



FLINTFIELDS HORSE PARK COVID-19 ACTION PLAN

Covid-19 Mitigation Protocols

COVID-19 Protocols

Traverse City Horse Shows (TCHS), in anticipation of being able to operate, lays out the following guidelines and best practices for operation at Flintfields Horse Park, utilizing the comprehensive guidelines provided by the US Equestrian Federation as a basis in addition to state/local requirements:

- General
 - TCHS has hired a **Safety Director** to coordinate the health preparedness and response planning and to oversee that the guidelines and protocols are being executed.
 - **Screening and monitoring** – TCHS has hired two local Grand Traverse Metro Fire Dept. EMT's to take temperatures daily of staff, officials and service providers who enter the facility EMT is ordering thermometers and all necessary protective gear.
 - **Personal Protective Equipment (PPE)** – All employees, competitors and visitors on property will need to wear a mask at all times when not on a horse. Gloves will be required in specified communal locations. TCHS will provide all staff with necessary protective gear as required by state and local regulations as well as the US Equestrian Federation – the governing body of our Olympic sport.
 - **Social Contract** – By attending and participating, athletes, trainers and grooms agree to follow the horse show protocol or will be asked to leave; they also agree to follow/respect community and local rules while visiting the area. Participants will be required to monitor their own temperatures daily and keep logs that the event will be allowed to audit. Trainers will be responsible for distributing necessary protective gear as required by state and local regulations to all employees and athletes. We will have additional PPE on site if necessary.
 - **Signage** – Posted signage throughout the facility displaying applicable CDC, state, federal and local governmental safety advisories.
 - Signage at entrance and around the grounds will include verbiage that anyone who has a fever, exhibits 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 competition grounds. Such persons need to contact their health care provider immediately and must be cleared by a health care provider before entering the competition grounds. Participants must assume responsibility for themselves and their own staff. They will sign a waiver indicating so. If anyone violates requirements, competition management has the authority to remove the person from the facility.



FLINTFIELDS HORSE PARK COVID-19 ACTION PLAN

Covid-19 Mitigation Protocols

- **Social Distancing Enforcement** – Social distancing requirements will be enforced throughout the competition grounds. In addition to safety coordinators being present to monitor, all TCHS staff members will have the authority to warn and remind anyone on Flintfields Horse Park property of the necessity of social distancing. While we realize that many participants have quarantined together, we ask that everyone still abide by social distancing protocols while on the grounds. This is very important for the effective enforcement of everyone on the grounds. We will utilize technology including the website and a dedicated app to automate many of the processes for the show office and stabling to minimize direct human interaction.
- **Communication** – We will clearly inform all participants, officials and competition personnel of protocols and safeguards implemented for their protection against spreading COVID-19 by providing them with a list of such measures. Updates and competition information will be included in the prize lists, schedules and will be readily available through the website and app.
- **Venue Access**
 - Staff, officials and service providers will be required to have their temperature taken to enter the competition grounds. They will report to the EMT station upon arrival and anyone with a temperature below 100.4 degrees F may enter the facility.
 - Access will not be permitted to anyone who has a fever, exhibits Covid-19 symptoms, tested positive for Covid-19, or been in contact with someone who has tested positive for Covid-19. Will need to be cleared by a health care provider before returning. If someone entering the venue shows symptoms of Covid-19 or has a temperature higher than 100.4 degrees F, they will be given a handout that includes information on what to do (self-quarantine) and who to contact (healthcare provider, local medical resources) if you have symptoms. The handout will include local resources and all relevant contact information.
 - Public access and spectators are prohibited for 2020. Events will be available for free to view online for spectators.
 - Those entering the facility will need an access/parking pass to enter.
 - Organize horse arrivals and departures to limit contact between people if necessary
- **Staff, Officials and Service Providers**
 - TCHS will provide training and resources for competition staff and officials regarding all procedures and requirements associated with the plan. We will hold a staff meeting prior to the show to discuss issues, procedures, etc.
 - Advise all competition staff, officials and service providers (to include vendors, food-service, farrier, feed suppliers, waste disposal personal) to wear face masks and take precautions, in accordance with federal, state, local and facility regulations and CDC guidelines.



FLINTFIELDS HORSE PARK COVID-19 ACTION PLAN

Covid-19 Mitigation Protocols

- Staff, officials and service providers, particularly those managing communal areas, will be encouraged to wear gloves.
- Utilize staff and officials for multiple event weeks to reduce travel
- Staff and officials will be supplied with necessary hand sanitizer and protective gear as required by state and local regulations as well as the US Equestrian Federation.
- Schedule providers to come off hours of operation to reduce risk.
- All staff radios, computers, clip boards, judges cards, etc., will be delivered to their location before the show and picked up after completion and sanitized each day.

- Competition and Practice Areas
 - There will be posted orders of go for classes and estimated ride times so that athletes/trainers know when and where they will show to reduce congregating in holding areas. Priority rings will be established on daily numbers and time constraints and will be communicated to riders/trainers.
 - Ingate communications will be thorough and frequent in order for horses to stay in their stalls until needed in the schooling or holding areas. The app will be able to give exhibitors up to date information regarding the status of the ingate and their show time.
 - PA announcements every 30 minutes announcing protocol requirements via facility system to ensure exhibitors are aware of ongoing procedures and any new protocol.
 - A protective shield will be added to the ingate booth to protect staff.
 - Utilize individual water bottles instead of community water coolers.
 - Judges' and other officials' areas will be arranged to comply with social distancing requirements.
 - Use separate entrance and exit into competition arenas instead of traditional one entrance/exit to avoid bottleneck areas.
 - Restrict the number of people accompanying a horse to the ring (trainer/athlete/parent/groom max).
 - Athletes will be able to pick up awards individually following their events.
 - Ribbons presentation for special classes will just occur for first place winners and will follow proper social distancing protocols.
 - Sanitizing spray will be provided at each competition/warm up jump where staff will wipe down jump equipment after use. Anyone touching warm up jump will be required to wear gloves.
 - Exercise areas will be restricted to limit number of athletes on horses to practice social distancing guidelines.
 - Outdoor automatic hand sanitizing stations throughout the competition area.
 - In classes where riders compete collectively, we will determine and communicate to participants the maximum number of horses permitted in each competition area at one time based on the size of the competition areas and social distancing requirements.



FLINTFIELDS HORSE PARK COVID-19 ACTION PLAN

Covid-19 Mitigation Protocols

- Stewards and staff will monitor course walks to ensure they comply with social distancing requirements and that there is adequate space between barn groups. Management will schedule smaller groups in separate sections or make other adjustments as needed.
 - TCHS will provide monitors to ensure compliance with requirements and best practices. Schooling areas will be monitored and controlled by stewards, schooling supervisors and/or ingate personnel. A maximum of two people will be allowed per schooling jump and on opposite sides. Jumps will be spaced to accommodate people on both sides with social distancing.
 - Mounting blocks will be available in schooling areas to avoid one-on-one contact between riders and grooms/assistants.
 - Require the use of work gloves in the schooling area for setting jumps
 - Areas around riding arenas will be organized to comply with social distancing requirements.
 - Seating areas will be limited and compliant with social distancing requirements. They will also be sanitized regularly.
- Stabling Area
 - Configure stabling to comply with social distancing requirements in order to manage concentration of horses and people, utilizing stabling separation as needed.
 - Security will regulate unloading if needed so groups can stay apart during this process.
 - Access will be restricted to athletes, trainers, grooms, veterinarians and other essential personnel only. Trainers will be encouraged to manage their barn areas and minimize the number people in the stable area.
 - Discourage congregating in one area and encourage safe social distancing protocol
 - PA announcements every 30 minutes announcing protocol requirements via facility system.
 - Outdoor automatic hand sanitizing stations throughout the stabling area.
 - Post signage about maintaining social distancing and protocols in English and Spanish.
 - Sanitize all stalls before and after use
 - Make shade tents larger to allow for more space between horses/handlers
 - Gloves (in addition to the required masks) will be required in communal areas like wash racks, to use hoses, etc.



FLINTFIELDS HORSE PARK COVID-19 ACTION PLAN

Covid-19 Mitigation Protocols

- Show Office
 - The show office will be configured to allow proper social distancing and will be restricted to essential personnel only.
 - Install clear Plexiglass protective shields in front of office staff.
 - Hand Sanitizer stations outside the entrance door, inside the entrance door as well as the exit door. Entrance and Exit doors in separate areas of the office creating a flow into the office and out without the traffic crossing paths.
 - Establish appointment times for those who require checkout in the competition office or who need assistance
 - The amount of people in the show office will be limited to one person per show secretary at a time. If necessary, lines will form outside the office and will follow social distancing guidelines with markers delineating 6' spacing.
 - All necessary paperwork can be done online including entering a competition, billing and invoicing and feed & bedding orders. It is no longer essential to go inside allowing everyone to be outdoors the entire time onsite.
 - Prepare and email competitors bills in advance, as early as possible.
 - Complete preparation prior to the competition, such as secretaries reviewing exhibitor information and calling in advance to obtain such information, to limit exhibitor time spent in the show office
 - Require all entries be completed in advance to reduce filling out of entries in the show office. Online entries will be strongly required.
 - Enable feed/bedding orders and add/scratch forms to be made via email or through self- service office software
 - If entries need to be limited, TCHS will notify USEF and information regarding stabling and entries will be posted on the competition website or in the prize list.
 - TCHS will publish their policy regarding entry and stall refunds within the prize list and/or on the competition website.

- Hospitality, F&B, Bars
 - Will be enforced with state and local regulations and guidelines. Grand Traverse Resort & Spa is our catering/concessions partner and will be up to date on local health department guidelines.
 - Instruct food service and concessions to develop ways to eliminate lines and streamline service
 - Provide pre-packaged food at concessions.
 - Provide pre-packaged food in hospitality area.
 - Transition to disposable plates/utensils and no linens.
 - Open air VIP tent was previously 8,000 sq feet. We are doubling the area to include an outdoor area of additional 8,000 sq feet with individual seating to follow the social distancing guidelines.
 - Provide markers to delineate 6 feet spacing for concessions lines.



FLINTFIELDS HORSE PARK COVID-19 ACTION PLAN

Covid-19 Mitigation Protocols

- No hospitality parties onsite for 2020.
- Outdoor automatic hand sanitizing stations throughout hospitality areas.
- Tables will be wiped down and disinfected at least twice daily.

- Merchandise/Vendors
 - Instruct vendors to develop ways to eliminate lines and streamline service
 - Vendors need to comply with local retail requirements
 - Put samples of each item on display but keep extra stored so people are not touching merchandise. Will need to request a size.
 - Credit Card machine only

- Adverse Weather Protocol
 - No sheltering in tents around facility.
 - Everyone will need to shelter in their own vehicles.
 - Event will go on hold ahead of any weather warnings allowing participants to properly shelter keeping social distancing with an announced restart time.
 - TCHS is in direct contact with Gregg Bird from the Grand Traverse County Emergency Management Office with weather forecasts daily and direct line communication on adverse storms and warnings.
 - TCHS will use group text software to send alerts

- Sanitation
 - There will be a plan in place for daily decontamination of common surfaces and equipment for each area (to include door handles, arena gates, wash racks and hoses, etc.)
 - Hired additional staff to clean restrooms and general areas routinely throughout the day instead of during the morning and evening.
 - Ordered 36 outdoor hand sanitizing dispenser stands to place around the facility.
 - Ordered additional 12 indoor hand sanitizing dispensers to put in bathroom trailers.
 - Instead of port-o-johns we have tentatively scheduled to rent additional bathroom trailers as they are easier to sanitize and clean.
 - All cleaner ordered for the facility is Fight Bac RTU hospital grade disinfectant.
 - Ensure restrooms or portable toilets are cleaned and sanitized often and stocked with wipes and hand sanitizer
 - Hand sanitizer at key contact points (by ingate, at entrance to schooling arena, stabling, show office, VIP area, judges boxes, restrooms etc)

- Communication
 - TCHS will use signage, radio, phone, e-mail and online communication methods as much as possible and clearly communicate important information frequently throughout the competition grounds. There are



FLINTFIELDS HORSE PARK COVID-19 ACTION PLAN

Covid-19 Mitigation Protocols

various speaker systems around the facility to communicate update and we are looking into a group text software to send venue-wide alerts.

- Show Competition Software – Athletes and trainers can check results of classes, orders of go and live scorings in real time on the app to minimize in person interaction.
 - Multi-modal communication strategies will be utilized for ongoing updates (signage, social media, website updates, email, mass texting app, etc.) to establish clear lines of communication between medial team, event organizers, event staff, athletes and their personnel.
 - A communication and notification process will be for all athletes, coaches, event staff, media and vendors if the organizers/medical personnel learn of a suspected or confirmed case of Covid-19 at the event.
- Community
 - Attendees should be respectful of community and local guidelines whiles visiting.
 - Facility protocols will be extended to the community area for attendees.

Responsibilities of Participants – Trainers, Owners, Riders, Support Personnel

- Participants are required to wear a facemask or face covering when not mounted on a horse.
 - Comply with social distancing requirements and all best practices and guidelines in effect at the facility
 - Provide hand sanitizer, gloves, masks, and other PPE deemed necessary to your barn staff and other personnel and encourage them to use these items on a regular basis.
 - Provide no contact thermometers to their staff and require temperature monitoring.
 - Regularly sanitize golf carts, bikes, cars/trucks and stable doors, buckets, light switches, equipment in your barn area including tack, grooming, feeding, stall cleaning materials, etc.
-
- Will be required to provide emergency contact information and execute a contact form including emergency contact information
 - Will be required to self-monitor their temperature once daily prior to entering the competition grounds. Anyone with a temperature below 100.4 degrees F may enter the facility.
 - Encouraged to disinfect surfaces and items in common areas after each use.
 - Do not mix equipment (tack, grooming supplies, lead shanks, etc.) and sanitize between each use.
 - **We ask trainers to remember that you are responsible for your staff.** Please make sure you are using knowledgeable professionals that understand all Covid-19 protocols and risks and that they are taking all necessary precautions both at work



FLINTFIELDS HORSE PARK COVID-19 ACTION PLAN

Covid-19 Mitigation Protocols

and outside of work. Please do not supplement extra personnel into the horse show operation other than the staff you have employed and trusted at your personal operation throughout the lockdown period. The barn area assigned to your operation is your responsibility to operate and apply all best management practices.

- Trainers are asked to please bring all the same materials and operating protocols that you have implemented in your private barn operation since the Covid-19 pandemic started. TCHS will not be providing materials in the barn areas that are essential to operate your private business.
- Trainers should have a support plan in place for any member of their team that is denied access to the event due to medical concerns.

Protocol if Someone Has Symptoms or Tests Positive for Covid-19 and Has Been Onsite

If someone has symptoms or tests positive for Covid-19 we will refer to the CDC guidelines on how to respond in the workplace.

Website for CDC - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

A handout will be available and disseminated to include information on what to do (self-quarantine) and who to contact (healthcare provider, local medical resources) if you have symptoms. The handout will include local resources and all relevant contact information including testing locations. Testing is readily available in the area.

We will also work with local health department and Munson Healthcare to establish an Emergency Response and Communication Plan specific to a Covid-19 incident or outbreak.

TCHS will notify USEF, all participants and competition staff if a person who was present on the competition grounds tests positive for Covid-19 within 14 days of the conclusion of competition.