

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

Your COVID-19 Safety Plan

Major recreation facilities

Business details

Business name	Newcastle Jockey Club - Newcastle Racecourse
Business location (town, suburb or postcode)	Broadmeadow
Select your business type	
Major recreation facilities	
Completed by	Glynn Haslam
Email address	glynn@njc.com.au
Effective date	11 October 2021
Date completed	11 October 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Temperature checks on entry.

Signage asking patrons not to enter if they feel unwell.

Staff policy excluding staff if unwell.

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

Agree

Yes

Tell us how you will do this

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.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination, and record keeping.

Agree

Yes

Tell us how you will do this

Conditions of entry are displayed at all entrances and on [newcastleracecourse.com.au](https://www.newcastleracecourse.com.au) and are distributed through social media channels.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers and contractors)

for example ensure posters outlining vaccination requirements are clearly visible, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials.

Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.

Agree

Yes

Tell us how you will do this

COVID vaccination status will be checked on entry. Posters are displayed outlining vaccination requirements for entry. Vaccination requirements are outlined in marketing material.

People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.

Note: This does not apply to a person aged under 16 who is on the premises to carry out work

Agree

Yes

Tell us how you will do this

Ordinarily, patrons under 16 must be accompanied by a responsible adult.

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.

Agree

Yes

Tell us how you will do this

Mixing of patrons will be minimised by allocated seating in separate zones with each zone having a capacity limit of 1 patron per 4 square metres.

Physical distancing

Capacity at a major recreation facility must not exceed the lesser of 1 person per 4 square metres in the premises, or 5000 persons.

Agree

Yes

Tell us how you will do this

All indoor and outdoor areas have a maximum patron capacity of 1 person per 4 square metres.

At this ratio the maximum capacity is 1846

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

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

Avoid congestion of people in specific areas where possible.

Consider zoning of areas for large events, such as by using alternate sections and access corridors.

Agree

Yes

Tell us how you will do this

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.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

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

Singing and dancing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

Security and COVID marshals will ensure patrons are seated to consume alcohol in indoor areas.

Where practical:

- **encourage private transport options to minimise crowding on public transport**
- **coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.**

Agree

Yes

Tell us how you will do this

Free parking close to the venue is available.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

I have reviewed the 'COVID-19 guidance on ventilation'

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Multiple outdoor setting are available to patrons

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

Natural ventilation is increased where possible by opening doors and windows and mechanical ventilation is increased where possible.

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

Natural ventilation is increased where possible by opening doors and windows and mechanical ventilation is increased where possible.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

Mechanical ventilation systems are regularly maintained by the cleaning of filters by qualified technicians.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

As the owners, we have assessed indoor areas to optimise the ventilation.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Security personnel and COVID marshals will ensure masks are worn in indoor areas unless exempt.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

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.

Agree

Yes

Tell us how you will do this

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

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

Covidsafe cleaners and COVID cleaning policy in place

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

Patrons, staff, and essential personnel are required to check-in using the NSW Government QR code.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

Multiple QR code signs are available for patrons at entry points. Security personnel check for the green tick at entry points.

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 it is not possible for check-in to occur, 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. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

NSW Government web based form check-in is used for patrons that are unable to checkin via the QR code.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises

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

Yes