**Bakas Equestrian Center Participant Policies and Procedures: Phase 2 Edition**

COVID-19 Version

**Purpose**

Bakas Equestrian Center has implemented measures to allow for a slow, phased approach to reopening of the facility during the COVID-19 Pandemic. The health and safety of our

Bakas Equestrian Center community is our top priority. As a result, the following guidelines have been established to protect our participants, staff, volunteers and community members with the guidance of our state and local public health officials, the Centers for Disease Control and PATH Intl.

**Daily Health Screening- Prior to coming to the property**

Ask yourself the following questions prior to coming to the property for your scheduled lesson. If the answer is **YES** to any of the questions, please call the Bakas Equestrian Center office at (813) 264-3890. We ask that you give us 24 hours’ notice of cancellation but understand that, if illness arises the day of your lesson, this degree of notification is impossible. It is important that you CALL the office to notify staff of your absence.

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| **Questions to Ask Yourself Prior to Coming to Bakas Equestrian Center** |
| Are you feeling unwell? Tired, body aches, sore throat, GI upset, etc. |
| Have you or anyone you know shown symptoms of COVID-19?  These include: Shortness of breath, difficulty breathing, coughing, fever, sore throat,  prolonged sneezing, body aches, GI upset, loss of taste/smell, etc. |
| Did anyone in your household (spouse, significant other, child, roommate, etc.)  encounter a co-worker or anyone who is symptomatic? |
| Has anyone in your household been exposed\* to anyone else who has tested positive  or has had symptoms (being treated as a positive case) for COVID-19? |

**Participant Procedures**

**Prior to First Riding Lesson**

• Review and Prepare

○ Participant Policy and Procedures

○ Payment Policy

* Login to RecTrac and check account
* Establish a RecTrac account by contacting Jen West (813) 264-3890 or email [westj@hillsboroughcounty.org](mailto:westj@hillsboroughcounty.org)
* Participants are encouraged to provide their own riding helmet. If participant does not have a helmet, we can provide you with information how to purchase an ASTM/SEI certified riding helmet. We will have a select few helmets available for individuals to borrow for the length of their riding session. ***\*\*PLEASE NOTE: Bicycle helmets are not appropriate helmets for horseback riding and do not meet the safety standards required for approved horseback riding helmets.\*\****
* Familiarize yourself with the Facility Map. Take note of off-limits areas and please refrain from using those areas.

**Weekly Class Routine**

* We reopened with Phase One which only included riders classified as Tier I riders (see below for Rider Tier Definitions) several months ago. We are not preparing to move forward with expanding to serving Tier II riders and welcoming back volunteers on a limited pre-scheduled basis.

**Rider Tiers**

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| **I** | **II** | **III** |
| Riders who are completely independent when riding. Staff will oversee mounting and dismounting, tack adjustments, and safety checks as per PATH Standards and Best Practices. | Riders who require a horse leader and possibly a spotter when riding. These riders require moderate assistance when riding and may need up to 2 staff and volunteers with them when mounted. | Riders who require a horse leader, one or two side walkers, and/or a back rider. These riders require heavy assistance and may need up to 4 staff and volunteers with them when mounted. |

* Only one other person will be allowed to accompany the participant to the property. If more than one person accompanies a rider, only the caretaker or parent will be allowed in the waiting/spectator area. All others must remain in their vehicle and not get out at any time.
* Entry into the building will not be allowed for any reason. Restrooms are to be accessed from the outside doors only. The kitchen, lounge area, conference room and barn are closed to non-staff members.
* Upon arrival, participants and family members must have a mask on. If they do not have one, Bakas Equestrian Center will have a supply of disposable masks available.
  + Masks must remain on when in public common areas.
  + Participants may remove their mask once they have mounted and a final equipment check has been completed. Once the lesson is finished, the mask must be put back on before the participant dismounts.
* Upon arrival, participants and family members are required to head directly to the check-in area.
  + Sanitized pens will be available to sign in. After signing in, place the used pen in the basket labeled “used” so that it can be disinfected.
  + Participants and family members must read and complete the COVID-19 Building Entry Screening Form and have their temperature taken.
  + Directly following the check in process, participants and caretakers must sanitize hands at the designated area then move to the waiting area and remain there until directed by an instructor to come to the ramp for mounting.
* Participants are required to provide their own footwear, Bakas Equestrian Center will not be loaning out footwear at this time.
* Families will be asked to leave promptly after class to allow for disinfecting and to limit the number of people on site.

**Participant Responsibilities**

* Perform a personal health screening prior to coming to the facility (see “Questions to Ask Yourself Prior to Coming to Bakas Equestrian Center” above).
* Bring your own filled water bottle.
* Make sure you have appropriate foot wear and clothing. Participants will not be able to borrow these items from Bakas Equestrian Center.
* Arrive at least 10 minutes prior to the start of your lesson in order to work through the check-in process. Participants that are at least 10 minutes late for their lesson will forfeit their lesson.
* Participants will not be allowed to assist before or after their lesson with tacking/untacking and leading the horses.
* Participants *must pay for their lesson prior to or no later than the date of their lesson or no service will be provided*. Contactless payments are preferred via RecTrac. Checks and Money Orders only will be accepted on a limited basis. We *will not* accept cash for lesson payments.

**Best Practices to Reduce Disease Transmission**

* Wash your hands often with soap and water for at least 20 seconds.
* If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
* Avoid touching your nose, eyes and mouth with unwashed hands.
* Stay at least 6 feet from other people.
* Cover coughs and sneezes with a tissue or your elbow. Wash hands afterwards.
* Wear a mask.

**Facility Protective Measures**

* There will be a limit of 10 people per building at any given time.
* Everyone on the property will be advised to avoid physical contact with others and keep six feet social distancing, where possible.
* In person meetings will be limited. To every extent possible, meetings will be conducted by telephone or virtually.
* Frequently touched surfaces (ie. door handles, phones, gate latches, cross tie snaps, hose ends, door knobs, light switches, ramp rail, tools and any props used in the arena) will be cleaned and disinfected multiple times daily.
* Regular housekeeping practices for bathrooms and common areas will be enhanced to cleaning multiple times daily.