



HARNESS RACING VICTORIA

HRV COVID-19 Reporting and Response Policy and Procedure

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HRV COVID-19 Reporting and Response Policy and Procedure

LRC-PP-102
(23 JUN 2020)

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Contents

1. PURPOSE.....	3
2. SCOPE.....	3
3. RESPONSIBILITIES.....	3
4. PROCEDURE.....	4
4.1. Record Keeping Requirements.....	4
4.2. Retention of records.....	5
4.3. Downloading the COVIDSafe App.....	5
4.4. What to do if you develop COVID-19 symptoms?.....	5
4.5. Reporting obligations.....	6
4.6. Contact Tracing.....	7
4.7. Responding to a confirmed case of COVID-19.....	8
4.8. Conducting a Risk Assessment.....	11
4.9. Racing and trial meetings.....	11
4.10. Public Areas.....	12
4.11. HRV Office (Flemington).....	12
4.12. Reopening.....	12
Appendix 1: Workplace risk assessment.....	13
Appendix 2: Outcome of risk assessment.....	15



HRV COVID-19 Reporting and Response Policy and Procedure

LRC-PP-102
(23 JUN 2020)

OFFICIAL

1. PURPOSE

The purpose of this policy and procedure is to ensure that Harness Racing Victoria (**HRV**), Tabcorp Park (**TP**) and Country Clubs (**Clubs**) have protocols in place to:

- Ensure that all persons entering the premises are recorded in a register for contact tracing purposes.
- Provide guidance as to the steps to take to report and contain instances where a positive Coronavirus (COVID-19) test has been confirmed or suspected.

Having strong controls in place to record who has been at the premises and having clear instructions about what must be done in the unfortunate event of a positive case of COVID-19 can greatly assist in effective response management and decrease transmission to industry personnel as well as the community in general.

2. SCOPE

This procedure applies to all persons entering Clubs, TP, or HRV premises, including but not limited to; employees and volunteers, participants, patrons, contractors and third parties. This procedure also applies to all licenced participants and essential employees (including Club, TP and HRV employees and volunteers) whether they have entered the Club venue or not, including their reporting obligations.

3. RESPONSIBILITIES

HRV personnel, TP personnel licensed participants, Clubs, and other interested parties should familiarise themselves with this policy and procedure and ensure that they exercise appropriate due diligence in carrying out their required responsibilities.

Any person employed at the Club, TP or HRV that knowingly fails to comply with the reporting requirements, may be subject to disciplinary action.

Any licensed participant who fails to comply with the above reporting requirements is subject to subject to disciplinary action under s238 of the AHRR, *“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 the harness racing industry”*.



HRV COVID-19 Reporting and Response Policy and Procedure

LRC-PP-102
(23 JUN 2020)

OFFICIAL

4. PROCEDURE

4.1. Record Keeping Requirements

To support contact tracing, all Clubs must ensure that all persons entering their venue (including staff, contractors, patrons, general public) are recorded in an Attendance register.

This includes:

- The name and contact details of any person who enters the venue (e.g. patrons, visitors, contractors, third parties).
- Attendance at races and trials (these records will be maintained via the [Infectious Disease Declarations](#), copies of which can be found on the trots website).

Where a person refuses to provide details, staff should explain the purpose of obtaining the records, and entry must be denied.

These records should include the date and time at which the person attended the venue (check in records). Where a person spends most of their time in a single space (i.e. – bistro, TAB, dining area etc) a record of the space used should also be kept. There is no need to keep multiple records if people move through multiple spaces. Records can be kept electronically or in hard copy. Records must be retained for a period of 28 days. Copies of the register should be maintained at all entry points.

It is important to highlight that it is the Club personnel that should be recording the person's name on the register, and not the person being recorded. This is to ensure that confidentiality is maintained between attendees.

Pens used to record details should be wiped with an alcohol wipe between users.

A Register Template that Clubs are encouraged to utilise, has been provided by Business Victoria via the following [link](#).

Note: the register that is maintained by the racing areas of the venue are obtained via the declarations that are completed at the entry.



HARNESS RACING VICTORIA

HRV COVID-19 Reporting and Response Policy and Procedure

OFFICIAL

LRC-PP-102
(23 JUN 2020)

4.2. Retention of records

Clubs must ensure that contact records are kept for 28 days. This makes it likely that records will be available should DHHS need to look back into who was potentially exposed to a confirmed case.

Records can be destroyed after 28 days from the date of attendance. It is vital that records maintained are kept confidential and restricted to only authorised personnel in line with privacy legislation requirements. Records must not be used for any other purpose besides contact tracing (e.g. they must not be used for marketing purposes).

4.3. Downloading the COVIDSafe App

All staff and participants are strongly encouraged to download the COVIDSafe App. The COVIDSafe App assists in contact tracing.

When someone is diagnosed with COVID-19, state and territory health officials will ask them who they have been in contact with. If they have the COVIDSafe App and provide their permission, the encrypted contact information from the app will be uploaded to a highly secure information storage system. State and territory health officials will then use the contacts captured by the app to support the contact tracing process.

4.4. What to do if you develop COVID-19 symptoms?

If you develop symptoms (i.e. – fever, cough, sore throat, tiredness or shortness of breath), particularly within 14 days of last contact of a confirmed case, you should organise to be tested for COVID-19 via a testing site. A list of COVID-19 testing sites can be found via [DHHS website](#). If there are no testing clinics listed near you, contact your doctor, local community health service or local hospital for assistance. Make sure you phone ahead and discuss your symptoms before you visit in person.

If you develop symptoms you must not attend racing or any of the Clubs and should self-isolate until you return a negative result as per DHHS requirements.



HARNESS RACING VICTORIA

HRV COVID-19 Reporting and Response Policy and Procedure

OFFICIAL

LRC-PP-102
(23 JUN 2020)

4.5. Reporting obligations

The following mandatory reporting obligations exist to anyone who is a licensed participant or an employee or volunteer of the Club, TP or HRV, including reporting instances where you have:

- Undertaken a COVID-19 test and are awaiting the result. In such circumstances, you must report when you have conducted the test as well as the results of the test. This reporting requirement is required even if you did not attend a race in the period you have undertaken the test.
- Returned a positive to a COVID-19 test.
- Been identified by DHHS as a close contact to a confirmed case of COVID-19, even if you have not attended the Club.

You must report the above by completing the [COVID-19 Reporting Form](#) on the Trots website or, alternatively by calling HRV's COVID-19 Response Team on 03 9214 0664.

You will need to provide the following information to the HRV COVID-19 Response Team:

- Details of whether you are a confirmed case, suspect you have COVID-19, awaiting results, or if you have been identified by DHHS as a close contact. If you have been tested, you must provide details as to whether the test has been conducted as part of routine testing or via being symptomatic.
- Details of attendance (Race meeting, Club, location, time) in the week that you started to feel symptoms (If applicable).
- Details of any person who you know you were in direct contact with (including those persons who you have had face to face interactions of 15 minutes or more or in the same room for 2 hours).
- Details of your movements (Areas of the Club that you were predominantly at (if applicable)).

For essential persons (Racing staff and participants), you must not return to work / participate, or have any interactions with anyone else from the industry until you have been provided medical clearance from your doctor (i.e.- returned a negative result) unless testing has been conducted as a result of routine testing and not due to being symptomatic or suspecting you may have COVID-19. Evidence to support a negative test may be required to be provided to HRV.

If you have been identified as a close contact to a confirmed case by DHHS, you will be required to be tested and only once you have obtained a negative result can you participate / enter the Club or any other Club. Evidence to support a negative test is required to be provided to HRV.



HRV COVID-19 Reporting and Response Policy and Procedure

LRC-PP-102
(23 JUN 2020)

OFFICIAL

Any licensed participant who fails to comply with the above reporting requirements is subject to disciplinary action under Rule 238 of the AHRR. Any person employed at the Club, TP or HRV that knowingly fails to comply with the reporting requirements, may be subject to disciplinary action.

4.6. Contact Tracing

Contact tracing is the process of identifying, assessing and managing people who have been exposed to a confirmed case of COVID-19. Contact tracing slows the spread of COVID-19 by:

- Advising people that they may have been exposed to COVID-19 and should monitor their health for signs and symptoms of COVID-19.
- Helping people who may have been exposed to COVID-19 get tested.
- Asking people to self-isolate if they have COVID-19 or self-quarantine if they are a close contact.

A “close contact” can be defined as someone who had greater than 15 minutes face to face, cumulative, or the sharing of a closed space for more than two hours, with a confirmed case during their infectious period. The case’s infectious period commences 48 hours prior to the onset of symptoms (or if asymptomatic, 48 hours prior to test date).

Where HRV, TP or a Club have been advised of possible or confirmed case/s of COVID-19, the HRV COVID Response team should enquire when the employee or participant first developed the symptoms as well as any interactions with the industry (these details are obtained from individuals when they are completing the [COVID-19 Reporting Form](#)).

As part of the contact tracing processes, the HRV COVID Response team and Country Clubs must:

- Obtain Attendance Registers;
- Obtain the Infectious Disease Declarations; and
- Review details within the COVID-19 Reporting Form to determine infectious period, club and participant interactions

When there is either a possible or confirmed case of COVID-19, it is important to identify persons who may be close contacts and record them on the [COVID-19 Close Contact Spreadsheet](#). Further details of this are provided in Section 4.7. below.

Close contacts that are identified must be notified. Details of this process is provided in Step 13 of Section 4.7.



HRV COVID-19 Reporting and Response Policy and Procedure

LRC-PP-102
(23 JUN 2020)

OFFICIAL

Employees or participants who are confirmed close contacts will not be able to return to work or racing until they have completed their 14-day quarantine period, provided they have no symptoms of COVID-19 and have not returned a positive test result in the interim. All identified close contacts will be required to undertake a COVID-19 test at day 11 or after of their quarantine period. They will require a negative result prior to their quarantine ending.

4.7. Responding to a confirmed case of COVID-19

The actions that must be taken to appropriately respond to either a suspected or confirmed case of COVID-19 is dependent on whether the person is a suspected case (due to being symptomatic, asymptomatic, a confirmed close contact or voluntary testing) or whether they have confirmed they have tested positive to COVID-19.

The following steps are to be taken in response to suspected and confirmed cases.

Step 1	<ul style="list-style-type: none">The suspected individual is required to undertake a COVID-19 test. If the person is at the venue at the time, they are symptomatic, they should immediately be isolated, and transported home or to a medical facility. A mask must be worn, and they should not travel by public transport.
Step 2	<ul style="list-style-type: none">The individual must complete the COVID Reporting Form on trots or contact the HRV COVID Response Team on 03 9214 0664 to report their symptoms. Details that will be obtained include, details of dates of the onset of symptoms, testing details, as well as club and participant interactions.
Step 3	<ul style="list-style-type: none">The HRV COVID Response Team will identify risks associated with the case, including the interactions and will communicate this to the Crisis Management Team.If the person had no interactions with the Club or participants during the possible infectious period, racing will continue. The suspected person must self isolate until testing results are known. This means that they must not attend any clubs or HRV premises, they must stay at home.If the person did have interactions with the Club or participants within the infectious period, HRV will make a risk-based assessment as to whether there is a threat of infection. Possible close contacts will be contacted at this point and advised not to attend races. A decision may be made to postpone races, where either there is a risk of infection to others or where there is not enough information at that point to make an informed decision.
Step 4	<ul style="list-style-type: none">Once results are known the person must advise the COVID Response Team immediately. If the results are negative, the process ends. If there is a positive result. The below sections will apply.



HRV COVID-19 Reporting and Response Policy and Procedure

LRC-PP-102
(23 JUN 2020)

OFFICIAL

Step 5	If there are more than 3 suspected cases within a 5 day period a Risk Assessment is to be completed (as per Step 6)
The below steps are only to be taken should the person return a positive result to COVID-19.	
Step 6	COVID Response Team to conduct a Risk Assessment as per Appendix 1 and Appendix 2 .
Step 7	<ul style="list-style-type: none">• Deep clean and disinfect the areas where the person and close contacts have been. DO not use those areas until this process is complete and clearance to do so has been provided by DHHS.• Use PPE when cleaning. <p>For information regarding cleaning protocols please see Safe Work Australia Cleaning to prevent the spread of COVID-19 Guide. The Risk Assessment conducted (templates provided within Appendix 1 & Appendix 2, will determine which parts of the premise is to be cleaned and closed. The possible outcomes include full closure (whole site vacated). Partial closure (part of site vacated) or continue operations as usual.</p> <p>Unless it is unreasonable to do so:</p> <ul style="list-style-type: none">• All areas used or likely to have been used by the confirmed case must be vacated for cleaning and disinfection whilst awaiting further instruction and review by DHHS.• If any parts of the workplace remain open, the employer must ensure these areas do not pose any ongoing risk of transmission to other staff, visitors or contractors who visit the site. <p>If this cannot be achieved, or if the confirmed case has accessed multiple areas across the site that cannot be effectively and safely vacated for cleaning and disinfection, the whole site must be vacated until further assessment by DHHS.</p>
Step 8	<ul style="list-style-type: none">• The Club / HRV must call the Coronavirus Hotline on 1800 675 398. <p>Follow the advice of public health officials. Ensure that you have all the details of the person (which can be obtained via Attendance Register or Declarations).</p>
Step 9	<ul style="list-style-type: none">• Conduct contact Tracing Process including:<ul style="list-style-type: none">▪ Identifying when the person was at the club and who would have been a possible close contact with the confirmed case during the infectious period. This information can be established by details on the COVID Reporting Form as well as further interviewing the person.



HRV COVID-19 Reporting and Response Policy and Procedure

LRC-PP-102
(23 JUN 2020)

OFFICIAL

	<ul style="list-style-type: none"> Obtaining the Attendance Register and Infectious Disease Declaration forms for the dates the person had interactions at the Club/s. <p>Completing these details on the COVID Close Contacts Spreadsheet as issued by DHHS.</p>
Step 10	COVID Response Team to conduct a Risk Assessment as per Appendix 1 and Appendix 2 . See Section 4.8 for details of risk assessment requirements.
Step 11	Email the completed COVID Close Contacts Spreadsheet and Risk Assessment to DHHS via COVIDEmployerNotifications@dhhs.vic.gov.au . If DHHS does not make contact within 24 hours following notification, COVID Response Team to contact DHHS on 1300 651 160
Step 12	<ul style="list-style-type: none"> HRV's Senior Advisor, OHS to contact DHHS and to ensure compliance with instructions. Regular communication should be made with DHHS and the CMT for updates and advice. <p>HRV's Senior Advisor, OHS to notify Work Safe (on 13 23 60) and using the link provided, complete the online notification of the confirmed case to worksafe, within 48 hours of the initial worksafe report.</p>
Step 13	<ul style="list-style-type: none"> CMT to approve the notification of close contacts. It is preferable to notify close contacts via telephone, however, use of text messages is also acceptable. It is important that it is done as soon as possible to ensure workers are quarantined. HRV to inform close contacts that DHHS will contact them via text message with further information, and that they should seek testing if they develop any symptoms consistent with COVID-19. The employer should support the close contacts to exclude themselves from work and must not let them attend the workplace. The following message should be sent: <p><i>You have been assessed as a close contact of a confirmed case of coronavirus (COVID-19) through your attendance at [insert name of worksite/business]. You are required to self-quarantine for 14 days from [insert date]. The Department of Health and Human Services will contact you via text message to confirm the details of your required quarantine period, and to provide you with further information. You must isolate at home and must not attend work during this time. If you develop symptoms consistent with COVID-19 you should get tested. Please see the DHHS close contacts factsheet".</i></p> HRV to distribute the DHHS Close Contacts what you need to know information sheet.
Step 14	<ul style="list-style-type: none"> Media and Communications Manager / CEO to release statement to the media and participants about the course of action to take. This will be influenced by instructions from DHHS. The privacy of those impacted should be preserved at all times.



HRV COVID-19 Reporting and Response Policy and Procedure

LRC-PP-102
(23 JUN 2020)

OFFICIAL

Step 15	<ul style="list-style-type: none">Review risk management controls relating to COVID-19 and review whether work practices may need to change.
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4.8. Conducting a Risk Assessment

The aim of the workplace risk assessment is to:

- Inform the actions a workplace needs to take in the event of a suspected cases or a confirmed case at the workplace, in order to reduce the risk of transmission and reduce the risk to others at the workplace.
- Enable rapid decision making and early response to this risk.

The objectives of the workplace risk assessment are to:

- Inform whether the workplace needs to close in part or in whole (or at all).
- Inform the extent of cleaning required (if any).
- Inform whether contact tracing should commence.
- Prepare the workplace to provide further information to DHHS.

HRV, TP and Clubs are required to undertake a risk assessment in the following scenarios:

- When there are 3 or more suspected cases within a 5-day period.
- When there is a confirmed case who attended work or racing during their infectious period.

HRV, TP and Clubs must do this as soon as reasonably practicable after they become aware of the suspected (3 or more) or confirmed case (1 or more).

The templates for the Risk Assessments are provided in Appendix 1 and Appendix 2.

Note – A risk assessment is not required for 1-2 suspected cases

4.9. Racing and trial meetings

Where an essential person has returned a positive test to COVID-19 after attending a race or trial meeting, the situation will be assessed on a case by case basis and response actions will be in line with instructions and requirements from DHHS. This will result in the racing areas of the Club being closed for a deep clean and may also result in cancellation or postponement of race meetings, until HRV has been given the all clear to re-commence racing from public health officials. Where possible HRV will attempt to re-direct racing to unaffected



HRV COVID-19 Reporting and Response Policy and Procedure

LRC-PP-102
(23 JUN 2020)

OFFICIAL

Clubs, however, this will be dependent on the directions of DHHS and the number of close contacts identified within the industry.

4.10. Public Areas

Where the confirmed case of COVID-19 has come from a public area of the Club e.g. Bistro / Dining area, only those public areas will be closed until the affected Club has been provided the all clear to re-commence operations from public health officials. During this time, racing can continue provided that there are clear lines of separation between the public areas and the racing areas.

4.11. HRV Office (Flemington)

Where the confirmed case of COVID-19 has come from a HRV employee who has been present in the HRV Office (Flemington), the office will be closed and will be thoroughly cleaned prior to allowing any persons entry to the premise, as per steps mentioned in Section 4.7 of this policy and procedure. Once notified of a confirmed case, the COVID Response team must inform the following:

- Facilities Manager, Racing Victoria.
- GM, RISE; and
- Senior Collection Manager, Australian Racing Museum.

4.12. Reopening

Following review of the initial actions by HRV, TP or the Club, DHHS will work with HRV, TP and Clubs to determine when it is safe to reopen. This may involve putting in place additional control measures to minimise the risk of further cases or transmission. DHHS will provide final approval that the workplace can reopen.

Workplaces can generally reopen once:

- All workplace close contacts have been identified, notified and are isolating.
- The workplace has been comprehensively cleaned.
- Appropriate control measures are in place to minimise further transmission.
- A 'clean' workforce is available to return to work (i.e. employees that are not close contacts or cases and therefore do not need to be in isolation).
- DHHS has authorised the reopening.



HRV COVID-19 Reporting and Response Policy and Procedure

LRC-PP-102
(23 JUN 2020)

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Appendix 1: Workplace risk assessment

Workplace risk assessment	
Information about the case(s)	
<p>Determine the infectious period <i>The infectious period is taken as 48 hours before symptom onset.</i></p> <p>Find out when the individual developed symptoms. If they did not have symptoms, the infectious period commences 48 hours prior to when the test (swab) was taken.</p>	
<p>Determine the possible exposure times. Dates and times individual(s) attended the workplace during their infectious period.</p>	
<p>Determine the work area or sites used by the individual during those times:</p> <ul style="list-style-type: none"> • Where possible, include approximate duration of time spent in each location or area within a site (e.g. specific rooms or spaces within a larger building, whether enclosed or outdoors etc.). • Were there any areas where it is less likely the individual was able to physically distance from others? 	
<p>Communal facilities or shared areas used or likely to have been used by the individual (e.g. hallways, lifts, bathrooms, tea rooms, kitchens, meeting rooms etc.).</p>	
<p>Food and drink outlets or onsite shops used by the individual.</p>	
<p>Assess if there has been close contact by the case with others on breaks (including smoking breaks), before and after work, in car parks and in transit to and from work (e.g. carpooling). Close</p>	



HRV COVID-19 Reporting and Response Policy and Procedure

LRC-PP-102
(23 JUN 2020)

OFFICIAL

contact in these circumstances will also determine whether a person is a close contact.	
Temporal factors	
Assess the timing and shifts worked by the case. Determine how many people may have been exposed to the case. Was there a crossover (contamination) between the shift the case worked and the shift before/after? Are there household contacts of the case on other shifts?	
Work site layout	
Can the area used by the individual be reliably closed for cleaning whilst maintaining operations in another part of the worksite?	
Other site considerations	
Identify any unique site management requirements. For example: <ul style="list-style-type: none">• Animal welfare and management considerations associated with site closure and/or cleaning.• Requirement of exposed key workers to carry out vital tasks to keep essential services running.• Critical need for workplace to remain open.	



HRV COVID-19 Reporting and Response Policy and Procedure

**LRC-PP-102
(23 JUN 2020)**

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Appendix 2: Outcome of risk assessment

Risk assessment outcome			
Actions taken as a result of risk assessment	<input type="checkbox"/> Continue operations as usual	<input type="checkbox"/> Partial closure (part of site vacated) <u>List areas or worksite vacated:</u>	<input type="checkbox"/> Full closure (whole site vacated)
Reason or reasons for decision (tick all that apply)	<input type="checkbox"/> Individual not present at work site during infectious period	<input type="checkbox"/> All areas used by suspected or confirmed case safely and reliably vacated for cleaning and disinfection	<input type="checkbox"/> Unable to ensure that areas that remain open do not pose any ongoing risk of transmission to other staff, visitors or contractors who visit the site
	<input type="checkbox"/> Unreasonable to implement partial or full closure of site	<input type="checkbox"/> Unreasonable to implement full closure of the site but partial closure achieved	<input type="checkbox"/> The individual(s) has accessed multiple areas across the site that cannot be effectively vacated for cleaning and disinfection
	<input type="checkbox"/> Other Provide details:	<input type="checkbox"/> Other Provide details:	<input type="checkbox"/> Other Provide details:
Date:			
Completed by:		Name:	
		Role:	
Endorsed by:		Name:	
		Role:	