

COVID Safe plan

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

Our COVID Safe Plan

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| Business name: | Melton Entertainment Trust |
| Site location: | 2 Ferris Rd, Melton VIC 3337 |
| Contact person: | Gayle Harvey, GM, Tabcorp Park |
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| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| 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. |
| When required by Government Orders, which may change from time to time 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"> • In line with Government requirements, Tabcorp Park has provided staff with key safety messages surrounding face masks, including how to appropriately wear face masks, and the requirements of wearing face masks. • Tabcorp Park employees wear masks in line with current orders. • When required by Government orders, visitors to the facility are also required to wear face masks in line with government requirements. • When required, signs relating to wearing face masks are displayed throughout the venue. • A supply of disposable and reusable face masks are available throughout the venue. |
| When required by Government Orders, which may change from time to time Provide training to staff on the correct use and disposal of face coverings | <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 included in the COVID training rolled out to staff. Compulsory training was conducted for all staff regarding social distancing. |

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). | |
| Replace high-touch communal items with alternatives. | <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. |

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| Cleaning | |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | <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. |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | <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"> • Employees returned to the workplace in line with the industry re-start guidelines for Hospitality • Office and managerial staff may negotiate working from home arrangements via consultation with the General Manager |
| <p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p> | <ul style="list-style-type: none"> • Staff that are 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. Only fully vaccinated workers and patrons can work in / attend the hospitality areas in compliance with Victoria's roadmap. Race day staff and Office workers must be vaccinated in line with the COVID-19 Mandatory Vaccination (Specified Workers) Orders</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, employees, participants, and racing staff must complete the QR code check-in upon entry • Patrons, visitors, participants, and racing staff must show evidence of vaccination upon entry. The preferred method is via the Services Victoria app, however printed copies will also be accepted. COVID Check-in Marshals shall verify the evidence presented. Evidence does not have to be provided for patrons under the age of 18. • Employees may need to show evidence of their vaccination status on race days to expedite entry where they may not be known by the check-in marshal or compliance Steward. • On non-race days employees must check-in using the QR code, but it is not necessary to have someone verify vaccination status as it is already recorded by Tabcorp Park. • Employees who are not fully vaccinated must advise management when they receive their second dose so that records can be updated. |
| <p>Exclusive use by one school</p> <p>The Orders provide for an exception to the obligation to view patron vaccination status in the circumstance that the venue is for the exclusive use of one school</p> | <p>In these circumstances, Tabcorp Park will:</p> <ul style="list-style-type: none"> • Ensure that there are no other functions upstairs when a school has their function (no other schools having a function and no other external functions) • There will be a separate entrance and exit door for the exclusive use of the school. • Rope & stanchions will be set up from the entry point (hotel door) to the stairs leading to the function area. The stairs will not be accessible by other patrons. (Hotel guests would need to use the stairs on the left-hand side, if not using a lift) • On the first-floor function area, rope & stanchions will be positioned from the stairs to the right-hand corner of the lifts. • The area will undergo full and thorough cleaning post event. • An individual QR code will be established for the school. |

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| <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"> • There is only one employee working at reception. All cleaners, duty managers, kitchen hands 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 to minimise interactions with other areas of the business. For example, cleaners and laundry not to interact with support staff and kitchen staff, limited interaction with racing areas of the venue. |
| <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 Marshals are in place to monitor check-in, crowd congestion and will ensure that social distancing is maintained at all times. • Where required by Orders, 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. • There are ample workstations in the office to allow for physical distancing and there are clear signs displaying social distancing requirements. • Gaming and hospitality staff are required to always maintain 1.5 metres from one another. |
| <p>Minimise the build-up of employees waiting to enter and exit the workplace.</p> | <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. |
| <p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p> | <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. |
| <p>Review delivery protocols to limit contact between delivery drivers and staff.</p> | <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. |
| <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"> • Team or group meetings of any nature held at the venue will ensure adequate spacing to allow for 1.5m social distancing • Only rostered 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. |

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| <p><u>WHEN REQUIRED BY GOVERNMENT ORDERS</u> 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 ‘Two or Four square metre rule (dependant on current restrictions)’</p> | <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 orders. |

| Guidance | Action to ensure effective record keeping |
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| 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 persons entering the venue, including racing areas are required to complete check-in via the use of the Victorian Government QR code Confirmation of completion will be checked in by a COVID Check-in Marshal (this may be a Gate Attendant, Security or other member of staff.) Any person entering Tabcorp Park that is unable to check in via the online QR system (eg if they don't have a phone) must be offered assistance to check-in using the kiosk service on a Tabcorp Park device. (In the event of technology failure, the person may be checked-in manually via a contact register, which records their name, entry time and contact information. This information will be held for 28 days in accordance with government requirements.) |
| <p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p> | <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. |
| <p>Maintain employee vaccination status records as per the COVID-19 Mandatory Vaccination (Specified Workers) Orders</p> | <ul style="list-style-type: none"> Vaccination status has been recorded for employees. Vaccination status will be used to inform roster preparation for service area employees to ensure those employees are fully vaccinated. Vaccination evidence shall be sighted for patrons, not maintained. |

| Guidance | Action to prepare for your response |
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| 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"> 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 each week to discuss the pandemic and ongoing operational considerations with relation to biosecurity controls. |

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| <p>Prepare to assist DH with contact tracing and providing staff and visitor records to support contact tracing.</p> | <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. |
| <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"> • 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. |
| <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"> • 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. |
| <p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p> | <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. |
| <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 DH 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 DH. ▪ A thorough risk assessment to ensure all controls are embedded and working adequately is conducted. |