

StableStrides COVID-19 Response Plan & Procedure (Norris Penrose location)

Issued May 15, 2020 by Shannon Mitchell, Executive Director
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This procedure supersedes all prior versions.

Key Department(s) Affected: All
Procedure Owner: Executive Director
Approved By: Executive Director

OVERVIEW/DESCRIPTION

The objective of this procedure is to inform all personnel of StableStrides' response plan at the Norris Penrose Event Center service location to the infectious disease, coronavirus disease 2019, and to direct all personnel in all sanitation requirements that will be mandatory. There will be daily, weekly, and monthly duties that will require personnel from all departments to ensure the completion of these tasks.

This interim guidance is based on what is currently known about the coronavirus disease 2019 (COVID-19). COVID-19 is a respiratory illness that can spread from person to person. Directors at StableStrides will continue to monitor The Centers for Disease Control and Prevention (CDC) guidelines and will update this interim guidance as additional information becomes available.

The following interim guidance may help prevent workplace exposures to COVID-19. To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19 infection. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of people with confirmed coronavirus infection. There is much more to learn about the transmissibility, severity, and other features of COVID-19 and investigations are ongoing. Everyone is encouraged to keep themselves up to date by visiting the CDC's web-page <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

AREAS OF RESPONSIBILITY

If you are sick, or have flu like symptoms, you are asked to stay home. Tell your direct supervisor so adjustments can be made.

- If you are unsure of what the symptoms of COVID-19 are, please visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- Sick employees should follow CDC recommendations. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

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All Departments will be required in this effort to keep the workplace clean and safe for all. Delineated tasks are stated below. The Operations Director will have authority to update this procedure.

PERSONAL SANITARY RESPONSIBILITIES

- Everyone on StableStrides property is required to wear a mask at all times.
- Everyone on StableStrides property is expected to adhere to CDC guidelines:
 - Frequently washing of hands
 - Frequently disinfecting areas of work
 - Covering coughs and sneezes
 - Staying home if you have flu like symptoms, or have been diagnosed with COVID-19, or are suspected to have come in contact with someone who has COVID-19
 - Using tissues only once and immediately throw the tissue away
 - Only using your personal work phone, not a co-workers. If it is the only option, disinfect the phone and dial before and after use
 - Only using one set of work tools such as a pitch fork, broom, shovel, etc. for your entire shift, then disinfecting before storing
 - Maintaining 6 feet of distance from other individuals

SANITATION PROCEDURE FORMS

- Two sets of 'Daily Cleaning Sign Off' forms for each day will be posted. One will be in the barn, the other in the office. Staff who utilized either workspace will be expected to sign the form, verifying that their team has followed all procedures outlined in this procedure, including cleaning all surfaces and items used/touched during the work. These should not be removed until the end of the day as all staff will need access to them throughout the day. If you only worked in one of the spaces, you only need to sign the one form. If you worked in both spaces that day, you will need to sign both forms before leaving.
 - Completed forms are to be turned in by the last person working in the inbox labeled 'Completed Sanitary Procedure Forms'.
- Blank forms will be kept in two locations 'Completed Sanitary Procedure Forms' inboxes.
 - If you take the last blank form, email office staff (staff_office@stablestrides.org) about the need of new forms.

GENERAL PROCEDURES FOR ALL STAFF

- All staff are required to take temperature prior to reporting to work. A temperature of 100.4 degrees F or higher require you to stay home. Call your supervisor to inform them if you have a fever.
- Before beginning a work shift, each employee will be required to answer a few simple questions pertaining to their welfare.
 - Wellness Questionnaire can be found on OneDrive.
- Only 4 people will be allowed in the office at one time to maintain safe distance practices. They will need to work at one of these work spaces: one in the "round table room", one in the "office room" and two in the main room.
 - Keyboards, mice, phones and surfaces should be disinfected before leaving a workspace.

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- Administrative staff are expected to coordinate with one another to avoid conflicts with therapists and instructors completing notes.
- Program staff are allowed to do notes from home during this time.
- Masks are to be worn at all times, including while riding.
- Lead ropes and halters should be disinfected with a disinfecting spray between handlers and after use. Do not disinfect while the halter or lead rope is on or within 6 feet of the horse. Ensure the halter is dry before placing on the horse.
- Staff members will be responsible to clean the bathroom after they use it.
 - Notify office staff (staff_office@stablestrides.org) when cleaning supplies are getting low.
- Barn and outdoor work spaces, such as the arena, are to be kept to the maximum of 10 people.
- Do not ingest, inhale, inject, or rub yourself down with the cleaning agents such as Lysol, bleach, Simple Green, or any other sort of cleaning agent provided to you by StableStrides. StableStrides is not responsible for any person on the property who abuses or misuses cleaning products. To properly use any cleaning products, please read the directions on the bottle and use as directed.

IN-PERSON SESSIONS

When seeing a client in person, all personnel are expected and are responsible for doing the following:

- Before beginning a work shift, all employees, contractors, and agency partners will be required to answer a few simple questions pertaining to their welfare.
 - Volunteers will be asked the questions by their Instructor. If a volunteer is found to have symptoms outlined in the Wellness Screeners, they will be asked to leave property by StableStrides staff. If this happens, the Volunteer Director needs to be notified and will follow up with the volunteer.
 - Clients will be asked the questions by their Instructor or Therapist. If a client is found to have symptoms outlined in the Wellness Screeners, they will be asked to leave property by StableStrides staff. If this happens, the Program Director needs to be notified and will follow up with the client/family/agency.
 - All clients, volunteers and contract staff are required to sign an “Acknowledgement of Risk and Acceptance of Services” form prior to involvement at either StableStrides locations.
- Clients will be asked to wait in their car or right next to their car once they arrive on property. The ES or Therapist will greet them when they are ready to begin their session.
 - If clients have hand sanitizer, it is recommended they bring it with them and apply it before and after their session.
- Clients’ and volunteer’s family members, guardians, and/or friends will be asked to wait in their vehicle during the session.
- All parties involved in a client session will wash their hands thoroughly, or use hand sanitizer.
 - Hand washing is to be done before and after every client.
 - Hand washing is to be done one at a time. Those waiting to wash their hands must keep a 6 foot distance from others.
- The ES or Instructor will be responsible for knowing their clients’ helmet size (if applicable) and having it on the wall of the arena before the client’s arrival.

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- It is highly recommended to discuss with all clients the boundaries we all have to follow. They will be notified before arrival of what's expected of them. It is up to their therapy team to allow them time to understand how we have to change our approach to each session.
- If a client requires a higher level of support than the ES and Therapist can provide, consider asking the client's parents/guardians or older siblings (21+ for MH) to assist during the session.
 - If at all possible, make this request prior to seeing the client as some training will be required.
 - Be specific on how and when they are to help. Set very clear boundaries.
 - A Volunteer Information and Release Form is required by all before participating. A parent/guardian signature is required for those under the age of 18.
- Structure sessions to allow the clients time with their horse, but that will allow them to succeed while keeping safe distances.
- If a client is struggling with leading their horse, double leading is a safer alternative than assisting the client directly.
- Each session will end 5-15 minutes early to allow for proper disinfecting of tools used. Both the Therapist and ES are responsible for the disinfecting of tools. It is recommended to disinfect as you go, carrying a Simple Green bottle and rag with you with the first aid backpack.
- Loitering before or after sessions will not be allowed. Therapists and ES' must remind clients who are prone to loiter that for everyone's safety, they must leave the property immediately following their session.
- All instructors and ES' are responsible to administer first aid, if required. If you are uncomfortable providing first aid with the provided PPE, email your supervisor with at least 48 hours notice prior to your shift so that proper staff coverage for first-aid needs can be identified.
 - The American Heart Association has provided a hands-only option for CPR, considering that someone may have COVID-19, using compressions only- see here- https://cpr.heart.org/-/media/cpr-files/resources/covid-19-resources-for-cpr-training/english/kj1424_covid19_and_cpr_public_200408_ac.pdf?la=en
- The ES or Instructor will be in charge of setting up the cleaning station for objects used in session. Buckets will be used as labeled. One will be for 'dirty items', one for bleach/water solution, and one for 'clean items'.
 - Bleach/water solution should be changed once the solution is murky. Never dump the solution down the drain. Dispose of the solution in the parking lot to avoid killing the grass and plants.

GENERAL BARN GUIDELINES

Equine Caretakers, Staff Schoolers, Instructors, and selected Volunteers are expected to follow these guidelines:

- Only one person is allowed to be in the Feed Room or Tack Room at a time.
- Only one person in a stall at a time.
- Everything that you touch and work with must be thoroughly cleaned.
 - Leather tack is to be cleaned with Chamberman's Leather Milk in the brown bottle. Follow directions on bottle, then, using a new cloth, follow with an application of Neat's Foot conditioning oil. Put both cloths in the hamper.
 - Nylon and synthetic material must be cleaned with a disinfecting wipe or spray. This includes saddle pads, western girths, some English and Dressage girths, halters and lead ropes.
- Brushes need to be sprayed with a disinfecting spray after each use. Do not put a brush that is still wet from being disinfected on the horse's body.

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- Do not apply any sort of disinfectant or bleach on a horse. You will harm them! As horses are outside for extended periods of time, the UV rays from the sun will disinfect them.
- Between each class, wash your hands thoroughly before starting on the next horse.
- If you are schooling multiple horses:
 - Everything must be cleaned before going to get the next horse. If you're using the same saddle, disinfect the saddle pad and use a new pad to allow the first one time to dry.
 - Wash your hands between horses.
 - Riding gloves are not recommended as you cannot sanitize them between horses.
 - Wear your mask while riding.
 - If you borrowed a helmet from the cabinet, thoroughly disinfect it before returning it to the closet.
- If you use the Sensory Trail, stations need to be cleaned before and after use.

REFERENCES

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://covid19.colorado.gov/covid-19-in-colorado/guidance-for-schools-workplaces-communities>

https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/veterinarians.html>

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-communicators-get-your-community-ready.html>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/non-covid-19-client-interaction.html>