

# All Star Equestrian Foundation, Inc. Handbook Additions

## Infectious Disease (COVID-19)

### General

1. If any person, who comes on property, tests positive or comes into contact with someone who has tested positive for COVID-19, they MUST inform ASEF.
  - a. The Program Director will investigate and evaluate if closure is necessary.
2. Anyone who was present on site at the time of possible exposure, direct or indirect, will be contacted immediately.
3. No one with signs or symptoms should come to the facility.
4. When an individual (rider, staff, volunteer) arrives on property, they will have their temperature taken with a laser thermometer at the check-in table.
5. Participants that have a temperature or are showing the CDC described signs and symptoms of COVID-19 will be asked to leave.
6. Participants that are unwilling to comply with the below procedures and those outlined in the ASEF Handbook will be asked to leave.

### Facility

1. No glove use is allowed inside the barn.
2. All unnecessary objects will be cleared from common areas.
  - a. Remove water from the water dispenser.
    - i. Inform staff/riders/volunteers to bring personal water. Water bottles will be sold in the office.
3. Areas to not be used will be roped off and labeled 'Do not use'
  - a. Office coffee machine/refrigerator, barn refrigerator, barn water dispenser, tack rooms, grooming tools, bleachers, benches, helmet cabinet, grassy pen
4. Volunteer check-in area created in front of the office.
  - a. The office door to the barn will be blocked by a table to ensure volunteers/riders do not enter.
    - i. The table will be maintained by staff to include a thermometer, cleaned after each use.
    - ii. A clean face mask will be checked-out to each volunteer, if they do not have one, by staff. The soiled face masks will be placed in the washing machine after each use, to be cleaned at the end of the day by staff.
    - iii. Payments/required paperwork will be passed between staff/riders/volunteers on this table.
5. Signs will be clearly posted to identify which areas are closed where volunteers check-in, and instructional information.
6. Soiled cloth will be placed directly into the washing machine.
7. Designate and label areas for clean/soiled tack
  - a. Clean tack to be placed on the wall by each horse.
  - b. Soiled reins will be hung on a single hook in the tack room. The hook will be marked by a tag.
  - c. Soiled saddles to be placed back in the tack room marked by a tag.
    - i. Saddle racks will be separated to allow for no saddles to touch.
  - d. Soiled halters to be left on hook by upper pasture gate.
  - e. Soiled grooming tools to be placed in a basket on the ground next to the grooming tool drawers.
  - f. Soiled helmets to be placed in a basket on the ground in the isle next to the arena gate closest to the tack room.

8. Saddles/reins/helmets will not be used more than once daily, or until able to be cleaned before next use.
9. Saddles will be covered by a clean cloth.
10. The lift system will be disinfected after each use.

## **Staff**

1. Staff will complete training in hand washing protocol.
  - a. Watch videos for proper handwashing techniques (CDC) then require staff signatures upon completion of training and viewing video. <https://youtu.be/d914EnpU4Fo>
2. Participate in mock classes to ensure procedure understanding.
3. Maintain social distancing of at least 6' when possible.
4. Masks are required when social distancing is unable to be practiced.
5. Surfaces including each staff's area, all door knobs, communal office equipment, light switches, and both restrooms will be disinfected 2xs each day of operation, over lunch and after closing.
6. Each use of communal office equipment will be preceded and followed by hand sanitizing.
7. Each staff member will use only their area's materials/equipment (phone/computer/office supplies).
8. Office hours will be staggered and set by Veronica until further notice, to ensure that social distancing can be maintained.
9. Staff will record volunteer hours.
  - a. The recorded volunteer hours will be given to Lindsey at the end of the day to be entered into Timeclock the next morning.

## **Rider/Legal Guardian/Caretaker**

1. Riders will begin riding in classes in 3 phases.
  - a. Rider participation in the program is based on the amount/type of physical supportive contact they require.
    - i. Phase 1- Riders that mount/dismount at the mounting block with no physical supportive contact and require no sidewalkers.
    - ii. Phase 2- Riders that require physical supportive contact while facing away from the instructor during mounting/dismounting at the block/ramp and/or require sidewalker support with no more than an ankle hold.
    - iii. Phase 3- Riders that require physical supportive contact while facing an instructor/staff/volunteer to mount/dismount at the block/ramp and/or sidewalkers that provide physical support requiring proximity to the rider closer than an arm's length.
2. Classes will include 1-2 riders.
  - a. The Program Director will contact each rider to schedule these classes.
3. Only essential family members/caretakers will be allowed on premises, and are to remain in the parking lot during classes unless payment/paperwork is required or in an emergency.
  - a. Parents/caretakers that are currently registered as a volunteer will follow the procedures stated in the Volunteer section.
4. Each rider will be escorted to mounting by staff from the check-in area in front of the office door.
5. Each rider will be escorted to their vehicle/parent/caretaker by instructor/staff/volunteer after dismount.

## **Instructor**

1. Instructors will follow guidelines 1-4 of the Staff section.
2. Instructors will carry cleanliness preparedness items.
  - a. Hand sanitizer, tissues, and any other materials that might be needed in class to ensure cleanliness.
3. Instructors will bring extra clean shirts to change into if a shirt is soiled by a rider.
  - a. If teaching multiple classes daily, a clean shirt will be worn for each class (Phase 3).

4. Instructors will arrive 1.5hrs before the beginning of their class.
5. Prepare all required grooming tools, tack and halter by placing them in a designated area on the wall.
  - a. Only instructors/staff will be allowed in the tack room on days when classes are to be conducted.
6. Instructors will place a clean cloth over a western saddle with a rubber band around the horn to secure it.
7. Instructors will use hand sanitizer between each mount/dismount that requires physical supportive contact.
8. Each rider will be escorted to their vehicle/parent/caretaker by instructor/staff/volunteer after dismount.
9. Each horse will be used once daily or the mane, neck, and croup will be washed between classes with soap, suds for 20 seconds.
10. Volunteers will be supervised at all times by an instructor or staff.

**Volunteer**

1. Volunteers will watch proper hand washing protocol video.
  - i. <https://youtu.be/d914EnpU4Fo> CDC Handwashing
  - b. Once a volunteer has viewed the video, they will sign paperwork stating their completion of training.
2. To ensure the health of each volunteer during class, they will be allowed to participate in one class per day or multiple classes that are not consecutive.
3. Volunteers will check-in with staff at the check-in table in front of the office door.
4. Maintain social distancing of at least 6’ when possible.
5. Masks are required when social distancing (6’+) is unable to be practiced.
  - a. Clean masks will be checked-out to volunteers for each class if they are unable to provide their own.
    - i. Physical activity while wearing a mask, though safe for most healthy individuals, can cause physical stress in individuals who have health concerns or are not physically fit. Volunteers wearing a mask who experience lightheadedness, dizziness, numbness or tingling and shortness of breath while assisting in class will be asked to leave the class for their own safety.
6. Volunteers will not be allowed into the barn without instructor/staff knowledge.
7. Volunteers will only use their specified tools/tack provided to them by the instructor.
8. Used tack will be placed in the designated area after each class.
9. Grooming tools will be placed in the designated container for soiled grooming tools.
10. When horses are returned to their pasture, each halter will be hung on the designated soiled halter hook.
11. Used checked-out masks will be placed in the washing machine, notifying staff after use.

**I have read and understood what is written and agree to procedures and regulations as set forth by ASEF.**

Printed name of participant	Date:
Signature of participant (or parent/guardian if under age 18)	