	<b>PROCEDURE</b>	
<b>HARNESS – STATEWIDE – ORANGE 2</b> <b>CONTINUATION OF RACING (ESSENTIAL PERSONS ONLY)</b> <b>COVID-19 SAFE STANDARD OPERATION PROCEDURE</b>		
<b>CONTROLLER:</b> RACING OPERATIONS MANAGER	<b>OWNER: CEO</b>	
<b>REVIEWED:</b> DECEMBER 2021	<b>SCHEDULED REVIEW: FEBRUARY 2022</b>	
<b><i>PROTECT YOURSELF. PROTECT THE INDUSTRY.</i></b> <b><i>TASRACING STRONGLY RECOMMENDS ALL</i></b> <b><i>INDUSTRY PARTICIPANTS GET FULLY VACCINATED AGAINST COVID-19.</i></b>		

## 1. PURPOSE

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.

This Procedure demonstrates Tasracing’s ability to protect its workers, racing industry participants, stewards, racing officials and the public as Tasracing operates with hygiene and safety protocols during the COVID-19 pandemic for the purpose of Harness racing, trial and training operations at the venue.

This Procedure should be read in conjunction with Tasracing’s Working Safely in a COVID-19 Environment Policy and Tasracing’s Conditions of Entry (available at the entrance of each venue or at <https://tasracingcorporate.com.au/conditions-of-entry/>).

## 2. SCOPE

**This Procedure applies to:**

<b>Workers</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 (including, but not limited to, owners, trainers and attendants) who are engaged in racing 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.

### 3. **PROCEDURE STATEMENT**

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.

#### **DEFINITIONS (For the purpose of this Procedure:)**

<b>“workplace”</b>	means a place of work for Tasracing Workers and the racing, trialing and official training venues; including Carrick Park Paceway ( <b>Carrick</b> ), Launceston Ladbrokes Racing Centre ( <b>Mowbray</b> ), Devonport Showgrounds ( <b>DAPS</b> ), Hobart Ladbrokes Park ( <b>Elwick</b> ), Wivenhoe Recreation Centre ( <b>Burnie</b> ), King Island Racetrack, Scottsdale Recreation Ground, St Mary’s Racecourse and Brighton Training Centre where race meetings, trials and training is held.
<b>“venue”</b>	means Carrick Park Paceway ( <b>Carrick</b> ), Launceston Ladbrokes Racing Centre ( <b>Mowbray</b> ), Devonport Showgrounds ( <b>DAPS</b> ), Hobart Ladbrokes Park ( <b>Elwick</b> ), Wivenhoe Recreation Centre ( <b>Burnie</b> ), King Island Racetrack, Scottsdale Recreation Grounds, St Mary’s Racecourse and Brighton Training Centre as applicable to the location of the race meeting, trials or training session.

## 4. **CORONAVIRUS**

### 4.1 **Symptoms**

The main symptoms of COVID-19 include:

- fever (or signs of fever, including chills or night sweats);
- coughing;
- sore/itchy throat;
- runny nose;
- shortness of breath; and
- loss of taste or smell.

COVID-19 can also cause the following symptoms, on their own or with other symptoms:

- headaches;
- muscle and joint pain;
- nausea/feeling sick, vomiting;
- diarrhea;
- loss of appetite; and
- fatigue/extreme tiredness.

If you have any of these symptoms **do not attend** your workplace or any venue. You will be denied entry or removed from the workplace or venue if you have or show these symptoms.

### 4.2 **Protect others and stop the spread of the virus.**

It is a requirement that you practice good hygiene, physical distancing and understand checking in and when to self-isolate if you need to.

These practices will slow down the spread of the virus.

<b>Vaccination</b>	<ul style="list-style-type: none"><li>• All people aged 12 years and over can get vaccinated against COVID-19.</li><li>• Tasracing strongly recommend that all</li></ul>
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	<p>participants are fully vaccinated.</p> <ul style="list-style-type: none"> <li>To book your vaccination go to:  <a href="#">Where to get a vaccine   Coronavirus disease (COVID-19)</a></li> </ul>
<b>Good Hygiene</b>	<ul style="list-style-type: none"> <li>Wash your hands often with soap and water for at least 20 seconds and dry them with clean paper towel.</li> <li>Handwashing should occur before and after eating, after going to the bathroom, after coughing and sneezing, when changing tasks and after touching potentially contaminated surfaces.</li> <li>use alcohol-based hand sanitisers when you can't use soap and water.</li> <li>avoid touching your eyes, nose, and mouth.</li> <li>maintain good hand, sneeze, and cough hygiene.</li> <li>clean and disinfect surfaces you often use such as benchtops, barriers, and doorknobs, shared equipment such as photocopiers, tools; and</li> <li>clean and disinfect objects you often use such as mobile phones, keys, wallets, and work passes.</li> </ul>
<b>Physical distancing</b>	<p>The more space between you and others, the harder it is for the virus to spread.</p> <ul style="list-style-type: none"> <li>Physical distancing at the venue means you keep 1.5 meters away from others wherever possible.</li> <li>Workstations will be repositioned to ensure adequate spacing of 1.5 metres apart.</li> <li>For close-proximity work (where physical distancing of 1.5 metres is not possible) other control measures should be implemented such as wearing masks or using Perspex shields.</li> <li>Avoid physical greetings such as handshakes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Increase the amount of fresh air by opening windows.</li> </ul>
<b>Checking In</b>	<p>Checking in using the <i>Check in TAS</i> app will help to keep ourselves, our loved ones, and our community safe and keep Tasmania open for business.</p> <p>Checking in using the <i>Check in TAS</i> app to scan the QR code at a venue or recording your details on manual register is a mandatory requirement for all persons over the age of 16 that wish to enter a range of businesses, organisations and events in Tasmania (Tasracing’s training and racing venues are included in this requirement). Staff/volunteers that work at these venues are also required to check in each day they work/volunteer.</p> <p>The information recorded through <i>Check in TAS</i> is automatically stored securely within the Department of Health for rapid response contact tracing if required and is automatically deleted after 28 days.</p> <p>Manual registers will be kept confidential by Tasracing (or the relevant Venue) for a period of 28 days, after which it will be destroyed. All information will be collected and handled in accordance with Tasracing’s Privacy Policy, available at <a href="http://tasracingcorporate.com.au">tasracingcorporate.com.au</a>.</p> <p>For those who do not own a smart phone or are unable to download the <i>Check in TAS</i> app you can now register for a <i>Check in TAS</i> card. For more information go to:</p> <p><a href="#">Check in TAS card now available   Coronavirus disease (COVID-19)</a></p>
<b>Self-isolate</b>	<p>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.</p>
<b>Masks</b>	<p>If required under current Public Health restrictions.</p>

	Information on how to wear a mask can be found at <a href="https://www.swa.gov.au/masks">Masks   Safe Work Australia (swa.gov.au)</a> .
<b>Travel</b>	In accordance with section 6.1, if you are subject to a period of quarantine or self-isolation which has not yet expired, you must not attend a Tasracing Venue. This includes persons classified as Essential Travellers.

#### 4.3 Tasmanian Public Health Hotline – 1800 671 738

If you have questions and concerns about the impact of COVID-19 on your health and events or you are experiencing any of the symptoms outlined by public health authorities, contact the Tasmanian Public Health Hotline on 1800 671 738.

#### 4.4 Mental Health

If you have any concerns regarding COVID-19 and its impact on your mental health counselling sessions are available via Tasracing’s Employee Assistance Program: Positive Solutions – 1800 064 039. The Employee Assistance Program is available for employees, immediate family members of employees and racing industry participants in Tasmania.

For more detailed information about the benefits of the Employee Assistance Program and the categories of people that are eligible to use it, please see the page on our website: [Positive Solutions: Employee Assistance Program for employees, immediate family members of employees and racing industry participants in Tasmania \(tasracingcorporate.com.au\)](https://tasracingcorporate.com.au/positive-solutions-employee-assistance-program)

### 5. **RESPONSIBILITIES**

ROLE	RESPONSABILITY
<b>Chief Executive Officer (CEO)</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 Procedure.</li> </ul>

<b>Security/Track Marshalls</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 attendees at venues;</li> <li>• monitoring and reporting compliance of the Procedure by all attendees at venues;</li> <li>• reporting the effectiveness of the Procedure controls;</li> <li>• ensuring the maximum attendance numbers stipulated in section 6.2 (gathering limits) 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, trial or training venue 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>	<p>Racing Officials must comply with this Procedure and provide written recommendations for improvements for enhanced compliance controls to the CEO.</p>
<b>Racing Industry Participants</b>	<p>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.</p>
<b>Public</b>	<p>Members of the public have a responsibility to understand, observe and comply with this Procedure and related procedures.</p>

## 6. HARNESS RACE / TRIAL AND TRAINING VENUE PROTOCOLS

### 6.1 Before leaving home

**Do not attend a venue if you feel ill or have any of the symptoms outlined in section 4.1.**

If you identify with any of the below criteria, you **MUST** stay home and not attend any venue:

- You are suffering COVID-19 symptoms or are otherwise unwell.
- You are subject to self-isolation or quarantine requirements imposed by the Tasmanian Government/Public Health authority and the period of self-isolation/quarantine has not expired. This includes persons classified as Essential Travellers unless such person is deemed to be an Essential Traveller for the conduct of the race meeting and has obtained prior written approval from Tasracing.
- You have been in close contact with a person confirmed to have COVID-19.

### 6.2 Venue Restrictions and Hygiene

In addition to good hygiene requirements outlined in section 4.2 the following procedures will take place at venues for all race meetings, trial and training sessions:

- Every person 16 years of age or older must check-in using the Check-in Tas App every time they enter the site. QR codes are available at all entrances and throughout the venue as well as paper-based registers for those persons who do not have a suitable device for the Check-in Tas App. **No check-in – no entry.**
- Gathering density limits apply to indoor and outdoor spaces in accordance with government restrictions and for racing events. Current gathering limits can be found at [Gatherings, density and physical distancing | Coronavirus disease \(COVID-19\)](#).
- All workstations and official race day areas will be set up to allow a maximum density rule of 2 square metres (m<sup>2</sup>) per person and will have regular cleaning of high touchpoints including Stewards/Judges Tower, Race Day room and TV Tower.
- General cleaning of venues will occur in accordance with Tasracing's Cleaning Plan (Appendix 2).



- Events at the venue will be operated in accordance with the Government Framework for COVID-19 Safe Events and Activities.
- Food or drink will be available to participants and staff at the venues in line with the Tasmanian Public Health COVID-19 requirements for the provision of food and drink. Anyone entering areas of venues where alcohol is served and patrons are not exclusively seated (such as bar areas) must be fully vaccinated.
- Disposable gloves and masks will be provided by Tasracing to Workers, Racing Officials and Racing Industry Participants attending the race meeting or trial session to wear if required.
- A facemask must be worn at all times by anyone aged 12 years and over whilst at any venue (unless a lawful exemption applies).
- Doors will be left permanently open where possible to allow throughway access without touching surfaces.
- Hand sanitiser will be supplied at the entry to the venue, toilets, and at other various points throughout the venue.
- All attendees are required to wash/sanitise their hands thoroughly throughout the race meeting or trial session.
- All workstations will be wiped clean before use and after a race meeting.

### **6.3 Venue Entry Protocols**

You are not permitted to attend a race meeting, trials or training session at a venue if you are subject to any of the conditions in section 6.1.

Security will check every attendee off the official approved attendee list.

Photo ID must be presented to Security by ALL permitted persons seeking entrance.

#### **Race Meetings:**

Security/Track Marshalls will monitor the total number of persons present in racing operational areas to ensure maximum gathering limits as per section 6.2 are not exceeded.

Race meetings will be conducted with increased COVID Safe Industry Only Operating Procedures, including only allowing licensed participants access to operational race day areas.

Only licensed persons essential to the conduct of the race meeting will be permitted to enter operational areas. This restriction will require any licensed person in these areas to be directly involved in that race meeting. Any person found to be present in these areas in breach of this direction will be requested to leave the venue entirely.

### **Trials**

Club Officials will be present at trial sessions to ensure those in attendance are adhering to the Tasracing Harness COVID-19 Safe Standard Operation Procedure.

Only licensed persons essential to the conduct of the trials will be permitted entry. This restriction will require any require any licensed persons to be directly involved in the trial session.

### **Tasracing Venues**

Any persons 16 years of age or older entering a venue, regardless of the period of time at the venue, must check in via the Check in TAS app.

#### **6.4 Physical Distancing**

In accordance with section 4.2 (physical distancing), you are required to comply with the strict physical distancing requirements while attending a race meeting, trial or training session.

#### **6.5 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 this Procedure are adhered to by all persons attending the race meeting.
- Shall check every attendee off the official approved attendee list.
- May demand identification information and are authorised to report breaches to the Stewards and/or Tasmania Police. They will be observing all persons attending the race meeting to ensure compliance with this Procedure.

- Will pay particular attention to physical distancing. All personnel must follow the direction of Security/Track Marshalls in relation to physical distancing.
- Security/Track Marshalls have the authority to direct a person to leave the venue if these Procedures are not adhered to.

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

- Will be responsible for ensuring all documented protocols in the Procedure are adhered to by all persons attending the trial session.
- Shall check every attendee off the official approved attendee list.
- May demand identification information and are authorised to report breaches to the Stewards and/or Tasmania Police. They will be observing all persons attending the trial session to ensure compliance with this Procedure.
- Will pay particular attention to social distancing. All personnel must follow the direction of a Club Official in relation to social distancing.
- Club officials have the authority to direct a person to leave the venue if these Procedures are not adhered to.

#### **6.6 Venue Signage and Physical Distance Markings**

Instructions and reminders of these protocols, along with the Check in TAS App QR codes will be displayed at entrances and throughout the venue. Floor and ground markings will be installed (where possible) to assist all personnel to adhere to physical distancing protocols.

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

#### **6.7 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 to or escorted from the venue immediately.

Non-compliance of this Procedure shall be considered an offence under Australian Harness Racing Rule, 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 person found to have breached a COVID-19 principle and/or protocol as contained within this Procedure or otherwise will be reported to Tasmania Police and will be refused entry to or escorted from the venue immediately.

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

### **7.1 Harness Nominations**

Trainer’s nominations must be submitted via Harness.org by times stipulated on programs advertised on Tasracingcorporate.com.au or Harness.org

Trainers must advise Tasracing of the stablehand/s who will assist them on race day. One stablehand is permitted per (up to) five horses, up to a maximum of six total stablehands for each trainer. Notifications must be advised to racing@tasracing.com.au as per the below requirements.

- 12pm Thursday for Friday race meetings
- 12pm Friday for Sunday race meetings

Any exception to the above must be approved by Tasracing.

### **7.2 Prior to Race / Trial Day**

Tasracing shall provide Security with a list of the names of all persons who are authorised to enter the venue and only these persons shall be permitted to access.

### **7.3 Arrival / Departure Time at Race Venue**

All persons MUST present to security for identification check prior to entering the venue or unloading of any horses.

All trainers, stablehands and drivers must exit the venue within 30 minutes of their final commitment.

Participants are encouraged to manage their arrival and departure times based on their race meeting commitments and should avoid being on course

unnecessarily. Those participants who are deemed to be on course without further commitments may be asked to vacate the venue.

#### **7.4 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 identified in the specific Location Maps located in Appendix 1 (Venue locations and maps)

#### **7.5 Ready to Race / Trial**

One vacant stall may be allocated between each stable group when possible, to safeguard physical distancing.

Drivers must wear gloves at all times when handling horses.

#### **7.6 Mini Trots**

Scheduled Mini Trot events will be cancelled if a race meeting is declared and Industry Only meeting.

### **8. VENUE LOCATIONS AND MAPS – APPENDIX 1**

### **9. RESOURCES**

- 'Practice good hand hygiene', published by the Australian Government, 17 February 2021
- 'How to clean and disinfect your workplace' – COVID-19 published by Safe Work Australia
- 'How to wear a mask', published by Safe Work Australia
- 'Framework for COVID-19 Safe Events and Activities' published by the Tasmanian Government
- Tasracing Working Safely in a COVID-19 Environment Policy
- Tasracing COVID-19 Safety Plan
- Tasracing COVID-19 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)
- Tasracing Cleaning Plan

#### 10. **PROCEDURE REVIEW CYCLE**

This Procedure is classified as operational and is to be approved, reviewed and updated on a regular and ongoing basis to reflect the recommendations by the Government and WorkSafe Tasmania, The Procedure is to be endorsed by the Tasracing CEO and will be provided to the Tasracing's Audit & Risk Committee for noting.

#### 11. **DOCUMENT CONTROL**

Date	Version	Author	Approved by
27 July 2021	1.0	Liam Swan	CEO
14 December 2021	1.1	Liam Swan	CEO

Appendix 1

# Site Maps for Race / Trial venues

## Hobart Race Meeting and Trial Locations





# Launceston Race Meeting and Trial Locations





## Devonport Race Meeting, Trial and training Locations

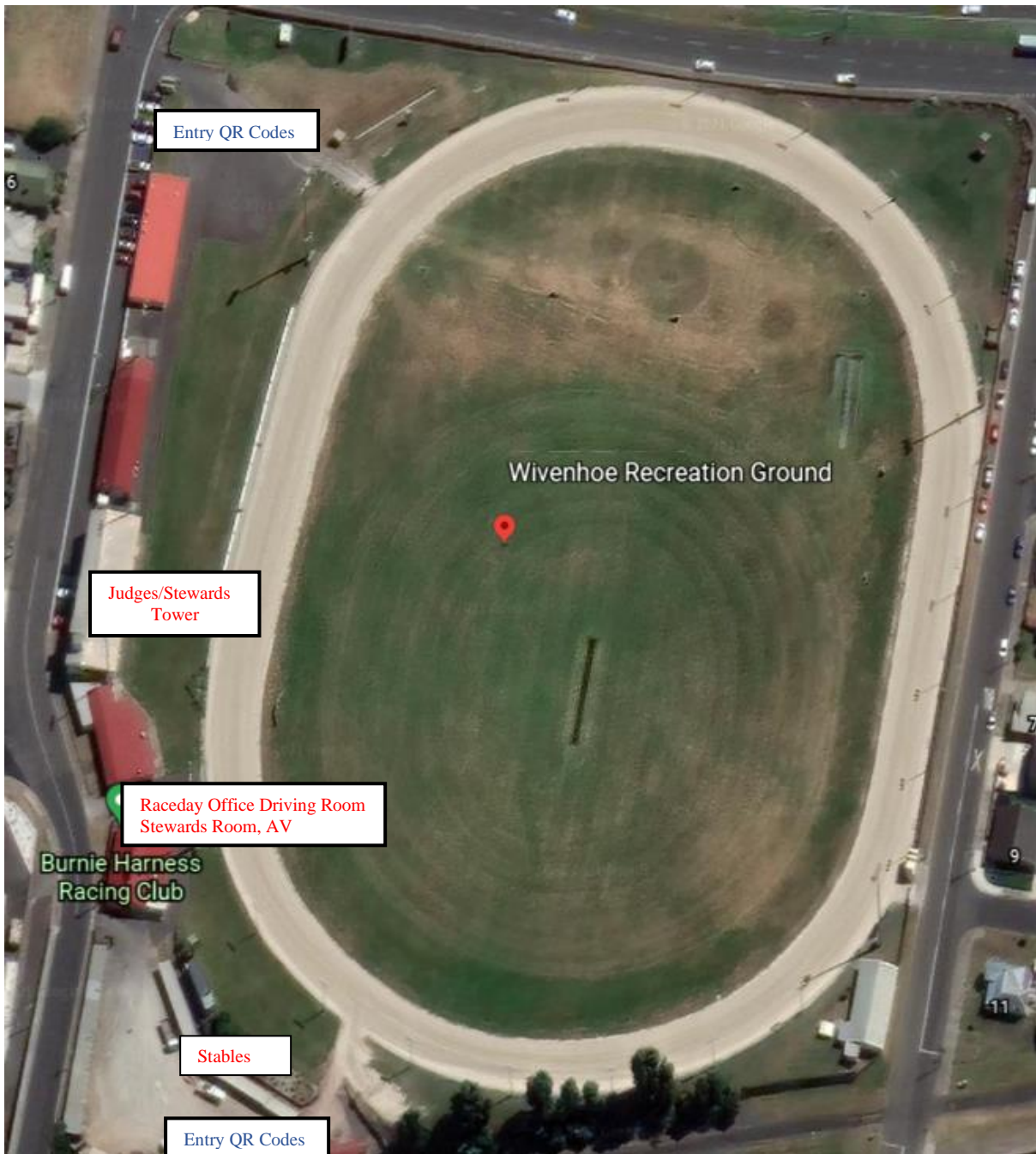


## Brighton Training Location





# Wivenhoe Recreation Centre (Burnie) Race Meeting Location



## Scottsdale Race Location





# St Mary's



## King Island Race Location



## Appendix 2

### TASRACING CLEANING PLAN

Location	Cleaning
Judges Box/Photo Finish	Dust, vacuum, sanitise, disinfect
Race caller	Dust, vacuum, sanitise, disinfect
Race day office	Dust, vacuum, sanitise, disinfect
Stewards Room	Dust, vacuum, sanitise, disinfect
Media Room	Dust, vacuum, sanitise, disinfect
Lure Driver Tower	X
Drivers Room	Dust, vacuum, mop, sanitise, disinfect
Jockeys Room	Dust, vacuum, mop, sanitise, disinfect
Greyhound Kennels (also used as Jockey rooms during Thoroughbred meetings)	X
Strappers Toilets	Dust, vacuum, mop, sanitise, disinfect
Owners & trainers Bar	Dust, vacuum, mop, sanitise, disinfect
Vet Room	Dust, vacuum, mop, sanitise, disinfect