

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Major recreation facilities, stadiums, showgrounds, racecourses

Business details

Business name	Newcastle Jockey Club - Newcastle Racecourse
Business location (town, suburb or postcode)	Broadmeadow
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Effective date	7 December 2020
Date completed	10 December 2020

Wellbeing of staff and customers

Review the 'COVID-19 safety guidance for large events' available on nsw.gov.au and consider which risks and mitigation measures are relevant to your event before completing this COVID-19 Safety Plan.

I have reviewed the 'COVID-19 safety guidance for large events'
The following mitigation measures are in place.

Exclude staff and customers who are unwell from the premises.

Temperature checks on entry.

Signage asking patrons not to enter if they feel unwell.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.

All staff have completed the Aust government COVID Safe training along with Barringtons - COVID training.

All staff are briefed on social distancing and cleaning prior to their shift.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

NJC has communicated to all staff about testing and self isolation requirements (Updated in line with government advice). Anyone displaying symptoms are required to be tested for COVID19 and then self isolate until a negative test result. Anyone displaying symptoms must stay at home and if they can work from home they are encouraged to do so.

Display conditions of entry (website, social media, venue entry).

Conditions of entry are displayed at main entrance and on newcastleracecourse.com.au and are distributed through social media channels.

Consider whether appropriate cancellation or flexible booking is available where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).

Cancelation or postponement is available if caused by COVID-19 factors.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

COVID-19 safety plan in place for all venues on course

In indoor areas, alcohol can only be consumed by seated customers. Alcohol should not be taken onto dancefloors.

All patrons are allocated a seat. COVID marshals and security personnel ensure only seated patrons consume alcohol in indoor area's.

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

COVID-19 safety plan is in place for all weddings and funerals.

Physical distancing

Outdoor major recreation facilities can have 100% of seated capacity. Unstructured seating areas must not exceed one person per 2 square metres of publicly accessible space. Capacity at indoor facilities must not exceed 75% of seated capacity, OR one person per 2 square metres of publicly accessible space, whichever is the greater. If there are separate premises in the major recreational facility, such as a food and drink premises, the maximum capacity in those separate premises is one person per 2 square metres. Children count towards capacity limits.

All venues and area's do not exceed 1 person per 2 square metres of publicly accessible space

Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as bars, toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable, including in non-ticketed or grass areas.

Floor stickers are in place 1.5m apart at queuing points. Signage encouraging physical distancing is in place in strategic locations across the racecourse.

Have strategies in place to prevent co-mingling of spectator groups, such as by using alternate sections and closing access corridors. Each section should have a designated entry/exit, toilets and food/drink service.

Patrons with allocated seating will be encouraged to remain in their venue and only move for specific purposes. Each venue will have self contained food and beverage facilities where practical. Sufficient umbrellas and the public grandstand will be used for wet weather contingencies.

Consider exiting each section in staggered times to avoid crowding outside the venue. If a venue has multiple grounds, consider staggering the start times of different shows/matches to minimise crowding.

Venues will be closed at staggered times. Gate openings will be 30mins earlier than normal to ease expected queuing . All exits will be utilised for egress regardless of number of patrons in the venue.

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or to order food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.

Venues will be closed at staggered times. Gate openings will be 30mins earlier than normal to ease expected queuing . All exits will be utilised for egress regardless of number of patrons in the venue.

Use signage at entrances to halls or exhibit areas to communicate the maximum safe capacity, and consider displaying signage with arrows to direct the flow of visitors.

Signage displaying the maximum capacity of the venue are displayed at each venue

Consider implementing a time-based booking or ticketing system for showground events or popular exhibits to minimise crowding.

The NJC primary function is hosting race day events which can be relatively long duration. Ticketing numbers are capped at purchase point to ensure the capacity of each venue is not breached.

If there are security bag checking arrangements in place, have strategies to minimise crowding such as additional staffing and asking people to open their bags for quick visual inspection. If staff need to touch the bag or items within, have hand sanitiser available for them to use before and after.

Patrons are encouraged not to bring bags to the venue however if a patron has a bag that requires checking, The patron is responsible for unpacking and packing their own bags as part of the process.

Consider strategies to manage crowding during breaks, such as allowing people to bring their own food and drinks into the venue, or hiring additional personnel to assist with crowd control.

Patrons are allowed to bring their own food in outdoor area's. Additional security

personnel and COVID marshals will be in place to assist with crowd control.

Promote online ticket purchasing and electronic ticket checking.

Online purchasing and contactless ticket checking will be undertaken. Exceptions to this can be made for patrons without access to online support with personal details collected at entry points.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).

All staff have been briefed to maintain a 1.5 meter physical distance and meal breaks are at staggered times

Use telephone or video for essential staff meetings where practical.

Staff briefing are performed electronically or in reduced group numbers

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

Staff breaks are at staggered times to minimise the risk of close contact.

Consider physical barriers such as plexiglass around counters with high volume interactions with customers. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

Plexiglass sneeze barriers are in place at all high volume counters

Review regular deliveries and request contactless delivery and invoicing where practical.

Contactless delivery and invoicing are in use where available

Have strategies in place to manage gatherings that may occur immediately outside the premises, or in staff meeting or break rooms.

Signage is in place outside the venue to promote physical distancing. NJC security personnel and COVID marshals will manage gathering before and after events.

Coordinate with public transport, where reasonably practical, around strategies to

minimise COVID-19 risks associated with transportation to and from the venue for larger shows/matches if crowding on public transport may occur.

Regular contact with public transport providers and taxi company is occurring

Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.

Free parking close to the venue is available

Up to 50 performers can sing indoors with no cap on performers outdoors. All singers should face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing or chanting.

Not applicable

Hygiene and cleaning

Adopt good hand hygiene practices.

Multiple contactless hand sanitiser dispensers are positioned at entry points and throughout the venue along with signage encouraging patrons and staff to wash and sanitise hands regularly.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

COVIDsafe cleaners are allocated specifically to toilet facilities to disinfect frequently touched surfaces and replenish consumables.

Have hand sanitiser at key points around the facility, such as entry and exit points.

Multiple contactless hand sanitiser dispensers are positioned at entry points and throughout the venue

Clean frequently used indoor hard surface areas at least daily with detergent or

disinfectant. Clean frequently touched areas and surfaces several times per day.

Covidsafe cleaners and COVID cleaning policy in place

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

Hospital grade cleaner/disinfectant in use in line with the covidsafe cleaning policy

Staff are to wash hands thoroughly with soap and water before and after cleaning.

Covidsafe cleaning staff wear disposable gloves when cleaning and wash hands thoroughly before and after in line with the Covidsafe cleaning policy.

Encourage contactless payment options.

All POS terminals have signage encouraging the use of contactless payments.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Natural ventilation is increased where possible and mechanical ventilation is increased where possible.

Record keeping

Keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect

contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

Name and contact details are collected for all staff, customers and contractors

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au).

Records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

Employees have been made aware of the COVIDsafe app in line with our COVIDsafe return to work policy

Major recreation facilities should consider registering their business through [nsw.gov.au](https://www.nsw.gov.au).

Newcastle Jockey Club is a racecourse and have registered a COVIDsafe plan through [nsw.gov.au](https://www.nsw.gov.au)

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

NJC will cooperate with NSW health if contacted in relation to a positive case of COVID-19 and notify SafeWork NSW.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises.

Yes