



HARNESS RACING VICTORIA

## COVID-19 RACETRACK ACCESS AND OPERATIONAL PROCEDURE

Approved by:		Date of Approval
EMT		20/03/2020
Business Unit		Document Owner
Integrity		GM Integrity
		Document Writer
		Health Safety and Wellbeing Manager
Revision Number	Date Effective	Revision Description
0	20 March 2020	New Edition
1	27 March 2020	Added information regarding temperature testing and infection control. Added Club Hygiene Checklist to appendix.
2	31 March 2020	Added information in section 11 regarding lollies and treats. Updated declaration.
3	08 April 2020	Section 5 - Added regionalisation, driver colours. Section 6 –Return of declaration forms Section 9 – updated social distancing guidelines
4	14 April 2020	Section 6 – issue of wrist bands added Section 11 – no tea and coffee stations
5	26 May 2020	Section 5 – reduction of regions from 6 to 3 Section 11 – takeaway food
6	29 May 2020	Section 11 – Added: Dining services – restaurants and bistros
7	10 July 2020	General revision to reflect new process and guidelines. Updated wording to reflect Government recommendation to wear face masks where you cannot social distance.
8	17 July 2020	Updated wording to reflect government request that all Victorians should wear masks. Added link to COVID-19 reporting form.
9	23 July 2020	Updated regarding mandatory wearing of masks.
10	5 Aug 2020	Updated section 8 Restrictions, updated racing regions and worker's permit. Added section on COVID Safe plan and added items to social distancing section.
11	12 Aug 2020	Updated sections - 5 Procedures/masks evidence of medical condition, 6 Declaration to include email address. 15 Media
12	01 Sep 2020	Section 6 – Declarations and wrist bands
13	28 Sep 2020	Face covering altered to face masks, based on Government direction. Stages to COVID Normal added to section 12.1.
14	17 Nov 2020	General review and update 'racing colours' and Food and dining section
15	25 Nov 2020	Updated – masks not required outdoors and section 12.1, 12.2 & 14, Added 12.3
16	07 Dec 2020	Updated – masks must be carried & only required to be worn where social distancing cannot be maintained. Update section 12 in relation to hospitality
17	16/12/2020	Altered limitation on stable hands, updated S12 – BBQ, Updated S12.3 Gaming Updated 12.1 & 12.3 in relation to owners
18	31/12/2020	Updated – Face masks to be worn when indoors.
19	12/01/2021	S12.3 – general update of section with specific update to - Children must not attend the stalls, even if a registered owner
20	18/01/2021	Updated – masks must be carried & only required to be worn where social distancing cannot be maintained.
21	04/02/2021	Updated – refer to government directives related to wearing face masks indoors. Phasing out of paper declarations.
22	12/03/2021	Updated – children and spectators permitted in the racing area.
23	25/03/2021	Phasing out of the Infectious Disease Declaration
24	27/05/2021	Update to various sections in relation to mask wearing, temperature testing, lockdowns
25	04/06/2021	General review and update, update section 13
26	12/08/2021	Update- must check-in using HRV QR code as well as Services Victoria, Reintroduction of stable hand limit
27	16/08/2021	Changed all 'must login with both QR Codes' to 'stable hands only'. Added detail relating to the wearing of masks by drivers.



# HRV COVID-19 Racetrack Access and Operational Procedure

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**INT-PR-101  
(20 Mar 2020)**


28	20/09/2021	General revision. Added details of Lawful Exemption – Masks, food vouchers
29	18/10/2021	Added vaccination information
30	1/11/2021	General Revision and update, removal of broken links, updated references, updated owners, sponsors and spectators
31	26/11/2021	Update to vaccination information, general revision and removal of obsolete references
32	16/12/2021	Updated to reflect vaccination status change to only those over 18. Changed references to Directions to (Pandemic) Orders.

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## 1. PURPOSE

Harness Racing Victoria (“HRV”) is committed to ensuring that the safety of HRV employees, visitors, contractors and licensed participants is our core priority.

This Procedure aims to eliminate or otherwise minimise risks associated with the spread of COVID-19 within the wider Harness Racing community.

This commitment is demonstrated by the implementation of procedures to ensure that infection control processes and mass gathering restrictions are followed, requirements for isolation are met and in so far as possible racing operations are maintained.

HRV recognises the need to provide opportunities for participants to continue to earn a living and maintain care of their horses as well as their own health. For this reason, HRV may exercise discretion in terms of scheduling of race meetings, including times and locations. All participants are requested to exercise judgement in terms of the duration of their attendance at a track.


The core objective of this procedure is to provide defined guidelines that set out the procedures and steps to follow in order to manage the impact of current COVID-19 pandemic on the industry.

Including:

- Monitoring expert advice as the situation develops by utilising reputable information sources, such as the Department of Health and Human Services.
- Providing information to participants and employees in a regular and timely manner to keep them updated
- Monitoring access by essential personnel and participants to race meetings
- Permitting spectators in line with government restrictions

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- Providing and maintaining a working environment that is safe and without risk to health so far as is reasonably practicable
- Reviewing infection control policies, procedures and practices to ensure they are effective and being followed
- Liaising with and monitoring the health of employees who may have:
  - been exposed to a confirmed case of COVID-19
  - been required to self-isolate
  - recently travelled overseas

This procedure is also supported by the Coronavirus Response Plan.

**It is important to note that due to the progress of COVID-19 (Coronavirus) and the daily changing situation, aspects of the procedure are subject to change based on circumstances and at the discretion of the Crisis Management Team (CMT).**


## 2. SCOPE

This procedure applies to all race day officials, employees and clubs.

## 3. DEFINITIONS

**COVID-19** (Coronavirus) is a respiratory illness caused by a new virus. Symptoms range from a mild cough to pneumonia. Some people recover easily, others may get very sick very quickly. There is no treatment at this stage. There is evidence that it spreads from person to person, so good hygiene can prevent infection.

**Essential personnel** are those personnel without whom a race meeting cannot proceed. Essential personnel includes; but is not limited to; participants, stewards, judges, starters, mobile driver, photo-finish operator, clerk of course, track attendant, curator, ambulance officials, camera operators, gate attendant, club officials, numbers attendant, vets, ambulance officials, security and approved media. Various other operational or support staff such as track workers and food &

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beverage attendants may be added to this list at the discretion of club management, based on their requirements for services.

**Face Covering** may be defined as a mask made from paper or textile, designed or made to be worn over the nose and mouth to protect the wearer. A face covering may also include scarf bandana or face shield. Government orders state that face coverings are not permitted and fitted masks must be worn.

**Pandemic** is used to describe an epidemic that affects the whole population across every continent. A pandemic occurs when:


- A new subtype of virus emerges in humans to which most people have not been previously exposed and are therefore, highly susceptible
- The virus causes serious disease in humans (especially the elderly, infants and people suffering with respiratory illnesses)
- The virus is easily and rapidly spread between humans, infecting large numbers of people worldwide and causing many deaths

**Participants** – are defined as those persons who hold a participant's license, such as drivers and trainers

**Race meeting** for the purposes of this procedure a race meeting also includes a trial meeting

**Self-isolation** is a period of time where a person does not go to public places including work, school, childcare, university or public gatherings if they have been overseas or been in close contact with a confirmed case of coronavirus. Only people who usually live with the isolated person should be in the home. Do not see visitors. During the period of isolation, the person should monitor themselves for symptoms including fever, cough, sore throat, tiredness, shortness of breath, chills, body aches, running nose and muscle pain. If they experience these symptoms, they should seek medical attention.

**World Health Organisation**

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The World Health Organisation (WHO) is a specialised agency of the United Nations that is concerned with world public **health**. It is headquartered in Geneva, Switzerland. The WHO is a member of the United Nations Development Group. Visit the [WHO website](#).

## 4. RESPONSIBILITY

HRV personnel, licensed participants, club officials and other interested parties should familiarise themselves with this procedure and ensure appropriate due diligence is exercised in carrying out their required responsibilities.

## 5. PROCEDURES FOR RACE-TRACK ACCESS DURING COVID-19 (CORONAVIRUS) PANDEMIC


Harness Racing Victoria implements any required restrictions regarding access to race meetings in line with Victorian Government orders or restrictions

The following measures have been put in place:

- Dependent upon government directives, and in particular during lockdown situations, essential persons may be required to carry a worker permit. Where this is required, it is the responsibility of the essential person or their employer to issue the worker permit. When travelling to races and trials, participants must carry identification (eg driver's licence) and HRV registration card. It is also recommended that they have access to the form guide to verify their engagement.
- During periods of lockdown, members of the public are not permitted to attend race meetings. Outside of lockdown periods, members of the public will be permitted in line with government orders.
- Only drivers engaged for the meeting will be permitted in the driver's room.
- Social distancing – avoid shaking hands, stay 1.5 metres away from others.
- Good hygiene practices, regularly washing and sanitising of hands.

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- Where possible, a vacant stall will be left between each trainer's horses.
- HRV reserves the right to temperature test at race meetings, 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 a temperature of 37.6 or higher.
- Wrist bands are no longer required but may be used by clubs to segregate different areas/locations.
- Participants, essential staff and others (as permitted) will be required to check-in using the individual [Club QR codes](#) when entering the track. Stable hands will also be required to complete the [HRV Check-in form](#).
- Participants will be required to show evidence of being fully vaccinated against COVID-19 at check-in, in line with the government [Pandemic Orders](#):
- Clubs should ensure that they have enough staff and volunteers to act as COVID Marshals and COVID Check-in Marshals.
- 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.
- As a precautionary measure, to avoid sharing silks, during the period 9 April 2020 until 19 November 2020, drivers competing at Victorian harness racing meetings wore one set of colours for the entire program. Effective as of 20 November 2020, owner's colours were re-instated. HRV reserves the right to re-introduce the wearing of one set of colours based on the prevailing circumstances, including, but not limited to government advice, the number of COVID-19 cases, community transmission and lockdown events.

## 5.1 Masks

Mask wearing rules are subject to changes in government pandemic orders and HRV will respond to these changes by sending messages to industry participants and updating information on [thetrots.com.au](http://thetrots.com.au). Face masks must be worn in accordance with Government directives. For current directives, please refer to [DH face masks](#).


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- Masks play an important role in infection control, especially where it is not possible to maintain physical distancing.
- When masks are required - Face coverings such as scarves, bandanas and face shields are not permitted and fitted masks must be worn. Fitted snoods, buffs or gaiters may be worn as long as they cover both the nose and mouth snugly and are secure around the neck and lower face with no gaps along the nose ridge or the top of the garment.
- Where mask wearing is **not** currently mandated by government directives, masks must be carried at all times and worn in circumstances where physical distancing is not possible or if directed to do so by Stewards or Club Officials.
- Where masks are required indoors but not outdoors, participants must ensure that they put their mask on when entering indoor areas, even for short periods.
- In circumstances where there are differing restrictions in metropolitan and regional areas, HRV will apply whichever restrictions are the most stringent. This is due to the fact that there will be a combination of regional and metropolitan participants and staff in attendance and the impracticality of monitoring different restriction levels.
- Where mask wearing **is** mandated by government directives, the only exception to this rule is that drivers will not be required to wear a mask once seated in their sulky and entering the track to compete. As per the government directives, they must wear a mask at all times when not seated in their sulky.
- Those who cannot wear a mask for medical reasons, must complete a Lawful Exemption Declaration – Masks and provide the declaration to Stewards or otherwise seek pre-approval from HRV Stewards. The declaration does not require a participant to disclose the details of their medical condition, just that they have a medical condition that prevents them from wearing a mask.



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## 6. QR CODES AND VACCINATION EVIDENCE FOR ENTRY TO RACING VENUES

Each club is responsible for ensuring that participants, employees, volunteers, contractors patrons (where permitted) and others check in using the Individual [Club QR code](#) from Services Victoria. Additionally, stable hands are required to complete the [HRV Check-in form](#). This is to assist in the event that HRV need to undertake immediate contact tracing, as stable hand names do not appear on the race day list.

Clubs should ensure that there are adequate COVID Check-in Marshals at entry points to assist participants and patrons with the QR code system. This may be achieved via the use of contracted security personnel or club nominated officials or volunteers. Clubs must ensure all entry points are manned. HRV have supported this process by providing clubs with a tablet to assist at check-in.

A trainer must have only **one** stable hand present at a meeting or trial. The only exception will be where a Trainer has three or more horses engaged in a race meeting or trial in which case a maximum number of only two stable hands may attend in company with that trainer. Permission can be obtained by stewards for an additional stable hand, however that is dependent on the number of horses engaged at that race meeting. Penalties may apply for breaches of this direction.

Stable-hands must produce their stable-hand licence and complete both QR code check-ins on entry to the venue.


Clubs should provide a list of rostered staff and contractors. These individuals should provide personal identification such as a staff card/uniform, name badge or driver's licence.

Club officials should brief the COVID Check-in Marshals (security guards and gate attendants) before gates open. In some circumstances HRV will provide a Compliance Steward or COVID Check-in Marshal to assist with this role. Stewards should be contacted if there are any issues. Stewards should provide club officials, security guards or gate attendants with a contact phone number or other means of communication, should they require any additional assistance or support.

Regardless of the personnel assigned to perform this task, it is the Club's responsibility to ensure that the following is completed:

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- Each participant, essential personnel and patron (where permitted) must complete check-in via the use of the Services Victoria QR Code and stable hands must also use the HRV Check-in on entry to each race meeting. The confirmation 'tick' message must be presented at the entry.

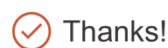
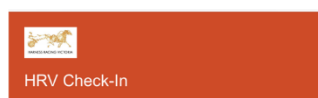
### Services Victoria Confirmation

### Harness Racing Victoria



**Checked in**  
25 Mar 2021 at 1:05pm

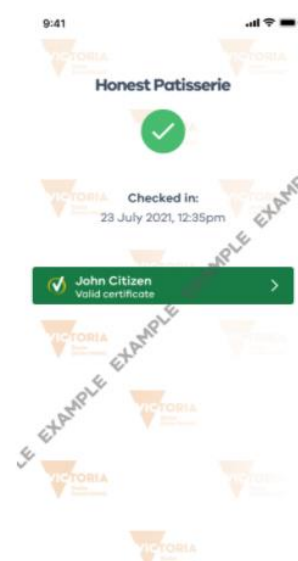
### HRV Check-in Confirmation




**Thanks!**

Thank you for submitting your HRV Check-In  
Please retain a copy of this "Thanks" page and show upon entry.

- The COVID check-in Marshal (who may be a Security Officer, Steward or Gate Attendant) is responsible for ensuring that they view the 'tick' confirmation to establish that a person has completed their check-in registration.
- It is a condition of entry to racetracks that all persons over the age of 18 years are required to be fully vaccinated against COVID-19.
- The COVID check-in Marshal is also responsible for viewing evidence of compliance with the [Pandemic Orders](#) relating to COVID-19 vaccination. The preferred form of evidence is via the Services Victoria App.  
Persons who are fully vaccinated can link their vaccination status to the app to show compliance on check-in.



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Other types of evidence will also be accepted. Refer to [Participant Instructions for accessing COVID-19 vaccination status](#)

- Where a person wishing to enter a racetrack does not have a smart phone, they should be requested to check-in using the club tablet via the kiosk function.
- Clubs should ensure that they provide personnel at the gate with a 'contact register' to be used in the event of technological issues or internet failure. A copy of the Victorian government contact register can be accessed at [coronavirus.vic.gov.au/signs-posters-and-templates](https://coronavirus.vic.gov.au/signs-posters-and-templates). The contact register should only be offered as a last resort where all attempts at electronic check-in have failed.
- The registration card of all licensed participants must be sighted when entering the venue.
- Entry must be denied to any person exhibiting COVID-19 symptoms or who cannot provide evidence of vaccination status and Stewards must be informed immediately to attend the entry point and follow the procedures in section 7 *Scratching Horses* (page 10 of this document). 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.
- At the end of the meeting, it is the club's responsibility to ensure that if a contact register was used to record the details of any person who was unable to access the QR code, that they maintain this record for a period of 28 days. Clubs must ensure that the contact register is maintained in line with the requirements of the Privacy and Data Protection Act 2014.

## 7. SCRATCHING HORSES

Horses may be scratched before 8.30am on the day of a race meeting as per normal procedures and when a participant is unwell and would not be granted entry.

Security Guards and Gate attendants must advise Stewards immediately when a participant will not be permitted entry due to displaying symptoms of COVID-19.

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Scratching penalties will be waived in the current circumstances where horses are scratched due to the trainer, driver or other licensed person being unwell. Stewards will be responsible for advising all relevant parties that the scratching has occurred. All horse scratchings remain at the discretion of Stewards.


## 8. RESTRICTIONS

Government [Pandemic Orders](#) under the Public Health and Wellbeing Act 2008 are in force. Information regarding these orders and related restrictions will be communicated via Media updates as they are subject to change. There are strict penalties for breaches of these conditions. Measures such as counting the number of people entering a venue, building or room, use of a QR code to check-in, checking vaccination status and displaying density quotient signage in each room will be implemented as required to assist HRV in abiding by the orders. Other initiatives may include but are not limited to; directing participants to leave the race meeting as soon as their obligations are completed, establishment of external barn areas, rotating and counting occupancy in the stalls, limiting race fields and number of races.

## 9. 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 practised by Clubs during race and 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.

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- Ensuring that in rooms or areas where seating and furniture are used that they are set up to comply with social distancing requirements.
- Encouraging the use of masks, where social distancing cannot be maintained.
- Establishing contact-free systems for product delivery and payment for goods and services.
- Where possible, HRV have instituted a vacant stall being left between different trainer's horses to avoid close contact amongst human participants.
- 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). HRV has provided each club with details of the maximum number of persons permitted in each room.

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

## 10. COVID SAFE PLAN

HRV and 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.


### 10.1 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:

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- 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 may include; email calendar, a contact tracing app, a manual diary or notebook.


## 11. INFECTION CONTROL MEASURES

One of the most effective ways 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.

Spread of the virus can occur when you contact surfaces that have the virus on them. The virus is then ingested by touching your face, particularly your 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 tables, door handles and light-switches. 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. Please refer to appendix 1 for website links. Or follow this link to [thetrots](#).

The virus also spreads when droplets are inhaled as a result of a person coughing or sneezing. Employees and participants are reminded to practise '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.

Please refer to the Club checklist for race meetings and trials [Race-meeting-and-Trials-Checklist](#)

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## 12. FOOD AND PERSONAL ITEMS

Participants are encouraged to bring their own food and personal items such as drink bottles, pens, toiletries and the like to race meetings during the current pandemic.

There will be restrictions on regular food service provisions and cash handling.

The following must **NOT** occur:


- Self-service, such as buffets or open trays of sandwiches.

Where clubs wish to provide **takeaway** food service, the following conditions must be met:

- All food must be packaged in single-use containers, bags, boxes, clingwrap or other suitable disposable packaging.
- Where cutlery is required, it should be disposable and handed to customers on request (no baskets or trays for self-collection)
- Barbeques are permitted provided there is no self-service.
- The Club must 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 must 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 on the floor
  - 2) People must be encouraged to move to outdoor areas once they have eaten their food. 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 maintain social distancing wherever possible.

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5) 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.
- Menu selections should be quick to prepare to avoid extended preparation time on site.
- 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)
- The number of staff should be limited to the minimum required to complete tasks, preferably one to two persons.
- 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 face masks in line with government directives.
- Servers must not fall into any of the vulnerable categories (over 70 years old, over 65 with a chronic medical condition, indigenous and over 50, with a chronic medical condition)


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 eg burger and chips packaged in a box or container
- 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

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- 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. During lockdown periods, to discourage participants from leaving the track to purchase food, a voucher reimbursement scheme has been established so that clubs can provide onsite food options.

Lolly jars or treat baskets should be discontinued at this time unless items are individually wrapped and handed out by a person wearing gloves.

Social distancing protocols must be maintained in food service areas.

## 12.1. DINING SERVICES – RESTAURANTS AND BISTROS


Food businesses must operate under strict conditions. Restaurants and bistros will not operate when government restrictions, such as lockdowns are in force.

Where a club regularly operates dining facilities, such as a bistro, they must operate in accordance with restrictions placed on hospitality businesses. Information can be accessed [HERE](#)

## 12.2 GAMING ROOMS

**NOTE:** Gaming rooms shall not operate when Government restrictions, such as lockdowns are in force.

- A COVID check-in Marshal must ensure patrons check-in via the Services Victoria app and show evidence of their vaccination status or valid medical exemption
- There are no longer capacity limits in gaming areas, but it is recommended that patrons should practise social distancing where possible. Some suggestions to assist with social distancing include moving or rearranging machines so that they are 1.5 metres apart or perspex dividers between machines.

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## 12.3 OWNERS, SPONSORS & SPECTATORS (INCLUDING CHILDREN)

**NOTE:** Owners, sponsors and spectators will not be permitted at racetracks when Government restrictions, such as lockdowns are in force.

Where Owners, sponsors and spectators are permitted to attend racetracks, HRV and Country Clubs reserve the right to implement separation between essential personnel and Owners, sponsors and spectators, based on government orders or public health advice at the time. These rules may vary dependent on the prevailing COVID-19 situation and current government orders. Where owners and spectators wish to attend the public areas, they should check the booking requirements for the club at [Venues - Harness Racing Victoria \(thetrots.com.au\)](https://www.thetrots.com.au) Pre-booking is recommended to ensure that they secure a seat in dining areas.

## 13. SELF-ISOLATION AND COVID-19 TEST REPORTING


Where outbreaks have occurred, there may be various restrictions placed on interstate travel, especially from those areas classified as 'hot-spots'. Participants should familiarise themselves with the information at [travel-permit-system](#) and [service.vic.gov.au/border-permit](https://service.vic.gov.au/border-permit)

Interstate participants may refer to the [COVID19-restriction-checker](#) which provides information for all Australian states and territories.

Persons who are symptomatic and have had a COVID-19 test should isolate until their test results are known. Employees and participants who have had a COVID-19 test should complete the [COVID-19-reporting form](#)

It is expected that all licensed participants follow the COVID-19 Contacts checklist if they have been advised or suspect that they may have had contact with a confirmed case of COVID-19.

Furthermore, all licensed participants and employees are requested to refrain from attending race meetings when they or a member of their household or family are unwell, even when the illness is

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not related to COVID-19 (Coronavirus). Entry to race meetings will be denied to those people presenting with symptoms.

## 14. PRESENTATIONS

Presentations may take place with the trophy table separating the presenter and the person receiving the award. The receiver should collect their trophy from the table. A short presentation or acceptance speech may be made, as long as social distancing is maintained.

## 15. MEDIA

### 15.1 Interviews

Only HRV approved media shall conduct interviews. As a precautionary measure, media interviews must be performed at a distance of at least 2.5 metres due to the increased risk of droplet dispersion when speaking whilst conducting interviews. At no stage are media to perform an interview closer than 2.5 metres to an industry interview subject (participant). On track media must adhere to HRV direction at all times.

Media interviews may also be conducted by telephone or other suitable electronic means.

### 15.2 Photographs


Only the HRV approved Official On-course Photographer is currently permitted to take photographs during race meetings. When posing for photographs, social distancing must be maintained (except for members of the same household). It is the responsibility of the Official On-course Photographer to ensure this procedure is always followed.

### 15.3 Social Media

All participants, staff and volunteers must carefully consider any social media content they intend to post.

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- Does it follow Government Guidelines and HRV protocols?
- Could the content put the industry at risk?
- Are the photographs appropriate?

If there is any doubt regarding the appropriateness of an image, do not post to social media. Questions regarding the appropriateness of an image should be directed to HRV's Media and Communications Manager.

## 16. INFORMATION AND RESOURCES

Regular updates will be provided by HRV:

- [thetrots.com.au](http://thetrots.com.au);
- Via social media platforms such as Facebook and Twitter; and
- Media releases.

The following is a list of useful resources:


- [Department of Health and Human Services](#)
- [Australian Government Department of Health](#)
- [The World Health Organisation](#)

Travel information can be accessed via the [smart traveler website](#)

[Health Direct hotline](#) 1800 022 222

Coronavirus Health Information Line 1800 020 080

It is important to source information from Australian based websites, rather than rely on advice from overseas.

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**If additional support is required:**

Type of Service	Provider	Contact details
<b>EAP / IAP</b>	Benestar	1300 360 364 <a href="http://www.benestar.com">www.benestar.com</a>
<b>General Information</b>	Beyond Blue	1300 224 636
	Heads Ups	Headsup.org.au
<b>Counselling Services</b>	Lifeline	13 11 14
	Griefline	1300 845 745
	Suicide Call back service	1300 659 467
	Men's helpline	1300 789 978
<b>Welfare benefits</b>	Centrelink	<a href="http://www.centrelink.gov.au">www.centrelink.gov.au</a>

## 17. RECORDS

Documents used to manage issues related to COVID-19 (Coronavirus) as prescribed by this procedure will be produced in a format that allows tracking for verification and review purposes.

## 18. REVIEW

This procedure will be subject to review by the executive management team on an as-needed basis during the current COVID-19 pandemic.


## 19. RELATED DOCUMENTS

This procedure should be read in conjunction with:

- HRV Business Continuity Plan and LRC-PR-101 HRV COVID-19 Procedures
- INT-PR-102 Infectious disease management guidelines for Clubs conducting trials
- ORG-PR-103 Patrons at racing events – guidelines for clubs

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## 20. REFERENCES

- [Department of Health](#)
- [Australian Government Department of Health](#)
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Public Health and Wellbeing Act 2008