

Hearts & Horses Volunteer Policies and Procedures

COVID-19 Version

Updated: May 20, 2020

Purpose

Hearts & Horses has implemented measures to allow for a slow, phased approach to reopening of the facility during the COVID-19 Pandemic. The health and safety of our Hearts & Horses community is our top priority. As a result, the following guidelines have been established to protect our participants, staff, volunteers and community members with the guidance of our state and local public health officials, the Centers for Disease Control and PATH Intl.

Daily Health Screening- Prior to coming to the property

Ask yourself the following questions prior to coming to the property. If the answer is **YES** to any of the questions, please call the Hearts & Horses office at (970) 663-4200. We ask that you give us 24 hours' notice of cancellation but understand that, if illness arises the day of your lesson, this degree of notification is impossible. It is important that you **CALL** the office to notify staff of your absence.

Questions to Ask Yourself Prior to Coming to Hearts & Horses
Are you feeling unwell? Tired, body aches, sore throat, GI upset, etc.
Have you or anyone you know shown symptoms of COVID-19? These include: Shortness of breath, difficulty breathing, coughing, fever, sore throat, prolonged sneezing, body aches, GI upset, loss of taste/smell, etc.
Did anyone in your household (spouse, significant other, child, roommate, etc.) encounter a co-worker or anyone who is symptomatic?
Has anyone in your household been exposed* to anyone else who has tested positive or has had symptoms (being treated as a positive case) for COVID-19?

Exposure Guidelines

Exposure to confirmed or suspected case of COVID-19

*Exposure is defined as being exposed to a household member, intimate partner, individual providing care in a household without using recommended [infection control precautions](#), or an individual who has had close contact (< 6 feet) for a prolonged period of time (greater than 15 minutes)

- Volunteer will need to stay home until 14 days after last exposure
- Volunteer will self-monitor for symptoms

Hearts & Horses Volunteer Policies and Procedures – May 2020



Hearts & Horses Volunteer Policies and Procedures

COVID-19 Version

Updated: May 20, 2020

- If the volunteer becomes sick while at Hearts & Horses, they should notify a staff member, go home immediately, self-isolate and call their doctor

Return to Hearts & Horses - After symptomatic with COVID-19 (non-tested) and positive COVID-19 diagnosis. Use one of the below strategies to determine when volunteer can return.

1. *Test-Based Strategy*. Exclude from volunteering until:
 - Resolution of fever without the use of fever-reducing medications **and**
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
 - Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥ 24 hours apart (total of two negative specimens)[1]. See [Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens for 2019 Novel Coronavirus \(2019-nCoV\)](#).
2. *Non-Test-Based Strategy*. Exclude from volunteering until:
 - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - At least 10 days have passed *since symptoms first appeared*.

Volunteer Procedures

Prior to First Volunteer Assignment

- Review and sign
 - Volunteer Policy and Procedures
 - Acknowledgement of Risk Form
- Watch COVID-19 Safety Video
- Attend a personalized training with Volunteer Manager

Daily Volunteering Routine

- We ask volunteers not to bring any other family members or friends with them onto the property unless they are also a scheduled volunteer following these policies.
- Designated separate entrances and exits will be clearly marked in each building.
- Upon arrival, volunteers must have a mask on. If they do not have one, Hearts & Horses will have a supply of disposable masks available.
 - Masks must remain on when in public common areas.

Hearts & Horses Volunteer Policies and Procedures – May 2020



Hearts & Horses Volunteer Policies and Procedures

COVID-19 Version

Updated: May 20, 2020

- Masks may be removed in barns, arenas or outdoor spaces if social distancing can be maintained.
- Masks must be worn by volunteers at all times when working directly with a participant as a horse leader, side walker, or instructor's assistant.
- Upon arrival, volunteers must wash hands at the entrance and proceed directly to check in at the desk.
- Clean pens will be available to sign in. After signing in, place the used pen in the basket labeled "used" so that it can be disinfected.
- Volunteers must read the Daily Health Screening and initial on the sign in sheet that they are currently symptom free.
- Volunteers must still wear their nametag but are encouraged to keep the nametag at home/in their car and disinfect the nametag between volunteer assignments.
- Staff person at the front desk will direct the volunteer to their next step, depending on where their volunteer assignment will be taking place.
- Volunteers will be asked to leave promptly after their volunteer assignment to allow for disinfecting and to limit the number of people on site.
- Common areas typically used by volunteers will be off limits (ie. Kickback lounge, West Observation Lounge in LHA).

Volunteer Responsibilities

- Bring your own water bottle and don't forget your nametag!
- Make sure you have appropriate foot wear and clothing. Volunteers will not be able to borrow these items from Hearts & Horses.
- The buddy system, with social distancing, will still be required when working near, around or with equines.
- Volunteers may be asked to assist with disinfecting tack, grooming tools and barn tools used while on site. Training will take place prior to first volunteer assignment.

Best Practices to Reduce Disease Transmission

- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your nose, eyes and mouth with unwashed hands.



Hearts & Horses Volunteer Policies and Procedures

COVID-19 Version

Updated: May 20, 2020

- Stay at least 6 feet from other people.
- Cover coughs and sneezes with a tissue or your elbow. Wash hands afterwards.
- Wear a mask.

For more information on appropriate mask use and other precautions, see [CDC Recommendations](#).

Facility Protective Measures

- There will be a limit of 10 people per building at any given time.
- Everyone on the property will be advised to avoid physical contact with others and keep six feet social distancing, where possible.
- In person meetings will be limited. To every extent possible, meetings will be conducted by telephone or virtually.
- Disinfectants used on the property will follow the EPA recommendations.
- Frequently touched surfaces (ie. door handles, phones, gate latches, cross tie snaps, hose ends, door knobs, light switches, ramp rail, tools and any props used in the arena) will be cleaned and disinfected twice daily.
- Regular housekeeping practices for bathrooms and common areas will be enhanced to cleaning twice daily.

Confirmed Case of COVID-19 on the Hearts & Horses Property

- If any person who comes on property tests positive for COVID-19 or is exposed to someone who has tested positive for COVID-19, they must inform Hearts & Horses and the property will be temporarily closed.
- Hearts & Horses will fill-out the CDPHE COVID-19 outbreak report form and send it to the Larimer County Health Department.
- Staff, participants, and volunteers will be notified of their possible exposure or indirect exposure to COVID-19 with strict adherence to HIPPA guidelines.
- Hearts & Horses will perform enhanced cleaning and disinfecting prior to reopening.
- Hearts & Horses will consult with the Larimer County Health Department on when and how to re-open.

Hearts & Horses Volunteer Policies and Procedures – May 2020

