

	<b>PROCEDURE</b>	
<b>HARNESS – STATEWIDE COVID-19 SAFE STANDARD OPERATION PROCEDURE</b>		
<b>CONTROLLER: RACING OPERATIONS MANAGER</b>	<b>OWNER: CEO</b>	
<b>REVIEWED: October 2020</b>	<b>SCHEDULED REVIEW: December 2020</b>	

## 1. **PURPOSE**

The Tasmanian government has a plan to ‘Rebuild a Stronger Tasmania’. As part of this plan, all workplaces are required to have a COVID-19 safety plan that complies with the minimum COVID-19 safety standards. The purpose of this Procedure is to outline the protocols that demonstrate our compliance with the *Minimum Standards (Work Health and Safety Amendment Regulations 2020)* and is a direction to those that enter the venue pursuant to Tasracing’s Conditions of Entry, which must be complied with.

The Procedure demonstrates our ability to protect Tasracing’s workers, racing industry participants, stewards, racing officials and the general public as we operate with new hygiene and safety protocols during the COVID-19 pandemic for the purpose of harness racing / trial operations at the venue.

Tasracing is committed to providing a healthy and safe working environment and has identified alternative ways to deliver its racing operational practices to limit the spread of COVID-19. It is imperative that you comply with the safety standards outlined in this Procedure to safeguard racing in Tasmania.

For the purpose of this Procedure:

**“we / our”** means Tasracing Workers, the racing industry participants, the Stewards and Racing Officials.

**“workplace”** means a place of work for Tasracing Workers and the racing venues, Carrick Park Paceway (Carrick), Brighton Training Centre (BTC), Launceston Ladbrokes Racing Centre (Mowbray), Devonport Showgrounds (DAPS), Hobart Ladbrokes Park (Elwick), Wivenhoe Recreation Centre (Burnie) and King Island Racetrack where race meetings are held.

**“venue”** means Carrick Park Paceway (Carrick), Brighton Training Centre (BTC), Launceston Ladbrokes Racing Centre (Mowbray), Devonport Showgrounds (DAPS), Hobart Ladbrokes Park (Elwick), Wivenhoe Recreation Centre (Burnie) and King Island Racetrack as applicable to the location of the race meeting.

The Australian Federal, State and Territory Governments have put restrictions in place to slow the spread of COVID-19. The National Cabinet have a 3-step plan to create a COVIDsafe society with new ways of living and working. This Procedure will be regularly reviewed and updated as these restrictions are varied and to reflect the recommendations by the Governments and Worksafe Tasmania.

This Procedure should be read in conjunction with Tasracing's Conditions of Entry (available at <https://tasracingcorporate.com.au/conditions-of-entry/>).

## 2. **SCOPE**

This Procedure applies to:

<b>Tasracing:</b>	Tasracing employees (including full-time, part-time, casual and fixed term employees), volunteers, contractors (Security, Track Marshalls and suppliers to Tasracing) (collectively referred to as <b>Tasracing Workers</b> )
<b>Racing Industry Participants</b>	All persons licensed by the Office of Racing Integrity who are engaged in racing, trialing or training activities at the venue
<b>Stewards</b>	Stewards of the Office of Racing Integrity (ORI)
<b>Racing Officials</b>	Includes judges, vets, track workers, attendants, club committee members, club employees and any other position deemed to be a Race Official by Tasracing or ORI.
<b>General Public</b>	All persons attending the venue which do not fall within any of the above categories of persons in this section 2 (including owners).

### 3. **CORONAVIRUS**

#### 3.1 COVID-19

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. Coronavirus is a disease caused by a new form of coronavirus. It was first reported in December 2019 in Wuhan City in China and the disease outbreak is named COVID-19.

#### 3.2 Symptoms

Symptoms of COVID-19 include fever, coughing, sore throat and shortness of breath. If you have any of these symptoms **do not attend** your workplace, a race / trial meeting or the venue. You will be denied entry or removed from the venue if you display any of these symptoms.

#### 3.3 Protect others and stop the spread

It is a requirement that you practice good hygiene, social distancing and understand when to self-isolate if you need to. These practices will slow down the spread of the virus.

##### **Good hygiene** means:

- wash your hands often with soap and water. This includes before and after eating and after going to the toilet;
- use alcohol-based hand sanitisers when you can't use soap and water;
- avoid touching your eyes, nose and mouth at all times;
- maintain good hand, sneeze and cough hygiene;
- clean and disinfect surfaces you use often such as benchtops, barriers and doorknobs;
- clean and disinfect objects you use often such as mobile phones, keys, wallets and work passes; and
- increase the amount of fresh air by opening windows or utilising air conditioning.

##### **Social distancing**

The more space between you and others, the harder it is for the virus to spread. Social distancing at the venue means you keep 1.5 metres away from others wherever possible and avoid physical greetings such as handshakes.

**Self-isolate**

A person with COVID-19 or suspected to have the virus must enter mandatory isolation. You will need to isolate to prevent the spread of the virus to others at your home if it is suitable, hospital if you need hospital care or another location if needed as decided by the public health authority.

**3.4 Tasmanian Public Health Hotline – 1800 671 738**

If you have questions and concerns about the impact of COVID-19 on your health and events, contact the Tasmanian Public Health Hotline on 1800 671 738. Call this number if you think you might have COVID-19 as a result of experiencing any of the symptoms outlined by public health authorities, such as a fever and respiratory symptoms (e.g. cough, sore throat, shortness of breath) or had contact with someone known or suspected to have COVID-19.

**3.5 Keeping Tasmanians Safe**

It is every Tasmanian's role to comply with the rules and restrictions imposed by the Tasmania Government to keep Tasmania safe. If you have information or concerns regarding non-compliance with self-isolation requirements please contact the Tasmanian Police by completing the form available on <https://www.police.tas.gov.au/services-online/tasmanian-health-hotline-form-for-reporting-non-compliance/> or speak to Security/Track Marshalls immediately.

#### 4. **RESPONSIBILITIES**

<b>Role</b>	<b>Responsibility</b>
<b>Chief Executive Officer</b>	<p>The CEO is responsible for:</p> <ul style="list-style-type: none"> <li>• implementing this Procedure;</li> <li>• monitoring the effectiveness of the Procedure (proactive risk management of determining the effectiveness of the control measures); and</li> <li>• continual improvement of the Procedures.</li> </ul>
<b>Security/Track Marshalls (Raceday's only)</b>	<p>Security/Track Marshalls are responsible for:</p> <ul style="list-style-type: none"> <li>• providing on-site education and ensuring compliance of this Procedure by all permitted attendees at a racing venue;</li> <li>• monitoring and reporting compliance of the Procedure by all permitted attendees at a racing venue and</li> <li>• reporting the effectiveness of the Procedure controls;</li> <li>• ensuring the maximum attendance numbers stipulated in clause 5.1 are not exceeded and will monitor social distancing throughout the venue</li> <li>• recommending improvement opportunities to the CEO; and</li> <li>• seeking continuous Procedure improvement for enhanced compliance.</li> </ul>
<b>Tasracing Workers</b>	<p>Tasracing Workers must comply with this Procedure and assist Security/Track Marshalls and Officials in ensuring that all attendees at a race meeting comply with this Procedure.</p> <p>Tasracing Workers are responsible for identifying improvements to compliance controls and reporting them to the CEO.</p>

<b>Racing Officials</b>	Racing Officials must comply with this Procedure and provide written recommendations for improvements for enhanced compliance controls to the CEO.
<b>Racing Industry Participants</b>	Racing Industry Participants have a responsibility to understand, observe and comply with this Procedure and related procedures, and to identify and report improvements to enhance compliance controls to the CEO.
<b>General Public</b>	Members of the general public have a responsibility to understand, observe and comply with this Procedure and related procedures (including Owners).

## **5. HARNESSE MEETING REQUIREMENTS**

### **5.1 Executive Summary**

**Harness meetings are to be conducted at the venue with no more than:**

- **Inside area - 1 person per 2 sqm up to a maximum 250 persons**
- **Outdoor area - 1 person per 2 sqm up to a maximum 1000 persons**

Please Note: The above limits include all staff / club officials.

Tasracing's Harness race / trial meetings will be managed strictly in-line with this Procedure and WorkSafe Tasmanian's Guidelines for COVID Safe Workplace operations.

## **6. HARNESS RACE / TRIAL DAY PROTOCOLS**

### **6.1 Before Leaving Home**

**Do not attend the race / trial meeting if you feel ill or have any of the symptoms outlined in section 3.2.**

If you identify with any of the below conditions, you **MUST** stay home and not attend any race / trial meeting:

- you are suffering COVID-19 symptoms or are otherwise unwell;
- you are subject to self-isolation requirements for 14 days imposed by the Tasmanian Government / Public health authority and this period has not expired;
- you have been in close contact with a person suspected or confirmed to have COVID-19; or
- you have arrived in Tasmania within the last 14 days and are subject to any restrictions or directions imposed by the Tasmanian Government / Public Health authority which prohibit you from attending.

### **6.2 People most at risk of COVID-19**

People aged 70 years and over, people aged 65 years and over with chronic medical conditions, people with compromised immune systems, and Aboriginal and Torres Strait Islander people over the age of 50, are at greater risk of more serious illness if they are infected with COVID-19. Chronic medical conditions include but are not limited to diabetes, lung disease, heart disease, cancer and kidney failure. There is currently no cure or vaccine for COVID-19, or immunity in the community, so you must exercise a high degree of caution when deciding to attend a race meeting.

Tasracing strongly recommends that people most at risk continue to stay at home, avoid contact with others and carefully consider whether attending a race meeting will compromise your health. Should you attend a race meeting, Tasracing reminds you to practice good hygiene and social distancing measures to best support your health and wellbeing.

### **6.3 Venue Restrictions and Hygiene**

In addition to the good hygiene requirements outlined in section 3.3, the following procedures will take place at venues for all race / trial meetings:

- no food or drink will be available to participants or staff at the venues unless it is provided in line with the hospitality industry guidelines for the provision of food and drink;
- participants will not be permitted to access any parts of the racing venue that are being utilised by the racing club for private hospitality purposes;

- disposable gloves will be provided by Tasracing to Tasracing Workers, Racing Officials and Racing Industry Participants attending the race / trial meeting to wear if they wish;
- hand sanitiser will be supplied at the entry to the venue, toilets, and at other various points throughout the venue.
- all attendees will be required to wash/sanitise their hands thoroughly throughout the race / trial meeting;
- all workstations will be wiped clean before use and after a race / trial meeting in accordance with the cleaning procedure.

#### **6.4 Venue Entry Protocols**

##### **Race Meetings:**

Security/Track Marshalls will monitor the total number of persons present in racing operational areas, to ensure maximum attendance numbers as per clause 5.1 are not exceeded.

##### **Trials**

Club Officials will be present at trial meetings to ensure those in attendance are adhering to the Tasracing COVID-19 safe standard operation procedure.

You are not permitted to attend a race / trial meeting at the venue if you are subject to any of the conditions in section 6.1

#### **6.5 COVIDSafe App**

Tasracing encourages all persons to play an important role in helping stop the spread of COVID-19 by downloading the COVIDSafe app. The app can be downloaded at the following link: <https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>.

Downloading the app is something you can do to protect yourself, your family and the racing industry. The app helps expedite contact tracing and serves to benefit the racing industry in the event the app user tests positive for COVID-19.

If you do not wish to download the app or do not have a smartphone to download the app, Tasracing recommends that you maintain a travel log to perform a similar function.

#### **6.6 Travel Log Requirements**

The recommended minimum amount of travel details to be kept by anyone

attending a race meeting (who do not have the COVIDSafe app) is as follows:

- date;
- name of person(s) making the journey;
- departure address; and
- location of all stops during the journey to the race meeting; including the name and address of any business visited (service station or takeaway food outlet etc).

## **6.7 Social Distancing**

In accordance with section 3.3, you are required to comply with the strict social distancing requirements while attending a race meeting. A minimum distance of 1.5m between any two personnel is required. If any person fails to adhere to this social distancing requirement. Security/Track Marshalls and Club Officials will have authority to direct a person to leave the venue.

## **6.8 Duties of Security/Track Marshalls (Raceday) and Club Officials (Trials)**

### **Security/Track Marshalls (Raceday):**

- shall be present at every race meeting and will monitor all racing operational areas of the venue as required.
- will be responsible for ensuring all documented protocols in the Procedure are adhered to by all permitted persons attending the race meeting.
- may demand identification information and are authorised to report breaches to the Stewards and/or Tasmania Police. They will be observing all permitted persons attending the race meeting to ensure compliance with this Procedure.
- pay particular attention to social distancing. All personnel must follow the direction of Security/Track Marshalls in relation to social distancing.

### **Club Officials (Trials):**

- will be responsible for ensuring all documented protocols in the Procedure are adhered to by all permitted persons attending the race meeting.
- may demand identification information and are authorised to report breaches to the Stewards and/or Tasmania Police. They will be observing all permitted persons attending the race meeting to ensure compliance with this Procedure.
- pay particular attention to social distancing. All personnel must follow the direction of a Club Official in relation to social distancing.

### **6.9 Non-compliance**

Any Racing Industry Participant found to have breached a COVID-19 principle and/or protocol as contained within this Procedure will be reported to the Stewards for inquiry and will be subject to any penalty the Stewards deem appropriate. They will be refused entry or escorted from the venue immediately.

Non-compliance of this Procedure shall be considered an offence under Australian Harness Racing Rules, AHRR 238 – “*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 to the harness racing industry*”.

For Tasracing Workers, incidents of non-compliance with this Procedure are considered to be serious and may result in disciplinary outcomes or termination of the contract.

Any members of the general public found to have breached a COVID-19 principle and/or protocol as contained within this Procedure or otherwise will be reported to the police and will be refused entry or escorted from the venue immediately.

### **6.10 Venue Signage and Social Distance Markings**

Tasracing will display clear instructions and reminders of these protocols at the venue. Floor and ground markings will be installed (where possible) to assist all personnel to adhere to social distancing protocols.

Security/Track Marshalls and Club Officials will monitor adherence to floor or ground markings.

### **6.11 Prior to Arrival at the Venue**

If you have downloaded the COVIDSafe app on your mobile device, we remind you to activate the Bluetooth prior to entering the venue. Alternatively, you should meet the minimum travel log requirements detailed in section 6.6.

Any person who is in a high-risk group such as older people or people with underlying illnesses that make them more vulnerable to respiratory disease, including those with diabetes, chronic lung disease, kidney failure and people with suppressed immune systems, should not attend race meetings

## **7. HARNESS RACE MEETING – SUMMARY OF OPERATIONS**

### **7.1 Equine Car Park**

The Equine carpark area is only to be used by those vehicles used to transport horses to and from the venue. All vehicles not transporting horses to the race meeting are required to park in the participants car park as per the specific Location Maps listed at the end of this document.

### **7.2 Ready to Race**

One stall may be allocated between each stable group when possible to safeguard social distancing.

Drivers must wear gloves at all times when handling horses.

### **7.3 After Racing**

Saddlecloths will be sanitised after each use by Club Officials.

### **7.4 Mini Trots**

Participants and parents are to remain in specified Mini Trot area.

A minimum of 1.5 metres to be allocated between ponies at tie up areas when possible.

A sanitising station will be available and should be utilised before and after each event.

## **8. HARNESS TRIAL MEETING – SUMMARY OF OPERATIONS**

### **8.1 Ready to Trial**

One stall may be allocated between each stable group when possible to safeguard social distancing.

The Club Official will distribute prepared saddlecloths as per club procedures.

Drivers must wear gloves at all times when handling horses.

### **8.2 After Trialing**

Saddlecloths will be sanitised after each trial by Club Officials if required.

## Hobart (Elwick) Race / Trial Meeting Locations



## Launceston (Mowbray) Race / Trial Meeting Locations



## Devonport (DAPS) Race / Trial Meeting Locations



# Carrick Park Paceway (Carrick) Race / Trial Meeting Locations



# Wivenhoe Recreation Centre (Burnie) Race Meeting Locations



# Brighton Training Centre (BTC) Locations



# King Island Racetrack Race / Trial Meeting Locations



## 9. **PROCEDURE REVIEW CYCLE**

This Procedure is classified as operational and is to be approved, reviewed and endorsed by the Tasracing CEO on a regular and ongoing basis, or when there is a significant change to the external environment. The Procedure will be provided to the Tasracing's Audit & Risk Committee for noting.

## 10. **REFERENCES**

- Tasracing Working Safely in a COVID-19 Environment Procedure
- Tasracing COVID-19 Safety Plan
- Tasracing Risk Assessment
- Tasracing Code of Conduct Manual
- Tasracing Workplace Health and Safety Procedure
- Tasracing Privacy Management Framework
- Tasmanian Work Health and Safety Act 2012 (WHS Act)
- Tasmanian Work Health and Safety Regulations 2012 (WHS Regulations)
- SafeWork Australia
- WorkSafe Tasmania
- Tasmanian Government Department of Health
- *Minimum Standards (Work Health and Safety Amendment Regulations 2020)*
- Cleaning Procedure
- 3 Step framework for a COVIDSafe Australia, Australian Government

## 11. **DOCUMENT CONTROL**

Date	Version	Author	Approved by
10 June 2020	1.0	Liam Swan	CEO
12 June 2020	1.1	Liam Swan	CEO
16 June 2020	1.2	Liam Swan	CEO
27 July 2020	1.3	Liam Swan	CEO
20 August 2020	1.4	Liam Swan	CEO
30 October 2020	1.5	Liam Swan	CEO