

	PROCEDURE	VERSION 1
RESPONDING TO A CONFIRMED COVID-19 CASE		
CONTROLLER: RACING OPERATIONS MANAGER	OWNER: CEO	
REVIEWED: DECEMBER 2021	SCHEDULED REVIEW: MARCH 2022	

1. **OBJECTIVE**

This Procedure sets out the steps for Tasracing, racing clubs, stewards and racing officials to follow to respond to a confirmed case of COVID-19 in relation to a race meeting or event at a Tasracing venue.

This Procedure should be followed to minimise the spread of COVID-19 and protect the Tasmanian racing industry and the health of all industry participants, officials, workers and members of the public as much as possible.

This Procedure should be followed when Public Health advises that that a confirmed case of COVID-19 has recently attended a past race meeting or event at a Tasracing venue.

2. **SCOPE**

This Procedure applies to:

Workers	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 Tasracing Workers).
Office of Racing Integrity (ORI)	Management and the Stewards of the ORI.

Racing Officials	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.
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3. DEFINITIONS

Confirmed case of COVID-19	A person newly diagnosed with COVID-19, with laboratory definitive evidence to support the diagnosis. A confirmed case, whether vaccinated or non-vaccinated, is required to isolate from others. The period of isolation will depend on whether the case is vaccinated, has symptoms, and the results of testing in some situations. <i>(Case and Outbreak Management Framework for Tasmanian Workplaces and Settings, Version 1, 9 November 2021, Tasmanian Government)</i>
Close contact	A person who has had face-to-face contact with a confirmed case during their infectious period based on a risk assessment by the public health unit. High-risk close contacts may include household contacts, social contacts, who have had extensive interaction with a case and workplace contacts where exposure is prolonged. <i>(Case and Outbreak Management Framework for Tasmanian Workplaces and Settings, Version 1, 9 November 2021, Tasmanian Government)</i>

4. RESPONSIBILITIES OF KEY ORGANISATIONS

Stakeholder	Role for case and outbreak management
Public Health	<ul style="list-style-type: none"> • Coordinates COVID-19 case and outbreak management. • Notifies us when a confirmed case is identified as having spent time in our facility. • Advises our organisation on control measures (for example, use of facemasks, cleaning and disinfection) to implement to protect others and stop the spread of illness in the setting.

	<ul style="list-style-type: none"> • Leads/coordinates contact tracing (identifying persons who were in close contact with the case during their infectious period). • Asks our organisation about people in our setting that are at risk of severe illness from COVID-19. • Advises on broader public health control measures, and monitors their effectiveness. • Provides information about case/outbreak management to cases, close contacts, and people involved in the response and the public. • Liaises with relevant agencies about targeted testing and vaccination services. • Determines when the outbreak is over.
WorkSafe Tasmania	<ul style="list-style-type: none"> • Advises safe work practices, including the potential need to close a Tasracing venue from a workplace safety perspective. • Needs to be informed if a staff member is confirmed as having COVID-19 and may have been infected while at work.
Tasracing	<ul style="list-style-type: none"> • Implements public health case and outbreak control measures onsite, as outlined in this Procedure or as requested by Public Health. • Reports additional cases in the setting to Public Health. • Advises any close contacts of the case that Public Health identifies, to quarantine and check www.coronavirus.tas.gov.au for instructions until Public Health provides additional information.

	<ul style="list-style-type: none"> • Liaises with Public Health to coordinate communication about the case/cases.
Office of Racing Integrity (ORI)	<ul style="list-style-type: none"> • Work together with Tasracing to enforce outbreak control measures at Tasracing venues. • General Manager to assist as a member of the COVID-19 response team. • Stewards to issue any relevant directions to confirmed cases of COVID-19 regarding their attendance at a race meeting or trial.
Racing Officials	<ul style="list-style-type: none"> • Work together with Tasracing to enforce outbreak control measures at Tasracing venues.

5. COVID-19 RESPONSE TEAM

The COVID-19 Response Team will be responsible for leading Tasracing’s investigations and communication regarding a confirmed case of COVID-19, including:

- assisting and liaising with Public Health;
- conducting risk assessments in accordance with **Annexure A**;
- implementing COVID-19 control measures in response to a case; and
- coordinating communications to the industry, public, workers and any other relevant parties.

The COVID-19 Response Team will comprise of:

Name	Contact Details
Paul Eriksson (CEO, Tasracing)	p.eriksson@tasracing.com.au
Nicolas Turner (Cor Comms)	nicolas.turner@corcomms.com.au
Justin Helmich (General Manager, ORI)	justin.helmich@racingintegrity.tas.gov.au
Liam Swan (Racing Operations Manager)	l.swan@tasracing.com.au

6. COMMUNICATION WITH KEY STAKEHOLDERS

Key stakeholder	What they need to know	How we'll communicate
ORI & Racing Officials	<ul style="list-style-type: none"> • Level of risk, number of cases linked to the setting. • Outbreak control measures being implemented (e.g. arrangements for accessing venues, use of facemasks. • Reminder of the importance of hand hygiene, respiratory etiquette, physical distancing and not entering if unwell. • Changes or updates to scheduled race meetings. 	<ul style="list-style-type: none"> • Email • Text messages • Statements/updates on Tasracing Corporate Website • Signage
Public Health	<ul style="list-style-type: none"> • Name and contact details of the main contact person(s) for Public Health, including out-of-hours. 	<ul style="list-style-type: none"> • Email

	<ul style="list-style-type: none"> • Outbreak management risks specific to the context. • Names and contact details of potential contacts of confirmed case(s). 	<ul style="list-style-type: none"> • Meetings • Telephone
Racing Industry Participants	<ul style="list-style-type: none"> • Level of risk, number of cases linked to the setting. • Outbreak control measures being implemented (e.g. arrangements for accessing venues, use of facemasks. • Reminder of the importance of hand hygiene, respiratory etiquette, physical distancing and not entering if unwell. • Changes or updates to scheduled race meetings. • Reminder of mental health support and counselling available (EAP with Positive Solutions) if racing is shut down. 	<ul style="list-style-type: none"> • Email • Text messages • Statements/updates on Tasracing Corporate Website • Signage
Visitors, contractors and delivery personnel	<ul style="list-style-type: none"> • Level of risk, number of cases linked to the setting. • Outbreak control measures being implemented (e.g. arrangements for accessing venues, use of facemasks. 	<ul style="list-style-type: none"> • Email • Signage
Workers	<ul style="list-style-type: none"> • Level of risk, number of cases linked to the setting. • Outbreak control measures being implemented (e.g. arrangements for accessing venues, use of facemasks. • Arrangements for accessing leave for quarantine and isolation. • Working from home arrangements (if relevant). 	<ul style="list-style-type: none"> • Email • Meetings • Telephone • Intranet page

	<ul style="list-style-type: none"> • Changes to staffing/rostering arrangements. • Expectations about getting tested and not attending work if staff have any COVID-19 symptoms. • Arrangements to support staff health and wellbeing (reminder of EAP with Positive Solutions, if relevant). 	<ul style="list-style-type: none"> • Signage
WorkSafe Tasmania	<ul style="list-style-type: none"> • Cases in staff where incident notification is required under the <i>Work Health and Safety Regulations 2012</i> (Reg 699). 	<ul style="list-style-type: none"> • Phone (1300 366 322)

7. STEPS TO BE TAKEN TO RESPOND TO A CONFIRMED CASE OF COVID-19

Tasracing should follow the below key steps in responding to a confirmed case of COVID-19 at a Tasracing venue, and will always act in accordance with advice from Public Health and will liaise with Public Health throughout the whole process. Public Health is responsible for leading the COVID-19 case and outbreak management.

Step 1 LIAISE WITH PUBLIC HEALTH	<p>If a confirmed case of COVID-19 is identified as having spent time at a Tasracing venue while they were infectious, Tasracing will be notified by Public Health. During the initial contact with Public Health, Tasracing will identify a key contact person/s for Public Health and identify arrangements for after-hours contact.</p>
Step 2 REVIEW & RISK ASSESSMENT	<p>Once Public Health advises Tasracing that a confirmed case of COVID-19 has been identified as having spent time at a Tasracing venue while they were infectious, Tasracing will be requested to implement public health outbreak control measures onsite, as requested by Public Health. These activities will be coordinated by the COVID-19 Response Team.</p> <p>The COVID-19 Response Team will review all information known and provided about the confirmed case of COVID-19 as soon as possible. The COVID-19 Response Team will identify the risks of the case/s and will conduct a risk assessment in accordance with Annexure A, plan the appropriate action to take (e.g. implement use of face masks etc), and will work with Public Health.</p>

	<p>The objectives of the COVID-19 Response Team conducting a risk assessment is to:</p> <ul style="list-style-type: none"> • inform whether Tasracing needs to close part or the whole of any venues; • inform the extent of cleaning required (if any); • inform whether contact tracing should commence; and • prepare the venue to provide further information to Public Health.
<p>Step 3 INFORMATION GATHERING</p>	<p>Gather all staff rosters and hard-copy sign-in/visitor logs from the relevant racing club for the date of the event where the confirmed COVID-19 case was present and provide this to Public Health. This data will supplement the information recorded through the Check in Tas App and will assist Public Health with contact tracing.</p>
<p>Step 4 CONTACT CLOSE CONTACTS</p>	<p>Close contacts must be notified by Tasracing. It is preferable to notify close contacts via telephone, however, use of text messages is also acceptable. It is important that this is done as soon as possible to ensure workers and industry participants are quarantined. Tasracing needs to advise any close contacts of the case that Public Health identifies that they are to quarantine and check www.coronavirus.tas.gov.au for instructions until Public Health provides additional information.</p> <p>The following message should be provided to close contacts: <i>You have been assessed as a close contact of a confirmed case of coronavirus (COVID-19) through your attendance at [insert name of event/worksite/business]. You are required to self-quarantine and check www.coronavirus.tas.gov.au for instructions until Public Health provides additional information.</i></p>
<p>Step 5 CLEANING</p>	<p>In accordance with advice from Public Health, arrange cleaning and disinfection of frequently touched areas or a deep clean of the area. The area/s should be blocked off for access until this process is complete. The details of how cleaning should occur are provided in Annexure B: Cleaning and disinfection following a confirmed case and a list of areas of to be cleaned at a COVID-19 exposure site should be determined from Annexure C: Tasracing’s Cleaning Plan.</p>
<p>Step 6 COMMUNICATION</p>	<p>In accordance with section 6, the COVID-19 Response Team are to release a communication/statement to the media, industry and Workers. Consider the privacy of the individuals impacted at all times.</p> <p>If the confirmed case of COVID-19 is a Worker, Tasracing will report the case to Worksafe</p>

	<p>Tasmania if required by law.</p> <p>Communication with other parties (contractors, delivery personnel and visitors) should be also be considered (e.g. notification emails, signage around venue).</p>
<p>Step 7</p> <p>STAND-DOWN ROLE</p>	<p>When an outbreak is controlled, in consultation with Public Health, Tasracing will:</p> <ul style="list-style-type: none"> • evaluate the response; • update this Procedure if necessary; • consider the required level of entry screening into venues; • provide opportunities for those involved in the response to debrief; • keep stakeholders informed; • stand-down the COVID-19 Response Team; and • continue to enforce COVID-19 preventative measures.

8. COMPLIANCE

Tasracing, ORI and Racing Officials, should familiarise themselves with this Procedure and ensure that they exercise appropriate due diligence in carrying out their required responsibilities.

Every Worker is personally responsible for adhering to the principles of this Procedure. Should an employee be suspected to have acted in breach of the terms of this Procedure, a fair and reasonable investigation process may result in disciplinary outcomes up to and including termination of employment.

9. PROCEDURE REVIEW CYCLE

This Procedure will be reviewed, updated and approved on a regular and ongoing basis to reflect the recommendations by Public Health. This Procedure is to be endorsed by the Tasracing CEO.

10. REFERENCES

- Rules of Racing
- *Case and Outbreak Management Framework for Tasmanian Workplaces and Settings*, Version 1, 9 November 2021, Tasmanian Government

11. DOCUMENT CONTROL

Date	Version	Author	Approved by
December 2021	1	Legal Counsel - Compliance	CEO

ANNEXURE A
RISK ASSESSMENT

Risk Factor	Likelihood	Consequence	Risk rating
Quantity of entry points into Tasracing venue	Low if not many High if there are a lot	Low if not many High if there are a lot	The greater the points of entry the greater the risk
Quantity of 'high risk' tasks performed	Low if not many High if there are a lot	Low if not many High if there are a lot	The risk increases as high risk tasks are performed
How well will your COVID-19 Safety Plan reduce the risk of COVID-19 transmission	Low when controls applied vigorously High when controls not applied	Low when controls applied vigorously High when controls not applied	Having a comprehensive COVID-19 Safety Plan and strictly applying your controls lower the risk rating
What level of worker vaccination already exists in your workplace	The greater the percentage of workers vaccinated, the lower the likelihood of transmission	The greater the percentage of workers vaccinated, the lower the impact on workers/business	Risk is lowest at 100% vaccination The lower the number of vaccinated workers, the greater the risk and the higher the risk rating
What type of contact do your workers need to have	The likelihood is low when exposure is limited, masks are worn, and workers are vaccinated Where these are not controlled likelihood is high	The more close contact that exists in the workplace, the greater the consequence	Good physical distancing protocols reduce the risk of close contacts and transmission, resulting in a lower risk rating
Presence of vulnerable workers in your workplace	Where you have no vulnerable workers, the likelihood is low Multiple vulnerable workers mean the likelihood is higher	Vulnerable worker will be impacted if they become infected. This may impact on the ongoing operation of the business	The more vulnerable workers you have in the workplace and the absence of strict controls will increase the risk rating
Workers attending multiple	Going to multiple workplaces	Infected workers returning to your	Controls that reduce workers'

workplaces	increases the likelihood of exposure to workers and the workplaces they attend	workplace may introduce COVID-19 to your workers or to others in vulnerable settings	interactions and good hygiene controls will provide a lower risk rating
Use of masks and physical barriers to reduce close contacts	Using physical barriers and masks to reduce likelihood of transmission	Masks and physical barriers have minimal impact on influencing the consequence of infection should it occur	Controls of this type when used effectively lower the risk rating for this element
Effective case or outbreak management plan	No impact on influencing the likelihood of infection should it occur	Good response planning lowers the consequences of transmission	The presence of an effective response plan will reduce the impact on the business and lowers the risk rating

Guidance note: All Industries – How to conduct a COVID-19 risk assessment

https://www.worksafe.tas.gov.au/_data/assets/pdf_file/0008/640691/Guidance-note-How-to-conduct-a-COVID-19-risk-assessment.pdf

See link for further information.

ANNEXURE B

CLEANING AND DISINFECTION FOLLOWING A CONFIRMED CASE

Background

COVID-19 is spread through respiratory droplets produced when an infected person coughs or sneezes. A person can get COVID-19 by breathing in these droplets or, less commonly, by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

Following a confirmed case of COVID-19, thorough cleaning and disinfection of contaminated areas is needed as per our COVID-19 Safety Plan, to remove the virus from surfaces.

There is no automatic need to close the entire facility/setting while cleaning and disinfection is underway, particularly if the confirmed case only visited parts of the facility/setting.

Suspension of normal operations will depend on factors such as the size of the facility, nature of the work, number of people and potential areas of contamination.

Public Health and WorkSafe Tasmania will provide advice about cleaning and disinfection following a confirmed case of COVID-19.

Cleaning and disinfection for non-health care settings follows the same principles as routine cleaning and disinfection, except:

- cleaning staff should wear disposable gloves, a long-sleeved gown and a surgical mask plus eye protection or a face shield while cleaning and disinfecting
- cleaners should be trained in putting on and removing personal protective equipment (PPE)
- areas may need to be prepared to ensure proper cleaning and disinfection (eg removing personal effects)
- soft or porous surfaces may need attention (eg steam-cleaning or laundering of fabrics).

For instructions for cleaning and disinfection generally, refer to [COVID-19 Information for workplaces — cleaning](#) (Safe Work Australia) and [Information about routine environmental cleaning and disinfection in the community](#) (Australian Government Department of Health).

For instructions for cleaning in health and residential care settings, refer to [COVID-19 Environmental cleaning and disinfection principles for health and residential care facilities](#) (Australian Government Department of Health).

ANNEXURE C – TASRACING’S CLEANING PLAN

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