

Irish Pony Club

Returning to Activity Plan



10th July 2020
Version 3

Irish Pony Club Returning to Activity Plan

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Introduction

The guidelines in this document have been drafted following careful consideration of all of the information and guidelines available. This document factors in the details from the Governments Roadmap to Reopening Ireland and Horse Sport Ireland's Submission document.

At all times the guidelines of the Government, the Department of Health and the Health Service Executive supersede any guidelines noted in this document. Throughout the process of returning Irish Pony Club Branches to activity, there will be a review and evaluation procedure. If required, these guidelines will be updated and revised guidelines will be distributed to all Branch officials.

There will be no tolerance of non-compliance. Branches should provide detailed instructions to their members informing them what will be required of them. Any individual found in breach of the guidelines should be asked to leave and should be barred from participation at future activities.

Failure to comply with the guidelines provided by the Government and subsequently detailed in this document for Branches may result in the further suspension of Branch activities. Safety is of paramount importance at this stage. Each step will be considered in detail to allow the Irish Pony Club and its Branches to slowly move forward.

Irish Pony Club Returning to Activity Guidelines.

The following summary sets out a three-step plan that aims to allow Branches to return gradually to activity. To ensure the continued safety of Irish Pony Club members, parents and volunteers, the Irish Pony Club has made the decision to roll out each step of the Returning to Activity Plan, in line with the Governments Roadmap to Reopening Ireland. This Irish Pony Club will monitor each step carefully and evaluate the need for further suspension or regression to a previous step. This time frame will allow us to be proactive and continue to make slow considered steps forwards.

Each Branch must carry out a risk assessment to identify whether they are in a position to return to activities. This document has been created to support Branches in this endeavour. However, Branches should not return to activities until they can fulfil all of the requirements and guidance notes set out in the plan.

Any person displaying symptoms associated with Covid-19 (Fever, Cough, Shortness of Breath or Breathing Difficulties), people who have been in close contact of a confirmed case, people who are considered in a high-risk group, or those caring for somebody in a vulnerable category should not attend any Branch activities.

Branch activities will be smaller going forwards and, to maintain separation, will have to run slower. Physical separation and social distancing will be necessary throughout this process.

Branches will be required to e-mail the details of their activities to the Irish Pony Club office, seven working days prior to the activity. Every activity will be assessed and passed by the Health and Safety Committee. This is a requirement for all Branches.

The Irish Pony Club has also developed a Training Protocol for Branches. This protocol must be followed by all Branches. It will be distributed to Branches in accompaniment with this document.

Highlights of the Returning to Activity Plan

- ✓ Persons willing to attend an Irish Pony Club activity must risk assess their own situation to see how safe it is first.
- ✓ Branch Officials must complete a similar Risk Assessment.
- ✓ Risk Assessments must be carried out by the Branch to include assessment of the suitability of the venue for social distancing requirements.
- ✓ Branches will be required to implement the Irish Pony Club Training Protocol in order to return to activity.
- ✓ Social distance must be observed at all times.
- ✓ Respiratory etiquette and good hygiene practices must be implemented throughout.
- ✓ Compliance officer must be obeyed at ALL times.
- ✓ Social distancing will be in place in parking areas. There must be at least 5m between each vehicle. The directions of the parking steward or the Compliance Officer must be followed at all times.
- ✓ **Camp will be allowed from the 22nd of July 2020.**
- ✓ No Spectators or additional family members to attend the activity. Only those required to assist the member prepare for the activity.
- ✓ Gatherings are strictly prohibited.
- ✓ Over 70's must follow the governments guidelines during each phase of the Roadmap to Reopening Ireland.

Preparation for Step 1

In preparation for step 1, Branches should now begin to address the following:

- ✓ Contact and liaise with your local venues.
- ✓ Identify if they can meet the requirements set out in the Horse Sport Ireland Submission for preparing venues prior, during and after equestrian activity. (Excerpt from this submission located at the end of this document.)
- ✓ Identify if the venue can accommodate the social distancing requirements necessary.
- ✓ Identify if the venue can accommodate an isolation area.
- ✓ Prepare a Branch plan that incorporates all the Irish Pony Club guidelines below.
- ✓ Appoint a Branch Covid-19 Compliance Officer. See Role and Responsibilities of the Covid-19 Compliance Officer taken from the Horse Sport Ireland Submission located at the end of this document.
- ✓ Procure Personal Protective Equipment (PPE), Sanitisation and Hygiene Equipment. This should include but not be limited to:
 - Hand Sanitiser
 - Hand Wash (Antibacterial if possible)
 - Paper Towels
 - Waste Disposal Bins and Bags (If not organised by the venue.)
 - Gloves
 - Face Masks
 - Plastic apron or covering
 - Antibacterial sprays, cleaners or wipes.
- ✓ Prepare detailed guidelines for members regarding the organisation of the Branch activity and the protocols which they should follow.
- ✓ Update activity application forms to add additional questions required for contact tracing and also preparation of the parking facilities.
 - Number of People attending the activity with the member (This should be limited to one person unless specifically requested otherwise.)
 - Names and contact details for all attending the activity.
 - Details of the vehicle being used to bring the member to the activity.
- ✓ Make sure that you have read and understand the Covid-19 Compliance Risk Assessment Form which will be distributed to Branches.
- ✓ Create a log for recording all of the details of the persons on site at each activity. This log must be updated by a steward at the gate at each activity. The log must be maintained and recorded by the Branch. This log must be accurate for the purposes of contact tracing.
- ✓ Prepare signage for display at all activities. Links to poster have been included at the end of this document.
- ✓ Ensure that all Branch Officials are familiar with the most up to date procedures regarding safe use of gloves, masks, PPE and other sanitisation procedures. These instructions can be found on the HSE website. There are links to this website at the end of the document.
- ✓ Discuss with the Covid-19 Compliance Officer the Branch procedures for monitoring and maintaining compliance. Set out a cleaning procedure for equipment and spaces used during the activity.

This list is not extensive. Branches should risk assess their own situation and apply additional safety procedures as required.

Irish Pony Club Returning to Activity Guidelines Summary

This document may be revised to reflect changes to National guidelines. Please ensure that you have the most recent revision to hand at all times.

Description	Step 1	Step 2	Step 3
Approximate Date (Dependent on Government Guidelines)	Monday 8th June	Monday 22nd June	Monday 20th July
Group	Small Branch Group	Branch Only Groups, Specific Discipline Numbers TBC.	Branch Competition, Area Competition, National Competition.
Type of Activity	Training Only (Stable Management to be avoided)	Training Only (Stable Management to be avoided)	Download the Irish Pony Club Return to Competition Protocols for specific guidance on each discipline.
Venue Type	Outdoor	Outdoor or Indoor or Confined Terrain	Outdoor or Indoor or Confined Terrain.
Ratio of Members to Instructor	Only 4 members to 1 Instructor on site.	Not more than 8 members with 1 Instructor unless the size of the facility allows.	Depending on size of facility, the number of participants should reflect the current guidelines.
Travel Guidance	Government guidelines on travel must be strictly adhered to and monitored by Branch organisers.	Government guidelines on travel must be strictly adhered to and monitored by Branch organisers.	Government guidelines on travel must be strictly adhered to and monitored by Branches and organisers.
Parking	Social distance must be adhered to in this area. Vehicles will be parked with a 5m distance between them. Ensure that this area remains tidy. Gatherings are prohibited.	Social distance must be adhered to in this area. Vehicles will be parked with a 5m distance between them. Ensure that this area remains tidy. Gatherings are prohibited.	Social distance must be adhered to in this area. Vehicles will be parked with a 5m distance between them. Ensure that this area remains tidy. Gatherings are prohibited.
Access to Buildings & Facilities on site e.g. toilets, stabling etc,	No Access. Appointed steward to accompany to toilet (if required).	No Access. Appointed steward to accompany to toilet (if required).	No Access. Appointed steward to accompany to toilet (if required).

Description	Step 1	Step 2	Step 3
Isolation Area	An isolation area must be prepared, ready for use in a small cordoned off area of the venue with chairs. PPE and sanitisation materials should be accessible in this area.	An isolation area must be prepared, ready for use in a small cordoned off area of the venue with chairs. PPE and sanitisation materials should be accessible in this area.	An isolation area must be prepared, ready for use in a small cordoned off area of the venue with chairs. PPE and sanitisation materials should be accessible in this area.
Tack Inspection Guidelines	Tack Inspection should be carried out on the move with the Parent or Helper required to make adjustments and check girth. Officials should maintain a social distance.	Tack Inspection should be carried out on the move with the Parent or Helper required to make adjustments and check girth. Officials should maintain a social distance.	Tack Inspection should be carried out on the move with the Parent or Helper required to make adjustments and check girth. Officials should maintain a social distance.
Minimum Personnel Required	Dependent on Risk Assessment, personnel should include but not be limited to a Branch Official Rep., Safety Officer, C-19 Compliance Officer, Parking Steward, Instructor. If appropriate one person may assume a second role.	Dependent on Risk Assessment, personnel should include but not be limited to a Branch Official Rep., Safety Officer, C-19 Compliance Officer, Parking Steward, Instructor. If appropriate one person may assume a second role.	Dependent on Risk Assessment, personnel should include but not be limited to a Branch Official Rep., Safety Officer, C-19 Compliance Officer, Parking Steward, Instructor. If appropriate one person may assume a second role. Slight loosening on social distancing.
Equipment	Minimal equipment should be used. Where possible the Instructor should use their own equipment and move it themselves. If assistance is required, one designated person should be assigned to assist wearing appropriate PPE. All equipment must be sanitised following use.	Minimal equipment should be used. Where possible the Instructor should use their own equipment and move it themselves. If assistance is required, one designated person should be assigned to assist wearing appropriate PPE. All equipment must be sanitised following use.	Minimal equipment should be used. Where possible the Instructor should use their own equipment and move it themselves. If assistance is required, one designated person should be assigned to assist wearing appropriate PPE. All equipment must be sanitised following use.

Description	Step 1	Step 2	Step 3
Personal Protective Equipment (PPE), Sanitisation and Hygiene Requirements	Suitable PPE, Sanitisation and Hygiene Equipment must be acquired and be available to all officials. Advise all to acquire their own hand sanitiser as well especially members and their parents or helper. Hand washing facilities should be available and regularly cleaned. All of these areas must be carefully monitored and reviewed. Compliance is essential.	Suitable PPE, Sanitisation and Hygiene Equipment must be acquired and be available to all officials. Advise all to acquire their own hand sanitiser as well especially members and their parents or helper. Hand washing facilities should be available and regularly cleaned. All of these areas must be carefully monitored and reviewed. Compliance is essential.	Suitable PPE, Sanitisation and Hygiene Equipment must be acquired and be available to all officials. Advise all to acquire their own hand sanitiser as well especially members and their parents or helper. Hand washing facilities should be available and regularly cleaned. All of these areas must be carefully monitored and reviewed. Compliance is essential.
Waste Disposal	All PPE, Sanitisation and Hygiene equipment used must be safely and carefully disposed. Appropriate bins must be available on site.	All PPE, Sanitisation and Hygiene equipment used must be safely and carefully disposed. Appropriate bins must be available on site.	All PPE, Sanitisation and Hygiene equipment used must be safely and carefully disposed. Appropriate bins must be available on site.
Signage	All appropriate Covid-19 signage should be displayed at entrance and in the appropriate areas of the venue. It should be clearly visible.	All appropriate Covid-19 signage should be displayed at entrance and in the appropriate areas of the venue. It should be clearly visible.	All appropriate Covid-19 signage should be displayed at entrance and in the appropriate areas of the venue. It should be clearly visible.
Catering and Refreshments	No catering or refreshments. Food and beverage if required, must be brought by each individual themselves.	No catering or refreshments. Food and beverage if required, must be brought by each individual themselves.	No catering or refreshments. Food and beverage if required, must be brought by each individual themselves.
Camp	There will be no camp or overnight residential camps during 2020.	There will be no camp or overnight residential camps during 2020.	Camp will be allowed from the 22 nd of July 2020.

Description	Step 1	Step 2	Step 3
Tests	No tests during this period.	No tests during this period.	Tests will be allowed from Monday 3 rd August 2020.
Traceability	All application forms for activities must include details of the member attending and who will be accompanying them as well as the type of vehicle that they will be travelling in. Compliance officer or gate steward to amend the log at the gate. The log must be recorded by the Branch.	All application forms for activities must include details of the member attending and who will be accompanying them as well as the type of vehicle that they will be travelling in. Compliance officer or gate steward to amend the log at the gate. The log must be recorded by the Branch.	All application forms for activities must include details of the member attending and who will be accompanying them as well as the type of vehicle that they will be travelling in. Compliance officer or gate steward to amend the log at the gate. The log must be recorded by the Branch or the organiser.
Payments	All payments for activities should be processed online in advance of the activity. Where possible cash or cheques should not be handled.	All payments for activities should be processed online in advance of the activity. Where possible cash or cheques should not be handled.	All payments for activities should be processed online in advance of the activity. Where possible cash or cheques should not be handled.

Training Protocol for Irish Pony Club Activities

1. A Covid-19 Compliance Officer or Health and Safety officer must be appointed and provided with the required PPE.
 - This officer will have total control over the activity and have the power to STOP or cancel any activity or person NOT complying.
 - ALL attending the activity must sign in and be recorded as on site at entry.
 - 2m. social distance must be observed throughout the activity.
2. Before travel, members must observe good hygiene practices, use the bathroom and wash hands.
 - Member should bring hand sanitizer, if possible.
3. Parking - On arrival, follow the instructions and park in allocated space, observing a 5-metre social distance.
4. Gatherings are strictly prohibited.
5. Members must book and pay for the activities on line.
 - A disclaimer must be signed in advance and returned with full payment.
 - All activities must be paid for in advance.
6. Parents or helper accompanying members can assist with unloading, tacking up and loading, may observe at a social distance and must not move about.
 - Only those necessary to assist should accompany the member.
 - Ideally only one person should accompany the member.
 - **As few people as possible to attend with members. Ideally only one.**
 - **If siblings must attend, they must be supervised by parents at all times and not allowed to run free.**
7. All members must adhere to the advice and guidelines from the Department of Health and Health Service Executive.
 - Sanitise hands on arrival and before leaving.
 - Follow respiratory etiquette guidelines. (Cough or sneeze into your elbow or a tissue. Dispose all tissues into a bin.)
 - Practice social distancing throughout the day, where possible.
8. Hand sanitiser and disposable gloves will be provided for officials.
9. Queries will be answered as quickly as possible via e-mail.
 - Allow for additional response time with correspondence due to remote working procedures.
10. Members must provide their own refreshments and lunch and have it in their own vehicles.
11. Toilets at start will be for limited use and must be sanitised after use.
 - Parents should accompany young children.
 - Appointed steward should also accompany the members and the parent (if present) to unlock the facility and ensure that the area is sanitised following use.
12. If a member feels unwell, has been in contact with anyone not feeling well or experiences symptoms of Covid-19 in the lead up to the activity, may not attend the activity until
(insert date above reflective of the current guidelines in place by the government.)
13. Punctuality is paramount arrive and exit in an orderly manner, obeying directions at all times.
14. Leave as soon as finished and NO hanging around.
15. Results or certificates will be distributed in writing via e-mail and post respectively.

Fall Protocol

- Person first to scene.
 - Assess findings from social distance and record findings.
 - Summon help and or parent to scene.
 - First aider should assess the situation and where possible work from a social distance.
 - The First Aider must have access to the appropriate PPE i.e. gloves, mask, coat, plastic apron etc.
 - If the faller requires further medical attention at Accident and Emergency, an ambulance should be called or the parent should transport the member, depending on the situation which should be assessed by the First Aider and Health and Safety Officer.
 - The Health and Safety officer should attend the site of the fall and record all of the details of the accident or incident for the Accident Report Form and Incident Log.

Riding Protocol

1. Observe social distance.
2. NO sharing.

Stable Management Protocol

1. Theory sessions only, practical by video where possible.
2. No handouts.
3. No sharing.

At all times, follow the directions of the Compliance Officer.

It is in everyone's best interest to keep to the protocol for health and safety.

Horse Sport Ireland - Submission to: Sport Ireland, Department of Transport, Tourism and Sport, Department of Agriculture, Food and the Marine and Department of Health.

Preparation of Venues Prior, During and After Equestrian Activity

Venues to undertake an extensive disinfection with the use of disinfectant sprayers and ULV fogging machines.

- ✓ Erection of permanent Official Dept of Health signage posted at entrances and along entrance and exit routes as well as at critical points.
- ✓ It should be made clear at the time of entry that any person displaying symptoms associated with Covid-19 (Fever, Cough, Shortness of Breath or Breathing Difficulties) or people who are considered in a high-risk group should not attend.
- ✓ Temperature checks taken on arrival. An isolation room/space identified to hold any symptomatic person found at the venue while awaiting transport to a medical facility.
- ✓ Entrance and Exit routes clearly marked. A one-way system with separate entrance and exit route would be ideal, however if this is not possible then a stop/go system should be introduced.
- ✓ Parking spaces should be pre-allocated at the time of entry where possible.
- ✓ Parking spaces should be numbered and marked off and participants should be shown to their specific parking space.
- ✓ A minimum distance of 5M should be observed between vehicles.
- ✓ Stables and viewing closed off.
- ✓ Social distancing marks painted on ground at Critical Points e.g. Show Office, toilets, catering outlets.
- ✓ Catering facilities will not be made available until further guidance from Department of Health is issued and that participants should be notified of this at the time of entry.
- ✓ Protective Screens placed at office.
- ✓ Hygiene Stations prepared with spray bottles of disinfectant, paper rolls, glove etc.
- ✓ Equipment such as fence material and arena material will be disinfected before and after use.
- ✓ Appointment of C-19 Compliance Officer (see below)
- ✓ The C-19 Compliance Officer will have the additional responsibilities of policing social distancing and will act with the full authority of the venue owner.
- ✓ Government Health warnings as related to Covid-19 will be played on a continuous loop, every 30 minutes, over the venues PA system.

Reference

Horse Sport Ireland Submission; Accessed 14th May 2020;

- ✓ https://www.horsesportireland.ie/wp-content/uploads/2020/05/HSI-Submission_Equestrian-Sport-Ready-Revised.pdf

C-19 Compliance Officer

This section is intended to outline the role and duties of a COVID-19 Compliance Officer ('C-19 Compliance Officer') for all disciplines line with the Government's recommendations to monitor Social Distancing.

It is important that the right candidate is appointed / selected as a C-19 Compliance Officer.

Affiliates must assess how many C-19 Compliance Officers are required depending on size, environment, number of participants to be monitored. C-19 Compliance Officer's duties should be shared among all Stakeholders.

Social distancing compliance is the responsibility of everyone.

A panel of C-19 Compliance Officers will be created.

Details of the assigned C-19 Compliance Officer to be communicated on the Health and Safety Notices and the Show schedules.



Role of a C-19 Compliance Officer

- ✓ The role of a C-19 Compliance Officer is to monitor activities to ensure social distancing and hygiene rules are being maintained to protect health and reduce the spread of the C 19 virus.
- ✓ These key personnel should be clearly identifiable onsite with a distinguishable high viz vest with C-19 Compliance Officer written on them, similar to the illustration provided above.
- ✓ The person undertaking the role must receive training in what the role will entail.
- ✓ Ensuring compliance to the 2m social distancing rule and good hygiene is not the sole responsibility of the C 19 Compliance Officer.
- ✓ Their role is supported by all organisers and Affiliate Bodies.
- ✓ A C-19 Compliance Officer must not put themselves at risk while carrying out their duties.
- ✓ C-19 Compliance Officers must have a structure or framework to follow within the organisation to be effective in preventing the spread of COVID 19.
- ✓ This structure must be regularly audited and managed to ensure it works and protects all onsite. Failure to take it seriously could result in an outbreak of COVID 19 onsite

Responsibilities of a C-19 Compliance Officer

C-19 Compliance Officer's responsibilities and duties fall broadly into 2 categories:

1. PROACTIVE DAY TO DAY DUTIES
2. REACTIVE EMERGENCY DUTIES

Proactive Day to Day Duties of a C-19 Compliance

- ✓ Being a constant onsite presence to monitor compliance with social distancing of 2 metres between all
- ✓ participants. In instances where there is non-conformance with social distancing the C-19 Compliance Officer
- ✓ is to intervene.
- ✓ Maintain a log of regular monitoring of COVID-19 controls on site.

- ✓ Ensure there is sufficient up to date signage erected onsite to educate all personnel about the COVID 19 controls on site.
- ✓ At all times promote and coach good hygiene practises.
- ✓ Ensure regular cleaning of welfare facilities, handrails, door handles, etc. is undertaken.
- ✓ Ensure hand wash liquid/soap and hand sanitisers are replenished as required.
- ✓ Check hot water and hand drying facilities are available onsite.
- ✓ Make representations to event organisers.
- ✓ With regards any COVID-19 concerns raised by participants to the C-19 Compliance Officer.
- ✓ Ensure site personnel are adhering to staggered.
- ✓ Report any areas of non-compliance to site management and ensure these are addressed.
- ✓ Consider provision of additional controls for exceptional circumstances.
- ✓ Keep up to date on HSE and WHO guidelines.

Reactive C-19 Compliance Officer Duties

While the main role of the C-19 Compliance Officer is to prevent the spread of COVID-19 onsite, there is the potential where an individual onsite may experience COVID-19 symptoms and where the C-19 Compliance Officer needs to react.

In a Reactive Position, their Responsibilities include:

- ✓ Informing Event Organisers if there is a confirmed case or if they have been made aware of an been made aware of an individual with COVID--19 symptoms
- ✓ Isolating an individual with symptoms in an isolation room/segregated area away from other personnel.
- ✓ Following site protocol for individuals with COVID--19 symptoms. (i.e. send home, inform 19 symptoms. (i.e. send home, inform them to contact GP).
- ✓ Assisting in contact tracing should there be a confirmed case of COVID--19.

Reference

Horse Sport Ireland Submission; Accessed 14th May 2020;

- ✓ https://www.horsesportireland.ie/wp-content/uploads/2020/05/HSI-Submission_Equestrian-Sport-Ready-Revised.pdf

Important Links to Further Information and Guidance

Irish Pony Club Covid-19 Supporting Documents and Posters

- ✓ Downloadable from the Downloads page of the Irish Pony Club website under the heading Covid-19.
- ✓ <https://irishponyclub.ie/index.php/downloads>

Horse Sport Ireland Submission

- ✓ [https://www.horsesportireland.ie/wp-content/uploads/2020/05/HSI-Submission Equestrian-Sport-Ready-Revised.pdf](https://www.horsesportireland.ie/wp-content/uploads/2020/05/HSI-Submission_Equestrian-Sport-Ready-Revised.pdf)

Government Roadmap for Reopening Ireland

- ✓ <https://www.gov.ie/en/news/58bc8b-taoiseach-announces-roadmap-for-reopening-society-and-business-and-u/>

Department of Health Guidelines

- ✓ <https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>

Health Service Executive Guidelines

- ✓ <https://www2.hse.ie/coronavirus/>

Health Service Executive Guidelines – Cloth face coverings, medical masks and disposable gloves

- ✓ <https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

Health Service Executive Guidelines – How to clean your hands.

- ✓ <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Health Protection Surveillance Centre

- ✓ <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/>

Health and Safety Authority. This page includes poster for display.

- ✓ https://www.hsa.ie/eng/topics/covid-19/covid-19_coronavirus.html

Health Service Executive Resources including posters and other materials for display.

- ✓ <https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

Department of Health and Health Service Executive – Covid Tracker App

- ✓ https://covidtracker.gov.ie/?utm_source=covid_tracker&utm_medium=app&utm_campaign=coronavirus_landing_page

Sport Ireland – Covid-19 Advice

- ✓ <https://www.sportireland.ie/covid19>

Sport Ireland – Returning to Sport E-Learning Course

- ✓ <https://www.sportireland.ie/covid19/course>

Horse Sport Ireland – Covid-19 Advice

- ✓ <https://www.horsesportireland.ie/covid-19/>