 <p>HARNESS RACING VICTORIA</p>	<p align="center"><b>COVID-19 Guidelines for Country Clubs conducting Trials</b></p> <p align="center"><b>OFFICIAL</b></p>	<p align="center"><b>INT-PR-102 (7 APR 2020)</b></p>
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Harness Racing Victoria (“HRV”) is committed to ensuring that the safety of employees, visitors, contractors and licensed participants is prioritised above all else. The purpose of this guideline is to provide Country Club’s with clear protocols, which must be followed at Trial meetings in response to COVID-19.


This guideline must also be read in conjunction with the ‘Covid-19 Racetrack Access and Operational Procedure’ which is available via the [trots website](#).

This guideline must be complied with by all persons entering club premises during trials. Club officials have the responsibility of ensuring that these guidelines are adhered to at all times.

## 1. Requirements for Country Clubs


In order to minimise the risk to participants, staff and volunteers of contracting Covid-19 when attending trials, Country Clubs must:

- Provide COVID Marshals to ensure all persons entering club premises use the Victoria Government QR Code service. Individual club QR codes can be accessed here [Club QR codes](#). Ensure that Stable hands also complete the [HRV Check-in form](#).
- Ensure all participants show evidence of COVID-19 vaccination at check-in, in line with the government [Pandemic Orders](#):
- It is a condition of entry to racetracks that all persons are required to be fully vaccinated against COVID-19.
- Limit vehicle entry points.
- If required by the orders, display signs advising of the maximum number of participants permitted in each room at any one time. (Refer to Section 2 of this guideline for further details).
- Ensure an adequate supply of soap, water, hand sanitiser, paper towel and PPE (such as masks and gloves).
- Mask wearing rules are subject to changes in government orders and HRV will respond to these changes by sending messages to industry participants and updating information on [thetrots.com.au](#).
- Masks must be worn in line with current government directives. Current information can be found at [DH face masks](#)
- 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

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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.
- HRV and Country Clubs reserve the right to temperature test at any race meeting or trial, 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 temperatures of 37.6 or higher.
- Wrist bands are no longer required but may be used by clubs to segregate different areas/locations.
- Provide a way to sanitise pens and other small items of equipment or provide enough that they may be used once and disposed of.
- Maintain a high level of cleanliness in club rooms, changerooms and toilets as well as stable areas.
- Display posters and instructional material related to coronavirus, social distancing and hand washing at suitable locations.
- 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.
- Ensure there are club personnel available to act as COVID Marshals to patrol the area and remind participants of social distancing rules and if required by the orders, limits on the number of people permitted in a room at any one time.

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- Where possible, a vacant stall will be left between each trainer's horses.
- Advise participants to leave once they have completed their engagement.
- Complete the [Covid-19 Clubs Race meeting and Trials Checklist](#) when preparing for a trial.

## 2. 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 practiced by Clubs during 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.
- 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 as per government directives and where social distancing cannot be maintained.
- Establishing contact-free systems for product delivery and payment for goods and services.
- 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).

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

## 3. QR codes and vaccination evidence for entry to racing venues.

Each club is responsible for ensuring that both participants and patrons check in using the Victoria Government QR Code service. Individual club QR codes can be accessed here [Club QR codes](#). Stable hands will also be required to check-in using the [HRV Check-in form](#). Clubs should ensure that there are adequate COVID Check-in Marshals at entry points to assist participants and patrons to use the QR code system. This may be achieved via

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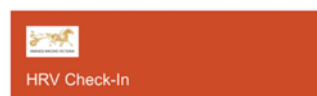
the use of contracted security personnel or club nominated officials or volunteers. The club must ensure the below process is undertaken:

Each participant, essential personnel and patron must complete check-in via the use of the Service Victoria QR Code on entry to each race meeting. The confirmation 'tick' message must be presented at the entry. *Services Victoria Confirmation* *HRV Check-in Confirmation*

## Harness Racing Victoria



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




 **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 (Security Officer, Club Official or Attendant) at the gate is responsible for ensuring that they view the 'tick' confirmation to establish that a person has completed their registration.
- It is a condition of entry to racetracks that all persons over 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. Other types of evidence will also be accepted. Refer to [Participant Instructions for accessing COVID-19 vaccination status](#).



- 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

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government contact register can be accessed [here](#). The contact register should only be offered as a last resort where 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. 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.
- Clubs must follow the media guidelines as described in Section 15 of the [Racetrack Access and Operational Procedures](#).

## 4. COVID Safe plan

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.

### 4.1. 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:

- 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.

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A variety of methods may be used to record movements and contacts. Examples include: email calendar, a contact tracing app, a manual diary or notebook.

## **5. Maintaining a high level of cleanliness**

Clubs must ensure that the premises are cleaned thoroughly prior to, during and after the trial meeting. This may result in extra cleaning rotations being required or cleaning practices expanded to include all hard surfaces. Research suggests that coronavirus may spread via contact with contaminated hard surfaces when a person ingests it by touching their face, particularly their 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 door handles, light-switches and tabletops.

## **6. Hand Washing and Cough Etiquette**

The most effective way 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.

The virus also spreads when droplets are inhaled as a result of a person coughing or sneezing. All persons are reminded to practice '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.


Clubs must provide hand sanitiser at suitable locations throughout the premises and it may be necessary to set up tables or 'sanitising stations' for ease of access for all personnel.

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. These posters can be accessed on the Trots website: [Click here](#)

## **7. Food and personal items**

Participants have been 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.


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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 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 also maintain social distancing wherever possible.
  - 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 must 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)

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- 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 masks in line with current government directives at the time.
- 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
- Bottled water, soft drinks and juices

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.

Refer to the [Racetrack Access and Operational Procedures](#) for further information on restaurants and dining, gaming venues and attendance of owners and spectators at racetracks.