



## Contents

1. Purpose .....	2
2. Introduction.....	2
3. Scope of the COVID Safe Plan .....	3
4. Definitions.....	3
5. Checklist.....	4
6. Best Practice Guidelines.....	4
6.1. Conducting Business .....	5
6.1.1. Segregation of Essential Racing Personnel and Patrons .....	5
6.1.2. Patron Areas.....	6
6.1.3. Physical Distancing Requirements.....	7
6.1.4. Health Monitoring .....	8
6.1.5. Record Keeping of Attendees .....	9
6.1.6. Cleaning and Hygiene Requirements .....	10
7. Managing Entry & Exit Points.....	12
8. Customer Interaction / Hospitality .....	13
9. Completing Service and Payment.....	15
10. Communal Facilities and Spaces .....	15
11. Managing Egress and Emergency Evacuation .....	16
12. Staff Practices .....	16
12.1. Staff Consultation.....	17
13. Training.....	18
14. Non-Racing Events .....	19
15. Applicable Public Health Directions .....	20
16. Review and Risk Management.....	20
17. Statement of Compliance .....	20
18. Appendices .....	21

## 1. Purpose

The purpose of the Industry COVID Safe Plan for the Queensland Racing Industry and Racing Clubs (the Plan) is to provide an overarching plan with guidance and structure to facilitate the return of Patrons to race meetings in a staged approach.

Racing has continued at a restricted number of racing venues throughout Queensland in recent months during the COVID-19 pandemic, subject to operational restrictions and protocols, with the approval of the Chief Health Officer. These race meetings have been conducted without Patrons and only racing industry participants deemed as Essential Racing Personnel have been permitted to attend. The core functions of racing have continued under Racing Code Protocols adopted by RQ. These will continue to operate for the Core Racing Areas used by Essential Racing Personnel.

This Plan sets out protocols that intend to prevent the transmission of COVID-19 and enable licensed racing clubs to conduct racing operations with Patrons in attendance and serve food and beverages on course at the racing venue. Patrons and Essential Racing Personnel have been kept separate during Stage 2 of the Queensland Government's Roadmap to easing Queensland's restrictions. From Stage 3, there will be a degree of integration, albeit that Core Racing Areas are largely restricted to licensed participants and officials.

## 2. Introduction

The racing industry has actively and diligently applied stringent measures to protect the industry throughout the COVID-19 pandemic. Racing Queensland (RQ) is the control body for the three codes of racing (thoroughbred, greyhound and harness) and along with its licensed racing clubs, RQ is committed to ensuring the health and safety of racing's participants, Patrons and the wider community.

With the easing of some restrictions, many racing clubs are eager to resume racing with Patrons and it is imperative that the health and livelihood of racing industry participants is preserved, and a safe environment is provided for our Patrons and the community as a whole.

Noting the provisions of the Queensland Government's Roadmap to easing Queensland's restrictions (**Appendix 1**), the Plan adopts the following key principles with details on the management of these key principles contained within the Plan:

- Adequate physical distancing to be observed to the extent possible, including remaining 1.5 metres away from other persons who are not part of the person's household group, and regular handwashing and sanitisation functions, as well as avoiding handshaking and other greetings where contact is made.
- Maximum occupancy based on the size of the racing venue, with suitable signage displayed to state the maximum occupancy allowed, provided the appropriate occupancy density rule is complied with.
- Noting that racing venues comprise outdoor open-air areas for Patrons, as well as buildings with indoor Patron facilities, the racing club will manage the occupancy:
  - for all outdoor areas at the racing venue, including beer garden areas and outdoor dining areas, one person per 2 square metres; or
  - within distinct buildings at the racing venue, one person per 4 square metres (for smaller buildings of less than 200 square metres, one person per 2 square metres up to a maximum of 50 persons at a time).

At all times, the Plan is subject to regulations, guidelines and directives issued by the Chief Health Officer, and any changes that may be made to the Queensland Government's Roadmap to easing Queensland's restrictions.

Where there is an inconsistency between the Restrictions on Businesses, Activities and Undertakings Direction (the Direction) and this industry plan, the Direction will take precedence over the industry plan for the extent of the inconsistency.

### 3. Scope of the COVID Safe Plan

The scope of the Plan includes but is not limited to the following key components:

- Staged approach to the reintroduction of Patrons to race meetings;
- Core racing and non-racing events; and
- Oncourse wagering operations.

Racing clubs are required to operate under the Industry COVID Safe Plan for the Queensland Racing Industry and Racing Clubs and must publicly display the Industry COVID Safe Plan Statement of Compliance (refer to **Appendix 2**).

There are many racing clubs throughout Queensland operating out of racing venues of varying sizes. Not all requirements contained in the Plan will be practical or apply at all racing venues. Racing clubs should consider their individual requirements to ensure they have in place suitable plans and protocols to satisfy any other specific issues.

### 4. Definitions

**Core Racing Areas:** The area at a racing venue critical to the conduct of a race meeting, including tracks, stables, kennels, participant changerooms, veterinary offices and rooms or areas required by the Queensland Racing Integrity Commission (QRIC).

**COVID-19 Racing Code Protocols:** Racing Protocols adopted by RQ that detail the necessary health measures, requirements and procedures to facilitate racing operations for each code of racing during the COVID-19 pandemic. These relate to the Core Racing Areas at the racing venue.

**Essential Racing Personnel:** Those persons deemed by RQ to be critical to the conduct of a race meeting. A full list is contained in each racing code's COVID-19 Racing Code Protocols, and summarised below:

- Licensed racing participants (e.g., trainers, jockeys, drivers, stable staff etc) with commitments at the race meeting, noting that trainers should minimise the number of staff required;
- QRIC stewards, veterinarians and swab officials (and other QRIC approved officials);
- Barrier attendants, starters and essential track staff;
- Clerks of the Course, Judge / Assistant Judge (if applicable) and photo finish operators;
- Scales / weighing room staff and jockeys' (room) attendants;
- Race Meeting Event Staff;
- Security / gate attendants including stalls / kennels, mounting yard and float carparks;
- Ambulance services and/or club doctor;
- Farriers and other essential service providers approved by RQ and the racing club;
- Broadcast service providers including race callers and restricted core racing media as approved by RQ and the racing club; and
- Restricted operational racing club management and RQ management.

**Non-Racing Event:** Means an event other than core racing or core non-racing business conducted at the racing venue.

**Oncourse Wagering Operators:** Includes both Tote operators and licensed racing bookmakers. Racing clubs may choose to offer these services in Patron Areas and Core Racing Areas if facilities allow it at the racing venue. If this is the case, an individual working either for, or as, an Oncourse Wagering Operator must operate in one area or the other and not both on the same day.

**Outdoor Areas:** Includes an area that has fixed or temporary boundaries; is not fully enclosed (i.e., is open to the elements and natural ventilation (significant amount of natural and unrestricted air movement required for most of the time the area is in use); can include a verandah, balcony, deck, patio or similar structure that might be connected to an external wall of a building; can have a roof, awning or eave; and

may include a rotunda, tarpaulin or shade structure situated in a larger open space. An outdoor area does not include atriums internal to a building, internal courtyards or similar; a temporary or permanent marquee unless the marquee walls are lifted for the duration of the event; a tent (such as a circus tent or a performance tent). *Note: Use of curtain walls, panel walls or other fittings to fully enclose an area to protect from the elements is considered indoors. Queensland weather may require curtain walls, panel walls or other fittings to be used for short periods to partially enclose an area for patron comfort and safety. If a business is in doubt, it should operate as if it is an indoor space.*

**Patron Areas:** The area within a racing venue that is not the Core Racing Area and is the designated public area of the racing venue from which Patrons can view races, receive hospitality offerings and engage in oncourse wagering. **Patrons:** Has a related meaning and, for the purposes of the Plan, includes owners of racing animals (other than those who have a runner engaged at the race meeting who have been granted access to the Core Racing Area (or parts thereof) by the racing club or RQ as provided in the Racing Code Protocols), members of racing clubs and the general public.

**Physical distancing:** Maintaining a distance of 1.5 metres away from other persons who are not part of the person's household group, regular hand hygiene, avoiding physical contact (e.g., handshaking, hugging etc), and general awareness in regard to your health and those around you in order to avoid the potential spread of disease.

**Racing Club Staff:** Persons employed by the racing club including hospitality staff, contractors and volunteers. Depending on their specific role at the race meeting and what services the racing club chooses to provide, some Racing Club Staff may be required to work within the Core Racing Area dependant on their role. If this is the case, they should maintain physical distancing from Essential Racing Personnel.

## 5. Checklist

The Plan includes a checklist for racing clubs to use as a guide for ensuring safe operations and returning Patrons to race meetings. The checklist provides most items for consideration and can be adjusted for each racing venue.

See **Appendix 3** for a copy of the Industry COVID Safe Plan Checklist.

## 6. Best Practice Guidelines

The Plan supports the following best practice guidelines:

- The health and safety of participants, racing officials, RQ and Racing Club Staff, Oncourse Wagering Operators, broadcast resources and Patrons is priority.
- All Essential Racing Personnel must be briefed on, understand and act in accordance with the Plan.
- Licensed racing venues are individually assessed by racing clubs, and appropriate plans developed to mitigate the risks of COVID-19 transmission.
- Racing clubs must comply with the Queensland Government's Roadmap to easing Queensland's restrictions if not opting into this Plan.
- Racing clubs must be prepared to act in the event of a localised outbreak at their licensed venue, within the racing network and local community (refer section 6.1.4 for guidance).

The Plan outlines specific requirements for racing clubs to implement in Stage 2 and Stage 3 of the Queensland Government Roadmap to easing restrictions.

Racing clubs transitioned to racing with Patron attendance segregated from Essential Racing Personnel during Stage 2. There will be no segregation between Patrons and Essential Racing Personnel in Stage 3 of the Queensland Government Roadmap to easing Queensland's restrictions. However, Patrons will not be permitted to enter Core Racing Areas by default, given those areas are largely restricted to licensed persons and officials working at the race meeting. Notwithstanding, racing clubs may require

use of common pathways or access points for Patrons, in which case the racing club will carefully manage to ensure appropriate physical distancing and any interaction with racing operations and personnel is minimised.

Racing specific protocols were developed and adopted by RQ to enable racing operations to continue in recent months with Essential Racing Personnel only. The protocols will continue for the Core Racing Areas at racing venues. These are continually reviewed and updated to reflect the latest decisions of the Queensland Government. The protocols provide allowance for participants from the designated border zone in New South Wales to attend a racing venue in the designated border zone in Queensland, subject to conditions. They also provide for movement of horses from interstate, including from declared COVID-19 hotspots. The current COVID-19 Racing Code Protocols for each code of racing can be accessed on RQ’s COVID-19 Response webpage via the link below:

<https://www.racingqueensland.com.au/corporate/racing-queensland-covid-19-response>

### 6.1. Conducting Business

The racing industry continued to operate and conduct race meetings throughout the COVID-19 pandemic by working closely with Government and the Chief Health Officer, adapting to operate within the limitations and restrictions imposed.

As racing clubs transition to racing with Patrons, the identification of Core Racing Areas for the conduct of racing operations and Patron Areas for patron attendance is of principal importance.

During Stage 2 of easing restrictions, racing clubs hosting Patrons operated two distinct and clearly separated areas at the racing venue to ensure minimised risk of contact between Patrons and Essential Racing Personnel:

1. **Core Racing Areas** – areas critical to the conduct of racing and Essential Racing Personnel (refer to the Racing Code Protocols); and
2. **Patron Areas** – includes all areas not critical to the conduct of racing or Essential Racing Personnel and is accessible to Patrons.



#### 6.1.1. Segregation of Essential Racing Personnel and Patrons

Stage 2	Stage 3	
	✓	<p>Segregation of Essential Racing Personnel and Patrons is not required in Stage 3. Patrons will not be permitted to enter Core Racing Areas by default, given those areas are largely restricted to licensed persons and officials working at the race meeting.</p> <p>Notwithstanding, under the Racing Code Protocols, a racing club may grant owners of racing animals access to the Core Racing Area (or parts thereof) if the owner has a runner engaged to compete at the race meeting.</p> <p>Racing clubs may require use of common pathways or access points for Patrons, in which case the racing club will carefully manage to ensure</p>

		appropriate physical distancing and any interaction with racing operations and personnel is minimised.
--	--	--

### 6.1.2. Patron Areas

Stage 2	Stage 3	
✓	✓	<p>Racing clubs must display the size and maximum occupancy of the racing venue, with suitable signage to state the maximum occupancy allowed, provided the appropriate occupancy density rule is complied with.</p> <p>The racing club will manage the occupancy:</p> <ul style="list-style-type: none"> <li>for all outdoor areas at the racing venue, including beer garden areas and outdoor dining areas, one person per 2 square metres; or</li> <li>within distinct buildings at the racing venue, one person per 4 square metres (for smaller buildings of less than 200 square metres, one person per 2 square metres up to a maximum of 50 persons at a time).</li> </ul> <p>If a venue comprises of indoor and outdoor patron facilities, the additional maximum occupancy signage for each area should be displayed at all entry/exit points for each indoor and outdoor patron facility.</p> <p>People may order, pay and collect food and drinks at a bar or service counter. They must then be appropriately physically distanced while drinking (irrespective of beverage type) and dining-in.</p>
✓	✓	<p>Racing clubs are to develop a policy to manage and monitor the number of Patrons in attendance at the venue at any time so as not to exceed the maximum allowable number under this Plan, considering the different densities allowed for indoor and outdoor areas.</p> <p>The policy should include measures (for example, the use of area-specific ticketing, wristbands, badging, direct supervision of indoor/outdoor areas within the venue) that will be taken to ensure only the maximum allowable patrons within any indoor and outdoor area at the venue at any one time.</p> <p>Upon request from an emergency officer, the operator of the venue must be able to immediately provide the patron occupancy levels at any indoor and/or outdoor area within the venue, to the emergency officer.</p>
✓	✓	<p>Racing clubs should, where practicable, encourage Patrons to pre-book their attendance at the venue.</p>
✓	✓	<p>Racing clubs must implement measures to ensure that areas used by Oncourse Wagering Operators (Tote operations and licensed racing bookmakers) maintain appropriate physical distancing and avoid overcrowding at all times.</p> <p>If the racing club's Tote operations are managed through a 'TAB Self-Managed Raceclub' arrangement, please refer to the link below to complete the relevant checklist:</p> <p><a href="https://fs12.formsite.com/bdmstabcorpcomau/jwnbeavut9/index.html">https://fs12.formsite.com/bdmstabcorpcomau/jwnbeavut9/index.html</a></p> <p>Once this checklist is completed and verified, your venue will be enabled on the TAB's host systems to trade in line with the government reopening requirements. The TAB will provide copies or relevant signage to racing clubs for use at the venue.</p>



		<p>Where practicable, encourage cashless transactions, encourage contactless and online payment technologies for wagering where possible.</p> <p>Patrons are to insert and collect their own tickets to and from Tote terminals. Tote staff must not handle Patron tickets. Tote terminals must be sanitised regularly.</p> <p>Racing clubs should implement measures to assist licensed racing bookmakers to minimise risks. These measures include:</p> <ul style="list-style-type: none"> <li>• Encouraging bookmakers and their staff handling money while taking or paying bets to frequently wash their hands or use hand sanitiser;</li> <li>• Using means (e.g., barriers, floor markings, traffic flow etc.) to ensure that people do not congregate in crowds while waiting to place a bet, that they remain 1.5 metres apart, and move on from the vicinity of the bookmaker after placing their bet or collecting their winnings.</li> </ul> <p>Racing clubs must ensure hand wash / sanitisation is available at the entrance to each oncourse wagering area and located near self-service terminals &amp; ATMs (refer to section 6.1.6 re hourly cleaning requirements for high-touch surfaces).</p> <p>Appropriate distancing markers (i.e., floor markings) should be employed at queue and service areas throughout all areas where Oncourse Wagering Operators operate to ensure adherence to physical distancing requirements (providing 1.5 metres between people in the queue). Where practicable, set up separate exit and entry points and traffic flow directional signage.</p>
--	--	---

### 6.1.3. Physical Distancing Requirements

Stage 2	Stage 3	
✓	✓	<p>Physical distancing of 1.5 metres between people attending the venue should be monitored and enforced by the racing club with prominent signage displayed detailing the physical distancing requirements.</p> <p>This includes avoiding physical contact (e.g., handshaking, hugging etc) with others. This applies to all people at the venue (i.e., Patrons, Essential Racing Personnel and any other person).</p> <p>Appropriate distancing markers (i.e., floor markings) should be employed at queue and service areas throughout the venue to ensure adherence to physical distancing requirements. Where practicable, set up separate exit and entry points and traffic flow directional signage.</p> <p>As per section 6.1.2 above, the racing club should develop a policy to manage and monitor the number of people at the venue at any time so as not to exceed the maximum allowable number under this Plan.</p> <p>For deliveries to the venue, implement measures to minimise contact with staff. These include (with further details in the Checklist):</p> <ul style="list-style-type: none"> <li>• Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with workers wherever possible; and</li> <li>• Use, and ask delivery drivers and contractors to use, electronic paperwork where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures.</li> </ul>

✓	✓	<p>Where a racing club hosts or conducts a “Fashions on the Field” contest, the racing club must ensure that the physical distancing requirements detailed above are always adhered to. This includes avoiding physical contact (e.g., hugging and kissing between contestants and judges etc).</p> <p>The racing club should ensure appropriate signage in the vicinity of the contest area and ensure that entrants to “Fashions on the Field” are aware of these requirements.</p> <p>Racing clubs must note that the management of make-up, including its application and repair, is a restricted activity under the current Restrictions on Businesses, Activities and Undertakings Direction of the Queensland Government. Where a racing club intends to have a person (e.g., a beauty therapist) offer this service it is required to be undertaken in accordance with the COVID Safe Checklist for Personal Services as per the link below:</p> <p><a href="https://www.covid19.qld.gov.au/_data/assets/pdf_file/0020/132293/COVID-Safe-Checklist-Beauty-Salons.pdf?nocache-v1">https://www.covid19.qld.gov.au/_data/assets/pdf_file/0020/132293/COVID-Safe-Checklist-Beauty-Salons.pdf?nocache-v1</a></p>
---	---	---

### 6.1.4. Health Monitoring

Stage 2	Stage 3	
✓	✓	<p>Racing clubs must detail specific personal health protocols including:</p> <ul style="list-style-type: none"> <li>• Notice to all Patrons, contractors or staff to not enter the venue if they:                             <ul style="list-style-type: none"> <li>○ are unwell;</li> <li>○ have been in close contact with a known active case of COVID-19;</li> <li>○ have COVID-19 symptoms;</li> <li>○ have travelled overseas in the previous 14 days;</li> <li>○ have been to a declared COVID-19 hotspot in the previous 14 days (the list of declared COVID-19 hotspots may be found at <a href="http://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid19/current-status/hotspots-covid-19">www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid19/current-status/hotspots-covid-19</a>).</li> </ul> </li> <li>• Washing hands prior to, during and when exiting the venue.</li> <li>• No physical greetings (i.e. handshaking, hugging etc.)</li> </ul>
✓	✓	<p>Further to the above, Essential Racing Personnel are advised not to enter the venue if they are feeling unwell, have been in close contact with a known active case of COVID-19, have any COVID-19 symptoms, have travelled overseas or been to a declared COVID-19 hotspot in the previous 14 days.</p> <p>Racing Code Protocols outline relevant requirements for licensed participants who arrive into Queensland prior to entering a racing or training venue.</p> <p>All Essential Racing Personnel attending a racing venue for a race meeting will be subject to temperature check/s on arrival. The testing process and requirements include:</p> <ul style="list-style-type: none"> <li>• Each person is tested upon arrival at the venue by a Medical Officer;</li> <li>• A verified test within the normal parameter (under 37.6) is required before the person can enter the venue;</li> <li>• If a person records an elevated temperature, the person will be given the opportunity to have a further temperature test up to 15 minutes following the first test; and</li> </ul>



		<ul style="list-style-type: none"> <li>If the person’s temperature remains elevated the person is not permitted to enter the venue and should be advised to seek medical advice through 13HEALTH.</li> </ul> <p>For Jockeys, a medical clearance to the satisfaction of the Queensland Racing Integrity Commission may be required before riding again.</p>
✓	✓	<p>Security and Racing Club Staff should observe Patrons at the time of entry and during attendance at the venue and monitor any Patrons who may be visibly displaying any COVID-19 or other respiratory symptoms.</p>
✓	✓	<p>In the event of a localised outbreak of COVID-19 or if the racing club becomes aware of a person with a probable or confirmed case of COVID-19, the racing club should:</p> <ul style="list-style-type: none"> <li>Separate the person by placing them in an area away from others;</li> <li>Provide them with tissues, hand sanitiser and a face mask (if available) to cover their coughs and sneezes;</li> <li>If the person is an employee of the racing club, inform their supervisor and arrange for the person to be sent home or for medical assistance;</li> <li>If the person is a Patron or visitor to the racing club, offer them appropriate assistance to leave the venue to return to their home or for medical assistance;</li> <li>If the person intends to seek medical assistance, they should call ahead to advise of their symptoms so that medical staff can prepare for their visit;</li> <li>After the person has left the area, clean and disinfect their workstation, any equipment or other areas they may have been in contact with (refer section 6.1.6 for guidance).</li> </ul> <p>The racing club should review existing policies and procedures to incorporate, where appropriate, processes and guidance for the provision of relevant assistance to a person who is required to leave the venue to avoid any danger or harm to themselves or others.</p> <p>Refer the following link for additional guidance about this process:  <a href="https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf">https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf</a></p>
✓	✓	<p>In the event of a confirmed or probable case of COVID-19:</p> <ul style="list-style-type: none"> <li>Queensland Health will be notified by the medical professional who confirmed the diagnosis and the relevant testing laboratory;</li> <li>Upon being informed, a person in charge of the racing club must notify Workplace Health and Safety Queensland that the case has been confirmed;</li> <li>The racing club must keep a record of each notifiable incident for at least five years from the day that notice of the incident is given;</li> <li>Queensland Health will advise the racing club if contact tracing is required, at which time the advice of Queensland Health should be followed.</li> </ul> <p>Refer the following link for additional guidance about this process:  <a href="https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf">https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf</a></p>

### 6.1.5. Record Keeping of Attendees

<b>Stage 2</b>	<b>Stage 3</b>	
--------------------	--------------------	--

✓	✓	<p>Contact tracing is critical. The racing club should advise that it is a condition of entry for persons to provide their contact information.</p> <p>It is strongly recommended every venue encourages patrons to download the Australian Government’s COVIDSafe app:  <a href="https://www.health.gov.au/resources/apps-andtools/COVIDsafe-app">https://www.health.gov.au/resources/apps-andtools/COVIDsafe-app</a>.</p> <p>The COVIDSafe app is not mandatory and is not an alternative to collecting and retaining contact information.</p> <p>The racing club must collect and retain contact information for all Patrons, contractors and staff. The information must include:</p> <ul style="list-style-type: none"> <li>• Full name;</li> <li>• Phone number;</li> <li>• Email address (or residential address where the person does not have an email account);</li> <li>• Date and time of entry;</li> <li>• Exit time or an estimated period where feasible.</li> </ul> <p>If requested, this information must be provided to public health officers within the stated time. The information should be readily available to ensure your business can fulfil this request.</p> <p>Venues can utilise electronic systems, POS (Point of Sale Systems), written registers or written personnel records of attendance as a means of collection however <b>must</b> ensure collection and storage is privacy compliant. For further information please see: <a href="https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses/information-privacy">https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses/information-privacy</a>.</p> <p>The information should be securely stored, not be visible or able to be reviewed or tampered with by other persons, not used for any other purpose, and destroyed after 56 days.</p> <p>Racing clubs should encourage pre-event registration by Patrons to facilitate contact-less data collection.</p> <p><b>Period of patronage</b></p> <p>Any person visiting the venue, patrons, contractors and staff must sign in with their time of arrival. They should also be strongly encouraged to provide a time of departure or estimated duration, with signage displaying signing out allows for more effective contact tracing. Venues should display signage encouraging Patrons to sign out or indicate the expected duration of their time at the venue.</p>
---	---	---

### 6.1.6. Cleaning and Hygiene Requirements

Stage 2	Stage 3	
✓	✓	<p>Racing clubs must develop cleaning and hygiene measures which align with the Workplace Health and Safety Queensland Guideline in terms of types of cleaners used and how frequently they are to be used to ensure best practice sanitation is achieved. A copy of the Guideline can be accessed via <a href="https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf">https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf</a> (refer pages 6-9).</p> <p>Hand sanitiser must be available on entry to the venue and where possible supervised by Racing Club Staff. The venue should be adequately populated with prominent hand washing and hand sanitiser stations. Prominent signage</p>

		<p>should be displayed encouraging hygiene requirements and frequent hand washing.</p> <p>High-touch areas and surfaces including shared equipment and tools, EFTPOS machines, ATMs and wagering terminals, tables, counter tops, doors and sinks, must be cleaned hourly. Surfaces used by Patrons such as tables and chairs, must also be cleaned between Patron usage, with regular and systematic cleaning of all food service areas, all equipment, serving vessels and touchpoints is required.</p>
✓	✓	<p>Ensure bathrooms and other personal amenity areas are kept clean and tidy and are well stocked with hand wash and paper towel.</p> <p>Place posters with instructions for adequate cleansing with wash/hand rub.</p> <p>During racing and public events, bathrooms should be cleaned hourly. This hourly cleaning process is to include key touch points including taps, toilet buttons, locks on toilet cubicles, benches, door handles, etc.</p>
✓	✓	<p>In the event of a suspected or confirmed case of COVID-19, the Guideline referred to above provides specific details relating to the process of cleaning and disinfecting the area. This includes:</p> <ul style="list-style-type: none"> <li>• The person/s undertaking the cleaning process should put on personal protective equipment (disposable gloves, disposable apron or other protective garment, protective eyewear to shield from cleaning chemicals) before entering the area;</li> <li>• If a person with suspected or confirmed COVID-19 infection remains in the area while the cleaning is done, that person should wear a surgical mask, if available, to cover their coughs and sneezes. The cleaner should also wear a surgical mask to prevent them from touching their face. Once the cleaner has entered the area, they should avoid touching their face and touching or adjusting their face mask if one is worn. If wearing a mask, it should be either on or off – ensure it always covers both the nose and mouth and do not let it dangle from the neck.</li> <li>• Cleaning of hard surfaces (e.g., bench tops) should be done using either a physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution (follow manufacturer’s directions for dilution), or a physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores (follow manufacturer’s directions for use);</li> <li>• Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment, such as buckets, should be emptied and cleaned with a new batch of chlorine bleach solution and allowed to dry completely before re-use;</li> <li>• PPE should be removed using the following process:             <ul style="list-style-type: none"> <li>○ Remove and dispose of gloves. The outside of gloves may be contaminated. Remove gloves being careful not to contaminate bare hands during glove removal. Clean your hands. This can be done with either soap and running water or hand sanitiser;</li> <li>○ Remove and dispose of the apron. The apron front may be contaminated. Untie or break fasteners and pull apron away from body,</li> </ul> </li> </ul>

		<p>touching the inside of the apron only. Clean your hands. This can be done with either soap and running water or hand sanitiser;</p> <ul style="list-style-type: none"> <li>○ Remove protective eyewear/face shield. The outside of protective eyewear/face shield may be contaminated. Remove eyewear/face shield by tilting the head forward and lifting the head band or earpieces. Avoid touching the front surface of the eyewear/face shield. Reusable protective eyewear should be washed in detergent and water and allowed to completely air dry. Clean your hands. This can be done with either soap and running water or hand sanitiser;</li> <li>○ Remove and dispose of the surgical mask if worn. Do not touch the front of the surgical mask. Remove the surgical mask by holding the elastic straps or ties and remove without touching the front. Clean your hands. This can be done with either soap and running water or hand sanitiser;</li> <li>○ PPE can be disposed of into the general waste.</li> </ul>
--	--	--

## 7. Managing Entry & Exit Points

Stage 2	Stage 3	
✓	✓	<p>Racing clubs must not allow people to congregate at entry and exit points. Appropriate distancing markers (i.e., floor markings) should be employed ensuring adherence to physical distancing requirements. Where practicable, set up separate exit and entry points and traffic flow directional signage.</p> <p>All Patrons attending the venue should where possible pre-book their attendance. Racing clubs should use the pre-booking requirement as a means to stagger the flow of Patrons to the facility by granting access to specific areas at differing times to avoid crowds and non-permitted gatherings outside the venue.</p> <p>Prior to entry, all people must be made aware of the conditions of entry, including the strict requirement to comply with this Industry COVID Safe Plan and any protocols implemented by the racing club. The racing club should advise that it is a condition of entry for persons to provide their contact information as outlined in section 6.1.5.</p> <p>Signage must be prevalent to guide all persons (Racing Club Staff and Patrons) of their role in helping. This includes general information signage such as:</p> <ul style="list-style-type: none"> <li>● Notice to all Patrons not to enter the venue if they: <ul style="list-style-type: none"> <li>○ are unwell;</li> <li>○ have been in close contact with a known case of COVID-19;</li> <li>○ have COVID-19 symptoms;</li> <li>○ have travelled overseas in the last 14 days;</li> <li>○ have been to a COVID-19 hotspot in the last 14 days (the list of declared hotspots may be found at <a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19</a>);</li> </ul> </li> <li>● The racing club has the right to refuse entry or service and insist that anyone who is displaying symptoms of COVID-19 or appears unwell leaves the premises;</li> <li>● Patrons must adhere to all directions of staff and leave the premises if requested to do so;</li> </ul>

		<ul style="list-style-type: none"> <li>• Detailing that hand and respiratory hygiene is essential;</li> <li>• Physical distancing awareness;</li> <li>• Floor markings for suitable physical distancing; and</li> <li>• Encouraging patrons to download the COVIDSafe app.</li> </ul> <p>Entry and exit points to and from the licensed venue should safely control the flow of Patrons and allow the racing club the opportunity to observe Patrons. Patrons appearing unwell should not be permitted into the venue.</p> <p>Similarly, entry points for Essential Racing Personnel should be closely monitored and follow the processes and testing requirements applicable to the level of race meeting as prescribed by RQ.</p>
✓	✓	Refer 6.1.4 Health Monitoring for detail of temperature testing to be undertaken for all Essential Racing Personnel prior to entry to the racing venue.

## 8. Customer Interaction / Hospitality

Stage 2	Stage 3	
✓	✓	<p>Racing clubs must consider areas where Racing Club Staff will interact with Patrons or Essential Racing Personnel.</p> <p>Racing clubs must adjust service methods and techniques to maximise the distancing between staff to the extent it is safe and practical and minimise the time staff are in close contact with each other and also Patrons or Essential Racing Personnel. Where possible, Racing Club Staff interaction should be limited to specific areas.</p> <p>Racing clubs must manage the occupancy:</p> <ul style="list-style-type: none"> <li>• for all outdoor areas at the racing venue, including beer garden areas and outdoor dining areas, one person per 2 square metres; or</li> <li>• within distinct buildings at the racing venue, one person per 4 square metres (for smaller buildings of less than 200 square metres, one person per 2 square metres up to a maximum of 50 persons at a time).</li> </ul> <p>This principle applies to all function rooms, restaurants, bar areas etc. that offer hospitality services.</p> <p>If a venue comprises of indoor and outdoor patron facilities, the additional maximum occupancy signage for each area should be displayed at all entry/exit points for each indoor and outdoor patron facility.</p> <p>People may order, pay and collect food and drinks at a bar or service counter. They must then be appropriately physically distanced while drinking (irrespective of beverage type) and dining-in.</p> <p>Food and drink operations in this Plan have been devised taking into account requirements, procedures and checklists of other food and drink services industries for dining and drinking at venues such as pubs, clubs and restaurants.</p> <p>For food and drink offerings, racing clubs should consider using disposable glassware, crockery, and cutlery. Disposable, single-use condiments should be served with food orders or only on request.</p> <p>Racing clubs should consider the use of laminated menus (to be sanitised between uses), disposable menus, or TV monitors where appropriate (provided</p>

		<p>there are sufficient so that people do not congregate and break physical distancing).</p> <p>Health authorities advise that face masks can be a useful measure to help control sustained community transmission. At this time, there is not sustained community transmission in Queensland. As such, you don't need to wear a face mask unless your doctor has told you to or you are caring for someone who might have COVID-19 (<a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/protect-yourself-others/coronavirus-prevention#masks">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/protect-yourself-others/coronavirus-prevention#masks</a>).</p> <p>In addition to the above, personal protective equipment is not compulsory other than as outlined elsewhere in this Plan for specific purposes/roles, such as cleaning areas that have been used by people with suspected or confirmed cases of infection.</p>
<p>✓</p>	<p>✓</p>	<p>Food and/or drinks can be provided either by table service or counter/bar service, ensuring appropriate physical distancing is maintained at all times. People may order, pay and collect food and drinks at a bar or service counter. They must then be appropriately physically distanced while drinking (irrespective of beverage type) and dining-in.</p> <p>Dining areas with tables and chairs to be spaced with appropriate physical distancing between each group of people. Noting that a group from the same household can sit at a table and do not have to maintain the 1.5 metre distance requirement between themselves.</p> <p>Ensure all self-service buffet or serve yourself food (i.e., opened food) service areas and communal condiments or water stations are removed.</p> <p>Where a counter/bar service is available for Patrons, the racing club should implement the following measures:</p> <ul style="list-style-type: none"> <li>• Barriers used to stop persons at required distance from the service area where possible;</li> <li>• Barriers, floor and wall signage to be used to ensure appropriate physical distancing of 1.5 metres and to direct the flow to and from the service area to reduce crossover or traffic flow where possible;</li> <li>• The racing club to monitor counter/bar service areas to ensure that persons are moving from the counter/bar after being served;</li> <li>• Removal of items that may be difficult to clean or harbour the virus (e.g., material or rubber counter mats removed to allow for easy sterilisation of counter/bar tops);</li> <li>• Removal of any communal items such as water or coffee stations;</li> <li>• If provided, straws are to be individually wrapped;</li> <li>• Staff are trained in all COVID safe measures and are empowered to supervise and enforce all aspects of our plans to ensure we are a COVID safe venue;</li> <li>• Regular and systematic cleaning of counter surfaces, all equipment, serving vessels, touch points etc.;</li> <li>• Cleaning and hygiene measures are known and followed out at all times. All such measures are based on CHO and Work Health and Safety Queensland Guidelines in terms of types of cleaners used, how they are used and the frequency they are to be used to ensure best practice sanitation and control measures (refer link for further guidance:</li> </ul>



		<p><a href="https://www.worksafe.qld.gov.au/data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf">https://www.worksafe.qld.gov.au/data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf</a>); and</p> <ul style="list-style-type: none"> <li>• Hand sanitiser or other disinfectant wipes etc available on entry to the service area and where possible supervised and offered by staff.</li> </ul>
✓	✓	<p>Canteen/takeaway food and drink services should be restricted to pre-packaged and sealed food and drink only.</p> <p>Where a canteen/takeaway service is offered, the following measures are to be implemented by the racing club:</p> <ul style="list-style-type: none"> <li>• Barriers used to stop persons at required distance from the canteen service area where possible;</li> <li>• Barriers, floor and wall signage to be used to ensure appropriate physical distancing of 1.5 metres and to direct the flow to and from the canteen area to reduce crossover or traffic flow where possible;</li> <li>• The racing club to monitor canteen/takeaway service areas to ensure that persons are moving from the counter after being served;</li> <li>• Regular and systematic cleaning of canteen surfaces, all equipment, touch points etc.; and</li> <li>• Hand sanitiser or other disinfectant wipes etc available on entry to the canteen area and where possible supervised and offered by staff.</li> </ul>

## 9. Completing Service and Payment

Stage 2	Stage 3	
✓	✓	<p>Point of Sale (POS) terminals will not be activated close together to ensure physical distancing measures are upheld. Where possible POS terminals should be assigned to one worker and sanitised between use (if different users).</p> <p>Racing clubs should where possible recommend contactless payments (i.e. tap-and-go) with appropriate signage displayed.</p> <p>Hand sanitiser or disinfectant wipes must be provided for employees to clean equipment (EFTPOS machines, POS terminals, etc.).</p> <p>Appropriate distance markers, floor markings and barriers should be employed at queue and service areas ensuring adherence to physical distancing requirements.</p>

## 10. Communal Facilities and Spaces

Stage 2	Stage 3	
✓	✓	<p>Entry points to each area within the venue should be managed to safely control the flow of persons.</p> <p>In relation to indoor transit areas, racing clubs should direct persons through these rooms maximising their distance apart, where possible using physical barriers or other means.</p> <p>In circumstances where racing clubs share a licensed venue with other businesses, racing clubs must engage with the other users to appropriately manage the flow of persons on site to develop facility wide protocols.</p>

✓	✓	Further detail on the use of Core Racing Areas is included in the Racing Code Protocols.
---	---	--

## 11. Managing Egress and Emergency Evacuation

Stage 2	Stage 3	
✓	✓	<p>Racing clubs should review current emergency evacuation plans and procedures to ensure that in the event of an emergency appropriate egress of the venue is achieved that does not encourage the spread of COVID-19.</p> <p>It may be necessary to nominate alternate evacuation points to ensure appropriate physical distancing can be maintained.</p> <p>Details of any current alternate evacuation points should be made available to Patrons and Essential Racing Personnel for the venue and specific function rooms or areas within the venue, either at the time of booking (as applicable) or visibly displayed in the area at the venue.</p>

## 12. Staff Practices

Stage 2	Stage 3	
✓	✓	<p>All Racing Club Staff and other attendance at the venue must be recorded including delivery drivers and cleaners. Delivery drivers and other contractors should be given clear instructions about racing club requirements while at the venue (refer details in Checklist).</p> <p>Racing clubs should undertake a risk assessment to identify those tasks and processes that could result in the spread of COVID-19 and ensure that appropriate controls are put in place to protect staff.</p> <p>Racing clubs should promote flexible working arrangements to staff where possible.</p> <p>Racing clubs must provide staff with a safe working environment including but not limited to access to physical distancing barriers and safety screening where appropriate, as well as hand sanitiser and PPE where required for their role.</p> <p>Health authorities advise that surgical masks in the community are only helpful in preventing people who have COVID-19 infection from spreading it to others. If you are feeling well, there is no need to wear a surgical mask, as there is little evidence to support their use in healthy people to prevent transmission of viruses. If you have been told to wear a face mask, avoid touching it while you're wearing it, and if you do, wash your hands. Do not reuse single-use masks and replace the mask regularly, including if you have coughed or sneezed into it. Always wash your hands immediately after removing and disposing of the mask.</p> <p>Likewise, if you are feeling well, there is no need to use gloves in the community as it can lead to complacency and reduced handwashing, potentially increasing the risk of exposure to the virus. Disposable gloves may also cause irritant or allergic contact dermatitis in some workers. If you have been told to wear gloves, avoid touching your face with gloved hands, change the gloves regularly and wash your hands after removing and disposing of the gloves.</p>

		PPE should be worn by those who clean areas that have been used by people with suspected or confirmed infection (refer to sections on cleaning).
✓	✓	Racing Club Staff should be encouraged to download the Australian Government COVIDSafe App to their mobile phones and to get the flu vaccination. However, use of the COVIDSafe App must not be promoted as an alternative to the venue keeping contact information.  Racing Club Staff must be instructed to stay home if they do not feel well and/or are exhibiting any indicators of COVID-19.
✓	✓	Communication with Racing Club Staff is critical during this period of change. Racing clubs must consider the most appropriate means of communication to staff and what additional support may be required to ensure information is clear and protocols are understood. Further information is detailed on consultation below.

## 12.1. Staff Consultation

Stage 2	Stage 3	
✓	✓	<p>Under Work Health and Safety legislation, it is the duty of the racing club as an employer to provide a safe and healthy work environment. The racing club must assess risks and implement and review control measures to prevent or minimise exposure to these risks</p> <p>To properly manage exposure to risks related to COVID-19, employers must:</p> <ul style="list-style-type: none"> <li>• Identify workplace hazards (such as potential for transmission on the worksite or hazards resulting from a worker who tests positive for COVID-19 infection);</li> <li>• Determine who might be harmed, and how (including workers and any other individuals in the workplace);</li> <li>• Decide on control measures (including ways to prevent the spread of infection);</li> <li>• Put controls in place; and</li> <li>• Review the controls regularly.</li> </ul> <p>Workers and their representatives (health and safety representatives and union representatives) must be consulted on health and safety matters relating to risks such as COVID-19 in the workplace. This consultation should include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• Identifying those tasks and processes that could result in the spread of COVID-19;</li> <li>• Developing a plan in response to COVID-19;</li> <li>• Making changes to processes or procedures that could result in the spread of COVID-19;</li> <li>• Making changes to controls to protect workers from the spread of COVID-19; and</li> <li>• Providing information and training for workers.</li> </ul>
✓	✓	Racing clubs (as employers) have a responsibility to manage stress related to COVID-19. Actions that can be undertaken to assist in managing COVID-19 related stress being experienced by staff include:

	<ul style="list-style-type: none"> <li>• Regularly ask workers how they are going and if there are any work-related stressors that need to be addressed;</li> <li>• Be well informed with information from official sources, regularly communicate with workers and share relevant information as it comes to hand;</li> <li>• Consult your workers on any risks to their psychological health and how these can be managed;</li> <li>• Provide workers with a point of contact to discuss their concerns and to find workplace information in a central place;</li> <li>• Inform workers about their entitlements if they become unfit for work or have caring responsibilities;</li> <li>• Proactively support workers who you identify may be more at risk of a work-related psychological injury (e.g. frontline workers or those working from home); and</li> <li>• Refer workers to appropriate channels to support mental health and wellbeing, such as employee assistance programs.</li> </ul>
--	---

### 13. Training

Stage 2	Stage 3	
✓	✓	<p>All Racing Club Staff must undertake the Queensland Government’s COVID Safe online training.</p> <p>All Racing Club Staff must be given adequate training and induction to ensure they are well versed on this Industry COVID Safe Plan and/or the racing club’s specific COVID Safe protocols, event operations and facility areas, infection control procedures and operational requirements.</p> <p>Racing clubs should display signage directing staff to play their role in helping prevent the spread of COVID-19. This includes general information signage such as:</p> <ul style="list-style-type: none"> <li>• Notice to all staff not to enter the venue if they are feeling unwell, have been in close contact with a known active case of COVID-19, have any COVID-19 symptoms, have travelled overseas or been to a declared COVID-19 hotspot in the previous 14 days;</li> <li>• Monitor Patrons and provide directions if required to ensure adherence to protocols;</li> <li>• Hand hygiene is essential;</li> <li>• Physical distancing awareness;</li> <li>• Venue occupancy displayed at each entry; and</li> <li>• Floor markings for suitable physical distancing.</li> </ul>
✓	✓	<p>Racing clubs must ensure that a plan is in place, inclusive of training and education to necessary staff and contractors, that allows for the appropriate management of Patrons and Essential Racing Personnel who do not adhere to this Industry COVID Safe Plan and/or the racing club’s COVID Safe protocols, right to refuse entry to the venue, and appropriate processes for removing Patrons in the event they are not well.</p> <p>When dealing with aggression, the racing club must have a policy for dealing with aggressive behaviour or people as a result of COVID restrictions. Racing clubs should review existing procedures for such matters, assess increased risks, and</p>

		where necessary update racing club policies and protocols dealing with dangerous and disruptive behaviour of people at the racing venue.
✓	✓	Racing clubs are encouraged to facilitate pre-event briefings with key personnel to reiterate key requirements relating to venue risk management and COVID-19 protocols.
✓	✓	Staff must also be advised of the lawful collection and storing of personal data.

## 14. Non-Racing Events

This Industry COVID Safe Plan for the Queensland Racing Industry and Racing Clubs covers core racing and core non-racing business of the racing club, which includes horse racing/race meetings held at the racing venue, and may also include other business functions or operations undertaken at the racing venue by the racing club.

If there are multiple industries/activities or other non-racing events held at a racing venue, several approved industry plans and/or other approvals may apply. Where an event that is outside of the scope of the Industry COVID Safe Plan for the Queensland Racing Industry and Racing Clubs (i.e., a non-racing event) is proposed at a racing venue, that event must be operated under a site specific plan, or event plan or checklist as outlined in the [Industry Framework for COVID Safe Events](#) in Queensland.

Where an event (i.e., a non-racing event) is outside the scope of this Plan, please refer to the Industry Framework for COVID Safe Events, provides further guidance on developing COVID Safe Event Plans. The planned event (i.e., non-racing event) must be hosted in accordance with the following conditions:

### For outdoor non-racing events

- **Fewer than 1,000 people:** must comply with a COVID Safe Event Checklist, no further approval needed.
- **Between 1,000 and 10,000 people:** must comply with a COVID Safe Event Plan approved by the local Public Health Unit.
- **Over 10,000 people:** must comply with a COVID Safe Event Plan approved by the Chief Health Officer.

### For indoor non-racing events

- **Fewer than 500 people:** must comply with a COVID Safe Event Checklist, no further approval needed.
- **Between 500 and 10,000 people:** must comply with a COVID Safe Event Plan approved by local public health units.
- **Over 10,000 people:** must comply with a COVID Safe Event Plan approved by the Chief Health Officer.

Further information and guidance on developing COVID Safe Event Plans, as well as relevant checklists for Events conducted under the Framework (i.e., non-racing events or events that are not covered by this Industry COVID Safe Plan) can be found via the links below:

<https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses>

[https://www.covid19.qld.gov.au/data/assets/pdf\\_file/0018/132570/industry-framework-covid-safe-events.pdf](https://www.covid19.qld.gov.au/data/assets/pdf_file/0018/132570/industry-framework-covid-safe-events.pdf)

## 15. Applicable Public Health Directions

At all times, racing clubs must meet the Queensland Chief Health Officer's current Public Health Directions. While Queensland Health is the lead agency for the declared health emergency, Worksafe Health and Safety QLD also provides further advice and guidance.

This Plan will be updated when and if the Chief Health Officer's Public Health Directions change. Further, this Plan will be subject to any change to the Queensland Government's Roadmap to easing Queensland's restrictions. In the event this Plan is updated, RQ will communicate the update to racing clubs via media and email updates.

Racing clubs should also continue to monitor the Queensland Government's COVID-19 website for regular updates from the Chief Health Officer and the Queensland Government <https://www.covid19.qld.gov.au/>.

## 16. Review and Risk Management

Racing clubs must have reporting and self-assessment practices in place to identify and rectify any system or procedure failures from reoccurring.

Racing clubs must regularly review system processes and consult with staff to ensure continuous improvement to processes and procedures.

Racing clubs must monitor, review and adjust their COVID-19 risk management controls on an ongoing basis. When reviewing their risk management controls, racing clubs are encouraged to consider the Safe Work Australia factsheet on the key considerations for undertaking a risk assessment related to COVID-19 (available through the link below):

<https://www.safeworkaustralia.gov.au/doc/key-considerations-undertaking-risk-assessment-covid-19>.

Records of the risk management process should be kept. The detail and extent of recording will depend on the size of venue/workplace. Racing clubs should keep information on:

- The identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process);
- How and when the control measures were implemented, monitored and reviewed;
- Who was consulted during the process;
- Relevant training records; and
- Any plans for changes.

The Safe Work Australia website contains a range of resources that racing clubs can download including a template and example of a COVID-19 risk register (available through the link below):

<https://www.safeworkaustralia.gov.au/doc/template-and-example-covid-19-risk-register>.

Each racing club must have provision for reporting to RQ on COVID-19 related risk management procedures, checks and compliance, as well as any measures for managing complaints.

RQ will review existing WHS risk management processes to identify and manage any new or changed risks or hazards that may arise as a result of implementation of this Plan.

## 17. Statement of Compliance

Racing clubs must display a record of their commitment to adhere to the Industry COVID Safe Plan for the Queensland Racing Industry and Racing Clubs. Attached as an Appendix to this document is a statement of compliance that racing clubs must print, sign, date and display as a means to demonstrate to the community and the relevant authorities that they are following this plan.



## 18. Appendices

**Appendix 1** – Queensland Government Roadmap to easing Queensland’s restrictions

**Appendix 2** – Industry COVID Safe Plan Statement of Compliance

**Appendix 3** – Industry COVID Safe Plan Checklist

**Appendix 1 – Queensland Government Roadmap to easing Queensland’s restrictions**

Refer to the following link for the current Roadmap:

<https://www.covid19.qld.gov.au/government-actions/roadmap-to-easing-queenslands-restrictions>

Appendix 2 – Industry COVID Safe Plan Statement of Compliance



# Statement of Compliance

This site is operating in compliance  
with the Public Health Directions

Restrictions on Businesses, Activities and  
Undertakings Direction

A copy of the COVID Safe Industry Plan may be found at  
[www.covid19.qld.gov.au/government-actions/covid-safe-businesses](http://www.covid19.qld.gov.au/government-actions/covid-safe-businesses)

- This is a COVID Safe site.
- Contact details are required for tracing purposes upon entry.\*
- Practice physical distancing.
- Wash your hands regularly.
- Follow the rules and keep us all safe.

Signed by: \_\_\_\_\_  
(Authorised business representative)

Date: \_\_\_\_\_

\* This does not apply to deliveries, patrons purchasing items over the counter or takeaway.

COVID19.qld.gov.au



## Appendix 3 – Industry COVID Safe Plan Checklist

COVID SAFE CHECKLIST	PATRON AREAS	
<b>Entry to Venue</b>	Entry points to Patron Areas must afford no access to the Core Racing Area.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Manage the flow of patrons to the facility by staggering the access times to hospitality functions and groups to avoid crowds and non-permitted gatherings outside the venue. Where possible, Patrons attending the venue should be pre-booked and pre-registered their attendance.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	<p>Patrons to be made aware that a condition of entry is that all parties are to adhere to the COVID-19 safe practices implemented by the racing club and the racing industry. The racing club should advise that it is a condition of entry for persons to provide their contact information. Ensure prominent signage to guide all persons (Racing Club Staff and Patrons) of their role in helping. This includes general information signage such as:</p> <ul style="list-style-type: none"> <li>• Notice to all Patrons not to enter the venue if they: <ul style="list-style-type: none"> <li>○ are unwell;</li> <li>○ have been in close contact with a known case of COVID-19;</li> <li>○ have COVID-19 symptoms;</li> <li>○ have travelled overseas in the last 14 days;</li> <li>○ have been to a COVID-19 hotspot in the last 14 days (the list of declared hotspots may be found at <a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19</a>);</li> </ul> </li> <li>• The racing club has the right to refuse entry or service and insist that anyone who is displaying symptoms of COVID-19 or appears unwell leaves the premises;</li> <li>• Patrons must adhere to all directions of staff and leave the premises if requested to do so;</li> <li>• Detailing that hand and respiratory hygiene is essential;</li> <li>• Physical distancing awareness;</li> <li>• Floor markings for suitable physical distancing; and</li> <li>• Encouraging patrons to download the COVID SAFE app.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Security Staff and Racing Club Staff required to observe Patrons on entry and during attendance at the venue to monitor any persons who display COVID-19 or other respiratory symptoms. In the event of any relevant issue arising, the racing club to offer appropriate assistance to the person in line with the relevant racing club procedures/policies.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Ensure floor or wall markings and signage at entry point to identify 1.5 metres distance between patrons.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

	If practicable set up separate exit and entry points to minimise crossover of traffic flows.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	If practicable establish separate exit and entry points for different rooms or defined function spaces.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<b>Physical Distancing Requirements</b>	Determine and ensure maximum patron numbers allowable at the venue in line with this Industry COVID Safe Plan (as per the appropriate occupancy density rule for the area).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Racing clubs to manage the occupancy: <ul style="list-style-type: none"> <li>for all outdoor areas at the racing venue, including beer garden areas and outdoor dining areas, one person per 2 square metres; or</li> <li>within distinct buildings at the racing venue, one person per 4 square metres (for smaller buildings of less than 200 square metres, one person per 2 square metres up to a maximum of 50 persons at a time).</li> </ul> This principle applies to all function rooms, restaurants, bar areas etc that offer hospitality services. If a venue comprises of indoor and outdoor patron facilities, the additional maximum occupancy signage for each area should be displayed at all entry/exit points for each indoor and outdoor patron facility.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Ensure physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Signage at the entry to the venue should clearly state that persons must not enter the venue if they: <ul style="list-style-type: none"> <li>are unwell;</li> <li>have been in close contact with a known case of COVID-19;</li> <li>have COVID-19 symptoms;</li> <li>have travelled overseas in the last 14 days;</li> <li>have been to a COVID-19 hotspot in the last 14 days (the list of declared hotspots may be found at <a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19</a>).</li> </ul> Signage throughout the facility should state that the racing club has the right to refuse service to patrons who are displaying symptoms of COVID-19 or appear unwell and that the racing club will insist that anyone with these symptoms leaves the premises.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Use physical barriers where practical, such as plexiglass around counters involving high volume interactions with customers.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Where practicable, provide contactless payments and payment online for services.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Where possible Racing Club Staff should be limited to accessing only specific rooms or limited work areas throughout their shift.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

	Racing Club Staff who attend and work in the Patron Area and require access to the Core Racing Area (for cleaning, maintenance etc.) should maintain physical distancing from Essential Racing Personnel.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	If practicable set up separate order and collection points to minimise contact. Minimise crossover of traffic flows wherever possible.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	<p>“Fashions on the Field” contests: the racing club must ensure that the physical distancing requirements are adhered to at all times.</p> <p>This includes avoiding physical contact (e.g., hugging and kissing between contestants and judges etc).</p> <p>The racing club should ensure appropriate signage in the vicinity of the contest area, and ensure that entrants to “Fashions on the Field” are aware of these requirements.</p> <p>The management of make-up, including its application and repair, is a restricted activity. Where a racing club intends to have a person (e.g., a beauty therapist) offer this service, it is required to be undertaken in accordance with the COVID Safe Checklist for Personal Services as per the link below: <a href="https://www.covid19.qld.gov.au/_data/assets/pdf_file/0020/132293/COVID-Safe-Checklist-Beauty-Salons.pdf?nocache-v1">https://www.covid19.qld.gov.au/_data/assets/pdf_file/0020/132293/COVID-Safe-Checklist-Beauty-Salons.pdf?nocache-v1</a></p>	
<b>Food and Beverage Service</b>	Food and drink operations in this Plan have been devised taking into account requirements, procedures and checklists of other food and drink services industries for dining and drinking at venues such as pubs, clubs and restaurants.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Food and/or drinks can be provided by table service, counter/bar service or canteen/takeaway style offerings. People may order, pay and collect food and drinks at a bar or service counter. They must then be appropriately physically distanced while drinking (irrespective of beverage type) and dining-in.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Ensure menus are 1) laminated and sanitised after each use or, 2) use general non-contact signage to display your menu, such as electronic screens or, 3) have single use paper menus available.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Non-disposable crockery/cutlery/glassware is permitted only when cleaned after each course and washed using a commercial grade dishwasher or glasswasher. Use disposable/recyclable cutlery/glassware when available, or strict table clearing guidelines requiring gloves.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	<p>Racing clubs to manage the occupancy:</p> <ul style="list-style-type: none"> <li>for all outdoor areas at the racing venue, including beer garden areas and outdoor dining areas, one person per 2 square metres; or</li> <li>within distinct buildings at the racing venue, one person per 4 square metres (for smaller buildings of less than 200</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A



	<p>square metres, one person per 2 square metres up to a maximum of 50 persons at a time).</p> <p>This principle applies to all function rooms, restaurants, bar areas etc that offer hospitality services.</p> <p>If a venue comprises of indoor and outdoor patron facilities, the additional maximum occupancy signage for each area should be displayed at all entry/exit points for each indoor and outdoor patron facility.</p> <p>Tables and chairs to be used with appropriate physical distancing between each group of people. Noting that a group from the same household can sit at a table and do not have to maintain the 1.5 metre distance requirement between themselves.</p> <p>People may order, pay and collect food and drinks at a bar or service counter. They must then be appropriately physically distanced while drinking (irrespective of beverage type) and dining-in.</p> <p>Where a counter/bar service is available for Patrons, the racing club should implement the following measures:</p> <ul style="list-style-type: none"> <li>• Barriers used to stop persons at required distance from the service area where possible;</li> <li>• Barriers, floor and wall signage to be used to ensure appropriate physical distancing of 1.5 metres and to direct the flow to and from the service area to reduce crossover or traffic flow where possible;</li> <li>• The racing club to monitor counter/bar service areas to ensure that persons are moving from the counter/bar after being served;</li> <li>• Removal of items that may be difficult to clean or harbour the virus (e.g., material or rubber counter mats removed to allow for easy sterilisation of counter/bar tops);</li> <li>• Removal of any communal items such as water or coffee stations;</li> <li>• If provided, straws are to be individually wrapped;</li> <li>• Staff are trained in all COVID safe measures and are empowered to supervise and enforce all aspects of our plans to ensure we are a COVID safe venue;</li> <li>• Regular and systematic cleaning of counter surfaces, all equipment, serving vessels, touch points etc.;</li> <li>• Cleaning and hygiene measures are known and followed out at all times. All such measures are based on CHO and Work Health and Safety Queensland Guidelines in terms of types of cleaners used, how they are used and the frequency they are to be used to ensure best practice sanitation and control measures (refer link for further guidance: <a href="https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0/005/191678/covid-19-overview-and-guide.pdf">https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0/005/191678/covid-19-overview-and-guide.pdf</a>); and</li> <li>• Hand sanitiser or other disinfectant wipes etc available on entry to the service area and where possible supervised and offered by staff.</li> </ul>	
--	--	--

	Service Bars (for table service staff) to be staffed to allow for appropriate distancing between staff.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Ensure all buffet or serve yourself food (i.e., opened food) service areas and communal condiments or water stations are removed.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Where practicable accept only cashless transactions, encourage contactless and online payments for services.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Canteen/takeaway food and drink services should be restricted to pre-packaged and sealed food and drink only. People may order, pay and collect food and drinks at a bar or service counter. They must then be appropriately physically distanced while drinking (irrespective of beverage type) and dining-in. Where a canteen/takeaway service is offered, the following measures are to be implemented by the racing club: <ul style="list-style-type: none"> <li>• Barriers used to stop persons at required distance from the canteen service area where possible;</li> <li>• Barriers, floor and wall signage to be used to ensure appropriate physical distancing of 1.5 metres and to direct the flow to and from the canteen area to reduce crossover or traffic flow where possible;</li> <li>• The racing club to monitor canteen/takeaway service areas to ensure that persons are moving from the counter after being served;</li> <li>• Regular and systematic cleaning of canteen/bench surfaces, all equipment, touchpoints etc.; and</li> <li>• Hand sanitiser or other disinfectant wipes etc available on entry to the canteen area and where possible supervised and offered by staff.</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Ensure there is hand sanitiser / hand washing stations and closed bins at accessible locations throughout the venue.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<b>Cleaning and Hygiene Requirements</b>	Ensure bathrooms are well stocked with hand wash and paper towel. Put up posters with instructions on adequate hand washing and sanitisation processes. During racing and public events bathrooms should be cleaned hourly, to include taps, toilet buttons, locks on toilet cubicles, benches, door handles, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Clean frequently touched areas and surfaces on a regular basis with detergent or disinfectant. This includes EFTPOS equipment, elevator buttons, wagering terminals, handrails, tables, counter tops, doorknobs, sinks and keyboards. Surfaces used by patrons such as tables and chairs, must also be cleaned between patron usage.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Any areas or equipment accessed or used by patrons (whether inadvertently or otherwise) must be thoroughly cleaned before that area or equipment can be accessed or used by Essential Racing Personnel.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A

	Ensure any other areas frequented by workers and/or visitors to the racing club (non-race meeting) are cleaned at least daily with detergent or disinfectant.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Racing club staff to wear gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<b>On-Course Wagering Operations</b>	Implement measures to ensure that areas used by Oncourse Wagering Operators (Tote operations and licensed racing bookmakers) maintain appropriate physical distancing and avoid overcrowding at all times.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Establish signage at queue and service areas throughout all areas where Oncourse Wagering Operators operate to ensure adherence to physical distancing requirements between the public and the wagering operator / bookmaker and cashier area (ensuring a separation 1.5m between individuals).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Establish hand wash / sanitisation areas at entrance to each oncourse wagering area and near redemption terminals and ATMs.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	If practicable set up separate exit and entry points and traffic flow directional signage.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Establish physical barriers where practical, such as counters with plexiglass to restrict interactions between the patrons and the wagering operator / bookmaker and cashiers.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	If the racing club's Tote operations are managed through a 'TAB Self-Managed Race club' arrangement, please refer to the link below to complete the relevant checklist: <a href="https://fs12.formsite.com/bdmstabcorpcomau/jwnbeavut9/index.html">https://fs12.formsite.com/bdmstabcorpcomau/jwnbeavut9/index.html</a> Where practicable encourage cashless transactions via contactless payments technologies. Patrons are to insert and collect their own tickets to and from Tote terminals. Tote staff must not handle Patron tickets. Tote terminals must be sanitised regularly.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Racing clubs should implement measures to assist licensed racing bookmakers to minimise risks. These measures include: <ul style="list-style-type: none"> <li>Encouraging bookmakers and their staff handling money while taking or paying bets to frequently wash their hands or use hand sanitiser;</li> <li>Using means (e.g., barriers, floor markings, traffic flow etc.) to ensure that people do not congregate in crowds while waiting to place a bet, that they remain 1.5 metres apart, and move on from the vicinity of the bookmaker after placing their bet or collecting their winnings.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<b>Deliveries, Contractors</b>	Where possible, the following measures should be implemented:	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

<p><b>and Supplier Visits</b></p>	<ul style="list-style-type: none"> <li>• Non-essential visits to the workplace should be cancelled or postponed;</li> <li>• Minimise the number of workers attending to deliveries and contractors as much as possible;</li> <li>• Delivery drivers and other contractors who need to attend the workplace, to provide maintenance or repair services or perform other essential activities, should be given clear instructions of requirements while they are on site;</li> <li>• Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for workers after physically handling deliveries;</li> <li>• Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible;</li> <li>• Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered; and</li> <li>• Use, and ask delivery drivers and contractors to use, electronic paperwork where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures. For instance, see whether a confirmation email or a photo of the loaded or unloaded goods can be accepted as proof of delivery or collection (as applicable). If a pen or other utensil is required for signature you can ask that the pen or utensil is cleaned or sanitised before use. For pens, you may wish to use your own.</li> </ul>	
	<p>Where possible arrange the timing for contractors and supplier visits to be staggered to manage the flow of external parties to the venue.</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> N/A</p>
	<p>Where contractors require access across both Core Racing and Patron Areas (for cleaning, resupply, maintenance etc.) they should wash their hands between the areas and be restricted from contact with Essential Racing Personnel.</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> N/A</p>
<p><b>Record Keeping of Attendance</b></p>	<p>Contact tracing is critical. The racing club should advise that it is a condition of entry for persons to provide their contact information.</p> <p>It is strongly recommended every venue encourages patrons to download the Australian Government’s COVIDSafe app: <a href="https://www.health.gov.au/resources/apps-andtools/COVIDsafe-app">https://www.health.gov.au/resources/apps-andtools/COVIDsafe-app</a>.</p> <p>The COVIDSafe app is not mandatory and is not an alternative to collecting and retaining contact information. The racing club must collect and retain contact information for all Patrons, contractors and staff. The information must include:</p> <ul style="list-style-type: none"> <li>• Full name;</li> </ul>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> N/A</p>

	<ul style="list-style-type: none"> <li>• Phone number;</li> <li>• Email address (or residential address where the person does not have an email account);</li> <li>• Date and time of entry;</li> <li>• Exit time or an estimated period where feasible.</li> </ul> <p>If requested, this information must be provided to public health officers within the stated time. The information should be readily available to ensure your business can fulfil this request.</p> <p>Venues can utilise electronic systems, POS (Point of Sale Systems), written registers or written personnel records of attendance as a means of collection however <b>must</b> ensure collection and storage is privacy compliant. For further information please see:  <a href="https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses/information-privacy">https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses/information-privacy</a></p> <p>The information should be securely stored, not be visible or able to be reviewed or tampered with by other persons, not used for any other purpose, and destroyed after 56 days. Racing clubs should encourage pre-event registration by Patrons to facilitate contact-less data collection.</p> <p><b>Period of patronage</b></p> <p>Any person visiting the venue, patrons, contractors and staff must sign in with their time of arrival, they should also be strongly encouraged to provide a time of departure or estimated duration, with signage displaying signing out allows for more effective contact tracing. Venues should display signage encouraging Patrons to sign out or indicate the expected duration of their time at the venue.</p>	
--	--	--

COVID SAFE CHECKLIST	CORE RACING AREAS	
<b>Entry to Venue</b>	<p>A racing facility must have a single-entry point for Essential Racing Personnel to access the Core Racing Area. Where this is not possible, there should be no more than two separate entry points:</p> <ul style="list-style-type: none"> <li>• A separate entry point for people only with 1.5 metres between persons (including between entry and exit paths); and</li> <li>• A separate entry point for vehicular and animal movement only.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	<p>The racing club to ensure that patrons do not access the Core Racing Area.</p> <p>The racing club may require use of common pathways or access points for Patrons, in which case the racing club will carefully manage to ensure appropriate physical distancing and any interaction with racing operations and personnel is minimised.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	<p>Essential Racing Personnel are advised not to enter the venue if they are feeling unwell, have been in close contact with a known active case of COVID-19, have any COVID-19 symptoms, have travelled overseas or been to a declared COVID-19 hotspot in the previous 14 days.</p> <p>The Racing Code Protocols provide detail of requirements for any licensed participant who arrives into Queensland prior to entering a racing or training venue.</p> <p>Upon entry to the Core Racing Area, Essential Racing Personnel must undergo mandatory temperature testing. It is the responsibility of each racing club to ensure only permitted personnel enter the racecourse and that all have passed the temperature testing process.</p> <p>The testing process and requirements will be as outlined:</p> <ul style="list-style-type: none"> <li>• Each person is tested upon arrival at the racecourse;</li> <li>• A verified test within the normal parameter (under 37.6) is required before the person can enter the facility;</li> <li>• If a person records an elevated temperature, the person will be given the opportunity to have a further temperature test up to 15 minutes following the first test; and</li> <li>• If the person's temperature remains elevated the person is not permitted to enter the facility. The person is required to leave the facility and should be advised to seek medical advice through 13HEALTH.</li> </ul> <p>A medical clearance to the satisfaction of the QRIC may be required before being permitted to attend a Queensland race meeting again.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	<p>Ensure prominent signage at entrance detailing the COVID-19 safe practices expected of all persons at the venue.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A



<b>Physical Distancing Requirements</b>	Racing clubs to ensure that patrons maintain physical distancing from Essential Racing Personnel at all times. Consider using extra fencing, signage, security where possible.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Prominent signage throughout the Core Racing Area should detail current physical distancing requirements as per the relevant current directives and guidelines.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Staff who attend and work in the Patron Areas and require access to the Core Racing Area (for cleaning, maintenance etc.) should be restricted from contact with Essential Racing Personnel.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<b>Cleaning and Hygiene Requirements</b>	Ensure there is hand sanitiser / hand washing stations and closed bins at accessible locations throughout the Core Racing Area.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Ensure bathrooms are well stocked with hand wash and paper towel. Put up posters with instructions on how to hand wash/hand rub. Bathrooms should be cleaned hourly, to include taps, toilet buttons, locks on toilet cubicles, benches, door handles, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Clean frequently touched areas and surfaces on a regular basis with detergent or disinfectant.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Where animal stalls/kennels are required to be re-used at a race meeting they shall be thoroughly cleaned between use.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Staff to wear gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<b>Record Keeping of Attendance</b>	<p>Contact tracing is critical. The racing club should advise that it is a condition of entry for persons to provide their contact information.</p> <p>It is strongly recommended every venue encourages patrons to download the Australian Government's COVIDSafe app: <a href="https://www.health.gov.au/resources/apps-andtools/COVIDsafe-app">https://www.health.gov.au/resources/apps-andtools/COVIDsafe-app</a>.</p> <p>The COVIDSafe app is not mandatory and is not an alternative to collecting and retaining contact information. The racing club must collect and retain contact information for all Patrons, contractors and staff. The information must include:</p> <ul style="list-style-type: none"> <li>• Full name;</li> <li>• Phone number;</li> <li>• Email address (or residential address where the person does not have an email account);</li> <li>• Date and time of entry;</li> <li>• Exit time or an estimated period where feasible.</li> </ul> <p>If requested, this information must be provided to public health officers within the stated time. The information should be readily available to ensure your business can fulfil this request.</p> <p>Venues can utilise electronic systems, POS (Point of Sale Systems), written registers or written personnel records of</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A

	<p>attendance as a means of collection however <b>must</b> ensure collection and storage is privacy compliant. For further information please see:  <a href="https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses/information-privacy">https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses/information-privacy</a></p> <p>The information should be securely stored, not be visible or able to be reviewed or tampered with by other persons, not used for any other purpose, and destroyed after 56 days. Racing clubs should encourage pre-event registration by Patrons to facilitate contact-less data collection.</p> <p><b>Period of patronage</b></p> <p>Any person visiting the venue, patrons, contractors and staff must sign in with their time of arrival, they should also be strongly encouraged to provide a time of departure or estimated duration, with signage displaying signing out allows for more effective contact tracing. Venues should display signage encouraging Patrons to sign out or indicate the expected duration of their time at the venue.</p>	
--	--	--

COVID SAFE CHECKLIST	STAFF REQUIREMENTS	
<b>Cleaning and Hygiene Requirements</b>	Ensure there is hand sanitiser / hand washing stations and closed bins at accessible locations throughout the work area.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Ensure bathrooms and breakrooms are well stocked with hand wash and paper towel and posters with instructions on how to hand wash/hand rub.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Staff to wear gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Where appropriate physical distancing barriers, shields and safety screening should be utilised and staff should be provided PPE where required for their role.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, EFTPOS equipment, tables, counter tops and sinks).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<b>Consultation</b>	<p>Staff to be consulted on:</p> <ul style="list-style-type: none"> <li>• Identifying those tasks and processes that could result in the spread of COVID-19;</li> <li>• Developing a plan in response to COVID-19;</li> <li>• Making changes to processes or procedures that could result in the spread of COVID-19;</li> <li>• Making changes to controls to protect workers from the spread of COVID-19; and</li> <li>• Providing information and training for workers.</li> </ul> <p>Consider safety risks and manage these according to the appropriate hierarchy of controls, i.e., elimination, substitute, isolation, administrative controls then personal protective equipment where required.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Racing clubs are encouraged to facilitate pre-event briefings to staff and contractors to reiterate key matters relating the COVID-19 measures and address any event specific issues.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<b>Physical Distancing Requirements</b>	<p>Instruct staff to stay at home if they are sick, and to go home immediately if they become unwell.</p> <p>Require them to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever.</p> <p>Staff must remain in isolation at home until they get the result and it is negative for COVID-19. If they are displaying symptoms of COVID-19, ask them to call 13HEALTH for further advice.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Where possible staff should be limited to accessing only specific work areas throughout their shift.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Staff who attend and work in the Patron Areas and require access to the Core Racing Area (for cleaning, maintenance etc.) must maintain physical distancing from Essential Racing Personnel.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

	Implement measures and modify workplace to maximise the distancing between staff to the extent it is safe and practical and minimise the time that staff are in close contact. Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing requirements.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	If possible, bring in shift arrangements so less staff are in the workplace at once.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Reduce the sharing of equipment and tools.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Introduce signage to remind workers and others of the risk of COVID-19.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<b>Training</b>	All staff and contractors must undertake the Queensland Government's COVID Safe online training and show proof of completion prior to commencing duties	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Racing club staff and contractors should be given adequate training and inductions to ensure that they are well versed on the Club's specific COVID Safe protocols, Core Racing and Patron Area boundaries, procedures and operational requirements.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Consider providing staff with training in regards to the Club's rights on: <ul style="list-style-type: none"> <li>• Dealing with patrons who do not adhere to the Club's COVID Safe protocols;</li> <li>• Refusing entry or ejecting patrons who do not appear well; and</li> <li>• The lawful collecting and storing of patron data.</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Ensure staff are aware of the racing club's policies and procedures about: <ul style="list-style-type: none"> <li>• Managing the number of Patrons at the venue to ensure it complies with the maximum number allowed and what to do in the event there are too many on the site or within a distinct building on site;</li> <li>• What to do in the event there is a suspected or confirmed case of COVID-19 including the process to assist the person to leave the venue;</li> <li>• Dealing with aggressive behaviour of Patrons as a result of restrictions due to COVID-19.</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<b>Wellbeing</b>	Treat personal information about individual workers' health carefully, in line with privacy laws.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Staff should be encouraged to get the flu vaccination.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<b>Record Keeping of Attendance</b>	Contact tracing is critical. The racing club should advise that it is a condition of entry for persons to provide their contact information. It is strongly recommended every venue encourages patrons to download the Australian Government's COVIDSafe app: <a href="https://www.health.gov.au/resources/apps-andtools/COVIDsafe-app">https://www.health.gov.au/resources/apps-andtools/COVIDsafe-app</a> . The COVIDSafe app is not mandatory and is not an alternative to collecting and retaining contact information.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A

	<p>The racing club must collect and retain contact information for all Patrons, contractors and staff. The information must include:</p> <ul style="list-style-type: none"> <li>• Full name;</li> <li>• Phone number;</li> <li>• Email address (or residential address where the person does not have an email account);</li> <li>• Date and time of entry;</li> <li>• Exit time or an estimated period where feasible.</li> </ul> <p>If requested, this information must be provided to public health officers within the stated time. The information should be readily available to ensure your business can fulfil this request.</p> <p>Venues can utilise electronic systems, POS (Point of Sale Systems), written registers or written personnel records of attendance as a means of collection however <b>must</b> ensure collection and storage is privacy compliant. For further information please see:</p> <p><a href="https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses/information-privacy">https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses/information-privacy</a></p> <p>The information should be securely stored, not be visible or able to be reviewed or tampered with by other persons, not used for any other purpose, and destroyed after 56 days. Racing clubs should encourage pre-event registration by Patrons to facilitate contact-less data collection.</p> <p><b>Period of patronage</b></p> <p>Any person visiting the venue, patrons, contractors and staff must sign in with their time of arrival, they should also be strongly encouraged to provide a time of departure or estimated duration, with signage displaying signing out allows for more effective contact tracing. Venues should display signage encouraging Patrons to sign out or indicate the expected duration of their time at the venue.</p>	
--	---	--