



**HRNZ ORDER AND DIRECTION
IN RESPONSE TO COVID-19 PANDEMIC
RETURN TO TRAINING– ALERT LEVEL 3**

PART 1 EXPLANATORY NOTE

1. EXPLANATORY NOTE

- 1.1 On Monday 20 April 2020, the Prime Minister announced that New Zealand will be moving to COVID-19 Alert Level 3 from midnight on Monday 27 April 2020. Alert Level 3 protocols will be enforced by the Government through its various agencies, including the Police, WorkSafe New Zealand 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 this, and in particular the restrictions relating to Travel and Workplaces.
- 1.3 Under Alert Level 3:
 - 1.3.1 People are allowed to return to work if they cannot work from home.
 - 1.3.2 People at higher-risk of severe illness from COVID-19 are encouraged to stay at home where possible and take additional precautions when leaving home and may work if they agree with their employer that they can do so safely.
 - 1.3.3 In a controlled environment which includes a workplace, 1 metre minimum distancing is required. Where effective controls cannot be implemented, 2 metres may remain the safest distance for workplaces.
 - 1.3.4 Persons must regularly disinfect surfaces; wash and dry hands, cough into elbow, don’t touch your face; stay home if you’re sick, and report flu-like symptoms.
 - 1.3.5 Travel is still restricted and is only allowed for permitted movement in your local area.
 - 1.3.6 Ongoing contact tracing will occur for all confirmed and probable new cases

of COVID-19, with appropriate isolation measures put in place.

- 1.3.7 Under Alert Level 3 all businesses that are permitted to resume operations need to have a COVID-19 safety plan that sets out how they'll operate safely.
- 1.4 HRNZ is committed to working alongside Government to eliminate and prevent the spread of COVID-19.
- 1.5 As a sport and an industry, we are united against COVID-19 and will do our utmost to protect our participants, the wider community, and New Zealand.
- 1.6 This Directive prescribes the procedures that will apply to training while Alert Level 3 applies. It has been issued in consultation with WorkSafe New Zealand and the New Zealand Trainers and Drivers Association (NZTDA).
- 1.7 At Level 3, the Government has advised that on-site work is permitted for training of Standardbreds, 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.
- 1.8 As a sport and an 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.
- 1.9 The core principle behind this Directive are:
 - 1.9.1 **Stay home:** The Alert Level 4 message of “stay home, save lives” continues to apply.
 - 1.9.2 **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.
 - 1.9.3 **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.
 - 1.9.4 **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.
- 1.10 Another key principle is to maintain the WorkSafe New Zealand’s three pillars of good work throughout all operations: leadership, risk management, and worker engagement, as follows:

- 1.10.1 **Leadership:** The expectations of 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.
 - 1.10.2 **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.
 - 1.10.3 **Engagement:** You will develop more effective plans and practices that staff will follow if you involve your people in their development. This is also likely to give your people more confidence that they will be safe at work, and are doing their bit to keep their communities safe. Harness Racing Clubs must engage with employees (as individuals or representatives) in any decision making for changes to work practices. Any such 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.
- 1.11 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:
- 1.11.1 supporting people with flu-like symptoms to self-isolate;
 - 1.11.2 ensuring physical distancing;
 - 1.11.3 regular disinfecting of surfaces;
 - 1.11.4 maintaining good hygiene, particularly hand hygiene and good cough/sneeze etiquette; and
 - 1.11.5 keeping records to facilitate contact tracing.
- 1.12 This Directive places a requirement that trainers together with their respective staff, and Clubs or persons operating training facilities to develop a COVID-19 Safety Plan in place to protect all individuals at the workplace or sites where training is conducted. Employers be they trainers, Clubs, or operators of training facilities should prepare and implement their site plans 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.

- 1.13 Stipulated measures in this Directive must form part of the COVID-19 Safety Plan Control Plan for Persons Conducting a Business or Undertaking (PCBUs) involved in Standardbred training, (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.
- 1.14 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), engaging meaningfully with their workforce, and making worker health a key priority.
- 1.15 This Directive also includes prevention, detection, and rapid response measures designed to achieve the principles above whilst maintaining business continuity across harness racing.
- 1.16 Compliance with this Directive is expected for all PCBUs engaged in training 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.
- 1.17 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. You must involve staff in the development, communication and supervision of workplace controls. If a COVID-19 Safety Plan is not in place, or staff feel unsafe, staff must not go to work and the training premises should remain closed. Unless expressly advised by HRNZ under Alert Level 2, the minimum measures required of this Directive must continue to be adhered to. 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.
- 1.18 Trainers, Clubs, staff, RIU and other racing officials, and drivers are expected to work positively and cooperatively to ensure:
- 1.18.1 the effective implementation of these minimum COVID-19 protocols, and
- 1.18.2 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.
- 1.19 A breach of this Directive may constitute a breach of the New Zealand Rules of Harness Racing (Rule 1001 - Serious Racing Offences).

1.20 This Directive is subject to any legislative or Governmental requirements

1.21 **Useful Links:**

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

1.21.2 [Risk Management Regulations](#)

1.21.3 [Worksafe COVID-19 Safety Plan](#) (and [template](#))

1.21.4 [COVID-19 Government Site](#)

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

1.21.6 [Ministry of Health posters](#)

PART 2 PRELIMINARY PROVISIONS

2. NAME AND COMMENCEMENT

2.1 The Board of HRNZ gives the following Order and Direction (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.

2.2 This Directive is the HRNZ Order and Direction in response to COVID-19 Pandemic Return to Training - Alert Level 3.

2.3 This Directive has effect whilst COVID-19 Alert Level 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.

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

site means training premises and includes all parts of premises accessed by staff or worker.

staff or worker means any person working for a trainer whether paid or unpaid and includes any person engaged on a contract basis.

training centre means premises or track at which more than one trainer trains horses whether operated by a Club or other entity or person.

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 TRAINING

4. GENERAL

- 4.1 A trainer and staff engaged in the training of horses, care of horses, exercising horses, or for work at a site must work together to understand and comply with this Directive, or any measures that the trainer may introduce, in order to minimise the risks of transmission of COVID-19.
- 4.2 Each Trainer must develop their own COVID-19 Safety Plan for their workplace that aligns to and is consistent with WorkSafe New Zealand guidance (including, addressing the seven questions contained in WorkSafe New Zealand'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.
- 4.3 Trainers should prepare and implement their safety plans 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.
- 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 site that has had a worker with a positive COVID-19 diagnoses must prevent any person entering the workplace 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 site 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 site surfaces and equipment.

4.5.7 Follow any other directions from Ministry of Health.

5. TRACEABILITY

5.1 A trainer must ensure a daily logbook is maintained of all on-site staff together with any person visiting the site, including any suppliers, contractors, veterinarians, and farriers for the purpose of ensuring there is traceability of those persons.

5.2 The daily logbook shall record name, full contact details, time in and time out of the site, and a health declaration.

6. SAFE WORKING PRACTICES

6.1 A person must not attend, and must be refused access to the site, if they have cold or flu symptoms (including coughing or sneezing, runny nose, headache, aches or a high temperature (at least 38°C)) or have experienced a temporary loss of, or change in, their sense of smell.

6.2 Trainers and staff 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 staff in addition to any measures that a trainer may introduce in respect of their site under their own workplace plan:

6.2.1 Any person at higher-risk of severe illness from COVID-19 may not work at any site unless they agree with the trainer they can do so safely.

6.2.2 The trainer and all staff complete the Health Screening Questionnaire, attached to this Directive, on each day of work.

6.2.3 Prevent any persons not essential for the conduct of training from entering the site and stables, including owners.

6.2.4 Where practicable roster staff to reduce the number of staff at their site at any one time. This may require the working day to be restructured regarding feed preparation and other daily duties.

6.2.5 Segregate 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.

- 6.2.6 Limit access of staff to offices or enclosed spaces must be limited, other than for personal hygiene needs.
- 6.2.7 Person-to-person contact at the stables and tie-up stalls must be minimised to the maximum extent possible. Clubs or persons operating training facilities must ensure that attendees at training sessions maintain their working bubble, and adhere to a physical distance from each other of a minimum of two metres. Where a safe working distance of two metres is not possible, the Clubs or persons operating training facilities must have in place documented effective controls for managing the risks associated with working at one metre. Attendees at a training session must follow the public health guidelines issued by the Ministry of Health for businesses operating under Alert Level 3, as detailed in [this Link](#). There should be a vacant tie-up stall between stalls being used by different teams of staff to gear up horses or where stalls are being used for horses waiting to train.
- 6.2.8 Ensure any contractor, supplier, or other person visiting the site to perform a necessary service is familiar with and complies with any hygiene and physical distancing measures as required by this Directive, the safety plan and by Government.
- 6.2.9 Non-stable staff who enter the site must maintain a distance of at least two metres from trainers and 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. Where a safe working distance of two metres is not possible, the Clubs or persons operating training facilities must have in place documented effective controls for managing the risks associated with working at one metre.
- 6.2.10 Ensure that all persons understand and adhere to stipulated COVID-19 physical distancing and hygiene measures.
- 6.2.11 When attending a site or when exercising horses, trainers and 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:
 - 6.2.11.1 On arrival and before departure from the site;
 - 6.2.11.2 Before and after eating or drinking;
 - 6.2.11.3 Before and after assisting another person around the horse; and
 - 6.2.11.4 Before and after handling of gear or equipment that is handled by more than one person.
- 6.2.12 Wear freshly laundered clothes to work each day.

- 6.2.13 Ensure that all persons wear disposable gloves for duties when it is practical to do so.
- 6.2.14 Disinfectant must be used on all tack and other equipment that is used, including regular disinfectant of lead ropes and reins.
- 6.2.15 A 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.

7. STAND DOWN AND ISOLATION

- 7.1 Trainers must stand down from their working roster of any staff member who, or him or herself if they:
 - 7.1.1 Answers 'yes' to any of the questions in the Health Screening Questionnaire, attached to this Directive.
 - 7.1.2 Is diagnosed and has not yet fully recovered or is suspected of having COVID-19
- 7.2 Where a trainer or staff member who is stood down under clause 7.1 they must self-isolate.
- 7.3 A trainer or member of staff who is suspected of having contracted COVID-19 must self-isolate, contact their GP, follows Ministry of Health advice and assist in contact tracing if required to do so.

8. STAFF RESPONSIBILITIES

- 8.1 All staff working at a site must:
 - 8.1.1 not attend training premises, if they:
 - 8.1.1.1 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.
 - 8.1.1.2 know or suspect that they have been in contact with a person suspected or confirmed as contracting COVID-19.
 - 8.1.1.3 or a close contact has returned to NZ from overseas with the previous 14 days.
 - 8.1.2 Complete the Health Screening Questionnaire, attached to this Directive when requested to do so by the trainer.

- 8.1.3 Immediately report to the trainer any concerns they may have as to the health status of themselves or any other person at their workplace.
- 8.1.4 Adhere to stipulated COVID-19 physical distancing and hygiene measures and the distancing and hygiene requirements in clause 6 of this Directive.
- 8.1.5 Wear freshly laundered clothes to work each day.
- 8.1.6 Wear disposable gloves for duties when it is practical to do so.
- 8.1.7 Not socialise while at work or outside of work (except within their own bubble).

9. COMPLIANCE

- 9.1 Trainers and their staff must comply with any directions or local rules stipulated by their training centre, if applicable, including:
 - 9.1.1 Directions regarding hours of access to facilities and tracks.
 - 9.1.2 Directions regarding where horses must be geared up and hosed-down.
 - 9.1.3 Directions regarding hand washing or use of hand sanitiser or disinfectants at required entry and exit points, wash bays and other stipulated areas.
 - 9.1.4 Directions regarding physical distancing and minimising time spent at the training centre.
 - 9.1.5 Decisions to close certain facilities such as: entrances, trainers huts, swimming pool, shared horse-walkers, sawdust rolls, and the like.
 - 9.1.6 Directions as to who may use the facilities, including any restrictions on horses being floated to and from the facility.
- 9.2 Trainers and their staff must ensure that all of the above measures are reviewed regularly to ensure ongoing compliance.

PART 4 TRAINING CENTRES

10. GENERAL

- 10.1 A training centre and person using the training centre must work together to understand and comply with this Directive, or any measures that the training centre may introduce, in order to minimise the risks of transmission of COVID-19.
- 10.2 A training centre must develop its own COVID-19 Safety Plan for their workplace that aligns to and is consistent with WorkSafe New Zealand guidance (including, addressing the seven questions contained in WorkSafe New Zealand'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.

- 10.3 Training centres should prepare and implement their COVID-19 safety plans and processes with the trainers using the centre engagement and participation to ensure that agreed measures are well communicated and embedded in practice.

11. TRACEABILITY

- 11.1 Racing clubs and other operators of training centres must maintain a daily logbook of all persons using its facilities together with any person visiting the training centre for the purpose of ensuring there is traceability of those persons.
- 11.2 The daily logbook shall record name, full contact details, time in and time out of the training premises, and a health declaration

12. SAFE WORKING PRACTICES

- 12.1 Racing clubs and other operators of training centres must:
 - 12.1.1 Erect signage to clearly prohibit access of non-authorized persons to their facility.
 - 12.1.2 Minimise points of entry/exit to the facility and where practical, provide soap and running water or hand sanitiser at these points.
 - 12.1.3 Close trainer huts or other areas of potential congregation or restrict entry to one person at a time.
 - 12.1.4 Provide staff with masks and gloves to be used by staff as they determine necessary.
 - 12.1.5 Put up notices in relevant areas requiring regular handwashing and physical distancing.
 - 12.1.6 Provide and regularly replenish adequate supplies of hand sanitiser (if available), soap and paper towels.

- 12.1.7 On days on which buildings are utilised, regularly disinfect all regularly touched surfaces including but not limited to:
 - 12.1.7.1 All common door handles;
 - 12.1.7.2 All common handrails;
 - 12.1.7.3 Light switches;
 - 12.1.7.4 Waste stations.
- 12.1.8 Minimise the number of their staff at the facility when it is being used for training provided this does not jeopardise the health & safety of staff or persons permitted to be at, or using, the facility.
- 12.1.9 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. Where a safe working distance of two metres is not possible, the Clubs or persons operating training facilities must have in place documented effective controls for managing the risks associated with working at one metre.
- 12.1.10 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.
- 12.1.11 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.
- 12.1.12 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.
- 12.1.13 Ensure adequate supervision (noting distancing requirements) of the facility to ensure that this Directive and Club rules are being complied with.
- 12.1.14 By agreement allocate times for trainers to use the training centre so there are as few people as possible at any given time at the track, and allocate tie-up stalls to ensure appropriate physical distancing.
- 12.1.15 Gain confidence through discussion with trainers, that measures required in this Directive are adhered to, or rectify any deficient work practices.
- 12.2 No person shall be admitted to any training centre, except for:
 - 12.2.1 Trainers with a horse or horses participating in a training session, and their essential staff.

- 12.2.2 Drivers driving horses for training purposes.
- 12.2.3 Essential Club, HRNZ or RIU personnel.
- 12.2.4 Any person who needs to visit for the purpose of animal welfare.

13. REQUIREMENTS OF ATTENDEES AT A TRAINING CENTRE

- 13.1 A person must not attend, and must be refused access to the training centre for training, 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.
- 13.2 Each person who attends a training centre must:
 - 13.2.1 Minimise person-to-person contact with other persons at the training centre to the maximum extent possible and avoid being within one (ideally two) metre of another person except and only:
 - 13.2.1.1 when necessary to ensure safety in attending to a horse; or
 - 13.2.1.2 when gearing up a horse for training.
- 13.3 Observe personal hygiene requirements, particularly regular hand-washing with soap and running water and the use of hand-sanitisers.
- 13.4 Clauses 4 to 9 (inclusive) of this Directive apply with necessary modification to trainers and staff when attending a training centre.
- 13.5 Persons travelling to and from the training session 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). When traveling you will need to apply the key principals, physical distancing, contact tracing, and hygiene to and from the racetrack in order to minimise transmission of COVID-19, as detailed in the [WorkSafe website around travel](#). Travel should be limited to within a region or to a neighbouring region ([Government website with regards to travel and regions](#)).

14. REMOVAL FROM TRAINING CENTRES OR TRAINING PREMISES

- 14.1 A Club or operator of a training centres, Stipendiary Steward, or Racecourse Inspector must direct a person to leave training centre or training premises if they believe, on reasonable grounds, the person seeking entry to the centre or premises or who is present at a centre or premises, is a person who:
 - 14.1.1 presence is not permitted under this Directive; or
 - 14.1.2 has not complied with any Government requirement to self-isolate.
- 14.2 A person who is directed to leave a training centre or training premise under clause 13.2 shall leave the training centre or training premise until their presence is permitted under this Directive or until they have complied with any Government requirement to self-isolate.

15. MOVEMENT OF HORSES

- 15.1 The movement of horses is permitted either by a trainer, staff, the horse's owner, or by a horse transport business.
- 15.2 The following procedures must be adhered to when loading, transporting and unloading a horse: that is transported that:
 - 15.2.1 Any person essential to the loading or unloading of horses must maintain at least two metres from other persons.
 - 15.2.2 Safe distancing measures in clause 15.2.1 must be observed unless necessary to ensure safety of another person or of the horse. Where a safe working distance of two metres is not possible, any person essential for the loading or unloading of horses must have in place documented effective controls for managing the risks associated with working at one metre, and follow the public health guidelines issued by the Ministry of Health for businesses operating under Alert Level 3, as detailed in section 6.2.7 and in this [Link](#).
 - 15.2.3 Disposable gloves must be worn during loading and unloading.
 - 15.2.4 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.
 - 15.2.5 All persons should wash or sanitise hands after each loading or unloading.