



# WESTERN ONTARIO REGION



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

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Loyalty

Character

Sportsmanship

### INTRODUCTION

This protocol has to be shared with all Branch members, their guardians and instructors before resuming any mounted or other in-person activities within your clubs. Riding Centres are also asked to share this information with their members with the understanding that they too should develop their own policies around resuming in person activities.

Please be respectful of those members and instructors that choose not to return to in-person meetings with the Pony Club. They will need to make their own assessment of the risks for their personal situation. This may mean that clubs will not reopen yet and will set their own timelines for doing so.

Within the Province of Ontario, a phased re-opening of public activities has been announced. The Western Ontario Region will keep an eye on developments as to when CPC will be able to resume in-person activities within the Province of Ontario. The exact date is dependent on the previous phases of reopening being successful and no new spike of infections being detected. Changes in any of the guidelines will result in adjustments to this protocol and updated versions will be published on our WOR Pony Club website.

Resuming riding activities will be dependent on approval from our National organization and our Insurance company. Each club will also need permission from the facility owner to be able to use their facilities (barn, community center, agricultural society). They may all have their own protocols and timelines for opening up their arenas and grounds.

When resuming riding or stable management lessons with your club you must adhere to the following protocol developed for the WOR Region Branches.

### GENERAL PROVINCIAL RESTRICTIONS

- Restrictions on gatherings such as sporting events, are set at a maximum of 5 people as of today. As this changes, the restriction here can be adjusted based on Ontario government guidelines. <https://news.ontario.ca/opo/en/2020/03/ontario-prohibits-gatherings-of-five-people-or-more-with-strict-exceptions.html>
- Use of Personal Protective Equipment (PPE) should include medical grade mask (preferred and where available) or non-medical grade mask (this can be disposable or handmade as per public health guidelines) and effective hand washing or alcohol-based hand sanitizer. Disposable gloves are only required for first aid situations for the person administering first aid. Protective eye wear also preferred. PPE is only required when physical distancing is not possible.



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- Everybody must adhere to social distancing measures; people will have to keep 2 meters distance from each other, unless they live in same household. Exception for a coach / instructor who all must wear PPE when working around others not from the same household.
- Abide by all other general rules in place to help prevent the spread of COVID-19, such as: stay home when you or someone in your household is sick, avoid touching your face and sneeze or cough in your elbow – see also the Ontario Equestrian information sheet on the last page.
- Keep up to date on COVID-19 Symptoms. As of today, they are the following:
  - Sore Throat
  - Difficulty swallowing
  - Decrease or loss of sense of taste or smell
  - Chills
  - Headaches
  - Unexplained fatigue / malaise
  - Diarrhea
  - Fever
  - Abdominal pain
  - Nausea / vomiting
  - Pink eye (conjunctivitis)
  - Runny nose without other known cause
  - Nasal congestion without other known cause
  - Multisystem inflammatory vasculitis in children.

## COMMON PUBLIC PROTOCOLS

The following are some common guidelines provided by the Ontario Government to help stop the spread of COVID-19. Refer to this web site for the complete details.

<https://www.ontario.ca/page/covid-19-stop-spread>

### Wear a Mask

- Wear a face covering or mask when you:
  - leave your house to see a health care provider
  - are within two metres of other people or where it may be difficult to maintain physical distancing (for example, in a grocery store)
- Make sure you properly wear, fit, remove and clean your face covering or mask
- Cloth face coverings and non-medical masks have been deemed appropriate for the public

### Keep Distance

- If you are in a room with other people, stay at least two metres away from each other and wear a mask that covers your nose and mouth.



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### Wash your hands

- Wash your hands often with soap and water
- Dry your hands with a paper towel, or with your own cloth towel that no one else shares
- Use an alcohol-based hand sanitizer if soap and water are not available

### Avoid Sharing Household and Personal Items

- Do not share dishes, drinking glasses, cups, eating utensils
- Be careful when touching waste. Members should bring their own garbage bags and take home their own garbage where possible.

## ORGANIZATION BEFORE YOU START

- At least one person in your Branch will be responsible for making sure the protocols as outlined within this document are adhered to – the “COVID-19 officer”. The most obvious choice would be the Safety officer and/or the DC.
- The DC will inform the Region of the name(s) of the appointed COVID-19 officer(s)
- The COVID-19 officer will be responsible to put together a reactivation plan for their Branch, that will outline all measures that have been taken to accommodate social distancing *specifically as it applies to your site and situation*.
- The reactivation plan should at least contain:
  - a schedule to ensure that no more than the maximum allowed people on site at one time (as per provincial guidelines);
  - a map or description, showing how your site allows people to stay 2 meters apart and the zones / areas to apply to the provincial minimums for people. (For instance, parents should stay 2 meters away from the riding ring, have an entry and exit separate so members don't need to pass each other at a close distance);
  - a timeline for when preparation is done, and in-person activities will start again.
- A copy of the reactivation plan will be sent to the Regional Chair for approval by the Regional Executive.
- **Activities are not sanctioned by CPC until the plan is approved and if the Resumption of Activities plan is NOT followed.**
- Contact your facility owner to make sure they allow you to use their premises and ask them about any protocols they may have in place to deal with the COVID-19 threat (and include those in your plan).



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- Send your reactivation plan to all your members and have members, responsible adults and instructors sign an online health screening declaration regarding COVID 19 before they join the activities. (Form attached).

## ACTIVITIES ALLOWED

- Outdoor activities are preferred.  
This includes mounted lessons and stable management sessions. Any clubhouses or other indoor spaces will remain closed. In case of inclement weather, riding activities can move to an indoor arena as long as the requirements for maximum participants, social distancing and safety protocols are followed.
  - The use of washrooms is *strongly discouraged* but could be made available to those that need to be on site for longer periods of time (instructors teaching several lessons). In that case a strict cleaning and disinfecting protocol has to be in place, with particular attention to high touch areas. One or more hand washing/sanitizer station also has to be on site.
- Do not engage in risky activities.  
These are restricted to ensure we do not put strain on additional medical resources (hospital, paramedics, fire fighters, etc.). The instructor will decide which activities he/she deems safe enough for a specific horse-rider combination to engage in. More than at any other times, if a rider does not adhere by the instructor's rules, they will be asked to leave the premises.
- Team activities are **not** allowed under Pony Club supervision at this time, this includes but is not limited to PPG, polocrosse and horse ball.

## PLANNING YOUR ACTIVITIES

Since you can only have a set maximum number of people on site at one time, a plan needs to be in place to ensure smooth running of lessons and other activities. The change-over between lessons - if applicable - will be the most critical time to manage.

Before you begin, consider the time off for both equine and human participants and adjusting the activities to a slow and gradual return to work.

- The number of riders you can have on site at one time will be determined by the number of instructors, staff members and guardians on site at the same time.
- No more than 4 riders are allowed in a mounted lesson at one time, this also applies to stable management lessons that involve horses (grooming, bandaging, etc.)
- Every rider under 18 has to be accompanied by one and only one adult member of their household – the responsible adult.



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- An appointed COVID-19 officer will have to be on site for the duration of the activities, this can be one of the responsible adults.
- The number of people on site during *change over times* will have to stay at the maximum outlined earlier.

Those Branches that have to accommodate a larger number of members and back-to-back lessons should try to limit the time spent on site by members.

Some suggestions to manage this are:

- Plan enough time between lessons for the first group to leave and the following group to arrive. If necessary, lesson times could be shortened to allow for enough time to switch groups.
- Lessons cannot overlap –riders from the first group(s) cannot do their cool down while the next group comes in. Riding lessons should be planned accordingly including a buffer limit for lesson changeover and to ensure proper cooling out of horses between lessons.
- Limit the time spent on the grounds by asking members to groom at home, so they only need to tack up once they arrive and are ready to go to their lesson quickly.
- Limit the time spent on the grounds after the ride. Riders should bring coolers and load horses and leave as soon as possible after their lesson.
- If the horse is to be cooled out, there should be time buffered between the lessons to allow for this or riders are encouraged for the coolout to be done near the horse trailer and the member and responsible adult or the owner of the horse should be the only people to hand walk the horse to cool them out. This should still be done away from others and close to the horse trailer as possible to isolate the activities.
- Keep the same group of members together for all activities; same 4 members do Stable management, groom, ride, etc. so there is no mixing of the groups.

## COVID-19 OFFICER RESPONSIBILITIES

The COVID-19 officer will ensure that a plan is in place to safely run activities, and make sure the Branch is familiar with any additional protocols the facility owner has put into place.

During the activities a Covid-19 officer is on site and:

- Makes sure that any visitor to the site has filled out a health declaration form. This form must be filled out for each visit.
- Makes sure that members abide by the rules of social distancing.
- Makes sure that no more than the maximum people allowed on site at one time. (See earlier reference).



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- Has access to spare, clean PPE equipment in case of an emergency.
- Has access to first aid supplies.
- Keeps a record of all people on site at a specific date (in order to make contact tracing possible in case of an outbreak). This record is to be kept for at least 3 months after the activity (see example attached).
- Wipes down with disinfectant, all commonly touched surfaces before members arrive and after all have left (specifically entry gates and shared equipment such as manure forks / wheelbarrows).
- Equipment such as jumps, cones, etc. be handled by only one person or sanitized after each use.

## MEMBER RESPONSIBILITIES

Every member has to make his or her own assessment of the risks associated with joining in-person activities as it relates to their personal (home) situation.

Members are expected to:

- Abide by the general Provincial rules for social distancing
- Know there is no access to indoor facilities, such as a clubhouse or washrooms.
- Limit your time on site as closely to your lesson time as possible. Do not arrive early or stay too long after your lessons.
- Each rider under 18 will have to be accompanied by one and only one responsible adult from their household. Any other family members or friends (siblings, grandparents, aunts etc.) are not welcome on site at this time.
- Do not carpool with someone from a different household to get to the facility.
- Do not share any equipment and don't ask anyone, not from your household, to hold items for you (phones, crops and even your horse).
- Members and their responsible adults should bring a (non-medical grade) mask for use in case of an emergency.
- If assistance of a rider is needed, the responsible adult will be the one to perform those tasks; for instance, hold the pony while mounting, lead-lining a pony.
- If assistance of a rider is needed around safety of the horse and rider, the coach / instructor will be the one to perform those tasks; for instance, adjusting gear, etc. In this case both coach / instructor and student must wear personal protective equipment in the case that both are not from the same household.



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- During stable management lessons involving a horse (bandaging, grooming, etc.) all safety gear in the form of helmet, proper foot ware and medical armband are required to be worn. Personal protective equipment such as a mask are highly encouraged for all participating.
- Bring a hand sanitizer so you can clean your hands when arriving on site, when using communal equipment (gate, manure forks, wheelbarrows) and before you leave.

#### For equipment on ponies that are leased/borrowed/shared.

Both parties will have to work together on finding a safe approach. Suggestions to prevent spread through shared use of equipment are:

- If the rider leases or borrows a pony exclusively, they could bring tack and grooming tools home, clean it and use it exclusively.
- If tack has to be shared because riders from different households use the same tack, the rider is to wipe down tack and grooming tools after use with an appropriate disinfectant. (Use soap or tack cleaner on your leather tack; avoid alcohol-based cleaning products as they dry out your leather).
- Owners of shared ponies should also disinfect / wipe down all halters and lead lines after use.

## INSTRUCTOR RESPONSIBILITIES

As with our members, every instructor has to make his or her own assessment of the risks associated with joining in-person activities as it relates to their personal (home) situation.

On top of their normal responsibilities, instructors are expected to:

- avoid risky activities and assess if an activity is safe for the group of riders they are teaching.
- make sure adequate spacing between students is being kept.
- include a cooldown in the lesson plan, especially if subsequent lessons are planned
- keep a distance of 2 meters from the students (and any other persons) if possible. If a student needs assistance (e.g., stirrup length, girth) the instructor will follow the following steps:
  - Hand sanitizer on coach / instructor and sanitize their hands before approaching the student.
  - Wearing face protection (see PPE guidelines).
  - Adjust what is needed.
  - Hand sanitize after leaving.
- move arena equipment such as poles, jump cups and arena letters around if needed. If the instructor is unable to do this, one of the responsible adults on site will be appointed do so. If more than one person touches this equipment, they should disinfect their hands before and after use as well as the equipment after it has been touched.



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- Familiarize themselves with the protocols for administering first aid under COVID-19.

### IN CASE OF AN EMERGENCY

- In the unfortunate case that a rider falls off their horse, or in any other accident, the responsible adult will help the rider. Adult riders will be expected to self-administer first aid when possible. The coach / instructor or other first aid person(s) available at the facility will support the rider or responsible adult from a distance. If someone not from the same household as the person requiring first aid, they are required to be within 2 meters of the individual requiring first aid, a face covering and gloves are required. See PPE guidelines for clarification on this.
- Go through normal triage and call 911 if necessary.
- If help has to be administered by a person other than the responsible adult, they will have to make their own risk assessment. The following guidelines can help:
  - If appropriate, the rider will be asked to put on a face covering (see PPE guidelines for clarification). If that is not possible, ask them to turn their head away from you (unless you suspect a head/neck/spinal injury).
  - Sanitize / wash your hands and put on disposable gloves before administering first aid.
  - Don't touch your face at any time face during the procedure.
  - Remove gloves carefully after you have completed your first aid and sanitize / wash your hands again.
  - In serious cases, when CPR is needed - Appointed First aid providers and instructors should familiarize themselves with new protocols for administering CPR under COVID-19: <https://www.redcross.ca/training-and-certification/first-aid-tips-and-resources/first-aid-tips/first-aid-protocols-for-an-unresponsive-person-during-covid-19> and <https://www.heartandstroke.ca/articles/modification-to-hands-only-cpr-during-the-covid-19-pandemic>



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## SELF DECLARATION FORM TO RESUME IN PERSON ACTIVITIES UNDER COVID-19

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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 / Riding Centre activities attended in person.

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.	<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 WOR 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 / Riding Centre.	<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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## ATTENDANCE SHEET FOR ALL CPC ACTIVITIES



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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
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
Any remarks					



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### ADDITIONAL INFORMATION

More information can be found on:

- The Equestrian Canada framework to return to business operations under COVID19: [https://www.equestrian.ca/cdn/storage/resources\\_v2/cRSrWCZPbutzEN8Qg/original/cRSrWCZPbutzEN8Qg.pdf](https://www.equestrian.ca/cdn/storage/resources_v2/cRSrWCZPbutzEN8Qg/original/cRSrWCZPbutzEN8Qg.pdf)
- Ontario Equestrian will provide feedback on their position on COVID-19 at <https://ontarioequestrian.ca/wp-content/uploads/2020/05/Ontario-Equestrian-Guide-to-Reopening-Equine-Businesses-When-Permitted-Final.pdf>
- Biosecurity best practices from the Canadian Food Inspection Agency for the equine sector: <https://www.inspection.gc.ca/animal-health/terrestrial-animals/biosecurity/standards-and-principles/equine-sector/eng/1460662612042/1460662650577#a31>
- Ontario Government framework to reopening business, services and public spaces. <https://www.ontario.ca/page/reopening-ontario-after-covid-19>
- Government of Canada use of masks during COVID-19. <https://www.canada.ca/en/health-canada/services/drugs-health-products/medical-devices/masks-respirators-covid19.html>
- Government of Canada use of non-medical masks and face coverings. <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>
- First Aid Guidelines during COVID-19 <https://www.redcross.ca/training-and-certification/first-aid-tips-and-resources/first-aid-tips/first-aid-protocols-for-an-unresponsive-person-during-covid-19>

### Contact Info

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