

Glenn Brinkman/Harvey Smith
Lancer Evo Caves Classic 2019
Photo by Jack Martin

Officials – COVID-19 Briefing Notes

**ROUND
2**
10TH OCTOBER

MTA NSW Rally Championship
East Coast Classic Rally Series
NSW Clubman Rally Series
NSW Hyundai Rally Series

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Introduction

Firstly, welcome to the 2020 Midstate Freight Caves Classic which is Round 2 of the MTA NSW Rally Championship (NSWRC), Round 2 of the East Coast Classic Rally Series (ECCRS), Round 2 of the Techworkz NSW Clubman Rally Series (CRS), and Round 2 of the NSW Hyundai Rally Series (HRS).

Due to the current COVID19 situation, this document will focus on those items that will depart from the standard processes and procedures that you would have normally experienced at previous events.

During these extraordinary times we need to take extraordinary measures to ensure the health and well-being of all Rally participants and the general public. The nature of the COVID19 restrictions and concessions stipulated by the NSW Government are very fluid during this time and there may be significant changes between the date of this document and the date of the event. Therefore, please endeavour to continue to monitor these changes. Regardless, while COVID19 is still a threat there are two practices unlikely to change. They are social distancing and hygiene.

We appreciate there are a number of concessions generally afforded people who live in the same household. Unfortunately, due to logistics and the large number of people that will be involved we will need to treat everyone as an unrelated individual during the running of the event. This includes partners, siblings, parent and child or any other person in the same household. We apologise in advance for any inconvenience this may cause but it is essential we take this path for the event to occur at all.

There are basic assumptions that underlie all practices to be followed at the event:

- 1. Assume every person you interact with has COVID19**
- 2. Assume every object you touch has come in contact with COVID19.**
- 3. Assume you have COVID19.**

Social distancing and other COVID-19 practices described in this document must be observed at all times.



Before the Event

Motorsport Australia strongly encourages the download and activation of the Australian Government's 'COVIDSafe App' for all event participants.

Many administrative and operational processes for the event may be very different to what has been normally experienced in the past. This may result in some activities taking longer than expected. Please allow additional time and tolerance during this difficult period so we can all participate and be involved in the sport we love.

You may also want to make yourself familiar with the Return to Race resources available at:

<https://www.motorsport.org.au/covid-19>

• Personal Health

Under no circumstances should anyone with symptoms consistent with COVID-19 attend the event. This includes any fever, respiratory symptoms, shortness of breath, sore throat, cough, fatigue, or lack of sense of smell.

Under no circumstances should anyone attend the event if they have been;

- i. overseas in the previous 14 days; or
- ii. in contact with someone who has been overseas in the previous 14 days; or
- iii. in contact with a known COVID-19 positive case in the previous 14 days.

It is highly recommended that if any participant exhibits symptoms consistent with COVID-19 prior to the event they should consider taking a COVID-19 test. Contact details for testing clinics can be found at this link:

<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/clinics.aspx>

You may wish to consult with your medical practitioner on measures you could consider prior to the event.

If you do contract symptoms and you have not received a negative result from a COVID19 test related to those symptoms please contact Andrew Benefield ASAP.

• Personal Protection Equipment (PPE) Procurement

Prior to the event, assess all activities you would normally carry out during the event to determine how you will operate while observing social distancing and ensuring hygiene. Some measures to be considered are:

- Frequent washing of hands or the use of hand sanitiser
- The use of suitable masks
- The use of disposable rubber or nitrile gloves (dispose when considered contaminated)

All PPE you will require to fulfil your role will be provided by the Event Organisers. Please use it as appropriate to the task.

• Time Control Team

If you have been allocated a role as a member of the Time Control Team, please make yourself aware of how to use the Control Tablet via the training and user's manual found at <https://rallysafe.com.au/training/>. This training will be consolidated by your Stage Commander with the ability to practice on the course cars. (0, 00, etc)



keep **COVIDSafe** active at events

Motorsport Australia recommends downloading the COVIDSafe app and activating it at events.

Keep yourself and your community safe by helping our health workers to notify you quickly if you've come in contact with someone who has Coronavirus

keep up to date at
motorsport.org.au/covid19



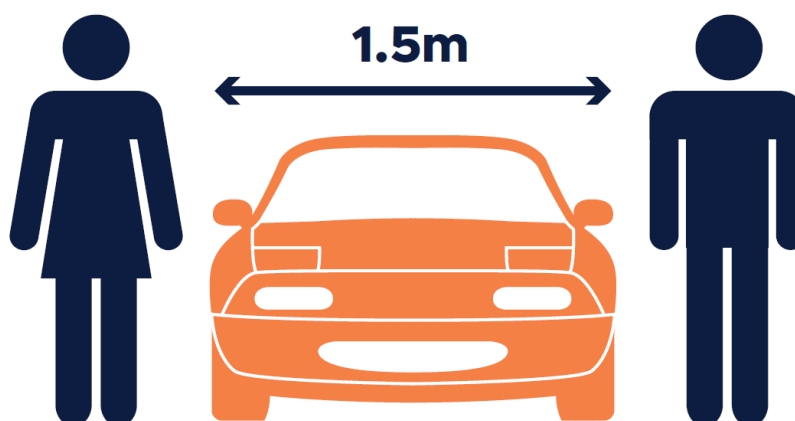
At the Event

- **Social Distancing and Hygiene**

It is mandatory that everyone maintain 1.5m of distance from all people at the event at all times. All enclosed spaces, both inside and outside, will have a limit to the number of people who can occupy that space. This limit will be displayed at the entrance to that space. This will be strictly controlled.

It will be attempted to issue equipment for the sole use of that individual and it must be kept separate from equipment of others. If sharing of equipment is unavoidable, please follow the procedure in the following paragraph.

Before you touch a shared item wash your hands with soap and water or use hand sanitiser. Once finished with the item wash/sanitise your hands again. If carrying out a repetitive task with multiple items, first wash/sanitise your hands. Secondly, put on disposable gloves to carry out the task. Finally, when complete, remove the gloves and dispose of them and finally wash/sanitise your hands again. At all times resist touching your face with your hands.



stay apart to stay together

Wherever possible stay 1.5 metres apart. Help stop the spread of coronavirus by keeping your distance.

Remember, don't shake hands or exchange physical greetings, and practice good hand hygiene.

keep up to date at
motorsport.org.au/covid19



• Officials Sign On

It is a Motorsport Australia and NSW Government condition that contact details of ALL event attendees are captured during COVID19 to assist with possible contact tracing. The capture/confirmation of this information will occur at Sign On. This will also ensure you have coverage from the Motorsport Australia Insurance Policy. Please follow appropriate hygiene measures during this process.

○ Stage Teams

Sign On for Stage Teams will be carried out by your Stage Commander, most likely at your Meet Point.

○ Service Park Team

Sign On for the Service Park Team and all other Officials will be carried out at Rally HQ at Oberon Rugby Leagues Football Club, Lowes Mount Rd, Oberon, NSW [33°41'52.3"S 149°51'24.2"E] or [-33.697847, 149.856734]. There will be an area dedicated for this purpose and it will be clearly signposted.

• Documentation Team and Rally HQ Team Roles

If you are involved in Documentation Checking or stationed at Rally HQ please take note of this section.

Documentation Checking will occur at Rally HQ at Oberon Rugby Leagues Football Club, Lowes Mount Rd, Oberon, NSW [33°41'52.3"S 149°51'24.2"E] or [-33.697847, 149.856734]. Most competitor documentation should have already been submitted electronically. There will be a limit to the number of people able to be present in the space concurrently. This limit will be displayed on a sign at the entrance and will be actively controlled and strict social distancing will be observed. Marks on the floor will indicate where Competitors or Crew should stand while documentation processing is occurring.

For all tasks hand sanitiser, disposable gloves and masks will be available for use **within** Rally HQ as required. Please ensure you maintain a 1.5m spacing and practice good hygiene at all times.

• RallySafe and Competitor Pack Distribution Role

This will occur at Rally HQ after each team has successfully completed Documentation Checking. The person in this role will be required to sanitise all RallySafe units with supplied antiseptic wipes. Supplied gloves must be worn while sanitising the units and if there is a break in the sanitising process then those gloves should be disposed of and a clean pair fitted before continuing. Please ensure no excess moisture is released from the wipes onto the units. Once sanitised, the units should not be touched again until distribution when gloves should be used. The gloves should be changed after every 10 or so units or as required.

• Radio and Other Equipment Distribution Role

This will occur at Rally HQ. The person in this role will be required to sanitise all radios and other equipment with supplied antiseptic wipes being careful not to release excess moisture from the wipes into the radios or equipment. Supplied gloves must be worn while sanitising the units and if there is a break in the sanitising process then those gloves should be disposed of and a clean pair fitted before continuing. Once sanitised, the units should not be touched again until distribution when gloves should be used. The gloves should be changed after every 10 or so units or as required.

Stage Commanders will collect all radios and equipment for the Stage Teams and the Service Park Manager will collect radios and equipment for the Service Park.

• Service Park Roles

Due to NSW Government constraints on the number of people at public gatherings as a mechanism to limit the spread of COVID19, the Service Park will be sub-divided into Service Bays. The Service Park and Rally HQ will have a combined maximum headcount of 500 people. This will be managed by each entrant being allocated a Service Bay. There will be a limited number of vehicles that will be allowed entry (1 competition vehicle and 1 service vehicle per entry). If two entries will be sharing a Service Crew the Organisers should already have been made aware so they can be co-located and Bays reserved for them. If Government constraints are relaxed closer to the event then the size of a Service Bay, and associated number of people, may change. The following image is indicative of the proposed layout. **Social distancing of 1.5m between all individuals in the Service Park is MANDATORY. Appropriate hygiene must also be maintained.**

Any other Service Park activities will be at the direction of the Service Park Manager.

The expected layout for the Service Park is shown below. This may change closer to the event and a modified plan will be provided if required.



• TCO Staging Area Final Temperature Check Role

This is a critical role and the following procedure needs to be clearly understood. If you need any clarification at all please contact the COVID19 Checker or Event Secretary for assistance.

Competitors will be required to present to the TCO Staging Area and **remain in their vehicles** a **minimum of 30 minutes** prior to their scheduled start time in a ready to start state. ie full apparel suitable for the transport stage. (Helmet and FHR not required to be worn at this point.)

A minimum of two people will be allocated to this role, one on each side of the vehicle. You must carry out a check to ensure the competition vehicle contains a supply of at least two masks and two pairs of gloves. This is required if the crew is required to render assistance to other competitors in the event of an accident.

Each Official will measure the body temperature of the Driver and Co-Driver respectively by use of a non-contact thermometer and record the temperatures. For this reason, those taking the temperature reading will be required to wear a mask during this process. Each will have their own thermometer and instruction will be provided on how to use this equipment. A form will be provided to record the temperatures and it is advisable that one person does all recording of temperatures. **The temperature reading is confidential personal information and should not be disclosed to anyone but the competitor in question or another Official in the performance of their duties.**

If either the Driver or Co-Driver present with an elevated temperature (**37.5°C or above**) you will ask the individual to put on their own mask and exit the vehicle and direct them to enter the adjacent Isolation Facility and read the instruction sheet on the table.

That sheet will instruct them to wait 15 minutes for their body temperature to stabilise (you can assist with timing), remove a provided new thermometer from its original packaging and use it to measure their own temperature. They will then show you the resultant reading.

If the secondary temperature reading is below 37.5°C they will be able to return to their vehicle and compete. They should then move their vehicle forward towards TCO.

If the secondary temperature reading is 37.5°C or above they will **NOT** be able to compete and must remain in the Isolation Facility until transport is arranged for them to leave the venue. You will also provide them with a notice as to what has just occurred and their next steps. Rally HQ must also be advised.

• Time Control Team Roles

When setting up the Time Control you can either use the provided disposable rubber gloves or make frequent use of the hand sanitiser. It is advisable to use hand sanitiser prior to fitting your gloves and again after removing them. Before using any equipment, first wash/sanitise your hands. Wipe down all equipment and items you will come in contact with using the antiseptic wipes supplied. Make every effort not to share any item. If unavoidable, sanitise your hands before and after handling the item.

Due to COVID19 compliance there will be no physical contact between Crews or Control Officials. The use of full RallySafe timing will allow for “non-contact” Time Control procedures. Please make yourself aware of how to use the Control Tablet via the training and user’s manual found at <https://rallysafe.com.au/training/>

○ Start Control

During normal RallySafe operation all starts will operate via standard RallySafe processes. Be mindful of those competitors who will be using traction control at their start (mostly ARC cars) as this will appear like a wheelspin start. All other competitors who invoke a wheelspin start must be reported to Rally HQ IMMEDIATELY.



If you are advised by Rally HQ to issue a wheelspin warning to a competitor for an earlier stage then the following message must be displayed via the supplied whiteboard:

Car xx
Wheelspin warning
for start SS x

Ensure the crew sees the warning and they must acknowledge they have sighted it which in turn must be advised back to Rally HQ.

If the backup timing procedure needs to be invoked due to the unlikely failure of the RallySafe system, the Stage Commander must be notified who will in turn advise Rally HQ. A backup timing procedure will be put in place which uses clocks and a conventional Road Card but times will be entered by the Co-Driver on their card. If the backup timing needs to be invoked, a “Starter” will be required at the Start Line and start times will be allocated using the backup paper forms. The start time will be written on the supplied whiteboard and displayed to the crew who must acknowledge that time. The competitor will then move to the start line where the starter will give them a 1 minute signal, a 30 second signal and then a countdown from 10. Start times will be communicated to Rally HQ in blocks of five.

○ **Flying Finish**

If the backup timing needs to be invoked and the Finish is not visible from the Stop Control please notify Flying Finish ASAP so they can start recording times using the manual clock. The finish time for each competitor will be communicated to the Stop Control by the Flying Finish. It is advisable for Flying Finish to keep a record of all finish times.

○ **Stop Control**

During normal RallySafe operation all end of stage time controls will operate via standard RallySafe processes. Monitor the correct operation of the RallySafe system and advise Rally HQ of any apparent failures. Record the finish times of each competitor on your time sheet. The competitor will not need to interact with you. If the backup timing needs to be invoked and the Flying Finish is visible from the Stop Control then the above Flying Finish procedure can be carried out from the Stop Control. The finish time will be written on a supplied whiteboard and displayed to the Co-Driver to record on their road card. The Time Recorder will be also be keeping a record of all times on your own paperwork and this will be communicated back to Rally HQ in blocks of five times.

● **Manned Road Closure Roles**

Due to COVID19 compliance there will be no spectator points available or advertised. This does not mean that members of the public may not find their way into the forest to watch the event. Please be aware of the potential for the presence of unauthorised spectators. **If you have friends or family who would normally attend to watch, we can always use additional volunteer officials to staff road closures or assist in other ways.**

Please maintain social distancing with anyone authorised to assist you. If unauthorised spectators do turn up please ask them to comply with NSW Government social distancing guidelines and offer them safe locations to stand.



• Course Car Roles (0,00, etc)

Course Cars will contain a maximum of 2 people when in operation. If two occupants are sharing a vehicle in this role both must complete and sign the “Dual Occupant Vehicle - Declaration” form found at https://www.motorsport.org.au/docs/default-source/covid19/venues/motorsport-australia_covid-19_dual-occupant-vehicle_declaration.pdf

The Driver and Co-Driver will also be required to take mandatory temperature checks at Documentation and before TCO 30 minutes prior to their start time. Your vehicle must also contain at least two masks and at least two sets of disposable gloves to render assistance to another Course Car in the event of an accident. The required PPE will be provided by the Event Organisers.

• Recovery Crews and Sweep Roles

Recovery and Sweep vehicles will contain a maximum of 2 people when in operation. If two occupants are sharing a vehicle in this role both must complete and sign the “Dual Occupant Vehicle - Declaration” form found at https://www.motorsport.org.au/docs/default-source/covid19/venues/motorsport-australia_covid-19_dual-occupant-vehicle_declaration.pdf.

The vehicles must also contain at least two masks and at least two sets of disposable gloves to render assistance to competitors in the event of an accident. The required PPE will be provided by the Event Organisers.

When in standby mode, personnel will remain outside vehicles and maintain appropriate social distance. In adverse weather, during standby, personnel may be within the vehicle but utilising appropriate PPE.

After the Event

• RallySafe Unit Collection Point

Competitors will return their RallySafe unit to Rally HQ as soon as possible after completing the final stage or after retiring from the event. The person booking them in must assume the RallySafe units have been exposed to COVID19 and apply appropriate hygiene measures during collection.

• Teardown Teams

Please continue to exercise all hygiene practices and social distancing. Use the provided gloves and hand sanitiser as appropriate in the same manner as setup.

• Results

All results will be available via www.chrissport.co.nz. There may be no printout display of results at the event.

• Podium or Presentation Dinner

Due to NSW Government COVID19 restrictions on public gatherings and venues there will be no podium or presentation dinner organised. Regardless, smaller groups (currently 10 or less) are encouraged to make bookings at local venues and restaurants to have a dinner post event. Any restrictions placed by the venue chosen must be adhered to. ***It is strongly advised any booking with a venue be made well in advance as this will also be the last weekend of NSW School Holidays.***

report if unwell

Know the symptoms of Coronavirus and report to the Event COVID-19 Checker if you or anyone else is feeling unwell or showing any of the symptoms illustrated below.



fever



cough



sore throat



shortness of breath

Your COVID-19 Checker

Name: David Gillies

Phone: 0412 413 194

keep up to date at
motorsport.org.au/covid19



CREDITS

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