents via the COVID Reporting team which must be done by logging onto the Trots website and completing the COVID Reporting Form or alternatively by contacting the OHS Reporting Line directly. This has been communicated via an email to all staff and Club Officials. Staff also have access to a safety message, and communications via the trots website. The COVID-19 Reporting and Response Policy and Procedure also documents the step by step reporting processes.

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.	<ul style="list-style-type: none"> • Tabcorp Park has a Business Continuity Plan which covers pandemics and has a business impact assessment on pandemics such as COVID and appropriate recovery steps. The Business Continuity Plan for pandemics has been activated since 11 March 2020. • The Crisis Management Team meets multiple times per week to discuss pandemics and ongoing operational considerations with relation to biosecurity controls.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> • Tabcorp Park has established a COVID-19 Reporting and Response Policy and Procedure and COVID reporting procedures to ensure that any instance of COVID testing or confirmed case is reported to and responded to promptly so as to mitigate risk exposure. • Anyone who enters the venue facility must complete a check-in process, via a QR system, or manually. This includes both the main facility as well as the racing areas. This will assist in effectively contact tracing where required.
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<ul style="list-style-type: none"> • As part of our response procedures and as highlighted within the COVID-19 Reporting and Response Policy and Procedure, where there is a confirmed case of COVID-19, HRV will ensure that no one enters the affected area until consultation occurs with Worksafe and/or DHHS, and a deep clean of the affected area has been undertaken. This could result in either the whole venue shutting down or part of the venue, depending on requirements of Worksafe and DHHS.
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<ul style="list-style-type: none"> • The process for responding to a suspected or confirmed case when an employee is at the premises is detailed in Tabcorp Park's COVID-19 Reporting and Response Policy and Procedure. This document highlights the need to segregate the person from all other persons, and to ensure that the person has proper PPE, and then transporting them safely to their home by private means or to a hospital. Work Safe will also be immediately notified.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<ul style="list-style-type: none"> • When there is a suspected or confirmed case of COVID-19, the communication methods and level of detail provided in the communication will be discussed with the Crisis Management Team before being issued by the Media & Communications Manager. HRV has numerous channels of notification including: <ul style="list-style-type: none"> ▪ Published on company website. ▪ Message via email to clubs and staff. ▪ Text message to participants. ▪ Social media including twitter and 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>	<ul style="list-style-type: none"> • Upon receiving confirmation of a positive case of COVID-19 the process is for the Senior Advisor, OHS to report the incident to Work Safe and work with Work Safe to ensure that all requirements are met.
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> • Tabcorp Park would only reopen under the advice of DHHS and WorkSafe once all of the following are completed: <ul style="list-style-type: none"> ▪ Ensuring a deep clean is undertaken. ▪ The contact tracing process is carried out and all potential contacts are cleared by DHHS. ▪ A thorough risk assessment to ensure all controls are embedded and working adequately is conducted.