



COVID-19/Infectious Disease Protocol for Staff

EQUI-KIDS' goal is to maintain the highest level of safety for our participants, families and employees. This document provides additional details on how we are conducting safe behavioral practices focused on the primary areas:

- ★ social distancing (specifically, staying six feet away from others when you must go into a shared space)
- ★ frequently washing hands or using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- ★ wearing cloth face coverings
- ★ avoiding touching eyes, nose and mouth
- ★ staying home when sick
- ★ cleaning and disinfecting frequently touched objects and surfaces

We will update these practices as needed to ensure we are following evolving recommendations of the CDC and local health departments.

The following are some of the protocols currently in place to help protect all individuals at EQUI-KIDS and reduce the spread of COVID-19 so we may return to service in the most expedited fashion.

General:

1. We ask all individuals who are traveling to take extra precautions to ensure the safety of those you may come into contact at our facility. The Virginia Department of Health (VDH) recommends (but does not require) that all people get tested before and after travel and stay home or reduce non-essential activities for at least seven days after travel. If you have traveled outside the area, please disclose this during screening so that we can ensure the safety of anyone you may come in contact with.
2. If any person who comes on property subsequently tests positive for COVID-19/infectious disease, they must inform the Program Director immediately to protect our vulnerable populations. Based on level of contact and exposure, the program may be shut down until guideline requirements are achieved. Anyone who was on site at the time of possible exposure will be contacted immediately.
3. If any person who comes on property has close contact with someone who has tested positive for COVID 19/infectious disease, they are encouraged to contact our Program Director to protect our vulnerable populations. Anyone who was on site at the time of possible exposure will be contacted immediately and individuals will be assessed for level of contact and isolation will be recommended accordingly.

According to the Virginia Department of Health, close contact is considered:

- Being within 6 feet of a person who has COVID-19 for a total of 15 minutes or more over a 24-hour period, or
- Having exposure to respiratory secretions (e.g., being coughed or sneezed on; sharing a drinking glass or utensils; kissing) from a person who has COVID-19, or
- Providing care for a person who has COVID-19, or
- Living with a person who has COVID-19

**A person with COVID-19 is considered to be contagious starting from 2 days before they became sick (or 2 days before test specimen collection, if they never had symptoms) until they meet the criteria to discontinue isolation.*

4. No one with signs or symptoms should come to the facility. The staff and all visitors will each be screened with the COVID-19/Infectious Disease questionnaire prior to entering the facility each day.
5. All are expected to immediately wash their hands prior to beginning their work day or activities and frequently during the day, as needed, following proper hand washing protocol (posted at all wash stations). Staff are to wash their hands prior to leaving the facility at the end of their work day.
6. All persons will be required to maintain a 6-foot social distance at all times.
7. Masks are to be worn by anyone on EQUI-KIDS property in accordance with the current mask guidelines.
8. All participants, staff, volunteers and visitors will be required to complete, sign and date the COVID-19/infectious disease release form.

Lessons:

1. One staff member will be assigned to greet the participant/attendant at their car and screen for COVID-19/infectious diseases. That person will then escort the participant/attendant (if needed) to the volunteer lounge to wash their hands and then to the waiting horse and seating area.
2. Instructors are to wash their hands before and after each lesson.
3. Instructors are to wear a mask at all times. If your participant has difficulty hearing you and you are at least 6 feet away from others, you may remove your mask to speak. If you must remove your mask, remove from the ears and avoid touching the material covering your nose and mouth.
4. Instructors are to keep hand sanitizer nearby for use as needed throughout the lesson by participants, volunteers and instructors, especially in instances where face coverings are removed at any time.

5. If it is necessary to assist a rider when mounting/dismounting, wash your hands as soon as possible or use hand sanitizer until you are able to do so.
6. Instructors will maintain a sanitizing station at the arena area. Items will include: hand sanitizer, paper towels, tissues, extra disposable masks, disposable gloves and a garbage can with a foot pedal. Following each lesson, all trash should be removed and taken directly to the dumpster. Wash your hands immediately after.
7. If you feel you will need to be within 6 feet of your rider, disposable gloves will be available. After use, immediately dispose of the gloves and wash your hands.
8. All toys used during the lesson will need to be cleaned and disinfected after each use.
9. All EQUI-KIDS helmets used during a lesson must be cleaned and disinfected after each use.
10. Staff will tack and untack horses during the beginning phase of reopening until further notice.
11. At this time, staff should not wear hand/wrist jewelry to mitigate the spread of diseases.

Volunteers:

1. All volunteers will be screened for COVID-19/infectious disease, using the screening questionnaire, prior to coming into the facility.
2. Volunteers will go directly to the volunteer lounge and wash their hands.
3. If leading a horse, the horse will be waiting for them in the arena. Staff are to tack and untack at this time.
4. Volunteers must wear a mask at all times. If they become short of breath, they are to notify the instructor who will assess the situation. If possible, they may offer exercises while standing in place or a less strenuous exercise.
5. Social distancing will be maintained.
6. Single-use, disposable gloves will be available to volunteers. If used during a lesson, gloves are to be removed and disposed of after the lesson. Wash your hands immediately. When participating in a subsequent lesson or helping another participant, a new set of gloves should be used.
7. Clean masks will be available for volunteers. At the conclusion of the lesson, disposable masks should be discarded. Cloth masks will be placed in a dirty receptacle and will be appropriately washed by the staff for reuse. This will ensure that masks coming into the facility are clean and will mitigate contamination of the facility.
8. Volunteers need to wash their hands before entering and leaving, as well as throughout their volunteer time, as necessary.
9. Volunteers will be trained in proper face mask use, handwashing techniques and signs/symptoms of COVID-19. Training will be documented.

10. Volunteers will text or email Candyce/Renee with the number of hours volunteered. The sign-in book/computer will not be used at this time.
11. Horse handlers/volunteers will have hand sanitizer available to them at all times either on their person or at the arena hand sanitizer station.
12. We ask that volunteers not wear jewelry on their hands or wrist to mitigate spreading of diseases.
13. The volunteer lounge will be available for handwashing and restroom use. All other admin and facility spaces will be closed at this time.

First Aid/CPR

1. Only first aid kits and the AED in the barn/feedroom area will be available for use at this time.
2. Per CDC/Red Cross recommendations, if CPR is needed, you are to cover your mouth and the victim's mouth with a cloth and begin CPR using chest compressions only. AEDs should be used as soon as possible. Continue until 911 arrives and resumes treatment.

Tack:

1. Saddles will be covered with a clean saddle cover for each lesson and then put into a dirty receptacle in the assigned "dirty tack" area for washing.
2. All reins/stirrup leathers will be covered with cord covers prior to each lesson and then discarded in a trash bag in the "dirty tack" area for washing.
3. All saddle pads will be covered with a clean cover prior to each lesson and then put in a laundry bag in the "dirty tack" area for washing.
4. There will be a "dirty tack/equipment" area assigned. After each lesson, the tack will be taken to the dirty area to be cleaned, disinfected and dried before returning to the tack room, which will remain clean at all times.
5. A staff member will be assigned to the "dirty tack/equipment" area to maintain and monitor for proper cleaning and disinfecting of all equipment.
6. After each lesson, the covers will be discarded appropriately and the saddles, bridles, reins will be cleaned with saddle soap and water, ensuring that all organic matter is removed (dirt, mud, sweat, etc). After washing with soap and water, they are to be rinsed thoroughly. Then they will be sanitized using the provided Lysol spray, wipes or other solution.
7. After cleaning and sanitizing, the tack will be thoroughly air dried. Once dry, tack will be returned to the tack room and available for use.
8. For grooming tools, buckets, toys and lead ropes, a bleach solution (1:10) or other solution will be provided for use, as determined by the Program Director and Barn

Manager. Remove organic material and then disinfect by dipping the grooming tools, toys and lead ropes in the solution and air drying (in the sun, if possible).

9. To prevent splashing when cleaning tack and equipment, masks, disposable gloves and face shields are to be worn.
10. Helmets will be cleaned and sanitized after each use, using a disinfecting wipe inside and out. The chin strap can be dipped in a bleach or other disinfecting solution. They will then be sprayed with Lysol and Rid and allowed to air dry. Only once completely dry, they will be returned to their box at the helmet station.
11. All dirty laundry, supplies and facemasks will be washed and dried daily by an assigned staff member. They will be returned to the clean areas only when they are completely dry.
12. Sanitization chemicals and cleaners are to be kept out of reach of participants, volunteers and visitors. They are to be stored in the laundry room with a sign on the door stating, "Staff Only - No Unauthorized Personnel."

Facility sanitization:

1. Each day of use, staff will disinfect all door handles, stall door handles, cross-tie snaps, stall cleaning equipment, light switches, sinks, bathrooms, if used, and seating areas following each lesson. First, clean the area to remove all organic material, dirt or grime. Then disinfect using the bleach solution (1:10), spray or wipe provided.
2. Pressure washing, due to the risk of aerosolized germs, will not be used inside the barns or other confined spaces until further notice. It is recommended that a bleach solution (1:10) or other cleaning solution (EPA-approved list below) be used when cleaning stall doors, aiseways, floors or other large areas. Then scrub with a broom or scrub brush, rinse thoroughly and allow to air dry.
3. All soiled or potentially contaminated trash is to be taken to the dumpster after each lesson or as soon as possible. Contaminated trash must be in a trash barrel with a lid with a foot pedal until taken to the dumpster.
4. There will be a shared, electronic document containing a daily flow sheet with areas and staff assignments for monitoring. After each participant, or periodically as needed, the staff member assigned will mark off the flow sheet showing that the areas have been appropriately sanitized. All staff will have access to the flow sheets and will complete online to mitigate touching and handling paper/pens/clipboards.
5. A shared, electronic document containing a daily flow sheet will be used. It will include a list of designated areas and the staff member(s) assigned to monitor each. Staff will perform the necessary tasks for their area after each participant. Following the completion of the necessary tasks, staff will update the electronic document accordingly, showing fulfillment of their duties.
6. Sanitization chemicals and cleaners are to be kept out of reach of participants, volunteers and visitors. They are to be stored in the laundry room with a sign on the door stating, "Staff Only - No Unauthorized Personnel."

7. Shared golf cart/gator should be cleaned and sanitized after each use.
8. Disinfecting cleaners used will only include products on the CDC/EPA COVID-19 List N. The most current list can be found at: <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>.

We will be using products including the following:

- Clorox Disinfecting Wipes
- Clorox Commercial Solutions
- Clorox Disinfecting Spray
- Clorox Multi-Surface Cleaner + Bleach
- Klercide 70/30
- Lonza Formulation
- Lysol Clean & Fresh Multi-Surface Cleaner
- Lysol Disinfectant Max Cover Mist
- Lysol Heavy-Duty Cleaner Disinfectant Concentrate
- Oxycide Daily Disinfectant Cleaner
- Peak Disinfectant Wipes
- Peroxide Multi Surface Cleaner and Disinfectant
- Peroxide Disinfectant and Glass Cleaner
- Purell Professional Surface Disinfectant Wipes
- Sani-Prime Germicidal Disposable Wipe
- Sani-Prime Germicidal Spray

9. We will also be using bleach-based cleaners in accordance with recommendations. CDC guidelines on mixing of bleach solutions are:

- Wear required PPE
- Proceed with only one of the following: 2a, 2b or 2c
 - 2a. From Liquid Bleach (5%)
Pour 400mL of liquid bleach into a 20L bucket, then fill with water to 20L mark (or pour 1 part liquid bleach and 49 parts water for any volume).
 - 2b. From HTH (70%)
Add TWO tablespoons (30g) of high-test hypochlorite (HTH) (70%) to 20 liters of water in a bucket.
 - 2c. From Chlorine Powder (35%)
Add FOUR tablespoons (60g) of chlorine powder (35%) to 20 liters of water in a bucket.
- Stir well for 10 seconds or until chlorine powder/granules have dissolved
- Wait 30 minutes before use
- Label bucket "0.1% Chlorine Solution – Disinfecting"
- Cover bucket with lid and do not store in direct sunlight

How to clean and disinfect:

Our organization will be following all CDC guidelines to ensure a sanitary facility.

Hard (Non-Porous) Surfaces

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Wash your hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
 - Bleach solutions will be effective for disinfection up to 24 hours.

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs and drapes, remove visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces.
- After cleaning, launder items using the warmest appropriate water setting for the items and dry completely.

Electronics

- For electronics such as cell phones, tablets, touch screens, remote controls and keyboards, remove visible contamination if present.
- Consider the use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing & Launderable Items

- Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Clean your hands immediately after gloves are removed.
- If no gloves are used when handling dirty laundry, be sure to wash your hands afterwards.
- Avoid shaking dirty laundry. This will minimize the possibility of dispersing the virus through the air.
- Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry completely. Dirty laundry from an ill person can be washed with other people's items.
- Clean and disinfect clothes hampers according to the guidance above for surfaces. If possible, consider placing a bag liner that is either disposable or launderable.

CDC current data indicates that the virus can linger on material as listed:

- Glass and metal - 5 days
- Wood - 4 days
- Plastic and stainless steel - 3 days
- Cardboard - 24 hours
- Copper - 4 hours

Sanitizing Station Locations:

- Between the volunteer lounge and the helmet station
 - In front of the tack room
 - In front of the arena in use (indoor and outdoor)
 - Dirty tack cleaning area
1. Face shields will be on the station beside the tack room to be used for bathing horses and cleaning tack and the arena area.
 2. Sanitizing equipment will be available beside the sink in the volunteer lounge bathroom and the sink in the volunteer lounge area.
 3. Supplies include hand sanitizer, tissues, disposable masks, disposable gloves and a lidded garbage can with a foot pedal.

Horses:

1. Avoid allowing riders to rub or hug the horses as much as possible.
2. **Chlorhexidine wipes** are recommended to use on the horses where they were touched or may have potentially infectious fluids on them. This may cause drying of the skin so we must monitor and protect skin integrity.
3. Horse shampoo and water are recommended for bathing the horses after use. It is recommended to use a face shield with a mask and disposable gloves.
4. Veterinarians highly recommend that horses be turned out in the sun after use for at least 2 hours to kill any lingering virus.
5. Sleazys may be used on the horses to prevent infectious material from soiling the neck, mane and shoulders.

Cats:

1. There have been cases of cats carrying the virus and being infected with the virus but the data is unclear at this time if they can transmit the virus to humans. **It is recommended that participants refrain from petting the cats.**