



HARNESS RACING VICTORIA

CRANBOURNE HARNESS RACING CLUB COVID-19 SAFETY PLAN





Cranbourne Harness Racing Club

COVID-19 Safety Plan

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**OHS-TL-011
(29 Jun 2020)**

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1. INTRODUCTION

The purpose of this COVID-19 Safety Plan ("Plan") is to provide overarching guidelines for the implementation and management of COVID-19 (Coronavirus) prevention and mitigation procedures by Cranbourne Harness Racing Club ("Club").

The objectives of this Plan include (but are not limited to):

- Supporting the Club, its members, participants, staff and volunteers in the staged resumption of Club activities, whilst ensuring the ongoing viability of harness racing and the health and safety of our people, our industry and the general community.
- Ensuring there are strong controls embedded within Club protocols to prevent exposure of COVID-19 by anyone who has interactions with the Club for any purpose.
- Ensuring that in the unfortunate event of a confirmed COVID-19 case, Club personnel are fully equipped to effectively respond to the case and work with authorities and HRV in the containment of COVID-19.

This Plan has been formulated and aligned with government restricted activity measures, public health advice and health and safety laws.

This Plan has been ratified within the Club's governance arrangements and will be regularly reviewed and updated as the COVID-19 crisis evolves and in response to any directives of the Victorian or Federal Government.

Cranbourne Harness Racing Club has prepared this Plan in order to demonstrate how it will comply with the following COVID-19 protocols:


- Compliance with Government directives;
- Monitoring of overall COVID-19 case numbers, as well as cases in the local area;
- Education of staff and volunteers;
- Risk assessment of Club processes.
- Increased cleaning frequencies and regimes;
- The implementation of strict biosecurity and hygiene protocols;
- Social distancing requirements; and
- Responding to suspected and confirmed cases of COVID-19.

2. RESPONSIBILITIES UNDER THIS PLAN

Cranbourne Harness Racing Club retains the overall responsibility for the effective management and implementation of this Plan.

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The Committee of Cranbourne Harness Racing Club is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

The Committee has appointed the following person as the Cranbourne Harness Racing Club COVID-19 Marshal to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

Name	Cam Gallagher
Contact Email	cgallagher@cranbourneturfclub.com.au
Contact Number	0411 126 615

Cranbourne Harness Racing Club expects all members, participants, officials, administrative staff, volunteers and members of the public to:


- Comply with the health directions of government and public health authorities;
- Understand and act in accordance with this Plan and any amendments as updated;
- Comply with any testing and precautionary measures implemented by the Club;
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

3. ROLE OF THE COVID MARSHAL (Formerly the COVID-19 RESPONSE OFFICER)

The COVID Marshal will be Cranbourne Harness Racing Club's key resource and central point of contact for all matters relating to COVID-19 on behalf of the Club.

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The COVID-19 Marshal Roles and Responsibilities include:

- Overseeing the development and implementation of the organisation's COVID-19 Safety Plan.
- Preparing a business risk assessment in consultation with the Committee, as well as staff and volunteers.
- Periodically reviewing the effectiveness of this Plan and risk assessments for the Club and updating the Plan as necessary (i.e.- as per Government directives issued).
- Advising the Club Committee on the effectiveness of the COVID-19 Safety Plan arrangements and seeking assistance where required.
- Acting as the contact point for the Club members, participants and other relevant stakeholders (including Government authorities, HRV and other clubs). Ensuring processes embedded within the Club are consistent with this Plan and appropriate documentation is maintained to support this Plan.
- Ensuring that the plan is available for inspection by authorities.
- Ensuring appropriate response processes are acted upon should there be a suspected or confirmed case of COVID-19.
- Ensuring staff are trained in procedures and are kept up to date. It is important for the Club to be able to respond efficiently and effectively in the event of any increase in community risk as well as suspected or confirmed cases directly related to the Club. In order to support this the COVID Marshal will be responsible for:
 - Regularly monitoring government websites including the Department of Health and Human Services (DHHS) to check on COVID-19 infection rates within their local area and overall.
 - Encouraging all staff, participants, and customers to download the COVIDSafe App.
 - Keeping abreast of news and media alerts relating to COVID-19.
 - Rostering other COVID Marshals to ensure that the COVIDSafe plan is being adhered to.

Where HRV has mandated the provision of additional COVID Marshals, HRV will assist clubs by providing a COVID Marshal or reimbursing the club for the cost of hiring a COVID Marshal. COVID Marshals may be required in stalls, clubhouse areas or to assist in checking vaccination compliance at the entry point.



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4. STAFF AND VOLUNTEERS

All staff and volunteers will be instructed not to attend the Club if they are unwell.

4.1 Education

Cranbourne Harness Racing Club will ensure that staff and volunteers are trained and kept up to date in relation to the Club's COVID-19 procedures. COVID-19 information and updates will be an agenda item on all Club and team meetings.

Club staff and volunteers will undergo training that covers the fundamentals of infection prevention and control for COVID -19 including:

- What is COVID-19?;
- Signs and Symptoms;
- Keeping safe-protecting yourself and others, physical distancing; and
- Myth busting.

Club staff and volunteers will complete the online training provided by the Australian Government [Health.gov-COVID-19-infection-control-training](https://www.health.gov.au/health-topics/coronavirus/covid-19-infection-control-training).

Records of training conducted will be retained for audit purposes.

Cranbourne Harness Racing Club will ensure that our staff and volunteers complete any additional training as deemed necessary and as directed by HRV.

Hospitality staff will complete the Victorian Government training as the first preference. COVID-19 Return to work It is not necessary for hospitality staff to complete both training courses.

Cranbourne Harness Racing Club will instruct staff and volunteers in relation to [COVID-19 cleaning](#) processes and provide sufficient supplies of cleaning products.

Cranbourne Harness Racing Club will display the DHHS poster "How to wear a face mask" at the entry and in various locations within the club. The Club is aware that the circumstances related to the wearing of masks can change quickly in response to updated government directives.



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Where masks are required to be worn, Club Officials will monitor the correct use of masks by all staff, volunteers and other persons entering the club. This poster can be located on the Trots website [here](#)

Current advice related to mask wearing can be accessed at [DHHS face-masks](#)

4.2 Working Arrangements

Cranbourne Harness Racing Club will ensure, when government directives require, that any staff that are able to work from home do so and that any time in the office is limited to necessary race or trial preparation duties.

Cranbourne Harness Racing Club will conduct an analysis to ensure that there is minimal movement of staff between racetracks as well as between other workplaces. Records of staff movements will be maintained.

Where possible and required, Cranbourne will ensure that workforce bubbles are created by rostering staff for staggered start and break times and in teams/areas to reduce the number of contacts.

and ensure physical distancing.

Cranbourne Harness Racing Club will ensure that staff contact details are up to date and that the contact list is able to be accessed by Club Officials, whilst ensuring that privacy guidelines are adhered to.

5. RISK ASSESSMENTS

Cranbourne Harness Racing Club has conducted a risk assessment for its operations, including an assessment of controls the Club has embedded to mitigate COVID-19 exposures.

A risk assessment has also been completed for employees and volunteers who are in the vulnerable risk categories (as defined by Government) including, those who are:

- Over 70;
- Over 65 with existing health conditions;
- Over 50, indigenous with existing health conditions; and
- With compromised immune systems.



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For confidentiality purposes, the risk assessment for those vulnerable employees and volunteers will be retained in a secure location, with restricted access to only authorised persons.

6. CLEANING

The Club's cleaning processes are consistent with the following guidelines issued by the Government:

- Cleaning and disinfecting to reduce COVID-19 transmission (issued on 20 March 2020). Link [here](#)
- Coronavirus (COVID-19) Guidance for Food Premises. Link [here](#)

6.1 Pre-opening deep clean

Cranbourne Harness Racing Club have conducted an initial deep cleaning prior to re-opening and have implemented an environmental cleaning schedule to ensure frequent cleaning and disinfection of high touch surfaces and bathrooms.

6.2 High-touch surfaces

Regular cleaning and sanitising of common high-touch contact surfaces will help reduce the spread of COVID-19. The minimum requirement is twice daily. Surfaces and fittings should also be cleaned immediately when visibly soiled and after any spillage. A sanitiser or disinfectant should be used following thorough cleaning. Cleaning frequencies have been increased and staff and volunteers have been instructed to clean their areas, especially when starting or completing their shift. The Club will supply sufficient quantities of cleaning products.

Where possible, high touch communal items will be replaced with alternatives e.g. disposable and single use items.

Common contact surfaces include (but are not limited to):

- Eating and drinking utensils;
- Tables and chairs (including underneath);
- Kitchen and food contact surfaces;
- Door and cupboard handles;
- Handrails;
- Refrigerator handles;
- Tap handles;
- Switches;
- Phones;



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- EFTPOS keypads; and
- ATM machines.

Clubs are required to maintain documented cleaning records. Compliance may be achieved by completing a Covid-Cleaning Log.

6.3 Bathrooms and Toilets

Bathrooms and toilets, including high touch surfaces within them, will be frequently cleaned. Bathroom and toilet cleaning frequencies should increase relative to the number of persons in the premises. Toilets will be maintained in working condition with warm running water for the hand basin.

7. HYGIENE – Personal and Environmental

The Club will promote hygiene practices to ensure all persons attending the Club are observing appropriate hygiene measures to minimise the risk of exposure to, contracting or spreading COVID-19.

All persons attending the Club will be encouraged to follow the protocols below:

- Washing hands often with soap and water for at least 20 seconds. This includes before and after eating and after going to the toilet;
- Using alcohol-based hand sanitisers when soap and water is not available;
- Avoid touching eyes, nose and mouth;

The Club will:

- Increase the amount of fresh air by opening windows or using air conditioning. The Club will ensure that air conditioning is turned on or windows are opened at least one hour prior to the race or trial meeting. Air conditioning will remain on or windows will remain open for the duration of the race or trial meeting.
- Clean and disinfect surfaces and objects that are frequently used;
- Display hand hygiene posters near all hand washing facilities to support hygiene practices; and
- Provide soap dispensers, disposable hand towels/dryers and hand sanitiser as well as waste receptacles to hygienically dispose of paper towel.

8. ENTRY AND EXIT POINTS

Effective as of Monday 15 March 2021, essential personnel and the general public are no longer required to be separated. Attendees at race meetings, other than essential personnel, will still be managed in line with the Restricted Activity Directions (for events under 1000 people) and the Public Events Framework. <https://www.coronavirus.vic.gov.au/public-events->



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information-for-organisers (for events with patrons exceeding 1000.) Public attendance will be subject to any government restrictions at the time.

Effective as of April 12 2021, all attendees (patrons and participants) will be required to check-in using the Victoria Government QR Code service. The COVID check-in marshal shall be responsible for ensuring that they sight the 'green tick' as evidence of completion.

From 16 October 2021 clubs, with the assistance of HRV Stewards or other authorised personnel, shall ensure that each participant on entry to the racetrack provides evidence (for sighting only) of compliance with the Chief Health Officer COVID-19 Mandatory Vaccination (workers) [Directions](#).

- 16 October to 21 October - evidence of at least one vaccination or appointment to receive first vaccination by 22 October.
- 22 October – evidence of at least one COVID-19 vaccination
- 26 November – evidence of fully vaccinated status (two vaccinations)

All persons attending the club will continue to follow HRV entry procedures that have been implemented during the COVID-19 crisis, including:

- Not attending the premises when they are unwell or where they have had exposures to a confirmed case of COVID-19.
- Completion of the check-in process via the Victoria Government QR code service.
- Wearing a wrist band, if issued, on entry to designate dining, functions or other areas permitted.
- Sanitise their hands and maintain personal hygiene. Sanitiser will be made available at entry points.

Social distancing will be enforced at entry points via:

- Visible signage and ground markings to remind entrants of 1.5 metre distancing requirements.
- The following signage will be displayed:
 - Advice to patrons regarding the need to provide their contact details.
 - General COVID -19 information, including symptoms.
 - Social distancing signs.
 - COVIDSafe App information.
 - How to wear a mask safely.



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- The Club will ensure that all persons comply with Government directives to wear or carry a mask at all times, dependant on current government restrictions .
- The industry has been advised that anyone who is breach of these requirements will be penalised under Rule AHRR 238, which states “A person shall not fail to comply with any order, direction or requirement of the Controlling Body or the Stewards relating to harness racing or to the harness racing industry”.

9. SOCIAL DISTANCING

Cranbourne Harness Racing Club has implemented the following to ensure social distancing requirements are enforced:

- Signage at the entrance and inside each internal room dictating the number of persons allowable at a given time as per the density quotient requirement – as per government directives.
- Distance markers indicating 1.5 metres separation are positioned at various locations in the venue where patrons may be required to queue e.g. toilets, takeaway areas, bistro payment areas.
- Markings (e.g. arrows) on the floor to direct the flow of foot-traffic to avoid people passing each other.
- Separate entry and exit points to rooms.
- Ensure that the delivery of goods is contactless.
- Furniture set-up that is at least 1.5 metres apart. Ensure that employees and others do not face each other. This may include office areas or areas used by the stewards on race days.
- Use screens or barriers where appropriate.
- Pre-booking systems to ensure that capacity is not over-reached.
- A counter which counts how many people are in each designated area at any given time.
- COVID Check-in Marshals (who may be security guards, club employees or volunteers) manning the entry to ensure only authorised persons are entering the premises (i.e. those who have pre-booked, staff members and contractors required to enter) and that the QR code check-in has been completed.
- Monitoring physical distancing compliance (this task shall be assigned to the COVID-Marshal).



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- Delivery is contactless. Any deliveries are dropped off and no signatures are required.
- Policies and procedures enforcing social distancing requirements, which have been communicated to staff, participants, owners and members of the public.

10. SEPARATION OF RACING OPERATIONS AND PATRONS

Physical separation between essential persons and patrons may be required, depending on the COVID-19 situation at the time of the race meeting and directions provided by HRV. Physical or social distancing is an important part of infection control and must be practised or masks should be worn.

Cranbourne Harness Racing Club reserves the right to remove patrons who repeatedly fail to observe the Club's social distancing requirements or access restrictions. Essential racing personnel and owners who fail to follow these rules face penalties under AHRR rule 238.

11. RESTAURANTS AND DINING

Provision of takeaway food can continue as per the [Racetrack Access and Operational Procedures](#)

Cranbourne Harness Racing Club will abide by all Government directives, including the Industry Restart Guidelines Hospitality (including electronic gaming) which can be found at: [coronavirus-sector-guidance-accommodation-and-food-services](#)

Hospitality venues in arenas / racetracks are subject to the same restrictions as other hospitality if open to the public.

Additional guidelines include:

- Encouraging online and phone bookings and limiting the number of walk-in diners.
- Provision of hand sanitisers at strategic locations.
- Complying to the maximum number of patrons permitted in the space in line with government directives.
- Separate entry and exit points where possible.
- Floor markings for physical distancing when queuing or moving around the space.

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- Display of the following signage;
 - QR code signage
 - Density quotient signs displaying the permitted number of people in a room;
 - Advising patrons of the need to provide their contact details;
 - General COVID-19 information;
 - Social distancing signs;
 - COVIDSafe App;
 - Handwashing.
- Have a back-up (manual) method to record contact details in the event of technological issues
- Increased cleaning, especially for high-touch surfaces.
- Removal of communal and self-service facilities e.g. buffets, cutlery containers or trays, water, tea and coffee stations.
- Use of laminated or disposable menus and single use condiments such as sugar and salt and pepper sachets.
- Set up of tables and chairs to ensure 1.5 metres distance between seated patrons.
- Encouraging customers to use contactless payment.
- Creating workforce bubbles by rostering staff for staggered start times and in teams/areas to reduce the number of contacts.
- Ensuring staff complete a self-assessment and do not come to work if they show symptoms of COVID-19.
- Clubs will ensure that employees that have more than one job have provided a written declaration of such, listing their employers and COVIDSafe arrangements in place which is recorded and retained by the club.

12. PROCESS FOR DEALING WITH INFECTED PERSONS

HRV has established a COVID-19 Reporting and Response Policy and Procedure which details the step by step procedure of responding to COVID-19 cases and working closely with DHHS and/or Worksafe. HRV have been following directions of Government and DHHS on all protocols surrounding response procedures.

Cranbourne Harness Racing Club will follow the HRV COVID-19 reporting and response policy and procedure (LRC-PP-102) which can be located [here](#).

This document provides detailed actions to be taken if there is a confirmed case of COVID-19.



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12.1 OHS Reporting System

Club Officials, staff and volunteers have been provided with communication and instruction regarding the protocols surrounding reporting COVID-19 related incidents via the OHS Reporting Team. This must be done by logging onto the Trots website and completing the COVID Reporting Form or alternatively by contacting the OHS Reporting Line directly on 03 9214 0664. The COVID Reporting Form must be completed by suspected or confirmed cases and anyone undergoing testing. As part of this form, it directly asks the reporter to disclose any interactions they have had with the industry to assist with contract tracing where required.

The HRV OHS Reporting Team are fully equipped to respond to and liaise with the Club, DHHS or Worksafe should the need arise.

12.2 Business Continuity Plan

Cranbourne Harness Racing Club are bound by direction from HRV as part of their Business Continuity Plan process.

HRV has a Business Continuity Plan for Pandemics which covers the impacts of an outbreak and potential closure of the workplace. Specific to coronavirus, HRV has a Coronavirus Response Plan which details the response to COVID-19.

Cranbourne Harness Racing Club has a business response team, which consists of Neil Bainbridge (Chief Executive), Cam Gallagher (Racing Manager) & Catherine Mason (HR Manager) that will be the first line of defence should an emergency arise. This team of people are fully equipped with HRV's response protocols to COVID and can exercise the HRV COVID-19 Reporting and Response Policy and Procedure where required.

12.3 Contact Tracing

Cranbourne Harness Racing Club is fully prepared to assist DHHS/Worksafe with contact tracing. The Club maintains records of attendance for the club premises and will provide these records to DHHS and/or Worksafe to support the contact tracing process. Initial contact tracing will be undertaken in conjunction with HRV so that advice can be provided to the authorities with regards to the steps already taken.

The policy has been communicated to staff, volunteers, club officials, participants and third parties.



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12.4 Cleaning and Disinfecting

Where there is a confirmed case of COVID-19, Cranbourne Harness Racing Club 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 DHHS and Worksafe.

12.5 Managing a suspected or confirmed case

If there is a suspected or confirmed case Cranbourne Harness Racing Club will ensure that the person is segregated from all others and additional PPE provided eg masks and gloves. The person must then be transported safely to their home by private means or to a hospital. Work Safe will also be immediately notified in the instance of a confirmed case.

12.6 Notifying the Workforce and other personnel of a confirmed case

Cranbourne Harness Racing Club will ensure that the workforce (including staff, volunteers and contractors) are advised of a positive COVID-19 case in line with HRV and DHHS requirements.


The Club will use the following methods to communicate with personnel:

- Telephone
- Email

Where a positive COVID-19 case would have further repercussions on the industry (e.g. in the event that personnel had attended races or trials), communications will be referred to the HRV Crisis Management team and the Media & Communications Manager.

12.7 Notifying Worksafe

Non-race day occurrence. The club representative must report directly to Worksafe on **13 23 60** on behalf of their club. They must also report to HRV via the HRV OHS Reporting Line (**03 9214 0664**) and liaise with and seek the advice of the Senior Advisor OHS to ensure that all

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requirements are met. Note that the Primary Contact for a visit by Work Safe will be a nominated Club Official.

Racing related 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 the nominated Club Official, Work Safe and any other relevant stakeholders involved (e.g. the individual, the Integrity team) to ensure that all requirements are met. Note that the Primary Contact for a visit by Work Safe will be a nominated Club Official.

The COVID Safe Plan must be made available to a Worksafe inspection, Public Health Official or Police Officer on request.

12.8 Reopening the Workplace

Cranbourne Harness Racing Club would only reopen under the advice of DHHS and WorkSafe once all of the following are completed:

- 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.
- Liaison with the HRV Senior Advisor, OHS and the HRV Crisis Management Team.

13. Gaming Rooms

The following requirements will be a condition of operating gaming venues

The opening hours will be:

- Monday to Thursday 9am – 3am
- Friday – Saturday 9am – 3am
- Sunday 9am – 3am
- A COVID Marshal is required for each gaming room, at all times that gaming is available to oversee compliance with all COVIDsafe requirements and the restrictions that apply to gaming.
- Every second gaming machine must be disabled to ensure patrons are able to maintain 1.5 metres physical (social) distancing.



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- The maximum number of patrons permitted in each gaming room at any one is subject to a density quotient of 1 person per 4 square metres.
- A record must be kept for each customer entering a gaming room including:
 - Use of QR Code for electronic check in.

Customers must acknowledge that:

- The COVID Marshal and gaming room staff have the authority to require them to leave the gaming room.