 HARNESS RACING VICTORIA	<h1 style="text-align: center;">COVID-19 Guidelines for Country Clubs conducting Trials</h1> <h2 style="text-align: center;">OFFICIAL</h2>	<h3 style="text-align: center;">INT-PR-102 (7 APR 2020)</h3>
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Harness Racing Victoria (“HRV”) is committed to ensuring that the safety of employees, visitors, contractors and licensed participants is prioritised above all else. The purpose of this guideline is to provide Country Club’s with clear protocols, which must be followed at Trial meetings in response to COVID-19.


This guideline must also be read in conjunction with the ‘Covid-19 Racetrack Access and Operational Procedure’ which is available via the [trots website](#).

This guideline must be complied with by all persons entering club premises during trials. Club officials have the responsibility of ensuring that these guidelines are adhered to at all times.

1. Requirements for Country Clubs

In order to minimise the risk to participants, staff and volunteers of contracting Covid-19 when attending trials, the following apply to Country Clubs:

- Clubs must comply with any conditions or restrictions imposed by the state government under the [Pandemic Orders](#). (Note: Effective 11.59pm Friday 22 April, check-in using a QR code and provision of vaccination evidence is no longer required under the Pandemic Orders. Effective 11.59pm Friday 24 June, the mandatory vaccination requirement for racing industry personnel has been removed from the Orders.)
- Adequate supplies of soap, water, hand sanitiser, paper towel should be provided. Personal Protective Equipment (PPE) such as masks and gloves, should be available for use when required.
- Provide a way to sanitise pens and other small items of equipment or provide enough that they may be used once and disposed of.
- Maintain a high level of cleanliness in club rooms, changerooms and toilets as well as stable areas.
- Display posters and instructional material related to coronavirus, social distancing and hand washing at suitable locations.
- At least one hour prior to a race or trial meeting, to ensure adequate ventilation and airflow, air conditioning (where available) must be turned on or alternatively windows must be opened.
- Where possible, a vacant stall will be left between each trainer’s horses.
- Masks should be carried and worn in circumstances where physical distancing is not possible as they play an important role in infection control. They should also be worn if directed to do so by Stewards or Club

	<p align="center">COVID-19 Guidelines for Country Clubs conducting Trials</p> <p align="center">OFFICIAL</p>	<p align="center">INT-PR-102 (7 APR 2020)</p>
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Officials. Mask wearing rules are subject to changes in government orders and HRV will respond to these changes by sending messages to industry participants and updating information on thetrots.com.au.

Masks must be worn in line with current government orders. Current information can be found at [DH face masks](#)


- HRV and Country Clubs reserve the right to temperature test at any race meeting or trial, based on any prevailing circumstances, including, but not limited to government advice, the number of COVID-19 cases, community transmission and lockdown events. Where temperature testing is in force entry will be denied to those with temperatures of 37.6 or higher.

2. Social Distancing Strategies

Social distancing measures that have been advised by Federal and State Governments and Health Departments must be followed. The current measures must be practiced by Clubs during trial meetings:

- Abiding by social distancing guidelines and ensure 1.5 metres between persons attending racetracks. Where this is not considered reasonably practicable to perform the task, the period of time in which people are together must be restricted to the shortest amount of time necessary and PPE must be worn.
- Use floor marking and signage in areas where queuing may be expected.
- Ensuring that in rooms or areas where seating and furniture are used that, where practicable, they are set up to comply with social distancing requirements.
- Encouraging the use of masks as per government directives and where social distancing cannot be maintained.
- Establishing contact-free systems for product delivery and payment for goods and services.
- Where required by government orders, indoor gatherings may be limited to the maximum allowable as per the density quotient. When required by orders, signs must be displayed in each indoor room to clearly define the maximum persons allowed (this includes at the entrance of the room as well as inside the room).

It is important to note that in the existing changing environment surrounding COVID-19, the above social distancing and gathering requirements may change. Should this be the case, Government directives will take precedence over the above processes.

	<p align="center">COVID-19 Guidelines for Country Clubs conducting Trials</p> <p align="center">OFFICIAL</p>	<p align="center">INT-PR-102 (7 APR 2020)</p>
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3. Entry to racing venues.

Effective 11.59pm Friday 22 April, check-in using a QR code is no longer required. Clubs are no longer obligated to check the vaccination status of patrons or participants entering the racetrack, nor to ensure that a COVID Marshal is provided to verify check-in and vaccination.

Entry must be denied to any person exhibiting COVID-19 symptoms. Club Officials and gate attendants should follow the procedures for dealing with a suspected case of COVID-19 as per the club's COVIDSafe Plan.

Clubs must follow the media guidelines as described in Section 15 of the [Racetrack Access and Operational Procedures](#).

4. COVID Safe plan

Each club must establish and maintain a COVID Safe Plan.

The COVID Safe Plan details the implementation and management of:

- Hygiene and cleaning requirements,
- Training,
- Physical distancing and limits on workplace attendance,
- Record keeping,
- Response to suspected or confirmed cases of COVID-19.

4.1. Contact tracing diary

HRV recommends that licensed participants and staff maintain a contact tracing diary that records interactions with others.

The contact tracing diary should record the following:

- Location,
- Date,
- Time,
- Names and contact details (phone number or email address) of those you have come in contact with.

(Where this information is known) Refer to [close-contacts](#) for more information.

A variety of methods may be used to record movements and contacts. Examples include: email calendar, a contact tracing app, a manual diary or notebook.



COVID-19 Guidelines for Country Clubs conducting Trials **OFFICIAL**

**INT-PR-102
(7 APR 2020)**

5. Maintaining a high level of cleanliness

Clubs must ensure that the premises are cleaned thoroughly prior to, during and after the trial meeting. This may result in extra cleaning rotations being required or cleaning practices expanded to include all hard surfaces. Research suggests that coronavirus may spread via contact with contaminated hard surfaces when a person ingests it by touching their face, particularly their mouth, nose and eyes. Surfaces should be cleaned with a disinfectant solution on a regular basis (at least twice daily), using a single use cloth. This is particularly important for high touch surfaces, such as door handles, light-switches and tabletops.

6. Hand Washing and Cough Etiquette

The most effective way to prevent the spread of COVID-19 (Coronavirus) is by the regular and thorough washing of hands. The recommended duration for hand washing is at least 20 seconds, using soap and warm water. Where available, sanitisers can be used as an adjunct to the handwashing process. Sanitisers are not an alternative to hand washing.

The virus also spreads when droplets are inhaled as a result of a person coughing or sneezing. All persons are reminded to practice 'cough etiquette' by sneezing and coughing into a tissue or their flexed elbow. It is important to dispose of tissues in the rubbish bin and to wash hands after coughing and sneezing.


Clubs must provide hand sanitiser at suitable locations throughout the premises, and it may be necessary to set up tables or 'sanitising stations' for ease of access for all personnel.

Clubs must ensure that they provide access to hand washing facilities and display a selection of Government issued hygiene posters in washrooms and other suitable areas of the venue. These posters can be accessed on the Trots website: [Click here](#)

7. Food and personal items

Where clubs provide **takeaway** food service:

- All food must be packaged in single-use containers, bags, boxes, clingwrap or other suitable disposable packaging.
- Where cutlery is required, it should be handed to customers on request (no baskets or trays for self-collection)
- Barbeques are permitted, provided there is no self-service.

	<p align="center">COVID-19 Guidelines for Country Clubs conducting Trials</p> <p align="center">OFFICIAL</p>	<p align="center">INT-PR-102 (7 APR 2020)</p>
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- The Club should encourage the use of contactless payment methods via the use of EFTPOS facilities.
- Clubs should provide hand sanitiser for customer use.
- EFTPOS machines, counter tops and other surfaces must be regularly cleaned and sanitised.
- Social distancing should be maintained at all times including;
 - 1) Physical distance of 1.5 metres must be maintained between people at all times. The floor area around the service counter should be marked at 1.5m intervals by tape crosses (or similar) on the floor.
 - 2) Tables should be wiped with sanitiser between customers. (Note: Seating areas will not be provided in lockdown conditions where government directives have specified that only takeaway food is provided.)
 - 3) Where possible, there should be separate entries and exits.
 - 4) Staff in kitchen and servery areas must also maintain social distancing wherever possible.
 - 5) Where applicable and if the current orders require, the limits on the number of people allowed in a room at any one time must be adhered to in accordance with the signage displayed.
- To limit queueing, clubs are encouraged to implement pre-ordering arrangements which may be based on an electronic or paper-based system.
- Food items should be selected by the customer and handed to them by the server (customers should not be able to touch food items, even when wrapped)
- Servers must hold a Food Handling Certificate.
- Servers must wash hands frequently and use hand sanitiser.
- Servers must wear gloves when handling ready to eat foods.
- Food handlers must wear masks in line with current government directives at the time.

Suitable foods include:

- Hot chips in bags or buckets
- Other fried foods, such as dim sims and potato cakes
- Pastry items such as pies, pasties, sausage rolls and quiches
- Burger or schnitzel rolls
- Combination meals e.g. burger and chips packaged in a box or container



COVID-19 Guidelines for Country Clubs conducting Trials **OFFICIAL**

**INT-PR-102
(7 APR 2020)**

- Pre-wrapped sandwiches, rolls, cakes and biscuits
- Pre-packaged confectionary items eg chocolate bars
- Packaged salad
- Fruit
- Tea and coffee served in a takeaway cup
- Bottled water, soft drinks and juices

Clubs that have the capacity to provide a wider range of food items, especially healthy choices or more substantial meals are encouraged to do so.

If offered, lolly jars or treat baskets should contain only items are individually wrapped.

Social distancing protocols should be maintained in food service areas.

Refer to the [Racetrack Access and Operational Procedures](#) for further information on restaurants and dining, gaming venues and attendance of owners and spectators at racetracks.