



FLINTFIELDS HORSE PARK COVID-19 ACTION PLAN

Covid-19 Mitigation Protocols

V5 as of 7/29/2020

Traverse City Horse Shows (TCHS) is ready to resume safe and controlled sport and lays out the following guidelines and best practices for operation at Flintfields Horse Park. The national governing body of equestrian sport, the United States Equestrian Federation (USEF), has established a comprehensive set of guidelines which we have used as a basis for our protocols. These protocols are also in line with state, local, and federal regulations as well as guidelines from the World Health Organization (WHO), the Center for Disease Control (CDC) and the FEI Policy for Enhanced Competition Safety During the Covid-19 Pandemic.

The proposed plan will have **no spectators**. We are confident that we can successfully implement these protocols, as the equestrian sport is an individual, non-contact activity with social distancing measures already incorporated for safety. When utilizing proper planning efforts and the proposed protocols, the Traverse City Horse Show competitions are considered **low risk** according to the WHO Mass Gathering for Sports Risk Assessment Tool.

We ask that everyone please do their part in following all of the outlined protocols and guidelines to ensure a safe environment for all.

COVID-19 Protocols

General

- TCHS has hired a **Health and Safety Manager** to coordinate the health preparedness and response planning and to oversee that the guidelines and protocols are being executed. If you have any questions or concerns, please contact Caitlin Lane, the TCHS Health and Safety Manager, at caitlin@traversecityhorshesows.com.
- **Screening and monitoring** – Everyone entering the venue (including staff, officials, service providers, riders, trainers, grooms, support staff, etc) will have their temperatures taken daily when entering the facility by local Grand Traverse Metro Fire Department EMTs.
- **Personal Protective Equipment (PPE)** – A face mask or face covering is required for everyone on the venue (staff, officials, service providers, participants, support personnel) **at all times while on competition grounds except when mounted on a horse. This is a requirement of the USEF Action Plan as of July 28, 2020.**
- 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.
- **Reporting** – All staff and participants must report positive Covid-19 cases to TCHS management as soon as possible.
- **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. 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. If someone onsite starts to show symptoms, they will be asked to leave the venue.
- **Signage** – There will be posted signage throughout the facility displaying applicable CDC, state, federal and local governmental safety advisories.



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- 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.
- **Social Distancing** - All individuals must practice social distancing (or physical distancing) at all times while on the competition grounds by staying at least 6 feet (about 2 arms' length) from any person who is not a member of their immediate household. Members of the same household are still required to wear masks or face coverings at all times while on competition grounds.
- Individuals are allowed to be seated together while being transported by golf cart (or similar four-wheeled transport vehicle), but capacity may not exceed the number of seats on the cart or vehicle and all individuals must wear face masks or face coverings.
- Congregating on or around a parked or stationary golf cart or vehicle is prohibited.
- **Social Distancing and Mask Enforcement** – 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.
- All participants will adhere to, and all competition organizers will enforce, social distancing requirements at all times while on competition grounds.
- During a competition, Stewards and Technical Delegates will report non-compliance to competition management, and individuals who continue to demonstrate non-compliance with social distancing or mask/face covering requirements will be promptly removed from the competition grounds by competition management.
- Stewards and Technical Delegates will document and include in their report to the USEF all incidents of non-compliance, so that USEF can address any deficiencies.
- **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

- Everyone entering the venue (including staff, officials, service providers, riders, trainers, grooms, support staff, etc) will be required to have their temperature taken at the front gate to enter the competition grounds. Anyone with a temperature below 99.5° F (37.5° C) may enter the facility.



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- Access to the venue will not be permitted to anyone who exhibits a fever (a temperature above 99.5° F or 37.5° C), COVID-19 symptoms or has been in contact with someone who has tested positive for COVID-19 within the last two weeks. An exception: Healthcare personnel who have treated patients using appropriate medical-grade PPE during the course of performing professional duties are exempted from this restriction.
- **Competition organizers will restrict access to competition grounds in accordance with state and local travel and quarantine restrictions.**
- If you are denied access to the venue due to your exhibiting a temperature or Covid-19 symptoms, you must present a negative test for Covid-19 before you will be permitted to enter the venue or, if it has been ten days since the day you were denied access (the onset of symptoms), you must show a 72-hour period of no fever while off any meds that lower fevers (NSAIDs or Tylenol). If you have been in contact with someone who has tested positive for COVID-19 within the last two weeks, you must self-isolate for 14 days.
- Anyone not permitted into the venue will be given a handout that includes information on what to do and who to contact if you have symptoms. The handout will include local resources and all relevant contact information.
- If you have tested positive for Covid-19, to re-enter the venue, one must either present two negative tests for Covid-19 within a 72-hour period or if it has been ten days since the onset of symptoms, one must show a 72-hour period of no fever while off any meds that lower fevers (NSAIDs or Tylenol).
- 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.
- Horse arrivals/departures and feed/bedding deliveries may be organized to limit contact between people if necessary.

Staff, Officials and Service Providers

- TCHS will provide a training video 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.
- All competition staff, officials and service providers (to include vendors, food-service, farrier, feed suppliers, waste disposal personal) must wear face masks and take precautions, in accordance with federal, state, local and facility regulations and CDC guidelines.
- Staff, officials and service providers will be encouraged to wear gloves.
- 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.
- Service providers will be scheduled to come during off hours of operation as possible 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.
- Staff and officials who feel sick should request to stay home.



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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.
- Routine PA announcements 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 to avoid bottleneck areas.
- Restrict the number of people accompanying a horse to the ring (trainer/athlete/parent/groom max).
- Athletes will be given awards following their events using a method that reduces or eliminates hand-to-hand contact and maintains social distancing.
- Award presentation for special classes will only occur for first place winners and will follow proper social distancing protocols.
- Sanitizing spray will be provided at each competition/warm up arena. Participants are encouraged to wipe down jumps after use. TCHS staff will wipe down jump equipment throughout the day. Anyone touching warm up jump will be required to wear gloves.
- Exercise areas and schooling times (including morning schooling in show rings) will be restricted to limit number of athletes on horses to practice social distancing guidelines.
- 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.
- Face masks must be worn during course walks. 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.
- 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.
- Gloves are required in the schooling area for setting jumps.



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- Areas around riding arenas will be organized to comply with social distancing requirements (including any seating or rider areas).
- Seating areas will be limited and compliant with social distancing requirements. They will also be sanitized regularly.

Stabling Area

- Stabling will be configured to comply with social distancing requirements between groups in order to manage concentration of horses and people, utilizing stabling separation as needed.
- Stabling locations will be posted at the Stabling Office or by contacting Tom Blankenship at 843-269-4737. To order feed and bedding, please contact Jimmy at 941-915-9253 or jimmy@traverscityhorseshow.com 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 are encouraged to manage their barn areas and minimize the number people in the stable area.
- Groups congregating is discouraged; people must practice safe social distancing protocols.
- Routine PA announcements 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.

Show Office

- The show office will be configured to allow proper social distancing and will be restricted to essential personnel only. Clear plexiglass protective shields have been installed in front of office staff and there will be separate entrance and exit doors to prevent bottlenecks and cross-traffic.
- Please process entries and necessary paperwork online at www.horseshowsonline.com. All necessary paperwork can be done online including entering a competition, add/scratches and billing and invoicing. Billing will be prepared in advance as possible. Horse Show Office phone number: (231-267-3080).
- 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.
- Only one representative per barn may come to the show office at a time.
- 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.



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- TCHS will publish their policy regarding entry and stall refunds within the prize list and/or on the competition website.

Hospitality, F&B, Bars

- All food vendors, hospitality areas and bars will need to follow state and local regulations and guidelines. Grand Traverse Resort & Spa is our catering and concessions partner and will be up to date on local health department guidelines.
- Concessions and hospitality areas will develop ways to eliminate lines and streamline service and will provide markers to delineate 6 feet spacing for concessions lines.
- Concessions and hospitality areas will service pre-packaged food rather than buffets.
- Transition to disposable plates/utensils and no linens.
- Open air VIP tent was doubled in size to a total of 16,000 sq. feet to reduce capacity and follow social distancing guidelines for table placement.
- No hospitality parties onsite for 2020.
- Outdoor automatic hand sanitizing stations throughout hospitality areas.
- Tables will be wiped down and disinfected frequently.

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.). We have hired additional staff to clean restrooms and general areas routinely throughout the day.
- Outdoor hand sanitizing dispenser stands will be placed around the facility in high touch point areas (to include by ingate, at entrance to schooling arena, stabling, show office, VIP area, judges' boxes, restrooms etc)
- There will be additional restroom trailers available. They will be cleaned often and stocked with soap and sanitizer.
- All cleaner ordered for the facility is Fight Bac RTU hospital grade disinfectant.

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 various speaker systems around the facility to communicate update and we are looking into a group text software to send venue-wide alerts.
- Athletes and trainers can check results of classes, orders of go and live scorings in real time on the Show Competition 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 media team, event organizers, event staff, athletes and their personnel.



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- A communication and notification process will be in place 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.

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

Merchandise/Vendors

- Vendors should monitor their staff's temperatures. Access will not be permitted to anyone who exhibits a fever (a temperature above 99.5° F or 37.5° C), COVID-19 symptoms or has been in contact with someone who has tested positive for COVID-19 within the last two weeks, cannot enter the competition grounds.
- Vendors are responsible for distributing necessary protective gear as required by state and local regulations to all employees.
- Vendors must comply with local retail requirements. Please refer to the Grand Traverse Health Department Retail Tool-Kit:
<https://www.grandtraverse.org/DocumentCenter/View/14151/Retail-Toolkit-1?bidId=>
- Clearly inform customers of in-store practices and precaution in place to prevent infection.
- Establish lines to regulate entry into the store and create markings for patrons to allow them to stay at least 6 feet apart while waiting in line
- Limit the number of customers allowed in the store at one time to comply with social distancing rules
- Post signs at the entrance informing customers of their legal obligation to wear masks while in the store and telling customers not to enter if they are or have recently been sick
- Design spaces in the store and activities that encourage 6 feet of distance from one another
- Install physical barriers at checkout or other service points and
- Develop ways to reduce touchpoints, eliminate lines and streamline service.
- Establish an enhanced cleaning schedule
- Train employees on appropriate cleaning procedures including for cashiers on cleaning between customers and hot to manage symptomatic people
- Notify employees if they learn that anyone who was positive was in the store
- Notify TCHS of any employees or visitors who test positive for Covid-19 as soon as possible



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Community

- Attendees should be respectful of community and local guidelines while visiting.
- Facility protocols will be extended to the community area for attendees.

Positive Test Protocol

- A handout will be available and disseminated to include information on what to do and who to contact 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.
- Exhibitors must notify TCHS if they test positive for Covid-19 within 14 days of the competition.
- 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.
- Competition Organizers must report confirmed cases including any relevant information on circumstances of transmission and contacts of the infected to assist contact tracing to local health officials within 24 hours.
- If staff or a participant tests positive for Covid-19, they may not re-enter the venue until they either present two negative tests for Covid-19 within a 72 hour period or if it has been seven days since the onset of symptoms, one must show a 48 hour period of no fever while off any meds that lower fevers (NSAIDs or Tylenol).
- Immediately isolate and seek medical care for any individual who develops symptoms. Staff and participants with symptoms (based on self-assessment, screening etc.) should be sent home.
- Shutdown area(s) where infected person was for deep sanitation.
- Review accurate sign in/symptom log to assist in contact tracing.

Facility Closure

- Competition Organizers will work with local health officials to establish a site-specific response plan for confirmed cases and to make decisions regarding competition delays, suspensions and facility closures.
- Competition Organizers will continue to monitor the WHO Mass Gathering for Sports Risk Assessment score and, if the risk increases, they will assess the need to delay, suspend, close or cancel the event.
- If there has been an infected person onsite, TCHS will temporarily shut down the appropriate areas or full venue if necessary to deep clean and disinfect (the duration of closure will align with CDC recommendations and in compliance with local health officials).
- Competition Organizers will alert local health officials and any necessary parties if there is a positive test for Covid-19



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- Any competition delays, suspensions or cancellations will be communicated promptly to participants and the local community.

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

- Participants are required to wear a facemask or face covering when not mounted on a horse.
- Participants must 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, surfaces in common areas, 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.
- 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 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.

Resources

- Center for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- U.S. Equestrian Federation Covid-19 Tool-Kit: <https://www.usef.org/media/Covid19-toolkit>
- NMHSI Drive-Thru testing site (by appt only): call 231-642-5292 to make an appointment. The facility, located at 10767 E. Traverse Hwy., is open Monday through Thursday 9 a.m. to 4 p.m. and Friday 9 a.m. to 1 p.m.
- Grand Traverse County Covid-19 Resource Site: <https://gtcountycovid19.com/>