



## HRNZ ORDER AND DIRECTION IN RESPONSE TO COVID-19 PANDEMIC

### Workouts, Trials and Racing – ALERT LEVEL 3 Safe Working Protocols

#### PART 1 EXPLANATORY NOTE

#### 1. EXPLANATORY NOTE

- 1.1 On 20 April 2020, the Prime Minister announced a new alert level system to be used during the COVID-19 response. From 28 April 2020 COVID-19 Alert Level 3 protocols were enforced by the Government through its various agencies including the Police, WorkSafe New Zealand (WorkSafe) and the Ministry for Primary Industries (MPI).
- 1.2 A full overview of New Zealand’s COVID-19 Alert Levels is provided via [this link](#). Please familiarise yourself with this, and in particular the restrictions relating to Travel and Workplaces.
- 1.3 At Level 3 meetings are permitted, provided that all employers have a COVID-19 Safety Plan in place, with appropriate health and safety and physical distancing measures for both staff and contractors.
- 1.4 As a sport and industry, we must continue to prove that we can keep all participants safe and eliminate, or mitigate to the greatest extent, the risk of transmission of COVID-19.
- 1.5 The core principles behind this Order and Direction (Directive) are:
  - 1.5.1 **Stay home:** The Alert Level 4 message of “stay home, save lives” continues to apply.
  - 1.5.2 **Safety:** Your business must operate safely. This includes your staff, suppliers, customers and anyone else who you may interact with. Your staff should feel safe coming to work. Note that the two metre rule may only be relaxed to one metre where necessary and only within the workplace.

- 1.5.3 **Traceability:** In the event that any staff, suppliers or customers of your business was diagnosed with COVID-19 (or are a suspected case), you should be able to quickly and accurately trace the contacts they have had with your business.
- 1.5.4 **No transmission:** The primary goal is to stop the spread. The same principles that applied to your essential business operations at Alert Level 4 remain relevant at lower levels e.g. physical distancing, PPE and appropriate hygiene/cleaning procedures.
- 1.6 Another key principle is to maintain the WorkSafe three pillars of good work throughout all operations: leadership, risk management, and worker engagement, as follows:
  - 1.6.1 **Leadership:** The expectations of customers, the community, staff and regulators is that all workplaces will meet the highest possible standards and that managers, supervisors and individual staff actively manage adherence to the safety measures and expect all involved to demonstrate leadership and appropriate self-supervision to ensure that these standards are met and that they are looking out for the health and safety of their colleagues and community while at work.
  - 1.6.2 **Elimination:** Businesses must eliminate transmission risks where possible. Where it is not possible, businesses must substitute work practices or provide as high a level of control as possible. We expect that Clubs and trainers together with their respective staff or racing officials will maintain, or create new, practices that meet or exceed the latest Ministry of Health guidelines. Harness Racing New Zealand (HRNZ) will update licence holders of relevant changes to those guidelines.
  - 1.6.3 **Participation:** Workplaces must engage with employees (as individuals or representatives) in any decision making for changes to work practices. Any staff consultation and/or feedback should be an ongoing process so that workplaces are able to improve practices and learn lessons to continuously improve management and safety.
- 1.7 This Directive contains minimum measures that are necessary to mitigate or eliminate the risk of passing on the COVID-19 virus at workouts, trials meetings and race meetings. These include:
  - 1.7.1 supporting people with flu-like symptoms to self-isolate;
  - 1.7.2 ensuring physical distancing;
  - 1.7.3 regular disinfecting of surfaces;

- 1.7.4 maintaining good hygiene, particularly hand hygiene and good cough/sneeze etiquette; and
- 1.7.5 keeping records to facilitate contact tracing.
- 1.8 This Directive places a requirement that Clubs and trainers together with their respective staff or racing officials must develop a COVID-19 Safety Plan in place to protect all individuals at the workplace or racecourses where racing is conducted. WorkSafe has also repeatedly emphasised the importance of having your staff engaged in the plan – giving them opportunities to provide input to development of the plan and/or to provide feedback. This demonstrates to staff that you have thought through your processes. They may also think of something you have overlooked.
- 1.9 Stipulated measures in this Directive must form part of the workplace’s COVID-19 Safety Plan for Persons Conducting a Business or Undertaking (PCBUs) involved in Standardbred training and racing (refer link to WorkSafe template), (including associated persons or trades) with further protocols and processes down to racecourse level that show how the principles and minimum requirements set out in this standard are achieved.
- 1.10 PCBUs and officers are expected to undertake and champion the principles of this Directive by constantly focussing on eliminating or reducing the risk of COVID-19 transmission as required by the Ministry of Health, engaging meaningfully with their workforce, and making worker health a key priority.
- 1.11 The Directive also includes prevention, detection, and rapid response measures designed to achieve the principles above whilst maintaining business continuity across Standardbred racing activities.
- 1.12 Compliance with this Directive is expected for all PCBUs engaged in training and racing of Standardbreds whilst working under COVID-19 Alert Level 3, and reflects what a responsible business and activity would undertake to ensure the health and safety of its workers and the New Zealand public. PCBUs are responsible for implementing controls to achieve this standard and maintaining records to provide evidence that the requirements have been met.
- 1.13 Under Alert Level 3, there is no requirement to register your Safety Plan, but you must have one in place and share it with your staff. Your plan should also be shared with other organisations that you are physically interacting with, or that you are required to inform. If a COVID-19 Safety Plan is not in place, or staff feel unsafe, staff must not go to work and the work premises should remain closed.
- 1.14 Clubs, trainers, staff, RIU and other racing officials, and drivers are expected to work

positively and cooperatively to ensure:

1.14.1 the effective implementation of these minimum COVID-19 protocols, and

1.14.2 that the health and safety of workers and other people aren't put at risk from changes that are made to work arrangements because of this pandemic.

1.15 Considerations taken in the drafting of this Directive considerations has been given to:

1.15.1 Guidance provided by WorkSafe and requirements of the Health and Safety at Work Act 2015.

1.15.2 The HRNZ Order and Direction return to training under Alert Level 3, which has already been provided to WorkSafe.

1.16 **Notes:**

1.16.1 This Directive has the effect under the New Zealand Rules of Harness Racing and is binding on PCBU's (as defined by the Health & Safety at Work Act, Clubs, licensed persons, racing officials (including RIU staff) and persons to whom to the Rules apply.

1.16.2 This Directive is subject to any legislative or Governmental requirements and to any Government regulations or requirements as relevant to COVID-19 Alert Level 3.

1.17 A breach of this Directive may constitute a breach of the New Zealand Rules of Harness Racing (Rule 1001 - Serious Racing Offences).

1.18 **Useful Links:**

1.18.1 [Health and Safety at Work Act](#)

1.18.2 [Risk Management Regulations](#)

1.18.3 [WorkSafe COVID-19 Safety Plan \(and template\)](#)

1.18.4 [COVID-19 Government Site](#)

1.18.5 [Ministry of Health: COVID-19](#) (general)

1.18.6 [Ministry of Health posters](#)

1.18.7 [HRNZ Order and Direction Level 3 Return to Training](#)

## PART 2 PRELIMINARY PROVISIONS

### 2. NAME AND COMMENCEMENT

- 2.1 The Board of HRNZ gives the following Directive under clause 14.4.4 of the Constitution of HRNZ to all Clubs, combination of Clubs, owners, and persons licenced under the New Zealand Rules of Harness Racing (the Rules).
- 2.2 This Directive is the HRNZ Order and Directive in response to COVID-19 Pandemic Return Racing - Alert Level 3.
- 2.3 This Directive has effect whilst COVID-19 Alert remains at Level 3 and may be reviewed from time to time.

### 3. INTERPRETATION

- 3.1 In this Directive, unless the context otherwise requires:

**meeting** means a race or trials meeting, or workout.

**meeting officials** includes those persons attending a meeting who are not licensed under the rules.

**PCBU** has the same meaning as in section 17 of the Health and Safety at Work Act 2015.

**racecourse** means any premises and includes all parts of premises used for workouts, trials or race meetings.

**staff or worker** means when used in the context of a Club any person working for a Club whether paid or unpaid and when used in the context of a trainer any person working for a trainer whether paid or unpaid.

Any term used in this Directive shall have the meaning given to it in the New Zealand Rules of Harness Racing unless the context requires otherwise.

## PART 3 GENERAL

### 4. GENERAL

- 4.1 A Club holding a meeting and its staff must work together to understand and comply with this Directive, or any measures that the Club may introduce, in order to minimise the risks of the transmission of COVID-19.
- 4.2 Each Club must develop their own COVID-19 Safety Plan for their workplace that

aligns to and is consistent with WorkSafe’s guidance (including, addressing the seven questions contained in WorkSafe’s COVID-19 Safety Plan [template](#)) to ensure effective implementation of COVID-19 controls and that the health and safety of workers and other people is not put at risk from changes made to work arrangements because of COVID-19. WorkSafe has also repeatedly emphasised the importance of having your staff engaged in the plan – giving them opportunities to provide input to development of the plan and/or to provide feedback. This demonstrates to staff that you have thought through your processes. They may also think of something you have overlooked.

- 4.3 Each Club must prepare and implement their COVID-19 Safety Plan and processes with worker engagement (including worker Health and Safety representation) and participation to ensure that agreed measures are well communicated and embedded in practice. All people involved must be aware of their responsibility to manage, supervise, and self-police the agreed protocols.
- 4.4 The COVID-19 Safety Plan should include an option for workers to not attend or continue work if they do not feel it is safe to do so.
- 4.5 Any workplace or racecourse that has had a worker with a positive COVID-19 diagnoses must prevent the person entering the racecourse or conducting work activities and must complete the following:
  - 4.5.1 Ensure that contact has been made with the Ministry of Health COVID-19 health line.
  - 4.5.2 Gather records of all persons who have been on racecourse or involved with the person who has tested positive within the past four weeks.
  - 4.5.3 Gather information to identify those who have worked at the location or shared machinery, plant, materials or equipment with that person.
  - 4.5.4 Be ready to present the information to the appropriate authorities.
  - 4.5.5 Inform the wider workforce of the situation while protecting the privacy of the individual where practicable so that further health monitoring can take place of potential contacts with the person.
  - 4.5.6 Clean and sanitise all racecourse surfaces and equipment.
  - 4.5.7 Follow any other directions from Ministry of Health.

## **5. TRACEABILITY**

- 5.1 A Club must ensure a meeting logbook is maintained for all meetings for any person visiting the racecourse, including any licensed persons, meeting officials, suppliers, contractors, veterinarians, and farriers for the purpose of ensuring there is traceability of those persons.
- 5.2 The meeting logbook shall record name, full contact details, time in and time out of the racecourse, and a health declaration.

### **PART 4 ATTENDANCE AT WORKOUTS, TRIALS, AND RACE MEETINGS**

## **6. ATTENDANCE**

- 6.1 The following persons must not attend a race meeting, trial or workout:
  - 6.1.1 Any person who has cold or flu symptoms (including coughing or sneezing, runny nose, headache, aches or fever) or have experienced a loss of, or change in, their sense of smell.
  - 6.1.2 Any person who knows or suspects that they have been in contact with a person suspected or confirmed as contracting COVID-19.
  - 6.1.3 Any person at higher-risk of severe illness from COVID-19 unless there is agreement with the Club they can do so safely.
- 6.2 Subject to clause 6.1 no person shall be admitted to a workout, trial or race meeting except for:
  - 6.2.1 Licensed trainers with horses entered at the meeting.
  - 6.2.2 Licensed staff employed by a trainer with horses entered at the meeting (including persons driving vehicles transporting horses), if that employee's or person's presence at the racecourse:
    - 6.2.2.1 is essential; and
    - 6.2.2.2 has been notified to, and approved by, the relevant Club, before the meeting.
  - 6.2.3 Licensed drivers engaged to drive at the meeting.
  - 6.2.4 Clerks of the Course, Stipendiary Stewards, Starters, Starters Assistants, St John ambulance officers, veterinarians, farriers, horse ambulance drivers, Racing Investigators, swabbing attendants, gate security, commentators, Judges, accredited media or photographers (as approved by HRNZ in writing), photo finish operators, Trackside Broadcasting team, TAB on-course

control van personal, Judicial panellists and typists, Medical staff, Club staff and other Officials if their presence is essential for the conduct of the Meeting.

- 6.2.5 Any other persons deemed essential by HRNZ or the Club for the conduct of the meeting.
- 6.3 A Club must ensure that the minimum number of persons necessary attend a meeting.
- 6.4 A Club must ensure that:
  - 6.4.1 Attendees at a meeting maintain their working bubble, and adhere to a physical distance from each other of a minimum of two metres.
  - 6.4.2 Where a safe working distance of two metres is not possible, the Clubs must have in place documented effective controls for managing the risks associated with working at one metre.
  - 6.4.3 Attendees at a meeting follow the public health guidelines issued by the Ministry of Health for businesses operating under Alert Level 3, are followed; details in this [link](#).

## PART 5

### **7. RESPONSIBILITIES OF CLUB CONDUCTING A WORKOUT, TRIALS, OR RACE MEETING**

- 7.1 A Club holding a workout, trials meeting, or race meeting must:
  - 7.1.1 Limit the number of available entrances to the racecourse (including the entrance used by horse floats and trucks transporting horses to the meeting) while a meeting is in progress to a maximum of two entrances.
  - 7.1.2 Designate screening areas at each entry point to the racecourse, and provide a Steward or staff member to:
    - 7.1.2.1 Ensure that only those permitted to attend a meeting gain access to the racecourse.
    - 7.1.2.2 Receive, review and retain (for the purpose of contact tracing) COVID-19 Health Screening Questionnaires.
    - 7.1.2.3 Maintain a meeting logbook that records the name, full contact details, time in, time out, and a health declaration of all persons entering and leaving the premises, for the purpose of ensuring there is traceability of those persons.



- 7.1.2.4 Issue each person approved for entry to the racecourse with a wristband which must be worn at all times during the race meeting. The wristband must not be shared with any other person.
- 7.1.3 Provide an isolation area for use at the meeting and have isolation procedures in place if there is a case or suspected case of COVID-19 identified at the meeting.
- 7.1.4 In consultation with the Stipendiary Stewards, designate additional enclosed areas on the racecourse as temporary drivers' rooms which areas are to be treated as if they were the usual drivers' rooms. Access to showers and dryers will not be allowed under Alert Level 3.
- 7.1.5 Provide or install hand sanitiser stations, or soap and running water and paper towels, for use by persons present at a meeting, and ensure that those stations and areas for handwashing are monitored regularly throughout the meeting to ensure that they are properly stocked.
- 7.1.6 Engage sufficient cleaning staff to provide regular cleaning and disinfection of all common areas used during the conduct of the meeting including, as a minimum, disinfecting regularly during the meeting all common surfaces used by attendees including, but not limited to, the drivers, trainers, and stewards rooms and all door handles, hand rails, lift call and internal lift buttons (if applicable) and light switches and so on.
- 7.1.7 Provide signage in all relevant areas including the drivers' and trainers' rooms to remind of personal hygiene and physical distancing requirements.
- 7.1.8 Require that a set of colours must only be used by one person at the meeting and ensure that trainers provide an individual set of colours to each driver engaged by the trainer at the meeting.
- 7.1.9 Ensure that there is to be no on-course betting available at a race meeting.
- 7.1.10 Give prior notice to St John staff if they are required to assess a patient against the COVID-19 case definition, so that the St John staff can wear appropriate personal protective equipment.
- 7.1.11 Following advice from a St John medic, the Stipendiary Stewards or a Racecourse Investigator, may require a person to leave the racecourse and request they immediately self-isolate until cleared by their GP, who must consider the prevailing NZ Government requirements. The person must also follow Ministry of Health advice and if diagnosed with COVID-19, assist in contact tracing.
- 7.1.12 Require that attendees to bring with them sufficient food and drink to meet their own requirements.

## PART 6

### RESPONSIBILITIES OF PERSONS ATTENDING A WORKOUT, TRIALS MEETING, OR RACE MEETING

#### 8. RESPONSIBILITIES OF PERSONS ATTENDING A MEETING

8.1 All persons attending a meeting must:

- 8.1.1 Not attend a meeting if they are prohibited from doing so under clause 6.1.
- 8.1.2 Report to a designated screening area specified by the Club for the purpose of:
  - 8.1.2.1 Providing or completing a COVID-19 Health Screening Questionnaire in the form attached to this Directive, immediately on entering the racecourse. (Preferably the Health Screening Questionnaire should be completed prior to attendance at the meeting and handed in at the designated screening area).
  - 8.1.2.2 Providing information for the completion of the meeting logbook.
- 8.1.3 Present to a St John medic, or if there is no medic report to an official, if they are concerned about their health, for a further assessment of clinical and epidemiological symptoms of the COVID-19 virus.
- 8.1.4 On the advice of a St John medic or the HRNZ Medical Advisor, or at the request of the Club, a Stipendiary Steward, or a Racecourse Inspector leave the racecourse immediately if it is practicable to do so, or remain in the isolation area until it is safe to leave the racecourse and on leaving the racecourse to immediately self-isolate until cleared by their GP or a medical doctor, who must consider the prevailing NZ Government requirements. The person must also follow Ministry of Health advice and if diagnosed with COVID-19, assist in contact tracing.
- 8.1.5 Follow strict hygiene requirements in accordance with Ministry of Health guidelines (including regular hand-washing with soap and running water and the use of hand-sanitisers).
- 8.1.6 Minimise person-to-person contact with other persons attending a meeting to the maximum extent possible including, without limitation, avoiding being within two metres of another person who are not persons from within the same personal bubble.
- 8.1.7 Work co-operatively with each other and the Club to ensure a minimum of two metres physical distancing from other persons provided that this can be

done without increasing personal health and safety risks, and follow the public health guidelines issued by the Ministry of Health for businesses operating under Alert Level 3, are followed; details in this [link](#).

8.1.8 Only enter those areas of the racecourse that they need to enter in order to perform their duties or their role at that meeting, and comply with the requirements of the Club regarding access to the various areas of the racecourse while the meeting is in progress.

8.1.9 Ensure they bring sufficient food and drink to meet their own requirements.

8.1.10 When travelling to and from a meeting exercise judgement and limit occasions where they ride-share with people with whom they are not already usually in close contact with (such as living in same household).

8.1.11 Under Alert Level 3 no licenced person, staff or worker may travel between the North Island and the South Island or vice versa, for the purposes of attending a meeting, without the prior written permission of HRNZ.

9. Trainers and their staff with a horse entered at a meeting, in addition to the matters set out in clause 8, must:

9.1 Attend a meeting only for the minimum period of time required for them to attend to horses from their property entered at that meeting. Trainers and their staff must leave the racecourse as soon as is practicable after the last of their horses have raced at that meeting whilst avoiding congestion in tie-up and loading areas.

9.2 Minimise person-to-person contact with other persons at the meeting (not within their personal bubble) to the maximum extent possible and avoid being within two metres of another person except and only when necessary:

9.2.1 to ensure safety in attending to a horse; or

9.2.2 when gearing up a horse for racing.

9.3 Wash or sanitise hands regularly, and specifically before and after:

9.3.1 handling gear;

9.3.2 leading a horse; and

9.3.3 entering and leaving any room.

9.4 Not enter the drivers' room or a temporary drivers' room, unless engaged to drive in a race at a meeting.

9.5 Phone the race day Stipendiary Stewards or Racecourse Inspector if they need to inform or seek permission or clarification on any matter, instead of entering the Stewards Room (note: Stewards may still request that a person present them self to the Stewards Room).

- 9.6 Bring with them sufficient food and drink to meet their own requirements.
- 10.** A trainer with a horse entered at a meeting, in addition to the matters set out in clauses 8 and 9, must:
- 10.1 If the trainer has multiple runners at the meeting provide each individual driver engaged to drive with a separate set of colours.
  - 10.2 If the trainer does not have sufficient colours to comply with clause 10.1 the trainer must nominate a separate set of colours for use by the individual driver(s) and inform the Stipendiary Steward.
  - 10.3 Inform the Stipendiary Steward, if for any reason a separate set of colours is not available for a driver and the driver is required to continue to wear a set already worn by him or her at the meeting.
  - 10.4 Ensure the colours are freshly laundered both before and after the meeting.
- 11.** A driver, in addition to the matters set out in clause 8, must:
- 11.1 If directed by a Club Steward or staff member, or a Stipendiary Steward, make use of the drivers' room of temporary drivers' room, in order to reduce close personal contact with other drivers attending a meeting.
  - 11.2 While in the drivers' room or a temporary drivers' room maintain physical distancing of at least two metres from all other persons in the room as far as possible.
  - 11.3 Minimise the time period that they are in the drivers' room and comply with physical distancing requirements while using them.
  - 11.4 Regularly wash their hand using soap and running water or sanitiser and specifically before and after:
    - 11.4.1 handling gear;
    - 11.4.2 before and after driving in a race; and
    - 11.4.3 entering and leaving any room.
  - 11.5 Not wear colours worn by any other driver at the meeting.
  - 11.6 Phone the race day Stipendiary Stewards if they need to inform or seek permission or clarification on any matter, instead of entering the Stewards Room (note: Stewards may still request that a person present them self to the Stewards Room).
  - 11.7 Bring with them sufficient food and drink to meet their own requirements.
  - 11.8 Thoroughly clean and disinfect their driving gear after driving at a meeting.
  - 11.9 Attend a meeting only for the minimum period of time required for them to drive. Drivers must leave the racecourse as soon as is practicable after the last of their horses have raced at that meeting.

## **12. Removal from Racecourse**

- 12.1 A Club, Stipendiary Steward, or Racecourse Inspector must direct a person to leave the racecourse:
  - 12.1.1 if they believe, on reasonable grounds, the person seeking entry to the racecourse or who is present at racecourse, is a person who:
    - 12.1.1.1 presence is not permitted under this Directive; or
    - 12.1.1.2 has not complied with any Government requirement to self-isolate.
  - 12.1.2 Who does not comply with this Directive.
  - 12.1.3 Who coughs, sneezes, or spits at any person.
- 12.2 A person who is directed to leave a racecourse under clause 12.1.1 shall leave the racecourse until their presence is permitted under this Directive or until they have complied with any Government requirement to self-isolate.

## **Movement of horses**

- 13. The following procedures must be adhered to when loading, transporting and unloading a horse at a meeting:
  - 13.1 Any person essential to the loading or unloading of horses must maintain at least two metres from other persons.
  - 13.2 Safe distancing measures of two metres must be observed unless necessary to ensure safety of another person or the horse. Where a safe working distance of two metres is not possible, the Clubs must have in place and documented effective controls for managing the risks associated with working at one metre.
  - 13.3 Disposable gloves must be worn during loading and unloading.
  - 13.4 Any equipment or gear travelling with the horse, including head collars, lead ropes and covers, must be disinfected, ensuring that the disinfectant used is suitable for use on gear (will not rot or corrode) and is used at manufacturer's recommended concentration.
  - 13.5 All persons should wash or sanitise hands after each loading or unloading.



COVID-19 Health Screening Questionnaire

Failure to truthfully complete this questionnaire shall be considered a breach of Rule 1001.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Employer: \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 2020    Mobile Phone Number: \_\_\_\_\_

1. Have had close contact with a confirmed or probable case of COVID-19?

YES  NO  (tick one)

*If you answered yes, please provide details including date and person you have been in contact with*

\_\_\_\_\_

2. Have you returned from overseas travel in the last 14 days?

YES  NO  (tick one)

*If you answered yes, please provide details of your overseas travel and the date you returned to NZ.*

\_\_\_\_\_

3. Do you think you may have a fever?

YES  NO  (tick one)

4. Do you have a cough, sore throat or shortness of breath?

YES  NO  (tick one)

5. Have you experienced a loss of or change in your sense of smell?

YES  NO  (tick one)

**If any of the above questions is answered "YES" the Club must:**

- **Instruct the person who completed the questionnaire, and any persons they have been in close contact within during the past 48 hours, that they are immediately prevented from further access to the racecourse conducting the workout, trials or race meeting and instructed to adhere to strict self-isolation.**
- **Advise HRNZ ([lbishop@hrnz.co.nz](mailto:lbishop@hrnz.co.nz))**