



MPI REGISTRATION

MPI has requested that all businesses with over five staff members (including the owner) register by 5pm on Friday, 27 March 2020. Businesses will be able to continue operating while going through the registration process. Regardless of whether or not you are presently operating, as a preparedness measure any trainer that has 5 or more staff should register their operation.

It is imperative you are familiar with the NZ government website which is updated regularly [Government Covid 19](#)

Registration

Businesses with **more than 5 people** (including the owner) working at each business site, or who cannot achieve social distancing between staff, need to register.

Key Questions

- Do you usually have **5 or fewer people** (including the owner) working at the stables?
- Can you achieve social distancing and measures between staff in your work in your workplace, including travelling, to and from work?

If you answer **YES** to both questions you do **NOT** need to Register and do **NOT** need to fill in the form, you will be represented under the NZTR's guidelines to the Ministry for Primary Industries Register for Safe Practice.

Otherwise you **MUST** complete

Registration here: <https://www.mpi.govt.nz/covid-19-essential-primary-sector-service-registration/>

A template to assist you with answering has been provided below.

Businesses will need to answer the following questions to provide assurance they have a plan and process to manage infection risks.

Registration needs to be completed by **5:00pm on Friday 27 March 2020**. Businesses that believe they qualify as an “essential service” are able to continue operating while they are going through the registration process.

Here are the suggested responses for the questions when registering online:

*Complete 1, 2 & 4 above with your information. The NZBN number is assigned to your business when registered on the Companies website (or Societies Register for Clubs) – see below for how to find your number
ENSURE THAT YOU: Tick Animal Welfare, and Other (add “Training and Care of Thoroughbreds”)*

Questions 6 & 7 & 8 apply to how many people that you will have working during the lockdown. If workers are not working at or away from their homes, you don’t need to include them in the totals.

Question 9

As licence-holders, trainers must follow the regulations as set out by NZ Thoroughbred Racing which have also been signed off by MPI. These are described in answer to the following questions.

Question 10

Physical Distancing

- Person-to-person contact must be minimised, no person should be within 2 metres of another person (unless to ensure safety in attending to the horse);
- Segregation of staff into small teams or pairs of workers to minimise contact or over-lapping working hours between staff groups so that if one group is required to self-isolate, the other group(s) may continue to work;
- If and when non-stable staff (e.g. vets/farriers or any other person) enter stable areas, they must be maintained at a distance at least 2 metres (unless to ensure safety in attending to the horse), and be required to hand wash with soap or disinfectant on arrival and departure;
- Other than for personal hygiene needs, access of staff to offices or enclosed spaces must be limited. Such measures must include:
 - only one person at a time in equipment rooms or tack-room;
 - having a sole person responsible for the feed room, and all feed buckets left outside the feed-room with any high contact areas disinfected,
 - staff that are feeding horses must also wear protective clothing; and
 - other similar distancing for recording and administering permitted supplements, medications, or other products.
 - Where possible, track riders and ground staff should be separated by at least 2 metres (unless to ensure safety in attending to the horse), and it must be ensured that a vacant tie-up stall is in between stalls that are being used to saddle horses.
 - Site visits by Vets or Farriers must be limited only to urgent situations or matters required immediately to maintain horse welfare, with initial assessment handled by phone (e.g. Facetime).
 - Any necessary site visitors must understand and adhere to stipulated COVID-19 physical distancing and hygiene measures;
 - Trainers and staff must immediately return to residences as soon as work duties are complete.

- Require home isolation in accordance with Government stipulation and prohibit the socialising of staff either at or away from the workplace.

Question 11

Hygiene measures.

- When exercising horses, or in stable areas, trainers and staff are required to maintain strict standards of personal hygiene:
- Provision and use of disinfectant buckets and sprays, or soap and running water located throughout the stable and tie-up stalls for regular washing of hands:
 - On arrival and before departure from the workplace;
 - Before and after eating or drinking;
 - Before and after assisting another person around the horse (e.g. legging up a rider); and
 - Before and after handling of tack or equipment that is handled by more than one person.
 - • When unloading or loading a horse have the driver and any outside personnel stay in the vehicle when possible. Always observe safe distancing measures, wear protective clothing and disinfect head collars, lead ropes and any equipment travelling with the horse eg covers
- All persons must wash and wear clean clothes before and after work;
- Wearing of overalls and gloves for duties when it is practical to do so;
- Use of disinfectant on all tack or other equipment that is used, particularly regular disinfectant of lead ropes and the reins of horses saddled for track riders; and
- Assign a staff member to regularly disinfect surfaces that are often used such as toilets, benches, doors, gates, barrows, rakes, brooms, buckets and high contact areas on vehicles.

Question 12

Overalls, gloves, and additional sites where disinfectant, hand sanitiser, or soap and running water is made available throughout the property.

Question 13

- i. Employer and staff must immediately return to residences as soon as work duties are complete.
- ii. Staff who are employed only for the purposes of office administration, or for maintenance of grounds, fencing and facilities (unless urgently required to attend to an issue that involves a safety or welfare concern to staff or horses); will be required to self-isolate at home.
- iii. Site visits by outside vets or farriers must be limited to urgent situations only, with initial assessment where possible by phone (e.g. Facetime)
- iv. Require home isolation in accordance with Government stipulation and prohibit the socialising of staff either at or away from the workplace.

Question 14

Employers and their staff as must work together to understand and comply with any measures that their employer dictates, in order to minimise the risks of transmission of COVID-19. These measures are as per the NZTR regulations for trainers.

In addition to details provided in response to Question 10:

Isolation

Employers must stand down from the roster and require self-isolation of any staff member who:

- Is aged 70 or over; or
- May be vulnerable to COVID-19 due to a medical condition; or

- Answers 'yes' to any of the 4 Health Assessment questions in (1) above.
- Is diagnosed or is suspected of having contracted COVID-19. In such an instance, the employer must ensure that: the staff member immediately self-isolates, follow Ministry of Health advice, and assist in contact tracing.

Contact Tracing

A daily logbook of all on-site staff to be maintained by one designated person or digitally, with inclusion of any visiting suppliers or contractors (e.g. Vets/Farriers or any other person).

Question 15

Health Assessments

Trainers must maintain assessment of the health of themselves and each of their staff. Matters that must be assessed and confirmed at the commencement of each working day:

- a. Has the person been close contact with a confirmed or probable case of COVID-19?
- b. Has the person returned from overseas travel in the last 14 days, or has been in contact with another person who has returned from overseas travel in the last 14 days?
- c. Any raised temperature or other indication of illness or fever?
- d. Any indication of a cough, sore throat or shortness of breath?

If any one of the above four questions is a 'yes' then the person must revert to self-isolation, for at least a further 14 days.

A questionnaire is provided for Trainers to require staff to complete each day.

Personal Responsibility

A person must inform their employer and self-isolate if they have cold or flu symptoms, including coughing, sneezing, runny nose, headache, aches or fever, or if they know or suspect that they have been in contact with a person suspected or confirmed as contracting COVID-19, or if they or a close contact has returned to NZ from overseas with the previous 14 days.

Any staff member must report their concern as to the health status of any another person in the workplace.

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Employers must stand down from the roster and require self-isolation of any staff member who:

- Is aged 70 or over; or
- May be vulnerable to COVID-19 due to a medical condition; or
- Answers 'yes' to any of the 4 Health Assessment questions in noted above.
- Is diagnosed or is suspected of having contracted COVID-19. In such an instance, the employer must ensure that: the staff member immediately self-isolates, follow Ministry of Health advice, and assist in contact tracing.

Question 16

As noted in the previous response, any staff member must report their concern as to the health status of any another person in the workplace.

Question 17

As previously noted in response to Question 15

Isolation

Employers must stand down from the roster and require self-isolation of any staff member who:

- Is aged 70 or over; or
- May be vulnerable to COVID-19 due to a medical condition; or
- Answers 'yes' to any of the 4 Health Assessment questions noted in question 15 above.
- Is diagnosed or is suspected of having contracted COVID-19. In such an instance, the employer must ensure that: the staff member immediately self-isolates, follow Ministry of Health advice, and assist in contact tracing.

Question 18

As previously noted in response to Question 15

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Any staff member must report their concern as to the health status of any another person in the workplace.

Question 19

As an agreed condition of employment, the trainer and agistment property employers must require:

- i. Trainer and agistment property staff must immediately return to residences as soon as work duties are complete.
- ii. Require home isolation in accordance with Government stipulation and prohibit the socialising of staff either at or away from the workplace.

Registration needs to be completed by **5:00pm on Friday 27 March 2020**. Businesses that believe they qualify as an “essential service” are able to continue operating while they are going through the registration process.

Finding your NZBN number

You will need your NZBN number to register for safe practice as well as wage subsidy applications.

Go to <https://www.nzbn.govt.nz/> and type in your business name in the search bar. Registered businesses have been automatically assigned an NZBN. Sole traders, partnerships and trusts can apply to get one via this website.

If you don't have an NZBN you will also need to Create a “RealMe” login. You will need your IRD Number and other documentation to verify who you are.

For sole traders and partnerships, you will need a driver licence or passport to enter details.

Letter of Employment

NZ Thoroughbred Breeders' Association has recommended that stud farms and agistment properties provide their staff with a letter of employment outlining their travel needs and confirming they are operating in line with government regulations. Trainers may wish to follow suit:

A template for this letter can be found [here](#)

An example of this letter can be found [here](#)

Ours is one of the industries that has so far been able to continue, and it is vital for participants and all New Zealanders that we take all measures to protect the thoroughbred industry.

If you have any specific questions or advice to share to other trainers, please don't hesitate to contact me: wendy@nztrainers.co.nz

THINGS WE ARE STILL WORKING ON

FARRIERS

Despite not being listed as an Essential Service, having horses shoes removed, trimmed or for remedial treatment is an animal welfare issues. The advice we have is that if a horse requires treatment within the four weeks, then this is acceptable. Hygiene and social distancing practices will of course need to be followed.

EXERCISING OF HORSES

There appears to be some confusion and the Trainers' Association is logging a number of calls with the following queries:

- If there is access to a walker, does this mean the horses cannot be ridden?

- Can horses still be broken in on private properties and where no staff are coming onto the property?

We are seeking clarification on these points and will advise as soon as we have an answer.

The current regulations state:

Exercise of Horses

2.0 Whilst this Directive includes within its provisions the ability to exercise horses, this is a provision provided only where needed to ensure the continued welfare of the horse.

3.0 Light ridden exercise of a horse is permitted only when:

3.1 The trainer is unable to identify an agistment property with that has capability to accept the horse within a 1-hour drive (note that relocation of horses to agistment is permitted within paragraph 9.2);

3.2 The horse is boxed, due to there being no suitable yards or paddocks on the trainer's facility; and

3.3 The stable lacks a horse walker or treadmill.

4.0 If ridden work is justified under paragraph 3.0, the trainer must instruct the rider that galloping or fastwork is not permitted. Education of young horses, including through starting gates is also not permitted. These prohibitions are stipulated on the grounds of personal safety at a time when the public health system is dedicating to combatting COVID-19.

IMMIGRATION AND VISA EXTENSIONS

There are staff from overseas who have been unable to return home and their visa may be running out. Our advice is that temporary visas expiring before April 2020 must apply online for a new interim visa and those expiring between April 1 and July 9 2020 will have their visas extended to late September.

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-epidemic-notice>

MESSAGE FROM MAJESTIC RE HORSE MOVEMENTS AND PROTOCOLS

MEMO TO: All valued customers

SUBJECT: COVID19 lockdown

DATE: 25th March 2020

The announcement by the government on Monday afternoon whilst not a surprise was still a shock to us all once delivered. It has certainly placed a strain on our business and our capability. We are expected to move to lockdown commencing midnight 25th March 2020. This is really driven from reduced demand more than anything else. We can still operate but it is imperative that we observe the following:

1/ the service is being completed as an Animal Welfare act and therefore becomes essential business. This is really only for emergencies – injured horse, hardship, feeding welfare issues but not general movements. Please use our 08004floats number or your local Majestic Manager contact phone numbers. We have staff in place to respond if required. Special pricing may be used based on hourly rates.

<https://covid19.govt.nz/government-actions/covid-19-alert-level/#essential-businesses>

2/ Majestic staff will give an estimated time of arrival to property. There must be someone on site either side of an hour of this estimated time. This person must have a working mobile phone that is capable of receiving phone calls at the site.

3/ There must be the required level of active competent horse handlers on site to take delivery or loadout of the horse/s. The minimum ratio is 1 handler for 1 horse, or 2 handlers for 2 or more horses.

4/ On truck arrival please guide driver to loading bank or area of load/unload. Once in desired location please signal drive to stop.

5/ Please do not touch the truck or any of the operating door controls. THIS IS AN ABSOLUTE. The driver will then lower ramps for the loading/unloading process to begin. We will endeavour to keep to the 2 metre separation rule but I do not think this is possible. Therefore it is best that some form of mask is used by the handlers.

6/ New lead ropes are suggested at properties.

LOADING: Handler is to use the walk up the middle of the ramp and attach horse to the truck lead. Indicate to driver this has been completed. Release the lead rope and walk away. The driver will secure the partitions. Please make sure there is always a horse approximately 3 metres from the bottom of the ramp if there are multiple horses to allow for separation anxiety to be alleviated.

UNLOADING: Handler is to walk up ramp and attach lead rope to halter. When fastened, release truck chain. Communication to the driver should take place so they

can release the partition. Please make sure there is always a horse approximately 3 metres from the bottom of the ramp if there are multiple horses to allow for separation anxiety to be alleviated.

7/ Please make sure horses are identified as being correct. Once this has been completed the driver will close off the partition and doors and leave the property. No grooms or non-Majestic staff will be allowed in our vehicles during the period of national closure.


























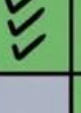



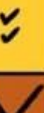

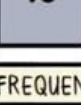
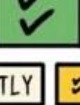

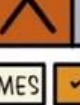

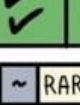


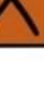
8/ Go wash your hands

Thanks and regards

Ward Austin

CEO Majestic Horse Floats

SYMPTOMS OF COVID-19, FLU AND COLD

	 DRY COUGH	 FEVER	 RUNNY NOSE	 SORE THROAT	 BREATH-LESSNESS	 HEADACHE	 BODY ACHES	 SNEEZE	 FATIGUE	 DIARRHOEA
COVID -19										
FLU										
COLD										

 FREQUENTLY  SOMETIMES  LITTLE  RARE  NOT

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SOURCE: WHO, CDC CC-BY-SA
