



CENTRAL ONTARIO REGION PONY CLUB

COVID-19 Re-Opening Protocol

June 2nd, 2020

INTRODUCTION

This protocol has to be shared with all Branch members, their guardians and instructors before resuming any mounted or other in-person activities within your Branch/Centre.

Please be respectful of those members and instructors that choose not to return to in-person meetings with the Pony Club. They will need to make their own assessment of the risks for their personal situation. This may mean that Branches/Centres will not reopen yet and will set their own timelines for doing so.

Within the Province of Ontario, a phased re-opening of public activities has been announced. The COR Region will keep an eye on developments as to when CPC will be able to resume in-person activities within the Province of Ontario. The exact date is dependent on the previous phases of reopening being successful and no new spike of infections being detected. Changes in any of the guidelines will result in adjustments to this protocol and updated versions will be published on our COR Pony Club website.

Branch/Centre activities will not be sanctioned until the COR Region Executive have received and approved each individual re-opening plan and this reactivation protocol is followed.

Resuming riding and in person Pony Club activities will be dependent on approval from our National organization and our Insurance company. Each Branch/Centre will also need permission from the facility owner to be able to use their facilities (barn, community center, AG society). They may all have their own protocols and timelines for opening up their arenas and grounds.

When resuming riding or stable management lessons, as well as other in person Pony Club activities, with your Branch/Centre you have to adhere to the following protocol developed for the COR Region Branches/Centres.

GENERAL PROVINCIAL RESTRICTIONS

- Restrictions on gatherings such as sporting events, are set at a maximum of 10 people.
- Everybody has to adhere to social distancing measures; people will have to keep 2 meters distance from each other, unless they live in same household.
- Abide by all other general rules in place to help prevent the spread of COVID-19, such as: stay home when you or someone in your household is sick, avoid touching your face and sneeze or cough in your elbow – see also the additional information links below.

ORGANIZATION BEFORE YOU START

- At least one person in your Branch will be responsible for making sure the protocols as outlined within this document are adhered to – the “COVID-19 officer”. The most obvious choice would be the Safety officer and/or the DC/Centre Administrator.
- The DC/Centre Administrator will inform the Region of the name(s) of the appointed COVID-19 officer(s)
- The COVID-19 officer will be responsible to put together a reactivation plan for their Branch/Centre, that will outline all measures that have been taken to accommodate social distancing *specifically as it applies to your Branch/Centre and situation*.
- The reactivation plan should at least contain:
 1. a schedule to ensure that no more than 10 people are on site at one time;
 2. a map or description, showing how your site allows people to stay 2 meters apart. (For instance, parents should stay 2 meters away from the riding ring, have an entry and exit separate so members don’t need to pass each other at a close distance);
 3. a timeline for when preparation is done, and in-person activities will start again.
- A copy of the reactivation plan will be sent to the Regional Chair and Risk Management Chair for approval.
- Contact your facility owner to make sure they allow you to use their premises and ask them about any protocols they may have in place to deal with the COVID-19 threat, **however, if the facilities protocols conflict with PC protocols, the PC protocols take precedence unless safety would be compromised.**
- Send your reactivation plan to all your members and have members, responsible adults and instructors sign an online health screening declaration regarding COVID-19 before they join the activities. (Form attached).

ACTIVITIES ALLOWED

- Only outdoor activities are allowed.
This includes mounted lessons and stable management sessions. Any clubhouses or other indoor spaces will remain closed. In case of inclement weather, the activity will have to be cancelled, as lessons cannot move indoors.
The use of washrooms is *strongly discouraged* but could be made available to those that need to be on site for longer periods of time (instructors teaching several lessons). In that case a strict cleaning and disinfecting protocol has to be in place, with particular attention to high touch areas. A hand washing/sanitizer station also has to be on site.
- Do not engage in risky activities.
The instructor will decide which activities he/she deems safe enough for a specific horse-rider combination to engage in. More than at any other times, if a rider does not adhere by the instructor’s rules, they will be asked to leave the premises.
- Team activities are **not** allowed under Pony Club supervision at this time, this includes but is not limited to PPG, polocrosse and horse ball.

PLANNING YOUR ACTIVITIES

Since you can only have 10 people on site at one time, a plan needs to be in place to ensure smooth running of lessons and other in person activities. The change-over between lessons or in person activities - if applicable - will be the most critical time to manage.

- The number of riders you can have on site at one time will be determined by the number of instructors and guardians on site at the same time.
- No more than 4 riders are allowed in a mounted lesson at one time, this also applies to stable management lessons that involve horses (grooming, bandaging, etc.)
- Every rider under 18 has to be accompanied by one and only one adult member of their household – the responsible adult.
- An appointed COVID-19 officer will have to be on site for the duration of the activities, this can be one of the responsible adults.
- The number of people on site during *change over times* will have to stay at 5 max.

Those Branches/Centres that have to accommodate a larger number of members and back-to-back activities should try to limit the time spent on site by members.

Some suggestions to manage this are:

- Plan enough time between activities for the first group to leave and the following group to arrive. If necessary, activity times could be shortened to allow for enough time to switch groups.
- Activities cannot overlap – members from the first group(s) cannot linger while the next group comes in. Activities should be planned accordingly.
- Limit the time spent on the grounds by asking members to groom at home, so they only need to tack up once they arrive and are ready to go to their session quickly.
- Limit the time spent on the grounds after the activity. Members should leave as soon as possible after their activity.
- If it is *absolutely* necessary that the horse is cooled out at the trailer, member and responsible adult should remain in the vehicle.

COVID-19 OFFICER RESPONSIBILITIES

The COVID-19 officer will ensure that a plan is in place to safely run activities, make sure the Branch/Centre is familiar with any additional protocols the facility owner has put into place.

During the activities a COVID-19 officer is on site and:

- Makes sure that any visitor to the site has filled out a health declaration form. On subsequent visits check if this statement is still accurate (oral inquiry).
- Makes sure that members abide by the rules of social distancing
- Makes sure that no more than 10 people are on site at one time
- Has access to spare, clean (non-medical grade or disposable) masks in case of an emergency
- Has access to hand sanitizer and first aid supplies
- Keeps a record of all people on site at a specific date (in order to make contact tracing possible in case of an outbreak). This record is to be kept for at least 3 months after the activity (see example attached).
- Wipes down all commonly touched surfaces before members arrive and after all have left (specifically entry gates and shared equipment such as manure forks / wheelbarrows).
- Will refuse entry to persons that have not filled out a self-declaration form or show up on site with symptoms of sickness (i.e. coughing, shortness of breath). Those refused entry will be banned from attending Pony Club activities for a period of 14 days.

MEMBER RESPONSIBILITIES

Every member has to make his or her own assessment of the risks associated with joining in-person activities as it relates to their personal (home) situation.

Members are expected to:

- Abide by the general Provincial rules for social distancing
- Know there is no access to indoor facilities, such as a clubhouse or washrooms.
- Limit your time on site as closely to your activity time as possible. Do not arrive early or stay too long after your activity.
- Each rider under 18 will have to be accompanied by one and only one responsible adult from their household. Any other family members or friends (siblings, grandparents, aunts etc.) are not welcome on site at this time.
- Do not carpool with someone from a different household to get to the facility.
- Do not share any equipment and don't ask anyone, not from your household, to hold items for you (phones, crops and even your horse).
- Members and their responsible adults should bring a (non-medical grade) mask for use in case of an emergency.
- If assistance of a rider is needed, the responsible adult will be the one to perform those tasks; for instance, hold the pony while mounting, tightening the girth, adjusting gear, lead-lining a pony.
- During stable management lessons involving a horse (bandaging, grooming, etc.) all safety gear in the form of helmet, proper shoe ware and medical armband has to be worn. A (non-medical grade) mask is optional.
- Bring a hand sanitizer so you can clean your hands when arriving on site, when using communal equipment (gate, manure forks, wheelbarrows) and before you leave.

For equipment on ponies that are leased/borrowed/shared.

Both parties will have to work together on finding a safe approach. Suggestions to prevent spread through shared use of equipment are:

- If the rider leases or borrows a pony exclusively, they could bring tack and grooming tools home, clean it and use it exclusively.
- If tack has to be shared because riders from different households use the same tack, the rider is to wipe down tack and grooming tools after use with an appropriate disinfectant. (Use soap or tack cleaner on your leather tack; avoid alcohol-based cleaning products as they dry out your leather).
- Owners of shared ponies should also disinfect halters and lead lines after use.
- Riders could wear their riding gloves while grooming and riding the shared pony. Don't touch your face with the gloves and wash them when you get home.

INSTRUCTOR RESPONSIBILITIES

As with our members, every instructor has to make his or her own assessment of the risks associated with joining in-person activities as it relates to their personal (home) situation

On top of their normal responsibilities, instructors are expected to:

- Avoid risky activities and assess if an activity is safe for the group of members they are teaching.
- Make sure adequate spacing between members is being kept.
- Include a cooldown in the lesson plan, especially if subsequent lessons are planned
- Keep a distance of 2 meters from the students (and any other persons). If a student needs assistance the instructor will invite the responsible adult into the ring to do this. Adult riders are assumed to be able to do these things independently.
- Move arena equipment such as poles, jump cups and arena letters around if needed. If the instructor is unable to do this, one of the responsible adults on site will be appointed do so. If more than one person touches this equipment, they should disinfect their hands after use.
- Familiarize themselves with the protocols for administering first aid under COVID-19.
- Bring a mask for personal use in case of an emergency.
- Wearing a mask is optional but should not impede the ability to give clear instructions.

IN CASE OF AN EMERGENCY

- In the unfortunate case that a rider falls off their horse, or in any other accident, the responsible adult will help the rider. Adult riders will be expected to self-administer first aid. The instructor or other first aid person(s) available at the facility will support the rider or responsible adult from a distance.
- Go through normal triage and call 911 if necessary.
- If help has to be administered by a person other than the responsible adult, they will have to make their own risk assessment. The following guidelines can help:
 - o If appropriate, the rider will be asked to put on a non-medical grade mask. If that is not possible, ask them to turn their head away from you.
 - o Sanitize your hands and put on disposable gloves before administering first aid.
 - o Don't touch your face at any time face during the procedure.
 - o Remove gloves carefully after you have completed your first aid and sanitize your hands again.
 - o In serious cases, when CPR is needed - Appointed First aid providers and instructors should familiarize themselves with new protocols for administering CPR under COVID-19: <https://www.redcross.ca/training-and-certification/first-aid-tips-and-resources/first-aid-tips/first-aid-protocols-for-an-unresponsive-person-during-covid-19> and <https://www.heartandstroke.ca/articles/modification-to-hands-only-cpr-during-the-covid-19-pandemic>

COR COVID-19 CONTACT:

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CENTRAL ONTARIO REGION PONY CLUB

SELF DECLARATION FORM to RESUME IN-PERSON ACTIVITIES under COVID-19

For the safety of all our members, when returning to in person meetings, we ask you to fill out this self-declaration form before joining Branch/Centre activities in person.

1	<p>I understand the risk of coming in contact with other people during the COVID-19 global pandemic at Pony Club meetings. I understand that I could become infected with COVID-19 while at a Pony Club meeting.</p> <p>I agree and assume all risk and release and absolve CPC Inc. and its affiliated officials, volunteers, offices, directors, agents, representatives and employees and the owners and occupiers of the land upon which the activity is held, from all responsibility, liability or claims I may have arising from participating in an in person activity during the COVID-19 pandemic.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	To your knowledge have you or anyone in your household had contact of any kind with someone diagnosed with COVID-19 within the last 14 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Are you experiencing any cold or flu-like symptoms, including, but not limited to fever, cough, sore throat, respiratory illness, shortness of breath or difficulty breathing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Have you or anyone in your household returned from any destination outside of Canada or travelled in an airplane from any destination within the last 14 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	I understand that should circumstances arise, I have a duty to CPC to not join any in person meetings within my Branch for a period of 14 days. I will inform the DC immediately of any changes necessary to this self-declaration. Upon re-entry I am required to complete a new self-declaration.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	I have read, understood and will abide by the protocols sent out by the ABS Region.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	I have read, understood and will abide by the reactivation plan sent out by my Branch.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Print name _____ Signature _____
(legal guardian for members under 18)

Member name _____ Date _____
(if document is signed by legal guardian for members under 18)



CENTRAL ONTARIO REGION PONY CLUB

Attendance Sheet CPC Activities

	Date:	Location:		
	Name of COVID-19 Officer present:			
	Visitor Name	Function (member/guardian/instructor)	Time In	Time Out
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Any remarks

ADDITIONAL INFORMATION

More information can be found on:

The Equine Canada framework to return to business operations under COVID-19:

https://www.equestrian.ca/cdn/storage/resources_v2/cRSrWCZPbutzEN8Qg/original/cRSrWCZPbutzEN8Qg.pdf

The OE has published a protocol to resume business operations, including lessons:

<https://ontarioequestrian.ca/returning-to-equestrian-facilities/>

Biosecurity best practices from the Canadian Food Inspection Agency for the equine sector:

<https://www.inspection.gc.ca/animal-health/terrestrial-animals/biosecurity/standards-and-principles/equine-sector/eng/1460662612042/1460662650577#a31>

Ontario Government website: <https://covid-19.ontario.ca/>