



HARNESS RACING VICTORIA

HRV COVID-19 Reporting and Response Policy and Procedure

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LRC-PP-102
(23 JUN 2020)

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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 complete the QR code check-in to assist in the event that contact tracing is required.
- Provide guidance as to the steps to take to report and contain instances where a positive Coronavirus (COVID-19) test is suspected or has been confirmed.

Having strong controls in place to ensure check-in compliance and having clear instructions about what must be done in the 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 wider community.

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.

3. RESPONSIBILITIES

HRV and 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 a Club, TP or HRV who 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 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”*.

4. DEFINITIONS

Department of Health (DH) – formerly known as the Department of Health and Human Services (DHHS)

Business Continuity Team (BCT) – The team of executive leaders and subject matter experts appointed to manage business interruptions and crises. Sometimes referred to as the Crisis Management Team (CMT)



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5. PROCEDURE

5.1. Check-in and Record Keeping Requirements

To support contact tracing, clubs must ensure that all persons entering their venue (including participants, employees, volunteers, contractors, patrons and the general public, where permitted) complete the Services Victoria QR code check-in. The [Club QR Codes](#) check-in must be completed at all race meetings and trials as well as for regular attendance at the workplace.

In addition, stable hands must complete the [HRV QR code](#) in case HRV is required to undertake initial contact tracing or support Department of Health (DH) contact tracing efforts. This is because stable hand's names do not appear on the nominations listing, unlike drivers and trainers.

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

The Services Victoria check-in system records the date and time the person attended the venue.

Covid Check-in Marshals must ensure they sight evidence that the person is fully vaccinated as per [vaccination status evidence](#). Clubs are required to sight evidence of fully vaccinated status on entry but do not have to maintain records of such evidence.

In the event of technological failure, entrants may record their details on a contact register. The contact register may be accessed at the following website: [coronavirus/signs-posters-and-templates](#)

Pens used to complete manual records should be wiped with an alcohol wipe between users.

5.2. Retention of records

Where a manual contact register has been used, Clubs must ensure that records are kept for 28 days. This will support the use of the Service Victoria QR code check-in and assist contact tracing efforts should the need arise.

Records must 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).

5.3. Downloading the COVIDSafe App

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



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When someone is diagnosed with COVID-19, contact tracers 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. This information will then be used to support the contact tracing process.

5.4. The COVID Response Team

HRV's COVID Response Team is charged with managing the response to a positive COVID-19 case and ensuring that all DH requirements and internal protocols are adhered to. The COVID Response Team shall consist of the following key personnel as nominated by the Business Continuity Team (BCT)

- General Manager, Integrity
- General Manager, People and Culture
- Health Safety and Wellbeing Manager
- General Manager Media and Communications
- Risk and Compliance Manager

The COVID Response team may be supplemented with additional members drawn from the BCT, departmental managers or employees, club managers or other suitable personnel depending on requirements of the case.

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

If you develop symptoms (i.e. – fever, cough, sore throat, tiredness or shortness of breath), you should organise to be tested for COVID-19. A PCR test can be obtained at a COVID-19 testing site refer to [DH website](#). Alternatively a Rapid Antigen test (RAT) may be completed at home.

Follow this guideline for [Managing COVID-19 at home](#). Contact your doctor or local community health service if you need assistance. If symptoms worsen, call 000.

If you have COVID-19 symptoms or are required to isolate due to being a contact or waiting for a test result, you must not attend race meetings or Clubs and should self-isolate until you return a negative result or complete your self-isolation period as per DH requirements.

5.6. Reporting obligations

The following mandatory reporting obligations exist for anyone who is a licensed participant or an employee or volunteer of a Club, TP or HRV.

You must report instances where you have:



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- Undertaken a COVID-19 PCR 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 should be followed even if you did not attend a race meeting or club in the period you have undertaken the test.
- Returned a positive COVID-19 PCR or RAT. (Do not report a negative RAT)
- Been identified by DH as a social or close contact of a confirmed case of COVID-19.

You must report by completing the [COVID-19 Reporting Form](#) on thetrots.com.au or call HRV's COVID-19 Response Team on 03 9214 0664.

You will need to provide the following information and details of:

- Whether you are a confirmed case a household or close contact of a confirmed case, suspect you have COVID-19, awaiting results, or have visited an exposure site. You must provide details as to whether the test has been conducted as part of routine testing or because you had symptoms.
- Attendance at harness racing venues (Race meeting, Club, location, time) in the week prior to your test (If applicable).
- Any person you were in direct contact with (including those persons with whom you have had face to face interactions or have spent time in the same room).
- Your movements, including areas of the Club that you attended (if applicable).

If you have had a COVID-19 test, essential persons (Racing employees, volunteers and participants), must not return to work / participate or have any interactions with anyone else from the industry until you have returned a negative result and satisfied the applicable isolation requirements. Evidence to support a negative test may be required by HRV. Persons who have tested positive must quarantine for 7 days and do not require further test.

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.

5.7. 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.
- Assisting people who may have been exposed to COVID-19 get tested.
- Directing people to self-isolate if they have COVID-19 or self-quarantine if they are a close contact.



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A close contact is someone who has been identified by Department of Health contact tracers as having spent at least 4 hours, at a household or other indoor environment with someone who has COVID-19.

Where HRV, TP or a Club have been advised of possible or confirmed case/s of COVID-19, the HRV COVID Response team should ascertain 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 complete the [COVID-19 Reporting Form](#), but should be verified by direct contact with the affected person.

As part of the contact tracing processes, the HRV COVID Response team may:

- Access the driver and trainer nominations
- Check HRV check-in records for stable hand attendance
- Obtain any manual records e.g. contact registers
- Review details within COVID-19 Reporting Form/s to determine infectious period, club and participant interactions.

5.8. Responding to a confirmed case of COVID-19

The following government resources must be accessed when responding to suspected and confirmed cases of COVID-19.

The workplace information pack contains information about employer obligations and how to complete the required steps. <https://www.coronavirus.vic.gov.au/confirmed-case-workplace>.

This document provides detailed guidance on actions to be taken if there are confirmed or suspected cases of COVID-19 in the workplace.

Steps to be taken for Suspected Case of COVID-19	
<u>Step 1</u>	<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 or testing facility. A mask must be worn, and they should not travel by public transport.
<u>Step 2</u>	<ul style="list-style-type: none">• The individual must complete the COVID Reporting Form on thetrotts.com.au or contact the HRV COVID Response Team on 03 9214 0664 to report their PCR test or positive rapid antigen test. Details that will be obtained include dates of the onset of symptoms, testing details, as well as club and participant interactions.
<u>Step 3</u>	<ul style="list-style-type: none">• The HRV COVID Response Team will identify risks associated with the case, including the number and type of interactions and will communicate this to the BCT. HRV will make a risk-based assessment as to the next required steps, which may include, but are not limited to:• Waiting for test results

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	<ul style="list-style-type: none"> Isolating those who may be considered 'high risk' Pre-planning the postponement or relocation of race meetings in the event that the result of the COVID test is positive.
<u>Step 4</u>	<ul style="list-style-type: none"> If there are 5 or more suspected cases within a 7-day period a Risk Assessment is to be completed using the government Workplace risk assessment template
<u>Step 5</u>	<ul style="list-style-type: none"> Once results are known the person must advise the COVID Response Team immediately using COVID Reporting Form. If the results are negative, the process ends. If there is a positive result. The following section applies.
Steps to be taken for Confirmed Case of COVID-19	
<u>Step 1</u>	<ul style="list-style-type: none"> Advise HRV Health, Safety & Wellbeing Manager of positive case. Ensure positive case has reported via COVID Reporting Form Someone from the management team can report on behalf of the person if necessary (e.g. if they are really sick)
<u>Step 2</u>	<p>Identify the workplace contacts of the infectious worker. Use the Government documents 'Contact assessment and management guide' which can be accessed HERE and COVID-19 Close contacts spreadsheet for Victorian workplaces to assist.</p> <p>Use the Contact Assessment and Management Matrix from the guide to determine close contacts. Complete the Contacts Spreadsheet</p> <p>The identification of close contacts may be supported by:</p> <ul style="list-style-type: none"> Information provided via the COVID-19 test reporting form/s CCTV footage Nominations lists Employee and volunteer rosters Stable hand check-ins via the HRV QR Code check-in Manual contact registers
<u>Step 3</u>	Retain the Contacts spreadsheet in the event that DH contacts the club or HRV.
<u>Step 4</u>	The HRV Health, Safety & Wellbeing Manager will complete incident report on Protecht system - Incident Reporting
<u>Step 5</u>	<ul style="list-style-type: none"> Where there has been 5 cases in a 7 day period, the HRV Health, Safety & Wellbeing Manager in conjunction with the COVID Response team complete the Workplace risk assessment. If exposure was not at a race meeting, a Club representative will complete this task. The aim of the risk assessment is to inform actions and decisions to be taken to reduce the risk of transmission and ensure early response to the risk. It will assist in clarifying times and location of exposure as well as who and how many persons may be close contacts The risk assessment will also help inform decision making in relation to scheduled race meetings and the need to cancel, postpone or relocate.

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	<ul style="list-style-type: none"> Where there is a lack of available information to inform safe and effective decision making relating to the procession of race meetings, a conservative approach may be adopted, and racing may be suspended temporarily.
<u>Step 6</u>	<ul style="list-style-type: none"> Contact the workplace contacts and inform them they should monitor for symptoms and if available complete a rapid antigen test for 5 days. Only notify those that fall into the criteria in 3 above. (i.e. direct contacts of the positive case) Provide them with the Your COVID Checklist Coronavirus Victoria link for information about what they should do. Ask them to complete the COVID Reporting Form if they have a PCR test or test positive on a RAT Advise them that will need to provide evidence of their negative test result, before they return to work. You must keep records of the contacts and their test results. If they are planning to attend a PCR testing centre, they should be advised to request free rapid antigen tests (RAT) as they are a workplace contact.
<u>Step 7</u>	<ul style="list-style-type: none"> If the positive case had contact with a number of industry participants, BCT to approve the notification of possible close contacts. The following initial messages should be sent to those believed to have had exposure: <p>TEXT 1 COVID-19 Exposure. <Insert location> identified as an exposure site XX/XX/202X. Get tested immediately quarantine and follow Your COVID Checklist Coronavirus Victoria instructions. (Alternatively, 'monitor for symptoms' may be advised depending on circumstances),</p> <p>TEXT 2 Report your test via HRV COVID test Reporting OR advise HRV on <insert number> if you did not attend < Insert location> on XX/XX/202X</p>
<u>Step 8</u>	<p>Follow up communications to be sent to industry participants by the General Manager Media and Communications as required.</p> <p>The communications should:</p> <ul style="list-style-type: none"> Identify the exposure location, time and any further updates advised by DH or uncovered via internal investigations. Direct anyone that was exposed to the positive case to get tested or to monitor for symptoms. Detail arrangements related to cancelation, postponement or relocation of race meetings. Remind participants of the requirement to report COVID-19 testing. Reiterate the biosecurity protocols and procedures in place. Provide information related to IAP access. <p>The People and Culture team shall prepare employee communications, in line with above and supported by a CEO Town Hall meeting.</p>
<u>Step 9</u>	<p>Monitor reports from the COVID Reporting Form.</p> <p>e.g. negative test results and further testing results from employees if required.</p>



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	<ul style="list-style-type: none">• Monitor COVID-19 test reporting to identify those who may not have got the message relating to exposure or not acted on the instructions.• Enlist departmental/club support to follow-up with these individuals via telephone. <p>The privacy of those impacted should be preserved at all times.</p> <ul style="list-style-type: none">• Update the Contacts Spreadsheet as required.
<u>Step 10</u>	If 5 or more employees test positive to COVID-19 within 7 days the Department of Health should be notified by completing the COVID-19 outbreak notification form Coronavirus Victoria . For further information contact DH on 1300 651 160
<u>Step 11</u>	If requested by the Department of Health, send the completed Close contact spreadsheet and the completed Workplace risk assessment to covidemployernotifications@dhhs.vic.gov.au .
<u>Step 12</u>	Where exposure occurred at a race meeting, the HRV Health Safety and Wellbeing Manager to update the Protecht incident report to include all the documents so that they are all stored together. Close off the incident.
<u>Step 13</u>	At HRV or Club level: <ul style="list-style-type: none">• Review risk management controls relating to COVID-19 and review whether work practices may need to change.• Review COVIDSafe plan, including a review of cleaning procedures.
<u>Step 14</u>	For more information Confirmed case in the workplace Coronavirus Victoria

5.9. Racing and trial meetings

Where an essential person has returned a positive COVID-19 result and it has been determined that they attended a race or trial meeting during their infectious period, the situation will be assessed on a case-by-case basis and response actions will be in line with the requirements of DH (as per the table above.) This may result in cancellation or postponement of race meetings, until the situation can be managed, and a risk assessment undertaken. Where possible, HRV will attempt to re-direct racing to unaffected Clubs, however, this will be dependent on the number of contacts identified within the industry and the nature of the exposure.

5.10. Public Areas

Where the confirmed case of COVID-19 has come from a public area of the Club e.g. Bistro / Dining area, the club should complete the steps in the table above. Clubs may seek assistance of the HRV Health Safety and Wellbeing Manager.



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5.11. HRV Office (Flemington)

Where the confirmed case of COVID-19 is an employee who has been present in the HRV Office (Flemington), the office may be temporarily closed, or attendees restricted whilst contact tracing occurs. After notification of a confirmed case, the COVID Response team must follow the steps in the table above and inform the following:

- Facilities Manager, Racing Victoria.
- Senior Collection Manager, Australian Racing Museum.

5.12. Review

A review of actions and control measures implemented will be undertaken to determine if additional control measures are required to minimise the risk of further cases or transmission.

This will generally occur when:

- All workplace close contacts have been identified, notified and are isolating.
- 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).