



Tattersalls
Cheltenham

CHELTHENHAM

DECEMBER SALE

PROTOCOLS 2020

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By attending a Sale at Park Paddocks, attendees acknowledge and agree that notwithstanding the risk mitigation strategies employed by Tattersalls in accordance with Government guidance, it is impossible to eliminate all risk and there remains the potential for unintended transmission of COVID-19 between attendees. All attendees must play their part in minimising the risk to themselves and others. Tattersalls reserves the right to refuse entry or eject from Park Paddocks any attendee for any breach of COVID-19 requirements and / or to restrict entry if numbers of authorised people per group or company is found to be excessive. Furthermore, Tattersalls reserves the right to amend these protocols pre and anytime during the Cheltenham December Sale. Any such changes will be advised by notices, and/or public announcements and/or social media as appropriate.

COVID-19 PROTOCOL

1.0. Background

The pandemic caused by COVID-19 has, in recent months, spread across the world causing ill health, deaths and disruption to the everyday functioning of general society.

We are holding Sales here at Tattersalls within the Government parameters, ensuring the safety of both Tattersalls staff and visitors to Park Paddocks. Below are the protocols we will be adhering to during this unprecedented time. Should Government guidance change after the date of issuing these protocols they will be amended accordingly.

2.0. Government Procedures

As per the initial Government guidelines published on the 11th May 2020 and subsequent updates, in particular the new national restrictions for England from 2nd December 2020, and the placing of Suffolk in Tier 2, the protocols reflect current government guidance. It is **imperative** therefore that safe working practices are observed within Park Paddocks during the Cheltenham December Sale in particular;

- Where possible stay 2 metres apart from people you do not live with or 1m with extra protection in place, such as face coverings in order to manage the transmission risk.
- Increase the frequency of hand washing for at least 20 seconds per wash.
- Use Personal Protective Equipment (PPE) as necessary including hand sanitiser (60% alcohol based), antiseptic wipes, plastic gloves, and face masks (ideally PP3 or equivalent) or coverings.
- Carry out COVID-19 risk assessments.

Anyone who meets any of the following criteria should **not** come into Park Paddocks:

- Has a high temperature, breathlessness or a new persistent cough.
- Loss of taste or sense of smell.
- If you have tested positive within the last 10 days.
- If in the last 14 days, you have been notified as a contact by NHS Test and Trace, have been in contact with a confirmed COVID-19 case or have been in contact with anyone with COVID-19 symptoms.
- Is living with someone in self-isolation.

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If any person develops any of the above symptoms while at Park Paddocks, they should:

- Return home immediately, self-isolate and email paula.lucas@tattersalls.com to advise of the situation.

Government guidance states anyone considered a vulnerable person (by virtue of their age, underlying health conditions, clinical condition or is pregnant), should take particular care to minimise contact with others outside their household and accordingly should avoid coming to Park Paddocks.

3.0. Closed site requirements

Access to Park Paddocks will be limited to key personnel only. **There will be no access for members of the public or children under the age of 16.**

- 3.1 Accordingly only authorised people are allowed onto Park Paddocks and this will be strictly adhered to.
 - a. In addition to Tattersalls Staff people authorised to enter Park Paddocks will include: -
 - Medical personnel
 - Veterinary Surgeons and assistants
 - Farriers
 - Grooms
 - Vendors
 - Consignor / purchasers
 - Bloodstock agents
 - Shipping agents
 - Commercial horsebox drivers
 - Photographer
 - Press
 - Caterers

An authorised person is one who has notified Tattersalls of their need to attend the sale and their attendance has been approved by Tattersalls. Tattersalls reserves the right to restrict entry if the numbers of authorised people per group or company is found to be excessive.



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In order to receive approval to attend the sale it is **MANDATORY** to complete the medical questionnaire by 5pm Monday 7th December 2020. Unless you are contacted otherwise arrangements should be made by you to attend the sale, noting an on-site temperature check will comprise the second part of the authorised access process.

Accordingly, the entry process for each sale will comprise the following: -

3.2 Entry screening for all entering Park Paddocks through the Avenue Gate or the Loading Ramps Gate.

- a. All visitors are required to complete the medical questionnaire by 5pm Monday 7th December 2020. The questionnaire will remain valid for the duration of this sale.
- b. On arrival at Park Paddocks, access for both vehicles and pedestrians on foot will be via the Avenue Entrance Gate only. All horse boxes should enter via the Loading Ramps Gate. All arrivals will need to follow the appropriate signs to the checking station. All must remain in their vehicle to show a photo ID and await confirmation that their medical form has been received and passed by Tattersalls. Without photo ID the individual will **not** be allowed access.
- c. On receipt of confirmation that the medical form is received, the temperature of each person will be taken twice in succession, with the lower temperature recorded. If the temperature is 37.8 or above on both occasions, the individual will be denied entry and asked to leave the premises. **If there are other individuals within the vehicle or horse box, they will also be denied entry into Park Paddocks.**
- d. Once clearance has been confirmed a wrist band will be issued and secured onto the wrist to allow access to Park Paddocks. This will occur at both the Avenue Gate and the Loading Ramps Gate. **Wrist bands should remain in place until the end of the sale.** The wrist bands all have an individual bar code on them which is linked to the person wearing it. These checks will be undertaken the first day that the individual enters Park Paddocks; on subsequent days, the bar code on the wrist band will be scanned and temperature screening will occur each time an individual enters Park Paddocks.
- e. The wristband will allow access to all areas of Park Paddocks **except for the Sale Ring.**

- f. Only approved vendors and purchasers will be issued with an alternative wristband which will allow access to Park Paddock as well as access into the ring. The wristbands allowing access to the sale ring will be issued to approved vendors and purchasers on arrival or whilst at Park Paddocks.
- g. No replacement wristbands will be issued.
- h. Individuals are advised to travel to site in their own vehicles.
- i. The Avenue Gate will be marshalled between the hours of 8am – 5pm on Tuesday and 6am – 5pm pm Wednesday and Thursday, but the gate will be closed at night; the Loading Ramps Gate will be open on Tuesday 6am – 5pm then closed until Thursday lunch time, prior to the Sales. If access is required outside these times please contact Shirley Anderson-Jolag on 07388 382511.
- j. It should be noted that there may be a delay in gaining access due to the above screening process taking place. Please therefore allow sufficient time for this process to be undertaken.
- k. **Access into Park Paddocks will only be allowed via the main entrance from The Avenue.**
- l. **The Loading Ramps Gate will allow access for horse boxes only and no other traffic.**
- m. **ALL OTHER GATES INCLUDING PEDESTRIAN GATES WILL BE CLOSED**

Checklist for those wishing to attend the Cheltenham December Sale:-

1. Complete and submit the medical form by 5pm Monday 7th December.
2. Only key personnel will be granted access to Park Paddocks.
3. On arrival to Park Paddocks ensure you have photo ID with you.
4. Ensure that you bring a face covering with you and wear immediately on arrival at Park Paddocks (see 4.4 below).
5. Temperature check taken on arrival each day.

4.0. General points applicable to the Cheltenham December Sale

4.1. Access to Park Paddocks

- a. Control will open at 6am on Tuesday 8th December 2020. Access prior to this time and date will be strictly prohibited.

4.2. Car Parks

- a. Valet parking will not be available for the sale.
- b. Drivers should park their vehicles in the usual car park locations, but they should respect the social distancing protocols when parking.

4.3. Cleaning

- a. An enhanced cleaning programme will be undertaken during the day which will focus on the increased cleaning of all common touch points including door handles, handrails, WC cubicles, sinks and taps.
- b. The sale ring, and main sale building will undergo a de-fogging process to minimise transmission of the virus prior to the sale day

4.4. Face coverings

- a. Face coverings are to be worn at all times in all indoor and outdoor areas other than specific exemptions as below.
- b. It is expected that all attendees to the Cheltenham December Sale will take responsibility to ensure that all wear face coverings, and politely remind anyone who is not wearing a face mask to do so accordingly.
- c. For clarification, face coverings must cover both the nose and mouth.
- d. There may be some circumstances when attendees are not able to wear a face covering and they have an exemption card. Situations when face coverings do not need to be worn include:
 - Eating or drinking or smoking
 - Taking medication
 - If asked to remove your face covering for ID checks or to receive medical treatment

4.5. Hospitality Boxes

- a. All hospitality boxes are strictly prohibited.

4.6. Highflyer Offices

- a. Tattersalls Bloodstock will be based in I116A for dropping off passports and documentation. Two people will be allowed access to this area in addition to one member of Tattersalls staff.
- b. Race replays and veterinary certificates can be accessed via display touch screens in boxes I115 and I116. 2 people will be allowed entry at a time. Wipes will be provided by the screens, please clean before and after use.



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- c. Vet offices will be located in E60, 60A and 63. Two vets will be allowed in each box at one time.
- d. Face coverings must be worn in all these areas at all times.

4.7. Limitations to numbers within buildings

- a. The number of occupants will be limited in the following buildings to ensure social distancing guidelines can be adhered to: -

<u>BUILDING</u>	<u>PERMITTED NUMBER* (excl. Tattersalls staff)</u>
Sale ring	125
Sales Office foyer	8
Sales Office Ground Floor	8
Sales Office 1 st Floor	12
Control Office	0
Shop	1
All offices incl. Vets, Agents, Transporters	1

*numbers are likely to change

- b. Each building will be strictly marshalled. See section 6 regarding specific building protocols.
- c. Individuals who are not observing the Government guidelines and/or these protocols will be asked to leave Park Paddocks.

4.8. NHS QR Codes

- a. Visitors should be aware that NHS QR codes will be at certain locations within the complex. It is therefore advised that those who can download the NHS test and trace app do so.

4.9. Number of lots in the Parade Ring and Examination Area

- a. The number of lots will be limited to 10 at any one time.
- b. The number of lots around the Rotunda will be limited to 10 at any one time.

4.10. One-Way Systems

- a. One-way systems will operate in the Sales Office, Sale Ring and the Highflyer canteen. The routes will be clearly marked and marshalled accordingly.

4.11. Personal Protective Equipment (PPE)

- a. Hand sanitiser will be provided on entry and exit to the sale ring, sales office, shop, sale ring reception, and any other facilities run by Tattersalls.
- b. Hand sanitiser and hand washing stations will be situated strategically around Park Paddocks for general use by all.
- c. Additional PPE will be distributed to all permanent and temporary staff working on behalf of Tattersalls.
- d. **Face coverings should be worn at all times in both indoor and outdoor areas.**
- e. Non-Tattersalls employees will be required to provide their own PPE equipment including face coverings.

4.12. Signage

- a. Signs around Park Paddocks will remind people to:
 - Socially distance from each other.
 - Wash hands regularly with soap and water or use hand sanitiser.
 - Remind people of the symptoms of COVID-19.
 - Wear face coverings at all times.

4.13. Site Biosecurity

- a. Hand sanitisers and hand washing stations will be placed strategically around the site to encourage people to regularly sanitise their hands.
- b. Notices will be placed around Park Paddocks to encourage people to protect themselves from the spread of COVID-19.
- c. Where suitable, doors will be propped open to minimise cross-contamination.
- d. Paula Lucas is the Tattersalls member of staff who is overseeing all COVID-19 matters and can be contacted on paula.lucas@tattersalls.com

4.14. Tools

- a. Tattersalls will **NOT** provide any tools or buckets; please ensure that all equipment as required is brought with you on site.

5.0. Personnel using the site

5.1. Bid board operators

- a. A stylus pen will be issued to each bid board operator for use on the bid board.
- b. Antiseptic wipes will be provided to wipe down the board between Operators.
- c. One operator at the bid board at any time, with social distancing to be maintained during changeover.

5.2. Camera Operators in the Sale Ring

- a. Either a perspex screens or individual face visors will allow all cameras to be used during the sale.
- b. Additional PPE equipment will be provided by Tattersalls as required.

5.3. Casual Staff

- a. *See separate protocol for Tattersalls staff.*
- b. Tattersalls to provide PPE equipment to individuals as required.
- c. Mucking out equipment will be issued to everyone employed by Tattersalls, and the individual will continue to use this equipment for the duration of the Sale. If equipment needs to be shared it will need to be cleaned and wiped down between users.

5.4. Caterers

- a. Caterers are allowed into Park Paddocks providing they adhere to the regulations to government guidance, including the provision of PPE for their staff.
- b. Food Amour in the Highflyer Canteen will be the sole caterer open during the Cheltenham December Sale.
- c. The Highflyer Canteen will open as follows:-
 - a. Tuesday 8th December 8am – 5pm
 - b. Wednesday 9th December 7am – 5pm
 - c. Thursday 10th December 7am – 5pm
- d. On Thursday 10th December, sandwiches and soup can be purchased in the Green Room. The Coffee trailer will also be in operation from 11am until end of the sale.

- e. There will be limited seating available in the Highflyer Canteen and the Green Room (open on day of sale only).
- f. The Highflyer Canteen will adhere to the NHS test and trace guidelines issued by the Government on 22nd September 2020.
- g. The caterer will be expected to ensure social distancing guidelines are adhered to and accordingly marshal the numbers within the facility.
- h. There will be no private hospitality boxes on site see 4.5.
- i. It is recommended that the caterer is contacted to pre-order food:-
Highflyer Canteen: 07534 980943, info@foodamour.co.uk

5.5. Drug Stewards

- a. PPE equipment will be provided to individuals as required.
- b. Social distancing is always to be maintained.

5.6. Farriers

- a. Tim Rushton & Grace Binding are Tattersalls' official Farriers.
- b. Any third-party farriers that wish to conduct business on site will need to be approved and pass medical clearance incl. the Avenue Gate screening requirements prior to being allowed on site.
- c. All farriers are to provide their own PPE and to act within their own protocols when working.

5.7. Grooms

- a. Stay within the area of their allocated stables as much as possible.
- b. To provide their own PPE.
- c. To self-monitor social distancing within their area and whilst showing horses to potential purchasers.
- d. Tattersalls will not provide any tools or buckets; please ensure that all equipment as required is brought with you on site.

5.8. Medical Provision via the First Aid Room

- a. Medical staff are on site Wednesday 9th and Thursday 10th December between 8am and 5pm.

Prior to admission within the First Aid Room the temperature will be taken of those requiring medical assistance. Should a high temperature be recorded (i.e. greater than 37.8 degrees Celsius) the individual will be asked to immediately leave Park Paddocks.

- b. Appropriate PPE will be provided to the nurse including face coverings.

5.9. Photographer in the Sale Ring

- a. The photographer will be located to the left of the press area.
- b. PPE equipment will be provided by Tattersalls.

5.10. Press in the Sale Ring

- a. The existing press area in the Sale Ring can provide workstations for up to 6 personnel.
- b. Two additional workstations are located immediately behind the camera operators.

5.11. Offices for Agents, Transporters, Vets etc

- a. Licensees are responsible for maintaining social distancing within their offices which are located outside the Sale Ring.
- b. It is recommended that no more than one person works in any office at any one time.
- c. See 6.14 Sale Ring for restricted access which includes access to offices.

5.12. On-line Bidding Operators

- a. Will be based in the Sale Ring with appropriate PPE equipment supplied by Tattersalls.

5.13. Rostrum

- a. There should be no more than 4 people at any time within the Rostrum area.

5.14. Runners

- a. Due to the requirement of a purchaser to sign documentation upon purchasing a lot, runners will be issued with appropriate PPE equipment to allow them to complete their role.
- b. Tattersalls pens will be handed over for signature purposes by the runner to the purchaser and the pen thereafter retained by the user.

5.15. Spotters

- a. PPE equipment will be provided to individuals as required.

5.16. Subcontractors

- a. SEP will not attend any forthcoming sales to run Valet Parking but will assist with access control and the screening process at the Avenue Gate and Loading Ramps Gate.

- b. Any subcontractors will need to provide confirmation to Tattersalls that the appropriate risk assessments have been undertaken and action taken accordingly.
- c. The screening process as per 3.2 will need to be complied with for all subcontractors.
- d. Access to Park Paddocks will be prohibited if it is felt that the subcontractor is not complying with Tattersalls Sale Protocols.

5.17. Tattersalls Staff including ID vets

- a. *See separate protocol for Tattersalls staff.*
- b. Tattersalls to provide PPE equipment to individuals as required.
- c. All staff to contact Paula Lucas if additional PPE equipment is required.
- d. It is recommended that the handler's permission is sought before stepping in close to inspect a lot.
- e. A handler will assist the Tattersalls ID vet.

5.18. Vendors and Purchasers including Agents

- a. An alternative wrist band will be issued to individuals, on arrival to Park Paddocks, to allow access to the site and the Sales Ring.
- b. Please ensure that you look after your wristbands as lost or damaged ones will not be replaced and therefore you will be denied access to the Sale Ring.
- c. Vendors are responsible for maintaining social distancing within their areas of the stables.
- d. Purchasers including agents are responsible for maintaining social distancing within the stables while looking at horses.
- e. All to provide their own PPE for their staff.
- f. It is recommended that the handler's permission is sought before stepping in close to inspect a lot.

5.19. Veterinary Surgeons and Assistants

- a. To act in accordance with their own protocols.
- b. It is recommended that the handler's permission is sought before stepping in close to inspect a lot.

6.0. Specific Buildings and Protocols in Park Paddocks

6.1. Business Centre

- a. This facility will be closed.

6.2. Car Parking

- a. On entry to Park Paddocks cars will need to follow the signage to the check point when photo ID and temperature checks will be taken as per section 3.
- b. A drop off point will be clearly marked to allow deliveries to be made for personnel on site. The person dropping off will be required to stay in their car and contact the person collecting directly to advise them they are on site.
- c. Valet parking will not be available.

6.3. Control Office

- a. Open on 8th December between 06:00 – 16:00, 10th December 12:00 until 11th December 12:00.
- b. Security will be on site each night from 8th – 10th December.
- c. Only those working in the Control Office will be allowed access into the building.
- d. Entry and exit windows will have perspex to allow documents and pass outs to be handed in.
- e. If a lot needs its microchip to be checked prior to exit, the controller is to leave the control office with PPE equipment on (facemask and gloves).
- f. Desks including phones, to be wiped down before and after every shift.
- g. Any visitors to Control for lot numbers etc will need to remain outside the building and observe 2m plus social distancing while the member of Control staff deals with their enquiry. Lot numbers will be placed in a plastic tray which Control staff will use to hand over to vendors.
- h. Door cards will be left in the foyer area of the Shower Block to be collected by the consignors.
- i. Tattersalls will **not** be providing any tools or buckets, and hence all vendors will need to provide their own equipment.

6.4. Courtesy Vehicle

- a. The open sided courtesy vehicle will be in use on the sale day only.

6.5. First Aid

- a. In addition to the nurse, only one person will be allowed in the First Aid room at a time.
- b. On arrival to the First Aid Room the patient will need to knock on the door and wait outside.
- c. The nurse will exit the room and take the temperature of the patient as a precautionary measure. If the client has a raised temperature, they will be asked to leave the premises immediately.
- d. An isolation room will be provided for any suspected COVID-19 cases.

6.6. Hay and straw barns

- a. Only one person at any one time is to enter the barn.
- b. All should self-monitor social distancing within this area.

6.7. Loading Ramps Gate

- a. Transporters are requested to email the Control Office on control.2@tattersalls.com to confirm when they intend to arrive at Park Paddocks and state in the email which lot numbers they will be transporting.
- b. When transporters arrive at the Horse Box Entrance Gate, they should be aware that the procedure as stated in section 3.2 will be strictly adhered to.
- c. It should be emphasised that if an individual on the horsebox is denied entry due to a temperature exceeding 37.8, all other individuals will also be denied entry and asked not to disembark. The horsebox including all occupants will be asked to wait in a designated area to allow the driver to contact the consignor/vendor in order to arrange for alternative staff (which have had medical clearance and are not travelling within the horsebox) to unload the lots. Once this has been done the horsebox and everyone who travelled in it will be asked to leave the premises. Furthermore, those individuals will not be able to gain access to Park Paddocks for the remainder of the sale.
- d. **On arrival onto an unloading ramp, lot numbers must be given to a Tattersalls member of staff before unloading and await confirmation to proceed before unloading the horsebox.**
- e. Clearance will be given by the Control office that the area is clear for lots to pass Control.
- f. Alternate loading ramps may be closed off from use to enable the checking of paperwork prior to unloading.

6.8. Lunging Rings and Wind Tests

- a. All users to self-monitor social distancing within these areas.
- b. Appropriate PPE equipment will be provided to Tattersalls staff assisting with veterinary panel wind tests.
- c. When horses must travel for veterinary panel wind tests there should be one groom in the back of the horse box, all other personnel should travel to the racecourse in their own vehicles.

6.9. Queensberry Gate

- a. Closed for this sale.

6.10. Repository

- a. Closed for this sale.

6.11. Sales Office

- a. A limited number of people will be allowed into the sales area at one time see 4.6.
- b. One-way system will be in operation.
- c. Appropriate COVID-19 measures will be in place within the Bloodstock, Accounts and Marketing areas of the sales office to protect both Tattersalls staff and visitors. This will include perspex screens between clients and staff.
- d. The Transporters' offices on the first floor are limited to one person only per office. Contact details of the transporters will be available on the Tattersalls website and on a notice outside the main sale building.

6.12. Sales Ring

- a. The Sale Ring will only be open on the day of selling.
- b. The building occupancy will be strictly limited to 125 (excluding Tattersalls staff or subcontractors).
- c. It will not be possible to stand in the horse entrance or exit areas which are within the Sale Ring.
- d. Once capacity has been reached within the sales ring it will be a one in, one out system. An area will be roped off to allow people to wait prior to entry.
- e. A one-way system will be in place within the Sales Ring.
- f. All should proactively ensure that social distancing protocols are adhered to within the ring. Furthermore, there should be no sitting on the stairs, in order to ensure the one-way system is accessible.

- g. Signage will clearly indicate entrance and exit routes.
- h. Only one person per office will be allowed and such individuals will be included within the occupancy count.
- i. A maximum of 4 Tattersalls personnel to be allowed on the rostrum. Additional Tattersalls staff, including the online bidding administrator will utilise the seating areas either side of the rostrum.

6.13. Sales Ring reception

- a. Closed for this sale

6.14. Showers located in the Building adjacent to the Control Office

- a. The shower facilities in this location will be open at specific times, timings can be obtained via Control.
- b. It will be necessary to book a time within the opening hours in order to use the shower. This is to assist with cleaning before and after each user.

6.15. Stables

- a. Hand sanitiser and hand washing stations will be placed strategically within the stable areas.
- b. Signage around all stable areas to remind people to follow government guidelines regarding their social distancing obligations.
- c. Horses are required to vacate their stables on the day that they sell.
- d. One-way systems within the stable areas were considered but for practical and Health & Safety reasons these were discarded.

6.16. Tack Boxes

- a. A maximum of 1 person to be in a tack box at any given time.
- b. Consignors who are using tack boxes should self-monitor social distancing within these areas.

6.17. Tattersalls Shop

- a. The shop is open on Thursday 10th December only.

6.18. Terrace House

- a. During a sale, communication with personnel who are based in Terrace House should be by telephone.
- b. See separate protocols regarding Tattersalls staff working in Terrace House.



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6.19. WC's

- a. Existing WC's will remain open but with reduced cubicles per location.
- b. Hand dryers will not be in use, with disposable hand towels only.
- c. The WC's to be regularly cleaned including door handles, locks, cistern flushes and surfaces.
- d. Wipes will be provided to enable users to clean handles, locks, cistern flushes and surfaces before and after use.

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