



*Healing Thru Horses*

## **ROCK Reopening Plan**

**Purpose:** To phase in re-opening of ROCK to all stakeholders in a thoughtful, safe, and efficient manner.

**Time Frame:** Flexible; Dependent upon city, county, state and federal regulations and recommendations. Allow time for dry run practices, hands-on practices (includes staff and herd) start to finish, communication with participants and their families. Allow time to work out bugs and add gap pieces.

**The reopening will be conducted in four phases.**

- **Phase I** is the Planning phase.
- **Phase II** is the Facilities Setup for COVID-19 safety and process rehearsals (staff only). This phase includes communicating the plan to participants and volunteers after edits and adjustments have been made following rehearsals.

- **Phase III** is the execution of the plan with a selected increment of participants identified by the Program Director.
- **Phase IV** is an incremental increase of participants.

## **Phase I Planning: Breakdown of Tasks**

### **Initial Reopening - Staff**

The starting point needs to be well orchestrated with simple, clear and concise communication.

1. Create Activity Station Map - A CLEAR map will be drawn and distributed to all stakeholders that clearly defines the “activity stations” for our participants/staff/volunteers. The map will include defined areas (activity stations) and traffic flow that all participants/staff/volunteers need to follow when on campus. This should include: barn entry, check in area, waiting/spectator area, grooming area (clean and dirty), riding area, available bathrooms, clean/dirty area for helmets and PPE trash receptacles, and barn exit.
2. Cleaning (Disinfecting) Procedures- Using CDC guidelines - Provide printed procedures for thorough disinfecting (not cleaning) of all activity points as well as sanitizing all equipment
  - Equine Department - (saddle pads, helmets, reins, saddles, etc.).
  - CDC Guidelines for People - (handwashing, masks, temperatures, helmets)
  - Facilities - (bathrooms, viewing spaces, entry and exit points)
3. Communication Procedure: Create email and video of plan and procedures for participants/staff/volunteers to eliminate any anxiety and make sure everyone understands the rules that need to be adhered to while on ROCK campus. Keep it as simple as possible. Emphasize that everyone is expected to follow procedures. If they feel they are unable to do so, they can return during one of the later phases. Post signs of steps of cleaning procedures for each area also. Emphasize that ROCK is following all government agency recommendations. Update all stakeholders on a regular basis

- If a participant/volunteer arrives on campus without an appointment, they will be asked to leave.
  - Provide a map and instructions for participating as a volunteer in advance. Offer Question/Answer opportunities via Zoom in advance. Provide supplies for Volunteers (masks, gloves, sanitizers, etc.)
4. Forms/Signage to include:
- Written schedule of when items have been disinfected and by whom (date and time)
  - Designated area for Clean/Dirty items
  - Signs designating each Activity Station
  - Signs for Traffic Flow
  - Procedure signs posted at each activity station(handwashing, temperature taking, sign in, CDC recommendations, etc.)
5. Identify the first group of participants on Campus: Combine risk assessment and liability forms for signatures.
- Less medically vulnerable- must be able to mount and dismount independently with instructor nearby
  - Participants are required to wear a mask during mount and dismount. If 6 ft of social distancing can be adhered to during lesson, team (instructor/therapist, participant and volunteer) may be allowed to lower the mask for easier breathing.
  - Requires fewer volunteers - needs only Horse Handler
  - Must be able to follow directions
  - Able to participate in activities that are easier to enforce social distancing
  - ROCK will weigh participants before the first ride upon return to sessions as part of our weight policy.
6. Scheduling of Participants:
- Take previous group lessons and make them private.
  - Grooming will only be done by the Runner assigned to each specific time period. Tacking will only be done by the Horse Handler assigned to each specific class.

- Divide arena and give 2 lessons at the same time at opposite ends of arena or maintain space between classes/riders.
- Provide telehealth sessions for our Speech and Physical Therapy clients? On hold-Checking into HIPAA compliant platform.
- Compartmentalize lessons into days/times. Enforce 6ft distancing rule. May have to alternate mounting and dismounting areas.
- Limit the number of family members that come and watch. 1 family member observes (siblings remain in vehicles); all individuals in the car go through check in and have their temperature taken.
- Limit number of helmets available for use. Ensure at least one helmet of each size is available. Disinfect between use.

7. Equine/Tack:

- Place sheets over horse's mane to limit the amount of contact between the participant and the horse's hair/mane
- After each ride disinfect (not clean) the reins, saddle, saddle pad, etc. The Runner (a staff member) will be responsible for disinfecting equipment. Disinfectant cloths and rectangle sheets will be placed in laundry hamper; this will mean more laundry (assign and have supplies).

8. Instructors/therapists must use masks or face shields (if it is imperative that the rider see the instructor/therapist's face) during lessons during mounts and dismounts. If 6 ft of social distancing can be adhered to during lesson, team (instructor/therapist, participant and volunteer) may be allowed to lower masks for easier breathing.

9. Insurance - Contact insurance agency to determine if there are additional agreements or medical paperwork that will need to be done. Get this paperwork available so it can be quickly retrieved before the first lesson. *As of 4/28: "Markel has not placed any additional restrictions on our insureds' operations. We ask that you exercise reasonable care and follow good risk management practices including compliance with federal, state and local guidelines. Markel relies on the professionalism of our PATH Centers and respects their decisions with regard to managing the welfare and safety of the center's equines, staff, volunteers and clients."*

10. Legal - Contact attorney to determine what legal responsibilities are and make sure they are incorporated into activity points. Liability release will

be required from staff, participants, and volunteers to resume services at ROCK. This form should include a specific disclosure addressing the increased risk of exposure in the case of an emergency dismount or the need to perform CPR.

11. Don't move to Phase 2 until all procedures are in place and government restrictions allow reopening.
12. Evaluate and change any procedures/policies/paperwork/timelines before starting Phase 2.

## **Phase II- Facility Set Up**

### **Week 1:**

#### **1. Facility Set Up**

- A. **Activity Map** - A CLEAR map will be drawn and distributed to all (Facility Manager) stakeholders that clearly defines the "activity area" for our participants, volunteers and guests. These will be the specific areas and flows that all will follow while at our facility. This should include: barn entry, check in, grooming area (may not happen in the Opening Phase), riding area, spectator area, bathroom and barn exit.
- B. **Gate Operation** – 1) Schedule staff/volunteer to man the front gate entrance to ROCK campus for checking in participants and volunteers on schedule (develop procedure using gate remote and designated phone line). Or 2) Gate will be left open only during the times participants are on campus.
- C. **Mark Off** with tape and barricades those areas not available to participants and guests.
- D. **Entry Point/Exit Point** - For participants, staff, guests and volunteers
  - a. Entry: North side of Barn - Enter through or next to small "people" door. Signage will be visible.
  - b. Exit: North side of Barn - Exit right side (facing pasture) Signage will be visible.
- E. **Activity Point Participants**- Each activity point should have signage and supplies for procedures.

- a. Temperature Check/CDC Recommended Questions: Table set up in breezeway near Entry point. Need Thermometers at this station and face masks (for those that forget). Procedure for temperature check. Schedule staff for this activity. This table should include a sign- in list of people on property with date, phone number and time included.
  - b. Handwashing/bathroom - Bathroom closest to check in area will be for participants and their caregiver/family member. After check in, they will be directed to this bathroom to wash hands. Door will remain open (if only washing hands) and lights will remain on at all times. Must be disinfected after each use.
  - c. Supplies - (table near participant bathroom)- hand sanitizer, face mask (for those that forget), disinfectant wipes, gloves (with participants that are more likely to share oral fluids-training for how to remove gloves). Have proper disposal containers.
- J. **Waiting area** (breezeway – near check in, with view of arena) -placement of chairs that can easily be disinfected between sessions. Chairs will be placed in pairs for participant and their family member/caregiver. Chairs will be at least 6 feet apart from other pairs of chairs. Tape will clearly mark areas for observation. Rails in front of the observation area will be taped with Do NOT Touch signage. Picnic table bench will be turned on its side and aligned in front of the arena rail; important announcement flyers will be posted here.
- a. Greet participants - Instructors/Therapists will greet at waiting area with caregiver and escort to helmet and mounting areas. Family member/caregiver will remain in waiting area.
  - b. Helmets:
    - i. (Clean) - A table will be outside the arena near the mounting ramp with hand sanitizer and disinfectant wipes. Instructor/Therapist will place the participant's helmet (if ROCK helmet) on this table prior to the class.
    - ii. Return Helmet to be disinfected- A table will be outside the arena near the arena exit area. Hand sanitizer, disinfectant wipes and lice spray will be on this table and a trash can will be

available for mask, gloves. Helmet must be disinfected after each use.

**F. Activity Point Equines:**

- a. Clean Tack - set out by Horse Handler in grooming stalls in front of ROCKateer office. Every other grooming stall will be used to aid in social distancing.
- b. Dirty Tack - placed in the grooming area by the tack room. Must be cleaned after each ride by the Runner and allowed to dry.
- c. Grooming buckets - used once by an individual, must be disinfected after use.
  - i. Runner will groom each horse prior to the class. Once groomed, the horse will wait in its stall for the Horse Handler.
- d. Stall doors and halters/lead ropes will be disinfected by the Runner.
- e. Cross ties will be disinfected by the Arena Assistant after each class.

**G. Activity Point Participants and Volunteers:**

- a. Arena Assistant - one Arena Assistant for 2 hour time period (total of 2 classes).
  - i. This person will be a Horse Handler in case they need to relieve anyone, will open/close gates for classes and will help monitor participants and their teams for signs of overheating.
  - ii. Will disinfect arena gates, rails, and helmets after each class.
  - iii. Will also disinfect the Volunteer Lounge at the end of their two hour shift.

**2. Staff Implementation of Phase II**

- a. Practice of Procedures without equines
- b. Full Practice including Mock Lessons with equines
- c. Edit Plan after practices

**Week 2:**

1. Initial participants will be notified.

2. Send email and video of plan and procedures for participants/staff/volunteers - Include Liability release/Risk assessment, map of activities, video of procedure.
3. Continue with Full Practice including Mock Lessons with equines and final edits

### **Phase III: Initial Execution with Limited Participants**

- I. Group I - Independent Riders - Initial Participants will be those who only require a horse handler for the mount and dismount and can wear a facial mask.
- II. Private and Semi-private Lessons with maximum of 2 riders per time slot.
- III. 30 minute lessons to ensure time in between lessons for disinfecting and to limit the number of individuals at ROCK in a given time period and therefore limiting exposure.
- IV. Procedure:
  1. Participant and 1 family member/caregiver
    - a. Arrive at ROCK and park in designated parking.
    - b. Everyone in the car will go through the check in procedure including temperature check, CDC recommended questions, handwashing/bathroom in designated restroom only.
    - c. Participant and 1 family member/caregiver will wait in the designated waiting area.
    - d. Participants will wear a facial mask. Parent/caregiver will wear a mask during their time at ROCK.
  2. Lesson Structure
    - a. Instructor/therapist checks the horse and the tack
    - b. Instructor/therapist washes their hands and then selects a helmet for the participant (if the participant uses a ROCK helmet). The helmet is placed on the Clean Helmet table.
    - c. Instructor/therapist and horse handler wear masks during the lesson, especially when within 6 feet of the participant, each other or others.

- d. Instructor/therapist greets the participant and parent/caregiver and escorts the participant to the helmet table, fits the helmet with the least amount of contact possible for a safe fit and then escorts the participant to the mounting ramp/block.
  - e. Following the lesson, the instructor/therapist insures that the participant dismounts safely and tells their team goodbye without contact. May touch horse on the sheeted area.
  - f. Instructor/therapist escorts the participant out of the arena, has them put the ROCK helmet on the “Dirty Helmet” table and escorts them to their parent/caregiver.
  - g. Masks are worn and social distancing maintained during discussion of the lesson with the participant and parent/caregiver
3. Policies and Procedures will be constantly monitored and updated as needed based on CDC guidelines and city, state and federal ordinances and recommendations.

## **Phase IV: Incremental Increase in Participants**

- I. Timeline: Length of time between addition of groups will be dependent on 1) city, county, state and federal regulations and recommendations 2) availability of volunteers 3) ROCK’s ability to continue to follow cleaning and disinfecting protocols
- II. Group Lessons-Increasing the number of independent riders and semi-independent riders per group will also be considered for the Fall dependent on city, county, state and federal regulations and recommendations for groups and social distancing and availability of volunteers
- III. Riders tacking/untacking their horses/Groundwork during lessons - Will also be considered for the Fall dependent on city, county, state and federal regulations and recommendations for groups and social distancing, availability of volunteers and time needed between lessons to disinfect
- IV. Policies and Procedures will be constantly monitored and updated as needed based on CDC guidelines and city, state and federal ordinances and recommendations.

## V. Addition of Groups of Riders

### 1. Group II Riders –

- This group of participants will be those who require a horse handler and more assistance from the instructor/therapist for the mount and dismount and require 0 to 1 sidewalker.
- It is preferred that the rider be able to wear a mask but not required.
- If rider is unable to wear a mask, sidewalker will wear a face shield for protection due to the sustained close contact. Face shields should wrap around the sides of the wearer's face and extend to below the chin.
- The instructor/therapist will be the sidewalker if the rider requires a sidewalker.
- Private and Semi-private Lessons with maximum of 3 riders per time slot.
- 30 minute lessons to ensure time in between lessons for disinfecting

### 1. Group III Riders-It is anticipated this will occur in the Fall 2020

- This group of participants will be those riders who require an instructor/therapist, 1 to 2 sidewalkers and a horse handler.
- Rider must be able to control their bodily fluids (ex: saliva)
- The instructor/therapist will be the sidewalker if the rider requires 2 sidewalkers.
- It is preferred that the rider be able to wear a mask but not required.
- If rider is unable to wear a mask, sidewalker will wear a face shield for protection due to the sustained close contact. Face shields should wrap around the sides of the wearer's face and extend to below the chin.
- Private and Semi-private Lessons - number of riders per time slot to be determined
- 45 minute lessons

### 2. Group IV Riders-

- This group of participants will be those riders who require an instructor/therapist, 1 to 2 sidewalkers and a horse handler.
- Sidewalkers may be the instructor/therapist and a volunteer or 2 volunteers.

- It is preferred that the rider be able to wear a mask but not required.
- If rider is unable to wear a mask, sidewalker will wear a face shield for protection due to the sustained close contact. Face shields should wrap around the sides of the wearer's face and extend to below the chin.
- Private and Semi-private Lessons - number of riders per time slot to be determined
- 45 minute lessons