



HARNESS RACING VICTORIA

# HRV COVID-19 Reporting and Response Policy and Procedure

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9	26 April 2022	General update to align with the easing of restrictions and removal of QR requirements.



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# **HRV COVID-19 Reporting and Response 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**), Tabcorp Park (**TP**) and Country Clubs (**Clubs**) have protocols in place to carry out the steps required to report and contain instances where a positive Coronavirus (COVID-19) case has been confirmed.

Having strong controls and 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)

## 5. PROCEDURE

### 5.1 The COVID Response Team

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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)

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

### 5.2 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](#) for testing locations. 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 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.

### 5.3 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 returned a positive COVID-19:

- PCR test
- Rapid Antigen Test (RAT). (Do not report a negative RAT using the online form)

You must report by completing the [COVID-19 Reporting Form](#) on [thetrots.com.au](http://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:

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- 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, you must not return to work / participate or have any interactions with anyone else from the industry until you have returned a negative result. 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 a 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.

### **5.4 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.

Where HRV, TP or a Club have been advised of a 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:

- Driver and trainer nominations
- CCTV footage
- Details within COVID-19 Reporting Form/s to determine infectious period, club and participant interactions.
- Employee and volunteer rosters

### **5.5 Responding to a confirmed case of COVID-19**



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The following government resource should 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"><li>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.</li></ul>
<u>Step 2</u>	<ul style="list-style-type: none"><li>The individual must complete the <a href="#">COVID Reporting Form</a> on thetrotts.com.au (or contact the HRV COVID Response Team on 03 9214 0664) to report their positive PCR or rapid antigen test. Details that will be obtained include dates of the onset of symptoms, testing details, as well as club and participant interactions.</li><li>If the results are negative, the process ends. If there is a positive result refer to below 'Steps to be taken for Confirmed Case of COVID-19'.</li></ul>
<u>Step 3</u>	<ul style="list-style-type: none"><li>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.</li></ul>

### Steps to be taken for Confirmed Case of COVID-19

<u>Step 1</u>	<ul style="list-style-type: none"><li>Advise HRV Health, Safety &amp; Wellbeing Manager of positive case. (03 92140664)</li><li>Ensure positive case has reported via <a href="#">COVID Reporting Form</a></li><li>Someone from the management team can report on behalf of the person if necessary (e.g. if they are really sick)</li></ul>
<u>Step 2</u>	<p>Identify the workplace contacts of the infectious worker. Refer to "Case in the Workplace" which can be accessed <a href="#">HERE</a>.</p> <p>The identification of workplace contacts may be supported by:</p> <ul style="list-style-type: none"><li>Information provided via the COVID-19 test reporting form/s</li><li>CCTV footage</li><li>Nominations lists</li><li>Employee and volunteer rosters</li></ul>
<u>Step 3</u>	<p>Where there has been 5 cases in a seven day period at the same location, the HRV Health, Safety &amp; Wellbeing Manager will complete incident report on Protecht system - <a href="#">Incident Reporting</a></p>



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<u>Step 5</u>	<ul style="list-style-type: none"> <li>Where there has been 5 cases in a 7 day period at the same location, the HRV Health, Safety &amp; Wellbeing Manager in conjunction with the COVID Response team may complete the <a href="#">Workplace risk assessment</a>. If exposure was not at a race meeting, a Club representative may complete this task.</li> <li>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</li> </ul>
<u>Step 6</u>	<ul style="list-style-type: none"> <li>Contact the workplace contacts and inform them they should monitor for symptoms and complete a rapid antigen test for 5 days.</li> <li>Advise them that will need to provide evidence of their negative test result, before they return to work. Records must be kept of the contacts and their test results.</li> <li>Only notify those that have had 15 minutes face to face contact or two hours in the same indoor space.</li> <li>Provide them with the <a href="#">Your COVID Checklist   Coronavirus Victoria</a> link for information about what they should do.</li> <li>Ask them to complete the <a href="#">COVID Reporting Form</a> if they have a positive PCR test or RAT.</li> <li>Free rapid antigen tests (RAT) are available at PCR testing centres. HRV also maintains a supply of RATs that can be distributed to employees</li> </ul>
<u>Step 7</u>	<ul style="list-style-type: none"> <li>If the positive case had contact with a number of industry participants, BCT to approve the notification of possible close contacts.</li> <li>The following sample messages may be sent to those believed to have had exposure:</li> </ul> <p>SAMPLE TEXT</p> <p>COVID-19 exposure site &lt;Insert location&gt; XX/XX/202X. Please monitor and test if symptoms develop. Follow <a href="#">Your COVID Checklist   Coronavirus Victoria</a></p> <p>SAMPLE EMAIL</p> <p>Harness Racing Victoria (HRV) is aware of COVID-19 positive cases that attended &lt;Insert race meeting location&gt;.</p> <p>In line with current government &lt;recommendations/directions/orders&gt;, anyone feeling unwell or with symptoms should get tested and not attend harness racing venues.</p> <p>For the latest information stay in touch with HRV's <a href="#">COVID-19 information page</a></p>
<u>Step 8</u>	<p>Follow up communications may be sent to industry participants by the General Manager Media and Communications as required.</p> <p>If required, this communication should:</p> <ul style="list-style-type: none"> <li>Identify the exposure location, time and any further updates advised by DH or uncovered via internal investigations.</li> <li>Direct anyone that was exposed to the positive case to get tested or to monitor for symptoms.</li> <li>Detail arrangements related to cancelation, postponement or relocation of race meetings.</li> <li>Remind participants of the requirement to report COVID-19 testing.</li> </ul>



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	<ul style="list-style-type: none"><li>• Reiterate the biosecurity protocols and procedures in place.</li><li>• Provide information related to IAP access.</li></ul> <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 <a href="#">COVID Reporting Form</a> and employee negative RAT reports.</p> <p>Where industry wide exposure possibly occurred, it may be necessary to;</p> <ul style="list-style-type: none"><li>• Monitor COVID-19 test reporting to identify those who may not have got the message relating to exposure or not acted on the instructions.</li><li>• Enlist departmental/club support to follow-up with these individuals via telephone.</li><li>• Update the Contacts Spreadsheet as required if this was used.</li></ul> <p>The privacy of those impacted should be preserved at all times.</p>
<u>Step 10</u>	<p>If 5 or more employees test positive to COVID-19 within 7 days the Department of Health should be notified by completing the <a href="#">COVID-19 outbreak notification form   Coronavirus Victoria</a>. For further information contact DH on <b>1300 651 160</b></p>
<u>Step 11</u>	<p>If requested by the Department of Health, send the completed <a href="#">Close contact spreadsheet</a> and the completed <a href="#">Workplace risk assessment</a> to <a href="mailto:covidemployernotifications@dhhs.vic.gov.au">covidemployernotifications@dhhs.vic.gov.au</a>.</p>
<u>Step 12</u>	<p>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.</p>
<u>Step 13</u>	<p>At HRV or Club level:</p> <ul style="list-style-type: none"><li>• Review risk management controls relating to COVID-19 and review whether work practices may need to change.</li><li>• Review COVIDSafe plan, including a review of cleaning procedures.</li></ul>
<u>Step 14</u>	<p>For more information <a href="#">Confirmed case in the workplace   Coronavirus Victoria</a></p>

### **5.6 Racing and trial meetings**

Where a 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.)

### **5.7 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 relevant steps in the table above. Clubs may seek assistance of the HRV Health Safety and Wellbeing Manager.





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### **5.8 HRV Office (Flemington)**

Where the confirmed case of COVID-19 is an employee who has been present in the HRV Office (Flemington) all employees who attended the office during the identified time frame will be asked to complete RATs and monitor for symptoms for five days. Employees will be required to submit evidence of negative RATs before attending the workplace. The following personnel may need to be notified if there is suspected exposure to their employees:

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

### **5.9 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 transmission in the future.

This will generally occur when:

- All workplace contacts have been identified, notified and have been directed to undertake RATs for five days.
- Appropriate control measures are in place to minimise further transmission for the current case/s.