



NB-PEI REGION

BRANCH PROTOCOL TO RESUME IN-PERSON ACTIVITIES UNDER COVID-19



Loyalty

Character

Sportsmanship

BRANCH NAME: Fredericton Pony Club

COVID-19 / SAFETY OFFICER: Parent volunteers, on a rotating schedule – will be visible/identifiable in fluorescent clothing or vest.

- **The Safety Officer will ensure that the Instructor and/or Stable Owner, as well as Members/Volunteers, understand and adhere to the minimum standards set forth in our Regional and Branch Safety Procedures.**
- **If an Instructor/Stable cannot meet or exceed the Pony Club's safety procedures (Covid and otherwise), they cannot be used for Pony Club Activities.**
- **The Safety Officer should be on site for the duration of any Pony Club activity, and all Pony Club Activities (mounted or unmounted) must have a Safety Officer present.**
- The Safety Officer will document attendance and write down any concerns or ideas to improve safety procedures. These should be shared with the Instructor and club DC for future planning purposes.

FIRST AID RESPONDER: Heather Touchie Blakely and/or certified parent volunteers, on a rotating schedule.

LOCATION OF EXTRA PPE: Storage tub, next to barn doors when at Shadow Lane Farm. For off-site activities, PPE will be carried by the Safety Officer in a go-pack (backpack) and identified as PPE SUPPLIES.

LOCATION OF EMERGENCY ACTION PLAN (EAP): Posted on Bulletin Board in Barn, and 2nd copy will be provided to the Safety Officer.

LOCATION OF WASH STATION: All members and visitors must wash hands and boots with sanitizer that will be available before they enter the activity area/ barnyard. The Safety Officer must watch them do this. Everyone can use the provided sanitizer or use their own if they prefer.

ARRIVAL PROCEDURE:

- All members/volunteers must sanitize before they enter the barnyard area.
- Everyone must hand in their Self-Declaration Form to the Safety Officer. This must happen every time there is an in-person Pony Club activity. **No Form – you cannot stay.**
- Everyone (members, instructors and volunteers) must wear their masks, at all times, unless they are told otherwise by the Safety Officer and/or Instructor.



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- All personal belongings must be placed outside, separated from all other bags, etc. MEMBERS SHOULD ONLY BRING ITEMS THEY ABSOLUTELY NEED. Items that are left behind may be thrown out. Members cannot touch items belonging to other members, for any reason.
- The Instructor and Safety Officer will review all Covid/Safety Protocols before the activity begins.

OVERVIEW

These guidelines are in accordance with the current NB and PEI Health Guidelines, recommendations of Equestrian Canada and NBEA and will be modified in accordance to any changes made by these bodies as constraints change.

The points outlined in this document are in addition to the current operating policies of the Canadian Pony Club and the NB-PEI Region, of which Fredericton Pony Club is a member.

The Branch will appoint one person to be the COVID-19 Officer responsible for ensuring the policy is followed for all of our branch activities. This person will have the authority to stop activities should they not follow the protocols outlined in this document.

OVERALL RESTRICTIONS / CONSIDERATIONS

- It is the member / parents / guardian's coach/instructor's responsibility to be aware of the current government regulations and restrictions. Failure to follow the government guidelines could result in fines by local law enforcement of which Canadian Pony Club will not be responsible for.
- Protocols for the facility being used must also be considered in your overall Branch protocols.
- Make sure all coaches / instructors are outlined and have appropriate insurance to teach.

Following the NBEA guidelines to opening Equine Facilities:

<https://nbea.ca/Covid-19>

- Physical / social distancing of 2-meter distance between people that do not reside within the same household must be followed. Some situations (as in Coach / Instructor to minor student may allow for this with proper procedures followed ... see below).
- The Branch must determine needs for PPE and ensure that it is on site, available, used where necessary and disposed of safely. The COVID Officer will oversee the use and disposal. Anyone not complying with safe distancing or use of PPE where necessary can be asked to leave the activity site. **Members are expected to provide their own masks and should carry a small bottle of hand sanitizer with them. Members are strongly encouraged to wear gloves that are comfortable and fit hands properly (too large is not helpful).**



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- The COVID-19 Officer should be clearly identifiable onsite with a distinguishable high visibility vest and introduced to all attending at the beginning of the event. The compliance assistant could take inventory of all supplies necessary for sanitation and biosecurity in order to maintain an adequate supply at all times.
- Where possible, use signage: Post signs and posters at entrances and throughout the competition/activity venue displaying all best practices and guidelines. Links to posters may be found here: <https://www.worksafenb.ca/> A sign at the entrance should state: Anyone who has a fever, COVID- 19 symptoms, has tested positive for COVID- 19 or has been in contact with someone who has tested positive for COVID-19 cannot enter the event site.
- Gathering Restrictions apply and must be limited within the facility. Limiting individuals to only staff, clients, coaches, students and their legal guardians if a minor, will help keep visitor numbers down in the facility.
- Location - Outdoor activity will be better ventilated than indoor events, and it will be easier to ensure appropriate physical distancing advice is followed with outdoor activities.
- Sanitation - Equine facilities must implement appropriate sanitation measures to mitigate the risk of exposure and transmission of COVID-19. A cleaning and disinfecting protocol, with specific tasks assigned staff members, will be followed as outlined in the NBEA Return to Operations guidelines.
- Health and Hygiene Etiquette - Good health and personal hygiene etiquette are important to prevent disease exposure and transmission. It is important that equine businesses establish protocols and rules regarding health etiquette of staff, clients, and visitors.
- Non-Medical Masks or Face Covering - To potentially reduce the risk of transmission by an asymptomatic individual, it could be recommended that a non-medical mask or face covering be worn while at an equine facility. Non Medical face masks must be worn when distancing is not possible. **Members are asked to provide their own masks/face coverings.**
- Biosecurity Plan - Develop and implement a biosecurity plan for your business and facility. Work with your veterinarian, insurance provider and local public health agency (if deemed necessary) on developing and implementing an appropriate plan for your businesses. Use the NBEA Return to Operations guidelines <https://nbea.ca/Downloads/2020%20documents/NBEA%20COVID-19%20Operational%20Plan%20Guidance%20-%20LTED%20and%20clinics.pdf>

SAFETY SUPPLIES

The following should be on hand at all times and family members are encouraged to bring their own:

- Disposable or Non-surgical grade mask.
- Hand washing stations with hand soap, water and disposable paper towels.
- Hand sanitizer



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- Disposable gloves (optional)
- Protective eye wear (optional)
- Disinfectant spray and paper towels to sanitize surfaces

OVERALL FACILITY / EVENT SCHEDULE

Below outlines the schedule to ensure that no more than the maximum allowed people on site at one time is ensured:

We have over 30 members so we are within the guidelines of less than 50 people gathering in an outdoor space. If our activities need to be held in smaller groups, we will split our members into 3 groups, with a 15 minute buffer between groups to sanitize and maintain the smaller group sizes. Traditionally, our club operates on the following schedule:

- | | |
|---|-----------------------|
| • Mini-ponies (6-8 year olds) | 2:00 – 3:00 pm |
| • Welsh ponies (9-11 year olds) | 3:15 – 4:15 |
| • Thoroughbreds (12 + year olds) | 4:30 – 5:30 |

Outline the coach / instructors to be used at that facility:

Heather Touchie Blakely is the owner of Shadow Lane Farm (our host stable) and our lead Pony Club instructor. She is a certified EC Instructor. She will facilitate all sessions held at Shadow Lane Farm.

ZONING / MAP OF FACILITIES

The following the zones within the facilities used by the Branch to ensure physical distancing and maximum allowed participants are being followed:

Our members will not be permitted to enter the barn. We will only have outdoor activities and all precautions will be taken to ensure physical distancing as much as possible. Our social activities will be held in outdoor spaces only (for example, hiking in Odell Park) with physical distancing in place.

In New Brunswick, groups of up to 50 are currently allowed (July 5, 2020) in the yellow phase and the following criteria is in place for sports activities:

Organized sports

Organized sports activities may operate as per the guidance provided to them by their national or provincial organization, as long as they identify means to limit the number and intensity of close contacts during play. All provincial, regional or local leagues shall maintain [operational plans](#) to ensure compliance with this guidance. They will also be subject to the COVID-19 general guidance.



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All reasonable attempts shall be made to respect physical distancing measures as much as possible except brief contacts on or off the field, arenas, gyms, rinks, etc. Avoiding contact should also be ensured at the end of a game (e.g. replace handshake with alternative at the end of a game).

LESSON PLAN

Fredericton Pony Club activities are unmounted, except for testing and regional events.

Date	Activity
July 19 Safety Officers: Carol Morrison and Amy Ferguson	Horse leading – obstacle course (some elements of horse handling badge) <ul style="list-style-type: none"> one leader will be with each horse/pony and each leader will have their own leadrope for the activity. All leadropes will be sanitized after each use. Riders will be encouraged to wear masks and gloves, and maintain social distancing.
July 26 Safety Officer: Megan Knorr	Social Activity – horseless “trail riding” in Odell Park. <ul style="list-style-type: none"> Members will go for a hike in a large city park, with wide trails. Each member will be required to bring their own water bottle.
August 2 Safety Officer: Becky McGilligan	Horseless dressage & jumping <ul style="list-style-type: none"> Members will be memorizing a simple dressage test and jump course (low crossrails) which will be “ridden” in the Shadow Lane Farm ring. Spectators may watch as long as social distancing is respected.
August 16 Safety Officer: Cindy Miller	How to longe (demo) (some elements of longeing badge) <ul style="list-style-type: none"> Members will watch a horse being longed and learn about reasons why we longe, safety precautions, etc. this will happen in the Shadow Lane Farm ring. Spectators may watch as long as social distancing is respected.
August 30 Safety Officer: TBA	Jumping chute (demo) – how to free jump horses (no riders) <ul style="list-style-type: none"> Members will watch a horse being jumped and learn about reasons why we free jump, safety precautions, etc. this will happen in the Shadow Lane Farm ring. Spectators may watch as long as social distancing is respected.



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TIMELINE TO RESUMPTION OF IN-PERSON ACTIVITIES

With the above plan in place, we expect to begin to resume in-person activities by: **July 19, 2020**

The following are tasks that will occur at each in-person gathering:

- Confirmation of presence of COVID-19 officer and review the requirements with them.
- Ensure first aid and safety supplies are restocked.
- Disinfect and clean all surfaces / equipment people may come in contact with.
- Remind attendees of this policy, the NB-PEI COVID Policy and any current restrictions or changes in restrictions since the last event.
- Remind attendees of the schedule for the event and to what supplies to bring (i.e. their own PPE / safety supplies, how you want the event run, where they can go and when, etc.).
- Ensure Coach / Instructor has PPE required.
- Get Self-Declaration form signed by all members or parent/guardian (for minors) as well as any other person in attendance of the event. Pre-print the number of copies of the Self-Declaration Form in the NB-PEI COVID policy for your event or ask each member / parent to bring a signed copy with them.
- Print out a copy of the NB-PEI Attendance sheet (from the NB-PEI COVID policy). Record attendance of all people at the event including time in/ out and confirming their signed declaration form.
- **All documents containing personal information (Self-Declaration form, etc.) must be stored in a manner to maintain confidentiality. Only the DC, Instructor(s) and Covid Safety Officer should have access to this information.**



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BRANCH ACTIVITY SELF-DECLARATION FORM

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

1	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. 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. I understand that I must provide my own mask and bring it with me to all Pony Club activities.	<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? If Yes and that member is a Household family member that commutes outside of the country for work, this must be declared to the COVID-19 Officer in the branch for traceability purposes.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	I have read, understood and will abide by the protocols sent out by the NB-PEI Region.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	I have read, understood and will abide by the reactivation plan sent out by my Branch (Fredericton Pony Club/Shadow Lane Farm).	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	I understand that should any of the above change, 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 and the COVID-19 Officer immediately of any changes necessary to this self-declaration.	<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)



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	Date:	Location:			
	Club Name:				
	Name of COVID 19 officer present:				
	Visitor name	Function (member/guardian/instructor)	Signed Form?	Time in	Time out
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Any remarks					