



May 27, 2020

PHASE 1 - Guidelines for Reopening during COVID-19

LoveWay Therapeutic Equestrian Services is committed to protecting our staff, participants, volunteers and equine during COVID-19. We are following the guidelines of the Center for Disease Control (CDC) to every extent possible while ensuring safety. We are also following state and local guidelines with regard to social distancing. PHASE 1, is our reopening phase, created to ensure that the safety precautions we have implemented, to reduce the risk of exposure, are adhered to and effective in a more controlled environment. We are committed to ensuring a safe return for you and are preparing to have everyone returning in the months to come. In the meantime, we will gradually invite those back with whom we can social distance most effectively without sacrificing safety.

Thank you for your support, patience and commitment to LoveWay,

Shelley Becker and the LoveWay Staff

PHASE 1 Programming - June:

- During the month of June 2020, homebased participants that require a horse leader *only* will be invited to participate in on-site programming. This is with the CDC recommendations for social distancing in mind. (Programming will be limited to 2 participants per class, no grooming, or tacking by participants to limit barn exposure, volunteers will not be in class during this phase – only staff will lead horses in lessons)
- Participants are allowed 1 care giver to accompany them and caregiver must remain in observation areas or in classroom during class. (exceptions can be made for siblings that need to accompany parent, please advise prior to lesson)
- Cancellation policy: During this time if a participant no calls/no shows once they will lose their place in class, this is due to short supply of openings available. If a participant needs to cancel, we ask that you please call the office at (574) 825-5666 ASAP.
- Participants must arrive 10 minutes prior to their class time to accommodate for *entrance screening*. (Entrance screening details noted below)
- No equipment will be shared with other participants during this 3-week session and all utilized equipment will be held in an isolation stall for the duration of the 3-weeks.

- Horse Buddies will be invited to assist staff with a select few equines who could use additional interaction. (Horse Buddies are volunteers selected by staff.)

Entrance Screening for EVERYONE (Refers to: Staff / Volunteers / Participants / Care givers):

- EVERYONE entering the facility parking lot and desiring to exit their automobile will be subject to the *entrance screening* protocol below:
 1. Upon entering parking lot, call the office (574-825-5666) and a LoveWay staff member will come outside wearing a mask and scan individuals for possible fever with a non-contact temperature scanner.
 2. All individuals will be asked the following questions: In the past 2 weeks, have you or anyone you have been in contact with, experienced any of the following symptoms:
(Pre-existing conditions excluded)
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell

If the answer is yes to any of the above questions or if the individual has a temperature above 100.5 F, the LoveWay Emergency Plan will be implemented immediately. See "Emergency Plan" for details.

(If individual is clear from the above screening, they may move onto #3.)

3. A staff member will ask individuals the following question: Are there any underlying health issues for staff / participant/care giver that would go against shelter-in-place mandates? IF Yes, LoveWay requires the individual to leave facility for their own protection and for following CDC recommendations. For more information on people who are at higher risk of severe infection:
<https://www.cdc.gov/coronavirus/2019-ncov/needextra-precautions/people-at-higher-risk.html>.

(If individual is clear from the above screening, they may move onto #4.)

4. Hand washing: EVERYONE must wash hands for at least 20 seconds, immediately upon entering facility
5. Masks are required to be properly worn by all care-givers/family waiting for participants

Emergency Plan:

If the entrance screening reveals a fever or if any individual answered yes to any of the questions asked, the following steps should be followed:

- The individual and all other individuals with them, should immediately leave the facility
- The incident should be immediately reported to the Executive Director
- The area the individual was tested should be thoroughly cleaned, if applicable
- LoveWay recommends that the individual should follow CDC recommended steps and be tested for the virus
- The individual/s should not return to LoveWay until they are cleared by a doctor or after 2 weeks of isolation with no symptoms

Social Distancing and PPE:

- Instructors will not wear masks due to the need for clear communication with participants and/or volunteers at all times to ensure the safety of all participants
- Masks may be used at discretion of participant; they are recommended but not required
- Masks are to be worn by all care givers/parents waiting for participants inside facility unless medically unable
- Gloves may be used at discretion of individuals

Social Distancing will be practiced to the best of our ability while ensuring the safety of all.

Facility Restricted Areas:

The following areas are restricted to STAFF ONLY to reduce the risk of exposure:

- Director of Equine Development Office
- Instructor Office
- Executive Director Office
- Kitchen
- Maintenance Room
- Tack Room
- Feed Room
- Isolation Stall
- Any additional areas noted with cones and signage

Daily Cleaning:

- Tack/Equine Equipment: All tack/equipment used by participants will be cleaned with CDC approved COVID-19 disinfecting cleaning products and stored in an isolation stall until the participant completes the 3-week lesson session. Instructing staff only will have access to this isolation stall. The above procedure will include rubber reins and helmets.
- Facility / Common Areas: All surfaces (door handles, tables, chairs, gates, restrooms, equipment, etc.) will be cleaned using the CDC approved COVID-19 disinfecting cleaning product after each lesson. This routine will be completed at the end of each day of operation.

As always, if you have any questions or concerns regarding our above guidelines please contact our office at (574)825-5666. We are committed to providing therapeutic riding services to our participants in which they feel safe, empowered and equipped for success. We thank you for your continued support through this challenging time. Together we can continue to do our part to ensure the safety of all who enter our doors.

Please sign stating that the above guidelines have been reviewed with you and you agree to comply:

Signature: _____ Date: _____