

**August 2021**

### **COVID-19 EMERGENCY REGULATIONS – ALERT LEVEL 3**

These regulations apply to regions that are subject to Alert Level 3. If the government declares that there are domestic border restrictions, these movement restrictions apply to people involved in racing, other than employees of horse float companies.

The Alert Level protocols will be enforced by the Government through its various agencies including the Police, WorkSafe New Zealand (WorkSafe) and the Ministry for Primary Industries (MPI). Contact tracing is essential and NZTR recommends that you download the NZ COVID Tracer App to use.

COVID-19 is a global pandemic. The risk to our communities, including workplaces, had been identified and assessed by public health authorities. The conduct of training and racing Thoroughbreds under Alert Level 3 is at the discretion of government.

These regulations have been updated in light of the Delta variant and most recent health advice that mask wearing is an effective measure.

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.

### **Recognising that Alert Level may vary across the country, this Directive applies to racing, training and trialling in areas that are mandated as Alert Level 3.**

At Level 3, the Government has advised NZTR that on-site work is permitted for training and racing of Thoroughbreds, provided that all employers have a COVID-19 control plan in place, with appropriate health and safety and physical distancing measures for both staff and contractors.

As a professional sport and industry, we must continue to prove that we can keep all participants safe and eliminate, or mitigate to the greatest possible extent, the risk of transmission of COVID-19.

### **The purpose of this Directive, and requirements on employers and workers (PCBUs)**

The core principle behind this Directive is to protect the health and safety of all workers required to perform duties during the COVID-19 crisis, including related health and safety impacts on operations related to operating under a COVID-19 environment, as well as protecting the wider New Zealand population from transmission and spread of the virus. Another key principle is to maintain the WorkSafe three pillars of good work throughout all operations: leadership, risk management, and worker engagement as expressed below.

- **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.
- **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. NZTR will update licence holders of relevant changes to those guidelines.
- **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.

This Directive contains minimum measures that are necessary to mitigate or eliminate the risk of passing on the COVID-19 virus at work. These include:

- supporting people with flu-like symptoms to self-isolate;
- requirement to wear face masks;
- ensuring physical distancing;
- regular disinfecting of surfaces;
- maintaining good hygiene, particularly hand hygiene and good cough/sneeze etiquette; and
- keeping records to facilitate contact tracing.

This Directive places a requirement that clubs or Trainers together with their respective staff or racing officials must develop a COVID-19 Control Plan in place to protect all individuals at the workplace or sites where training and racing is conducted. Employers should prepare and implement their site plans and processes with worker engagement (including worker H&S representation) and participation to ensure that agreed measures are well communicated and embedded in practice.

Stipulated measures in this Directive must form part of the workplace's COVID-19 Control Plan for Persons Conducting a Business or Undertaking (PCBUs) involved in Thoroughbred training and racing (refer [link](#) to Worksafe template), (including associated persons or trades) with further protocols and processes down to site level that show how the principles and minimum requirements set out in this standard are achieved.

PCBUs and officers are expected to undertake and champion the principles of this standard by constantly focussing on eliminating or reducing the risk of COVID-19 transmission to an acceptable level (as required by the Ministry of Health (MOH)), engaging meaningfully with their workforce, and making worker health a key priority.

The standard also includes prevention, detection, and rapid response measures designed to achieve the principles above whilst maintaining business continuity across Thoroughbred training and racing activities.

Achievement of this standard is expected for all PCBUs engaged in training and racing of Thoroughbreds whilst working under COVID-19 Alert Levels 2 & 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.

Under Alert Level 3, there is no requirement to register your 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 Control Plan is not in place, staff must not go to work and the training premises should remain closed. Unless expressly advised by NZTR, under Alert Level 2, the minimum measures required of this Directive must continue to be adhered to.

Trainers, Clubs, staff, RIB and other racing officials, and Jockeys are expected to work positively and cooperatively to ensure:

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

#### **Considerations taken in the drafting of this Directive**

- Guidance provided by Worksafe NZ and requirements of the Health and Safety at Work Act 2015.
- The equivalent regulations prevailing in New South Wales and Victoria where racing has continued to operate whilst government lockdowns apply.
- Consultation with the New Zealand Jockeys' Association, the New Zealand Trainers' Association, a Racing Club Advisory Group, and the NZ Racecourse Managers Association.

#### **Notes:**

- **This directive has the effect of NZTR Rules of Racing and is binding on PCBU's (as defined by the Health & Safety at Work Act, including racing clubs, racing officials (including RIB) and Trainers (and employees and contractors) and Jockeys.**
- **This directive is subject to any government regulations or requirements as relevant to COVID-19 Alert Level 3.**

#### **Useful Links:**

- [Health and Safety at Work Act](#)
- [Risk Management Regulations](#)
- [WorkSafe NZ Workplace H&S Plan Template](#)
- [COVID-19 Government Site](#)
- [Ministry of Health: COVID-19 \(general\)](#)
- [Ministry of Health posters](#)

#### **Version Control:**

This document varies from the version approved by WorkSafe NZ only in the marked-up changes in clauses:

- 2.1 (a)(iv) Enabling attendance of NZTR Authorised Bloodstock Agents
- 2.5 (a)(xiii) Display the NZ COVID Tracer APP QR code for the venue
- In multiple places, requirements for wearing of face masks.



# WORKSAFE

Mahi Haumaru Aotearoa

WorkSafe New Zealand has assessed this guidance and is satisfied that it meets our expectations for management of COVID-19-related risks in the workplace.



**Phil Parkes**  
Chief Executive  
WorkSafe New Zealand

April 2020

---

Endorsement is subject to this disclaimer which must be published alongside the document.

WorkSafe does not accept any responsibility or liability to you, whether in contract, equity or tort, or under any other legal principle, for any direct or indirect losses or damage of any kind arising from use of this document. This includes any action taken as a result of reading, or a reliance placed on WorkSafe as a result of having read, any part or all of, the document.

Without limiting the above, you are advised that:

1. The information provided is of a general nature only, and is not intended to address specific circumstances of any particular individual or entity.
2. WorkSafe makes no warranties, guarantees or undertakings as to results that may be obtained from use of the document this endorsement applies to. Information provided is not professional or legal advice. Specific advice should be sought from qualified professionals prior to relying solely on any information in this document.

The information provided is not in substitution for or in any way an alteration to the laws of New Zealand or any official guidelines or requirements.

## **NZTR DIRECTIVE FOR COVID-19 ALERT LEVEL 3 (Updated August 2021)**

This Directive is issued in addition to the NZTR Coronavirus Emergency Regulations (issued by NZTR on 17 March 2020, and subsequently amended at various dates) and relates to the Thoroughbred training, trialling and racing activities under COVID-19 Alert Level 3.

This Directive (and the protocols set out below) are binding on all Clubs, licensed persons, owners and all other persons to whom the Rules of Racing apply. Failure to adhere to this Directive (and the protocols set out below) constitutes a breach of the Rules of Racing and may result in expulsion from the race meeting.

### **1. Definitions**

1.1 For the purpose of this Directive:

**Meeting** means a race or trial meeting, or jumpouts where these are run over set distances;

**Stable staff** means any person working for a licensed trainer, whether paid or unpaid, and includes freelance track-riders.

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

### **2. Meetings, Trackwork and Jumpouts**

#### *2.1 Admission to Meetings*

(a) Nobody shall be admitted to a racecourse when a Meeting is in progress, except for:

- (i) Licensed trainers with horses entered at the Meeting;
- (ii) Licensed stable staff employed by trainers with horses entered at the Meeting (including horse float drivers whether the horse float is a trainer's or a float company), if that employee's or person's presence at the racecourse:
  - is essential; and
  - has been notified to the relevant Club, and approved, ahead of the Meeting;
- (iii) Licensed jockeys engaged to compete at the Meeting (and if the Meeting is a trial meeting, probationers engaged to ride at it);
- (iv) Clerks of Course, Stipendiary Stewards, Starters and barrier attendants, St John ambulance officers, vets, farriers, attendants at jumps, horse ambulance drivers, Racing Investigators, swabbing attendants, gate security, commentators, Judges, accredited media/photographers (as approved by NZTR in writing), photo finish operators, Trackside Broadcasting team, TAB On-Course Control van engineers, Clerks of Scale, Judicial panellists and typists, Medical staff, Club staff and other Officials if their presence is essential for the conduct of the Meeting and NZTR Authorised Bloodstock Agents

and any other persons deemed essential by NZTR or the club to the conduct of the Meeting.

(b) Each Club holding a Meeting must limit the number of available entrances to the racecourse (including the entrance used by horse floats and trucks transporting horses to the Meeting) while the Meeting is in progress to two entrances unless the layout of the racecourse means this is not possible, in which case there must be no more than three available entrances. Each entry point must have a designated screening area as described in 2.1(e).

- (c) Each Club holding a Meeting must 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.
- (d) A person must not attend, and must be refused access to, a Meeting if they have 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.
- (e) Persons must consider excluding themselves from a Meeting if their risk of contracting severe symptoms of COVID-19 is increased by an underlying health condition or their age.
- (f) All persons attending a Meeting (including, in the case of a trial Meeting, probationers engaged to ride at that Meeting) must report to a designated screening area specified by the Club for the purpose of providing or completing a COVID-19 Health Screening Questionnaire in the form attached to this Directive, and submitting to a body temperature screening check (thermometers will be provided by NZTR via the Racing Integrity Board (RIB)), at their entrance to the racecourse. Each person approved for entry to the racecourse must have their COVID-19 Health Screening Questionnaire retained by the club for contact tracing purposes, and the person must be issued with a wristband and must wear that wristband at all times during the Meeting.

If a person's temperature is at or above 38.0C, or at the direction of the Stipendiary Stewards or a Racecourse Investigator, a person may be required to present to a St John medic or the NZTR Medical Advisor for a further temperature check and an assessment of clinical and epidemiological symptoms of the COVID-19 virus. If St John staff are requested to assess a patient against the COVID-19 case definition, they will be given prior notice so that they can wear appropriate personal protective equipment.

- (g) On the advice of a St John medic or the NZTR Medical Advisor, the Stipendiary Stewards or a Racecourse Investigator may require a person to stay in the isolation area for the Meeting until they can leave the Meeting or if practical to leave the racecourse immediately and on leaving the racecourse to 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.
- (h) All persons admitted to a racecourse for a Meeting must:
  - (i) Observe personal hygiene requirements, particularly regular hand-washing with soap and running water and the use of hand-sanitisers;
  - (ii) Work co-operatively with each other and the relevant Club to ensure a minimum 2 metres physical distancing from other persons, provided that this can be done without increasing personal health and safety risks;
  - (iii) 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 relevant Club regarding access to the various areas of the racecourse while the Meeting is in progress;
  - (iv) Ensure that they bring with them sufficient food and drink to meet their own requirements;
  - (v) Wear a face mask or suitable fabric covering the mouth and nose at all times practical while attending the Meeting. If a person is unable to wear a mask for health reasons, then they should not attend the race meeting. Refusal to wear a mask will result in expulsion from the race meeting.

Riders are permitted to lower the mask during racing (after loading up in barriers and before re-entering the birdcage); and

- (vi) use their phone to scan the NZ COVID Tracer APP QR Code, or enter their name and contact phone number in the register provided by the Club for that purpose, on entering the racecourse.
- (i) Trainers and Stable staff must attend a Meeting only for the minimum period of time required for them to attend to horses from their stable entered at that Meeting. Provided that congestion in tie-ups and loading areas is avoided, Licensed trainers, Stable staff and licenced jockeys must leave the racecourse as soon as is practicable or possible after the last of their horses have run, or they have completed their rides, at that Meeting.
- (j) For the purposes of these Regulations, a Meeting is *in progress* from 7:30 am on the morning of the Meeting until 30 minutes after the finish of the last race or trial conducted at that Meeting.

## 2.2 Trackwork and jumpouts

- (a) No person shall be admitted to trackwork or jumpouts conducted at any racecourse or training centre, except for:
  - (i) Licensed trainers with a horse or horses participating in the trackwork session or a jumpout, and their essential licensed stable staff;
  - (ii) Riders riding horses in trackwork or a jumpout;
  - (iii) Medical officers and essential Club, NZTR or RIB personnel (including track staff).
- (b) A person must not attend, and must be refused access to, trackwork or jumpouts, if they have 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.

## 2.3 Physical distancing & hygiene

- (a) Each Person who attends a Meeting, trackwork or jumpouts must at all times follow strict hygiene requirements in accordance with Ministry of Health guidelines and minimise person-to-person contact with other persons attending the Meeting, trackwork or jumpouts to the maximum extent possible including, without limitation, avoiding being within two metres of another person except and only:
  - (i) when necessary in, or when loading horses in, the barrier stalls or when in movement; or
  - (ii) when necessary to ensure safety in attending to a horse; or
  - (iii) when saddling a horse for racing or trialling at the relevant Meeting or for trackwork or participation in a jumpout.
- (b) Persons travelling to and from the Meeting should exercise judgement and limit occasions where they ride-share with people with whom they are not already usually in close contact with (e.g. living in same household).
- (c) Without limiting their obligations under clause 2.3(a), Trainers and stable staff must:
  - (i) Wash or sanitise hands regularly, and specifically before and after:
    - handling saddles and associated gear;
    - leading a horse to or from the birdcage.

- (ii) not enter the Jockey Rooms or any room designated as a 'Temporary Jockey Room';
- (iii) phone the raceday Stipendiary Stewards if you 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).

#### *2.4 Expulsion from Racecourses or Training Facilities*

- (a) Clubs or RIB staff who believe, on reasonable grounds, that a person seeking entry to a racecourse or training facility, or who is present on a racecourse or training facility, is a person:
  - (i) whose presence on or at that racecourse or training facility is not permitted under this Directive; or
  - (ii) who has not complied with any Government requirement to self-isolate,shall immediately expel that person from the racecourse or training facility.

#### *2.5 Conduct of Meetings*

- (a) When holding a Meeting, each Club must implement procedures that eliminate the risk of transmission of COVID-19 to the maximum extent possible. Without limiting this obligation, each Club must:
  - (i) Determine the location of designated screening areas at each of up to three points of entry to the racecourse, and provide a staff member to:
    - ensure that only those permitted to attend the meeting gain access to the racecourse;
    - receive, review and retain (for the purpose of contact tracing) COVID-19 Health Screening Questionnaires, and
    - undertake forehead temperature screening for persons entering the racecourse;
  - (ii) In consultation with the Stipendiary Stewards, designate (for the purposes of Rule 606) additional enclosed areas on the racecourse as temporary Jockeys rooms which areas are to be treated as if they were the usual Jockeys room. Before doing so for a Meeting, the Club must liaise with the Stipendiary Stewards and/or a Riders' representative to ensure that there is adequate access for Riders to dryers, showers and tubs;
  - (iii) Provide access to an otherwise unutilized room or lounge of sufficient size for use solely by Trainers and Stable staff;
  - (iv) 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 at least hourly during the Meeting all common surfaces used by attendees including, but not limited to, the Jockeys and Stewards rooms and all door handles, hand rails, lift call and internal lift buttons (if applicable) and light switches etc;
  - (v) Provide or install hand sanitiser stations, or soap and running water and paper towels, for use by attendees at the Meeting and ensure that those stations and areas for handwashing are monitored regularly throughout the Meeting to ensure that they are properly stocked;
  - (vi) Supply bottled water for persons who had brought insufficient drink to the Meeting;

- (vii) Facilitate the transfer of saddles and associated gear by way of tables or rails where saddles and gear can be left and collected to ensure physical separation between Riders and Trainers and Stable staff;
  - (viii) Require that strappers do not wear bibs;
  - (ix) Engage dedicated staff members to secure the Jockeys room (and any temporary Jockeys rooms) at the direction of the Stipendiary Stewards;
  - (x) Provide signage in all relevant areas including the Jockeys room (and any temporary Jockeys rooms) to remind of personal hygiene and physical distancing requirements;
  - (xi) On a best endeavours basis, provide a separate set of saddlecloths for each race;
  - (xii) Provide club colours or other plain colours for use when a trainer has insufficient trainer colours or other nominated colours to fulfil 2.5(d);
  - (xiii) Provide an isolation area for use at the Meeting if there is a case or suspected case of COVID-19 identified at the Meeting; and
  - (xiv) Display the NZ COVID Tracer APP QR code for the venue, and have a register for people who cannot scan the code at each entry point to the racecourse, and require each person attending the Meeting to either scan the code or enter their name and a contact phone number in the register.
- (b) Riders must keep the Jockeys room (including any temporary Jockeys rooms) as clean as is possible.
  - (c) Saunas and spas must be closed.
  - (d) Trainers or owners (as applicable) are required to provide an individual set of colours for each individual rider of each horse of theirs that is engaged at a race Meeting. If this cannot be achieved, for a particular horse, a separate set of colours must be nominated for use.
  - (e) At trial Meetings, Riders must use the same set of colours for each horse they ride at that Meeting.
  - (f) There is to be no on-course betting available at a race Meeting including by way of self-service terminals.

## *2.6 Safety Plan*

- (a) Each Club must develop their own site specific plan for their workplace that aligns to and is consistent with WorkSafe 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.
- (b) The Club must prepare and implement their site plans and processes with worker engagement (including worker H&S 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/or self-police the agreed protocols.

### 3. Rider welfare

- 3.1 To support the health of licensed jockeys, if stipulated in the prevailing NZTR Coronavirus Emergency Regulations, the weight allocated to all horses in all races may be increased by one or two kilograms additional to the standard allocation.
- 3.2 Riders must at all times follow strict hygiene requirements in accordance with Ministry of Health guidelines. Any Rider who has concerns regarding their health status must contact the NZTR Medical Adviser, Dr Margaret Parle, immediately (e: [mparle\\_3@hotmail.com](mailto:mparle_3@hotmail.com); m 021 764 552). If a licenced jockey feels unwell at a Meeting they must immediately see the Medical Staff working at that Meeting and isolate themselves until their condition has been assessed and comply with any directions from the Medical Staff and Stipendiary Stewards.
- 3.3 Until NZTR advises otherwise, no licensed jockey may travel between the North Island and the South Island or vice versa to ride without the prior written permission of NZTR, and a jockey who does so without NZTR's permission shall be ineligible to ride in any race, trial, trackwork or jumpout while this Directive remains in force.
- 3.4 In addition to the requirements of Rule 605(1) and without limiting Clause 2.1(e) of this Directive, all Riders riding at a Meeting must, prior to entering the Jockey room (or any temporary Jockey room), immediately present themselves to a designated screening area at least 1 hour before the starting time of the first race at that Meeting in which they have a riding engagement to:
  - (a) Have their body-temperature checked; and
  - (b) provide or complete a COVID-19 Health Screening Questionnaire, in the form attached to this Directive.
- 3.5 If when tested per clause 3.4, a Rider's temperature is at or above 38.0C, or at the direction of the Stipendiary Stewards or a Racecourse Investigator, a Rider may be required to present to a St John medic or the NZTR Medical Advisor for a further temperature check and an assessment of clinical and epidemiological symptoms of the COVID-19 virus. If St John staff are requested to assess a patient against the COVID-19 case definition, they will be given prior notice so that they can wear appropriate personal protective equipment.
- 3.6 On the advice of a St John medic or the NZTR Medical Advisor, the Stipendiary Stewards or a Racecourse Investigator may require a Rider to stand-down from riding at Meetings, trackwork and jumpouts and self-isolate until cleared by the Rider's GP, who must consider the prevailing NZ Government requirements. A Rider must comply with any direction given by a Stipendiary Steward or Racecourse Investigator under this clause.
- 3.7 Riders must bring their own food and drink to each Meeting at which they are riding. Should they require a drink of water at the starting gates, the rider should provide a bottle with their name written on it.
- 3.8 A Rider must, if directed by a Club employee or a Stipendiary Steward, make use of a temporary Jockeys room, in order to reduce close personal contact with other Riders attending a Meeting.
- 3.9 While in the usual, or a temporary, Jockeys room, Riders must, as far as possible, maintain physical distancing of at least 2m from all other persons in the room.
- 3.10 Riders must keep their areas clean and tidy and dispose of their own rubbish in bins provided.

- 3.11 Riders must wear their riding gloves whenever handling saddles and associated gear.
- 3.12 Riders must, whenever possible, use hand sanitiser or soap and running water between races, thoroughly clean and disinfect their riding gear after riding at a Meeting, trackwork or jumpouts. Ensure that the disinfectant used is suitable for use on riding gear (will not rot or corrode) and is used at manufacturer's recommended concentration.
- 3.13 Riders must minimise the time period that they are in the Jockey room using showers, tubs or clothes driers and comply with physical distancing requirements while using them.
- 3.14 Riders must shower before departing home to the race meeting and prior to leaving a racecourse after riding at a Meeting.

#### 4. Ongoing Health Assessments

- 4.1 Trainers, Stable staff, Club staff and Race Officials must continually assess their health and the health of each of their employees or colleagues. Matters that must be assessed regularly include:
  - (a) Have you, a staff member or colleague been in close contact with, or been advised that you or they are a close contact of, a confirmed or probable case of COVID-19, or a person who is awaiting the result of a COVID-19 test?
  - (b) Have you, a staff member or colleague returned from overseas travel in the last 14 days, or been in contact with another person who has returned from overseas travel in the last 14 days?
  - (c) Have you, a staff member or colleague had:
    - (i) a raised temperature or other indication of illness or fever? or
    - (ii) any indication of a cough, sneezing or runny nose, sore throat or shortness of breath? or
    - (iii) a loss of, or change in, your or their sense of smell?

*(A COVID-19 Health Screening Questionnaire is attached to this Directive.)*
- 4.2 If the answer to any of the questions in clause 4.1 is a 'yes', then you or the person must undergo self-isolation for at least 14 days and not return to work until free of symptoms for 48 hours, or if the person is subsequently tested negative for COVID-19 and has a GP medical certificate showing that they are clear of symptoms then they may return to work.
- 4.3 Any business, workplace, or site that has had a worker with a positive COVID-19 diagnosis must prevent any person entering the workplace or conducting work activities and must complete the following:
  - (a) Ensure that contact has been made with the Ministry of Health COVID-19 health line;
  - (b) Gather records of all persons who have been on site or involved with the person who has tested positive within the past four weeks;
  - (c) Gather information to identify those who have worked at the location or shared machinery, plant, materials or equipment with that person;

- (d) Be ready to present the information to the appropriate authorities;
- (e) 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;
- (f) Clean and sanitise all site surfaces and equipment; and
- (g) Follow any other directions from Ministry of Health.

## **5. Personal responsibility and wellbeing measures**

- 5.1 A person must self-isolate, and not attend and be refused access to any Meeting, racecourse, stable or training facility if:
  - (a) They have cold or flu symptoms (including coughing, sneezing, runny nose, headache, aches or fever) or a loss of, or change in, their sense of smell;
  - (b) They know or suspect that they have been in contact with, or been advised that they are a close contact of, a person suspected or confirmed as contracting COVID-19; or
  - (c) They or a close contact has returned to NZ from overseas with the previous 14 days.
- 5.2 A staff member must immediately report to their employer any concerns they may have as to the health status of any other person at their workplace.
- 5.3 When a staff member is unable to attend work due to concerns regarding COVID-19 symptoms, the employer and employer must work together constructively to ensure:
  - (a) the wellbeing of the staff member;
  - (b) that a clinical diagnosis and testing of COVID-19 and all Ministry of Health measures are undertaken; and
  - (c) the staff member may return to work when their symptoms have resolved.

## **6. Trainers and Stable Staff**

- 6.1 Trainers and Stable staff engaged in the care of horses or who work in stable areas must work together to understand and comply with this Directive and any measures that the Trainer introduces, in order to eliminate the risk of transmission of COVID-19 to the maximum extent possible. The following measures are to apply to Trainers and Stable staff in addition to any measures that a Trainer may introduce in respect of their Stable under their own workplace plan:

### *Staff Numbers & Experience*

- (a) Trainers must roster their Stable staff to reduce the number of Stable staff at their stable at any one time. This may require the working day to be restructured regarding feed preparation and other daily duties.

- (b) Novice riders are not to be engaged in trackwork.
- (c) All staff who ride or assist in stabling and training of Thoroughbreds in training must be currently licenced by NZTR.

#### *Access and Contact Tracing*

- (d) Trainers must ensure that:
  - (i) for stable operations, a daily logbook of all Stable staff on-site each day is maintained by one designated person or digitally, which logbook is also to include details of any visiting suppliers or contractors (e.g. vets, farriers or any other person); and
  - (ii) to enable entry to a meeting, that they and any required staff carry their NZTR issued ID card and accurately complete the COVID-19 Health Screening Questionnaire.

#### *Contractors, suppliers and persons performing essential services*

- (e) Trainers must ensure that any contractor, supplier, or other person visiting the property is familiar with and complies with any hygiene and physical distancing measures as required by these protocols and by government.

#### *Hygiene measures*

- (f) When attending a racecourse, training facility or stable area, or when exercising horses, Trainers, licensed jockeys and Stable staff are required to maintain strict standards of personal hygiene in accordance with Ministry of Health guidelines. In particular, Trainers must ensure that disinfectant buckets and sprays, and soap and running water, are provided throughout the stable and tie-up stalls for washing hands:
  - (i) on arrival and before departure from the workplace;
  - (ii) before and after eating or drinking;
  - (iii) before and after assisting another person around the horse (e.g. legging up a rider); and
  - (iv) before and after handling of tack or equipment that is handled by more than one person.
- (g) Trainers must ensure that whenever a horse enters their stable, or returns to the stable from a Meeting, all gear on or with the horse is thoroughly cleaned and disinfected;
- (h) Trainers and Stable staff must wash and wear clean clothes before and after work;
- (i) Trainers and Stable staff must wear gloves and face masks when performing duties at work where it is practical to do so;
- (j) Disinfectant must be used on all tack and other equipment that is used, including regular disinfectant of lead ropes and the reins of horses saddled for track riders, ensuring that the disinfectant used is suitable for use on riding gear (will not rot or corrode) and is used at manufacturer's recommended concentration; and

- (k) A Stable staff member must be assigned to disinfect on a scheduled basis surfaces that are often used such as door handles, toilets, benches, doors, gates, barrows, rakes, brooms, buckets and high contact areas on vehicles.

#### *Physical Distancing*

- (l) Person-to-person contact at the stables and tie-up stalls must be minimised to the maximum extent possible. No person should be within 2 metres of another person unless necessary to ensure safety in attending to a horse or for saddling horses for trackwork or jumpouts and, if possible, there should be a vacant tie-up stall between stalls being used by different teams of staff to saddle horses or where stalls are being used for horses waiting to work or participate in a jumpout;
- (m) Racehorse owners are not permitted to enter a Trainers property or stables;
- (n) Trainers must segregate Stable staff into small teams or pairs of workers to minimise contact or over-lapping working hours between staff groups so that if one group is required to self-isolate, the other group(s) may continue to work;
- (o) Non-Stable staff (e.g. vets/farriers or any other person) who enter stable areas must maintain a distance of at least 2 metres from Trainers and Stable staff (unless necessary to ensure safety in attending to the horse) and be required to hand wash with soap or disinfectant on arrival at, and departure from, the stable;
- (p) Other than for personal hygiene needs, access of Stable staff to offices or enclosed spaces must be limited to ensure physical distancing. Such measures must include:
  - (i) only one person at a time in gear or tack-rooms;
  - (ii) having one person responsible for the feed room and all feed buckets being left outside the feed-room, with any high contact areas disinfected; and
  - (iii) other similar distancing for recording and administering permitted supplements, medications, or other products.
- (q) All site visitors must understand and be required to adhere to stipulated COVID-19 physical distancing and hygiene measures **including of the requirement to wear face masks.**

#### *Isolation*

- (r) Trainers must stand down from their working roster and require immediate self-isolation of any Stable staff member who:
  - (i) Answers 'yes' to any of the Health Assessment questions in clause 5.1 above.
  - (ii) Is diagnosed or is suspected of having contracted COVID-19 and has not yet fully recovered. (In such an instance, the employer must ensure that the staff member immediately self-isolates, contacts their GP, follows Ministry of Health advice and assists in contact tracing if diagnosed with COVID-19).

#### *Compliance*

- (s) Trainers and their Stable staff must comply with any directions or local rules stipulated by their respective training centres, including:
  - (i) Directions regarding hours of access to facilities and tracks;
  - (ii) Directions regarding where horses must be saddled and hosed-down;

- (iii) Directions regarding hand washing or use of hand sanitiser or disinfectants at required entry and exit points, wash bays and other stipulated areas;
  - (iv) Directions regarding the wearing of face masks by track users, physical distancing and minimising time spent at the training centre;
  - (v) Decisions to close certain facilities such as entrances, trainers huts, swimming pools, shared horse-walkers, sawdust rolls, and the like;
  - (vi) Directions as to who may use the facilities, including any restrictions on horses being floated to and from the facility; and
  - (vii) Any reduction in the number of training tracks that are open for use.
- (t) Trainers and their staff must meet regularly, including at Health and Safety meetings to ensure that all of the above measures are reviewed to ensure ongoing compliance.
- 6.2 Without limiting clause 6.1, each Trainer must develop their own site specific plan for their workplace that aligns to and is consistent with WorkSafe 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. Trainers should prepare and implement their site plans and processes with worker engagement (including worker H&S representation) and participation to ensure that agreed measures are well communicated and embedded in practice.

## **7. Movement of horses:**

- 7.1 The following procedures must be adhered to when unloading or loading a horse that is floated on a float company float:
- (a) The driver and any outside personnel must stay in the vehicle or at least 2 metres from other persons, unless they are required to perform certain tasks in relation to the unloading or loading of horses under the operating requirements of the float company, including: lowering and raising of ramps; and ensuring that headboard tethers and partitions are properly latched.
  - (b) Safe distancing measures must be observed unless necessary to ensure safety of another person when loading or unloading a horse. Protective clothing must be worn and 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 riding gear (will not rot or corrode) and is used at manufacturer's recommended concentration. The float company may require handlers to wear face masks.
  - (c) All persons should wash or sanitise hands after each loading or unloading.
  - (d) Only float company employees may travel in the horse float.
- 7.2 Where a horse is changing stables or moving to or from agistment and is being moved with accompanying tack and/or covers, the person sending the horse must disinfect the tack and the fasteners of covers.

## 8. Operation of Training Facilities:

### 8.1 Operators of training facilities must:

- (a) For the purposes of contact tracing:
  - (i) Request on a periodic basis, and maintain, the names of all riders, trainers and staff regularly using their facilities;
  - (ii) Require that all trainers that use the facility maintain a register of all staff, contractors and suppliers who work or must visit the site;
- (b) Erect signage to clearly prohibit access of non-authorized persons to their facility;
- (c) Minimise points of entry/exit to the facility and where practical, provide soap and running water or hand sanitiser at these points;
- (d) Close Trainer huts or other areas of potential congregation, or restrict entry to one person at a time;
- (e) Provide staff with masks and gloves to be used by staff as they determine necessary;
- (f) Put up notices in relevant areas requiring regular handwashing and physical distancing;
- (g) Require track users to wear face masks at all times practical while using their facilities;
- (h) Provide and regularly replenish adequate supplies of hand sanitiser (if available), soap and paper towels;
- (i) On days on which buildings are utilised, regularly disinfect all regularly touched surfaces including but not limited to:
  - All common door handles
  - All common handrails
  - Light switches
  - Waste stations
- (j) Minimise the number of their staff at the facility when it is being used for training or jumpouts provided this does not jeopardise the health & safety of staff or persons permitted to be at, or using, the facility;
- (k) Ensure that (unless in emergency situations) their staff can perform duties at a safe physical distance from the users of the facility or at times when users have vacated specific areas;
- (l) Consider and implement any further local rules that ensure hygiene, physical distancing, and contact tracing that will further limit the potential risk of COVID-19 transmission;
- (m) By agreement with resident trainers, allocate times for trainers to use the facility so that there are as few people as possible at any given time at the facility, and allocate tie-up stalls to ensure appropriate physical distancing;
- (n) Gain confidence through discussion with local trainers that the measures required to be taken under this Directive are adhered to or rectify any deficient work practices; and

- (o) Ensure adequate supervision (noting distancing requirements) of the facility during trackwork sessions or jumpouts to ensure that this Directive and Club rules are being complied with.

A handwritten signature in blue ink, appearing to read 'MB', with a long horizontal line extending to the right.

Martin Burns  
**GM – Welfare & Sustainability**

**Issued by the Office of New Zealand Thoroughbred Racing**  
106-110 Jackson Street, Petone, Wellington 5012  
Tel: +64 4 576 6240, Fax: +64 4 568 8866  
[office@nzh racing.co.nz](mailto:office@nzh racing.co.nz)



## COVID-19 Health Screening Questionnaire

(Alert Level 3 or 2)

Failure to truthfully complete this questionnaire shall be considered a breach of Rule 801(1)(k).

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

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

Employer/Role: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 2021      Mobile Phone Number: \_\_\_\_\_

1. Have had close contact with, or been advised that you or they are a close contact of, a confirmed or probable case of COVID-19, or a person awaiting a COVID-19 test result?

**YES / NO (circle one)**

*If you answered yes, please provide details including date and relevant person(s) you have been in contact with:*

\_\_\_\_\_  
\_\_\_\_\_

2. Do you think you may have a fever?

**YES / NO (circle one)**

3. Do you have a cough, sore throat, sneezing or runny nose, or shortness of breath?

**YES / NO (circle one)**

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

**YES / NO (circle one)**

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

- Instruct that the staff member, and any persons who have been in close contact within the past 48 hours, that they are immediately stood down and instructed to adhere to strict self-isolation.
- Advise a possible case of COVID-19 to the operators of racing or training venues where the staff member has been present in the past 48 hours.
- Advise NZTR ([martin.burns@nztr.co.nz](mailto:martin.burns@nztr.co.nz))