



HARNESS RACING VICTORIA

HRV Confirmed Case of COVID-19 Policy and Procedure

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HRV Confirmed Case of COVID-19 Policy and Procedure

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**) 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.

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 and HRV premises, including but not limited to; HRV employees, participants, patrons, contractors and third parties.

3. RESPONSIBILITIES

HRV 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.

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 a Contacts register.

This includes:

- The name and contact details of any person who enters the venue (e.g. patrons, visitors, contractors, third parties).



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- 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 records, 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.

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.



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

4.5. Positive COVID-19 Test

Any person who has attended Club premises (either as a patron or as part of their work), must report their result to HRV immediately. You can report it via hrvohsreporting@hrv.org.au or by calling HRV's COVID-19 Response Team on 03 9214 0664 as soon as you become aware that you have tested positive for COVID-19.

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

- When did you attend (Race meeting, Club, location, time) in the week that you started to feel symptoms?
- Details of any person who you know you were in direct contact with.

For essential persons (Racing staff and participants), you must not return to work / participate until you have been provided medical clearance from your doctor.

For those persons who have been identified as a contact to a confirmed case, you will be required to be tested and only once you have obtained a negative result can you enter the Club or any other Club.



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4.6. Responding to a confirmed case of COVID-19

The actions you should take to appropriately respond to either a suspected or actual case of COVID-19 is dependent on whether the person is displaying symptoms whilst at the premise (suspected COVID-19) or whether they have confirmed they have COVID-19 post attendance at the premise.

If you suspect a person to be unwell with symptoms whilst at the Club, please follow the steps below.

Step 1	<ul style="list-style-type: none">• If the person has serious symptoms such as difficulty breathing call 000 for urgent medical help.• Isolate the person from others and provide a disposable mask if available, for the person to wear. Also provide a mask to anyone who is assisting the person.
Step 2	<ul style="list-style-type: none">• Check to ensure that the person's name and contact details have been inputted into the Contact Register (for public areas) or you have the persons completed Declaration form (for racing areas).• Ensure that the person is aware of their obligation to confirm their symptoms via testing.
Step 3	<ul style="list-style-type: none">• Organise transportation to the person to their home (in a personal vehicle not public transport) or medical facility.
Step 4	<ul style="list-style-type: none">• If the person is a HRV / Club employee or essential personnel, ensure that the person has confirmed their symptoms with a test. Do not allow the person back to the track / Club unless they have confirmed a negative result.
Step 5	<ul style="list-style-type: none">• After testing results come back do the following:<ul style="list-style-type: none">▪ If results are negative, continue operations.▪ If results are positive, DHHS will contact the Club as part of their contact tracing activities. The Club must advise HRV immediately when this occurs (via phoning the HRV COVID-19 Reporting Line on 03 9214 0664). All or part of the Club may need to be closed and this will be assessed by DHHS on a case by case basis. Follow Step 6 onwards. Further information relating to closure of operations is provided in Sections 4.7, 4.8 and 4.9 of this policy and procedure.



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The below steps are only to be taken should the person return a positive result to COVID-19.

Step 6	<ul style="list-style-type: none">• 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.</p>
Step 7	<ul style="list-style-type: none">• Report the matter to HRV's COVID-19 Reporting Line on 03 9214 0664.• HRV's COVID-19 Response Team to obtain all details pursuant to the confirmed case (i.e. – persons details, Contacts Register, date and time, area of the Club).
Step 8	<ul style="list-style-type: none">• HRV COVID-19 Response Team to immediately notify Crisis Management Team (CMT).
Step 9	<ul style="list-style-type: none">• HRV / Club personnel to ensure that direction from DHHS is followed.• DHHS to identify close contacts of confirmed case (club to provide Contact Register).• If instructed by DHHS, tell close contacts that they have been exposed to COVID-19 and the requirement for quarantine. Ensure that privacy of all individuals involved is maintained at all times.
Step 10	<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.
Step 11	<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 heavily influenced by instructions from DHHS. The privacy of those impacted should be preserved at all times.
Step 12	<ul style="list-style-type: none">• Review risk management controls relating to COVID-19 and review whether work practices may need to change.

If a person is not at the premises but has confirmed they are COVID-19 positive and have recently attended the Club, follow the steps below.

Step 1	<ul style="list-style-type: none">• The Club / HRV must call the Coronavirus Hotline on 1800 675 398.• Follow the advice of public health officials. Ensure that you have all the details of the person (which can be obtained via Contacts Register or Declarations).
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Step 2	<ul style="list-style-type: none">Identify who at the workplace had close contact with the affected person. This will be conducted by collating details of your Contact Register. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.
Step 3	<ul style="list-style-type: none">Ensure that access to the area of the Building impacted is not permitted. Further information relating to closure of operations is provided in Sections 4.7, 4.8 and 4.9 of this policy and procedure.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.For information regarding cleaning protocols please see Safe Work Australia Cleaning to prevent the spread of COVID-19 Guide.
Step 4	<ul style="list-style-type: none">Report the matter to HRV's COVID-19 Reporting Line on 03 9214 0664.HRV's COVID-19 Response Team to obtain all details pursuant to the confirmed case (i.e. – persons details, Contacts Register, date and time, area of the Club).
Step 5	<ul style="list-style-type: none">HRV COVID-19 Response Team to immediately notify Crisis Management Team (CMT).
Step 6	<ul style="list-style-type: none">HRV / Club personnel to ensure that direction from DHHS is followed.DHHS to identify close contacts of confirmed case (club to provide Contact Register).If instructed by DHHS, tell close contacts that they have been exposed to COVID-19 and the requirement for quarantine. Ensure that privacy of all individuals involved is maintained at all times.
Step 7	<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.
Step 8	<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 heavily influenced by instructions from DHHS. The privacy of those impacted should be preserved at all times.
Step 9	<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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4.7. Racing and trial meetings

Where an essential person has returned a positive test to COVID-19 after attending a race meeting or a trial meeting, the case will be assessed on a case by case basis and will be heavily influenced by instructions and requirements of DHHS. This may result in all or part of racing being postponed, until HRV has been given the all clear to re-commence racing from public health officials.

4.8. Public Areas of Clubs

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 HRV / 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.

4.9. 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 4.6 of this policy and procedure.