



## Mandatory Requirements for Competition Organizers

**Updated 7.31.20 ESP Comments / Applied Methods/ and Actions in Red Text**

### D. General

USEF-Licensed competitions must operate in accordance with the USEF COVID-19 Action Plan for USEF-Licensed Competitions (Plan). This plan is based on federal, state and local regulations, [WHO recommendations](#), [CDC guidelines](#) and USEF requirements. There will be times when regulations, recommendations, guidelines and requirements may differ. In these instances, the more restrictive regulations, recommendations, guidelines and requirements will prevail and supersede all others, e.g. face masks/coverings may not be required by a state or local government but is required at a USEF licensed competition nonetheless due to CDC guidance.

If an individual needs an accommodation under the American Disabilities Act, please submit the request, along with documentation of the disability and need for accommodation, to [legalrequests@usef.org](mailto:legalrequests@usef.org). It should be noted that we are experiencing a high volume of legal inquiries at this time, and we will respond as soon as possible. Requests for accommodations will be reviewed on a confidential basis with a medical consultant.

Additionally, competition organizers must implement the USEF requirements listed on the following pages, and are very strongly encouraged to implement all recommended best practices contained herein or similar practices for mitigating risks related to the COVID-19 virus.

These requirements are in effect immediately and until further notice, however, they are subject to revisions as the COVID-19 virus environment changes.

ESP has been instrumental in helping develop these protocols with USEF since the March shutdown. We have very diligently studied and applied actions for all requirements based on our operations and facilities. We have also enhanced and added additional protocols that we feel are best for the general welfare of our exhibitors. We have been in close contact with local authorities - and any competition held at our facility will be with their knowledge and support.

**USEF Competition Organizers must complete the [WHO Mass Gathering for Sports Risk Assessment Tool](#) and work with state and local governments and public health authorities prior to the start of the competition to help determine risks and mitigation measures. Competition Organizers are encouraged to consult their insurers and legal counsel as well. ESP completed the WHO Mass Gathering for Sport Risk Assessment Tool in April. We are considered low risk with an impressive mitigation score of 86%**

If competition organizers have any questions, please contact Katlynn Sacco by email at [ksacco@usef.org](mailto:ksacco@usef.org) or by phone at (859) 225-6981.

### E. Agreements

**For currently licensed competitions:** Execute the Addendum to the USEF Licensing Agreement (provided by USEF) by the required deadline prior to the start of the competition.

- Ensure that all participants, including licensed officials and volunteers, provide emergency contact information and execute an updated *Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement* required by USEF, as a condition of participation. Please ensure use of the updated form for competitions starting on May 6, 2020, or after. **This form will be made available with the entry blanks. Please note that all riders, parents and/or guardians, owners, coaches, and trainers must sign this form before any back numbers are assigned. Absolutely no entries will be accepted or processed before a back number is assigned with this process. No exceptions!**
- Create an Emergency Response Plan specific to a COVID-19 incident or outbreak that includes local medical resources and addresses outbreak protocols including medical evaluation, isolation and quarantine, and reporting. **ESP has modified its emergency response plan for all accidents to include COVID-19 protocols. If there are any instances of an outbreak, our local contracted PBCFR authorities will handle this situation in the quarantine tent located by the onsite Fire Rescue unit.**
- If a COVID-19 incident or outbreak occurs, USEF, all **competition staff, service providers, participants, and support personnel** participants and competition staff must be notified. **Emails will be required from all participants and competition staff and notification will be distributed immediately upon such an occurrence.**
- Provide training for competition staff, volunteers and licensed officials regarding all procedures and requirements associated with the Plan. **All staff have been distributed copies of the ESP Accident plan.**
- Ensure vendors and service providers are included in the communication and training requirements associated with the Plan. **Vendors will be extremely limited but any that are allowed to be on the grounds will be included in those notified.**
- Disseminate a copy of the Plan to all applicable competition personnel- **Covered above.**
- A minimum of 14 days prior to the start of the competition, inform (e.g., via prize list/omnibus, website, social media, email, etc.) 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. **With constant changes needed to be made to the USEF COVID-19 Action Plan for USEF Licensed Competitions, this document will be updated as needed on the PBIEC.coth.com. under the competitors tab.**

## F. Access

- Require temperature monitoring for volunteers, officials, **competition staff** and **service providers** once daily prior to entering the competition grounds. Anyone with a temperature of 99.5° F (37.5° C) or higher may not enter the facility. **As implemented in May, we will continue to check everyone's temperature before they are allowed access to the grounds. Everyone will either be checked by the thermal camera system or at entry point gates A-G with a touchless thermometer before they are allowed access through the gate. Anyone with a temperature below 99.5° F (37.5° C) may enter the facility. We ask that everyone check their own temperature at home before coming to work to avoid any incident of possible exposure before this mandatory check at the entry gate.**
- Anyone who:
  - o exhibits **COVID-19 symptoms**,
  - o has tested positive for COVID-19 within last two weeks, or

o \*has been in contact with someone who has tested positive for COVID-19 within the last two weeks\*cannot enter the competition grounds. **This is posted at the entry gate.**

*\*Exception: Healthcare personnel who have treated patients using appropriate medical- grade PPE during the course of performing professional duties are exempted from this restriction.*

• Refer to Appendix A for Self-Isolation/Self-Quarantine Directives in the event a person has a fever or exhibits other symptoms of COVID-19.

\*\*Please reference Participant requirements regarding temperature monitoring on page 10 for Participant responsibilities.

**\*\*\*If a situation arises regarding access that is not addressed in this Action Plan, please contact USEF. Direct inquiries to [ksacco@usef.org](mailto:ksacco@usef.org) or [dsaliling@usef.org](mailto:dsaliling@usef.org).**

- Inform all [competition staff](#), [service providers](#), [participants](#), and [support personnel](#) that if any individual who was present on the competition grounds tests positive for COVID-19 within 14 days of the conclusion of competition, that individual must immediately notify **both the Competition Organizer and the** USEF. Direct USEF reports to [ksacco@usef.org](mailto:ksacco@usef.org).
  - **Competition Organizers must notify USEF, as well as all competition staff, service providers, participants, and support personnel if any individual who was present on the competition grounds tests positive for COVID-19 within 14 days of the conclusion of the competition. ESP will notify all required parties once ESP management have been made aware of a positive.**
- • Require a face mask or face covering for all staff, officials, volunteers, service providers and participants **at all times while on competition grounds** in any setting where there is a possibility of being within six feet of any other individual, and when not mounted on a horse or seated in a horse-drawn carriage or cart. Competition Organizers must provide face masks or face coverings to competition staff, volunteers and officials. You can find recommendations for proper use of face masks and face coverings via the [Centers for Disease Control & Prevention website](#). **As in May and June, these requirements will continue to be enforced by all ESP personnel. We take these basic requirements very seriously to help prevent the spread so please be prepared to wear masks and maintain social distancing at all times while on the grounds or please don't show with us.**

**\*\*A participant cannot be disqualified or penalized for wearing a facemask or face covering while competing. All judges will be notified. No penalties will also apply to goiter style masks that are draped around the neck. All ESP judges have been notified in writing prior to arrival at the show.**

## G. Signage

• Post signage that displays all applicable federal, state and local regulations, requirements and orders as well as [WHO recommendations](#) and [CDC guidelines](#) as they relate to mass gatherings and sporting events in effect at the competition. **Posted at all entrances as well as appropriate signage throughout the property.**

• Post signage throughout the competition grounds that lists the requirements for social distancing and the use of face masks/face coverings. **Posted at all entrances as well as appropriate signage throughout the property.**

### o USEF provided posters: Face Masks & Social Distancing

- Post signage at all entrances to the competition grounds which identifies the symptoms of COVID-19 and states the following:

1. • To protect others from possible transmission of the virus, anyone who exhibits COVID-19 symptoms or has been in contact with someone who has tested positive for COVID-19 within the last two weeks (exception, healthcare personnel who have treated patients using appropriate medical-grade PPE during the course of performing professional duties), cannot enter the competition grounds. These individuals are encouraged to contact their health care provider immediately for further medical advice and must obtain documented clearance from their health care provider before entering the competition grounds. Participants must assume responsibility for themselves and their own staff (e.g. groomers, assistants, etc.). **Posted at all entrances**

*Sample poster: Symptoms of Coronavirus Disease* **Posted in multiple locations throughout the property**

- Post signage throughout the competition grounds (i.e. competition office, competition and schooling areas, barns, etc.) which includes recommendations about good hygiene along with informing participants and others about ways to reduce the risk of COVID-19 transmission. **Posted in multiple locations throughout the property**

- *Sample Poster: CDC – Stop the Spread of Germs* **Posted in multiple locations throughout the property**

## H. Social Distancing & Limiting Entries and/or Stabling

Enforce social distancing requirements throughout the competition grounds at all times. **All ESP Staff will be wearing florescent vests displaying the constant reminder of social distancing. All ESP staff members will have the authority to warn and remind anyone on ESP facility property of the necessity of social distancing. We also realize that many of you have quarantined together for the past several months. We ask that EVERYONE abide by social distancing protocols while outside of your cars on the grounds. (Excluding members of their immediate household **that have been issued matching arm bands for the competition. See below**). This is very important for the effective enforcement of everyone on the grounds as well as developing good habits.**

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**. ~~when there is a possibility of being within six feet of any other individuals, including members of their own household.~~ **Everyone should have a mask on at all times.**

- *\*Exceptions*
  - o *Social distancing is not required when competing in driving classes where more than one participant is seated in the horse-drawn carriage or cart.*
  - o *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.***
- **o *Congregating on or around a parked or stationary golf cart or vehicle is prohibited, unless the individuals are all visually identifiable (e.g. credentialed) as immediate household members, are all wearing face masks/face coverings, and do not exceed the seating capacity of the cart or vehicle.***

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- Competition Organizers are encouraged to implement a system that visually (e.g., numbered or colored IDs or some other form of credential) identifies members of the same household. **We will continue to distribute matching arm bands for identity purposes of immediate family members. Please remember there is to be a maximum of 4 people per horse: the rider, trainer, groom and \*one additional person\*. With this in mind, a maximum of three matching wrist bands will be distributed.**
- Prohibit the public, spectators, and non-essential personnel such as guests from being on the competition grounds until further notice. **Posted and regulated by all ESP Staff**
  - o ***Competition Organizers must determine whether a sponsor can be present on competition grounds by assessing whether the sponsor meets the criteria of being essential to providing care to the horses or athletes, or provides direct services contracted by the Competition Organizer. If sponsors are present, they must comply with face mask/face covering, social distancing, and all other requirements. **ESP Sponsorship personnel have been in communication with sponsors. Sponsors (while observing all COVID-19 protocols) will be allowed on the property (if they so choose) for the purposes of presentations.*****
- Organize horse arrivals and departures to limit contact between people. **Stall assignments will be issued by aisle. In any instance where an aisle must be shared, security will regulate unloading so groups can stay apart during this process. All trailer in parking will be directed by security to give sufficient area for social distancing requirements.**
- Arrange judges' and other officials' areas to comply with social distancing requirements. In the event that it is absolutely impossible to maintain social distancing of six (6) feet or more, the erection of a solid divider located in front of, and between individuals, and of sufficient size to reduce the risk of respiratory particulates being spread, must be used. **The inclusion of such dividers does not eliminate the requirement to wear face masks or face coverings. unless airtight separation can be maintained.**

Hunter judges are solo. Jumper judges are in maximum teams of two with alternating shifts. One acting as a field judge and the other occupying the booth solo.

- Restrict competition office access to essential personnel only, configure the space and limit the number of office staff to comply with social distancing, and limit the number of participants who can enter the competition office at one time (e.g., schedule check-in/check-out times) **Signs have been placed on the outside of the office door designating that a maximum of 4 people (in addition to ESP secretaries and management) are allowed in the office at any time. No additional staff will be allowed in the office to exceed the maximum occupancy. All staff radios, computers, clip boards, judges cards, etc., will be delivered to their location before the show and picked up after completion. You may also arrange for office appointments in advance by emailing Jennifer Glosson @ [jglosson@equestriansport.com](mailto:jglosson@equestriansport.com) or Hali Miller @ [CASEY255@GMAIL.COM](mailto:CASEY255@GMAIL.COM)**
- Competition Organizers must notify USEF if entries are to be limited. **There are posted total numbers of rounds allowed per ring on the competition schedule.** This may be changed as proficiency for scheduled times improves or declines. Management reserves the right to cancel warm-ups or move divisions to other rings to best accommodate those on the waiting list. At all times, no entries will be processed before: back numbers are assigned (10,000 or 20,000 numbers assigned by online **is not a**

**back number**), a method of payment on file and all proper waivers are completed. After back numbers are assigned the entry process will open on a first come first serve basis.

- The FEI will determine whether entries may be limited in FEI classes. **Not applicable August- October.**
- Competition Organizers may limit entries to the competition and/or to specific sections/classes within the competition to manage the concentration of horses and people. **There will be total numbers or rounds allowed per ring as explained above.**
  - Regardless of the scope of the limitation, the limiting of entries must be done on a first come, first served basis and relevant information must be posted on the competition website or in the prize list, as well as at the competition office and at each competition area (i.e. ring, arena, field, cross country course). **First come first serve will be automated as described above through the SGL software.**
  - Competition management must also communicate the system used for notifying and “wait-listing” individuals who submit entries after the available spaces are filled, and the method must be equally applied to all potential participants. **First come first serve will be automated as described above through the SGL software. Those placed on the “add waiting list” will be informed by the show secretaries if management determines that the adds can be accepted.**
  - Configure stabling to comply with social distancing requirements in order to manage concentration of horses and people. **Described below:**
    - Competition Organizers must notify USEF if stabling is to be limited. **Stabling will be limited as described below.**
  - Regardless of the scope of the limitation, the limiting of stabling **MUST** be done on a first come, first served basis and relevant information must be posted on the competition website or in the prize list. **Stabling will only be offered to those who correctly fill out entries as described in the entry process.** Once exhibitors are assigned numbers, the availability of stalls will be opened. **Stabling at the Equestrian Village (EV) site is limited** and will be offered **first** to groups that are buying summer stall packages. After the expiration of summer stall packages, stalls for individual shows will be available for reservations. All stall reservations are restricted to a maximum increment of 12 per group. Additional stalls (over 12 or 24) will be provided if available on a first come first serve basis. Smaller groups will be placed in aisles of 12 stalls with spacing between to the best of our ability. Our EV barn aisles are 10 feet wide with sliding doors that allow for people to pass each other on opposite sides with social distancing room to spare. Please note that once EV stabling inventory is depleted, management reserves the right to assign stalls at the PBIEC location. We have made the show schedule as conducive as possible to allow for everyone to trailer in and show. We encourage all participants to consider this option before ordering a stall. Please remember that all barn areas will be restricted to grooms, trainers, vets and other essential personnel. Signage in English and Spanish are placed on every exterior aisle entrance.
    - Competition Organizer must also communicate the system used for notifying and “wait-listing” individuals who submit stabling requests after the available spaces are filled, and the method must be equally applied to all potential participants. **Stabling will be assigned on a first come first serve basis. Anyone on a waiting list will be notified where they are on that list.**
  - Competition Organizers must publish their policy regarding entry and stall refunds within the prize list and/or on the competition website. **Stalls must be prepaid once assigned. As stalls are extremely limited, no refunds will be given unless the entire competition is cancelled. Partial refunds may be applied at managements discretion if groups on a waiting list can be accommodated after a stall reservation is cancelled.**

## I. Enforcement Authority



USEF Stewards and Technical Delegates will inform individuals when they are not in compliance with the regulations and requirements in effect at the competition and shall report such situations to the Competition Organizer. The Competition Organizer has the authority under GR 702.1 and GR914 to remove from the facility any person who does not comply with the regulations and requirements in effect at the competition. Stewards/Technical Delegates must report the removal of any person from competition grounds for non-compliance with regulations and requirements in effect at the competition in their USEF Steward/Technical Delegate Report. **ESP had a very successful opening in May and June with the majority of exhibitors being very cooperative with all COVID-19 protocols. We are confident that all participants will continue to comply with these requirements that have been established to keep everyone safe. ESP does reserve the right to remove anyone from the show grounds that does not comply with any of the posted COVID-19 protocols.**

Competition Organizers are responsible for enforcing all social distancing and face mask/face covering requirements. **ESP Management will continue to enforce all of these requirements at the Summer Series.**

- Stewards/TDs are required to report compliance on the part of Competition Organizers with respect to the mandatory requirements listed above. **Any such occurrence will be reported.**

- Did the Competition Organizer confirm completion of the **WHO Mass Gathering for Sports Risk Assessment Tool**? **Yes we did. We are considered low risk with an impressive mitigation score of 86%**

- Did Competition Organizer adhere to the requirements listed above in Sections D-H to the best of its abilities, including posting the required signage?

*\*The USEF Steward/TD Report will be updated to facilitate the ability to report this information.*

## **Mandatory Requirements for Participants**

### **J. General**

USEF-Licensed competitions must operate in accordance with the USEF COVID-19 Action Plan for USEF-Licensed Competitions (Plan). This plan is based on federal, state and local regulations, [WHO recommendations](#), [CDC guidelines](#) and USEF requirements. There will be times when regulations, recommendations, guidelines and requirements may differ. In these instances, the more restrictive regulations, recommendations, guidelines and requirements will prevail and supersede all others, e.g. face masks/coverings may not be required by a state or local government but is required at a USEF licensed competition nonetheless due to CDC guidance.

If an individual needs an accommodation under the American Disabilities Act, please submit the request, along with documentation of the disability and need for accommodation, to [legalrequests@usef.org](mailto:legalrequests@usef.org). It should be noted that we are experiencing a high volume of legal inquiries at this time, and we will respond as soon as possible. Requests for accommodations will be reviewed on a confidential basis with a medical consultant.

**Participants** are required to comply with these and any additional Competition Organizer requirements at all times while present on competition grounds. Failure to do so may result in expulsion from the grounds.

These requirements are in effect immediately and until further notice, however, they are subject to revisions as the COVID-19 virus environment changes.

If participants have any questions, please contact Debbie Saliling by email at [dsaliling@usef.org](mailto:dsaliling@usef.org) or by phone at (859) 225-6930.

## K. Waiver/Release & Indemnity Agreement

Provide emergency contact information and execute an updated *Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement* required by USEF, as a condition of participation. Please ensure use of the updated form provided by competition organizer. **ESP is also asking for accurate cell phone numbers and email address to use in the case of notification requirements.**

## L. Access

- **Participants** and **Support Personnel** are required to self-monitor their temperature once daily prior to entering the competition grounds. Anyone with a temperature of 99.5° F (37.5° C) or higher may not enter the facility. **As implemented in May, we will continue to check everyone's temperature before they are allowed access to the grounds. Everyone will either be checked by the thermal camera system or at entry point gates A-G with a touchless thermometer before they are allowed access through the gate.**
  - Anyone who:
    - exhibits **COVID-19 symptoms**,
    - who has tested positive for COVID-19 within the last two weeks, or
    - has been in contact with someone who has tested positive for COVID-19 within the last two weeks\*
  - cannot enter the competition grounds.
  - *\*Exception: Healthcare personnel who have treated patients using appropriate medical- grade PPE during the course of performing professional duties are exempted from this restriction.*
- Refer to Appendix A for CDC guidelines for self-isolation/quarantine directives in the event a person has a fever or exhibits other symptoms of COVID-19. Attached

Participants and Support Personnel are required to wear a facemask or face covering **at all times while on competition grounds** when in any setting where there is a possibility of being within six feet of other individuals, and when not mounted on a horse or seated in a horse-drawn carriage or cart. You can find recommendations for proper use of face masks and face coverings via the [Centers for Disease Control & Prevention website](#).

*o If an individual requires modification to this face mask/face covering requirement, please submit written request, accompanied by documentation substantiating the need for modification, to [legalrequests@usef.org](mailto:legalrequests@usef.org). It should be noted that we are experiencing a high volume of legal inquiries at this time, and we will respond as quickly as possible. Requests for modifications will be reviewed on a confidential basis with a medical consultant.*

**As in May and June, these requirements will continue to be enforced by all ESP personnel. All ESP Staff will be wearing florescent vests displaying the constant reminder of social distancing and all personnel will enforce face mask requirements as well. We take these basic requirements very seriously to help prevent the spread so please be prepared to wear masks and maintain social distancing at all times while on the grounds or please don't show with us.**

**\*\*A participant may choose to wear a facemask or face covering when mounted on a horse and cannot be disqualified or penalized for doing so while competing. Please remember that showing in Florida during the summertime heat is very taxing on your body. Please make sure that you take this under**



*consideration when making this decision. Please stay extra hydrated and wear devices (if you so choose) that do not contribute to Heat related illnesses such as Heat Exhaustion or Heat Stroke.*

- If any person who was present on the competition grounds tests positive for COVID-19 within 14 days of the conclusion of competition, USEF **and the Competition Organizer** must be notified immediately. Direct USEF reports to [ksacco@usef.org](mailto:ksacco@usef.org)

## • **M. Social Distancing/Participation Protocols**

- 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**, when there is a possibility of being within six feet of any other individuals, including members of their own household.
- \* Exceptions
  - o *Social distancing is not required while competing (including warm-up) in driving classes where more than one participant is seated in the horse-drawn carriage or cart.*
  - o *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.*
  - o ***Congregating on or around a parked or stationary golf cart or vehicle is prohibited, unless the individuals are all visually identifiable (e.g. credentialed) as immediate household members, are all wearing face masks/face coverings, and do not exceed the seating capacity of the cart or vehicle.***

Everyone should have a mask on at all times. All ESP Staff will be wearing florescent vests displaying the constant reminder of social distancing. All ESP staff members will have the authority to warn and remind anyone on ESP facility property of the necessity of social distancing. We also realize that many of you have quarantined together for the past several months. We ask that **EVERYONE** abide by social distancing protocols while outside of your cars on the grounds. (Excluding members of their immediate household **that have been issued matching arm bands for the competition. See below**). This is very important for the effective enforcement of everyone on the grounds as well as developing good habits. We will continue to distribute matching arm bands for identity purposes of immediate family members. Please remember there is to be a maximum of 4 people per horse: the rider, trainer, groom and \*one additional person\*. With this in mind, a maximum of three matching wrist bands will be distributed

- Wash hands often and adhere to other sanitization practices throughout the day. We have secured as much hand sanitizer as possible. We have ample sanitizer dispensers placed around all entrances, ingates, bathrooms, show office as well as key areas around the grounds. If you find any dispensers on the grounds out of supply, please bring this to managements attention and it will be rectified immediately. We have also placed portable sinks at all rings supplied with high quality antibacterial soap. Antibacterial soap dispensers have also been placed at the common wash rack area. Please encourage your grooms to wash their hands after using the common hoses.

## **Recommended Best Practices for Competition Organizers**

The following Recommended Best Practices have been provided to assist Competition Organizers with determining risks and developing measures to mitigate those risks. Please note these are not mandatory, however USEF strongly encourages their implementation.

## **N. General Considerations**

- To the extent possible, limit the number of entrances and exits to the venue to manage crowding, social distancing and venue limitations. We have installed security fencing at the EV facility to prevent anyone from getting in without going through any of the seven security gate check points. This was done to regulate all people accessing the property in addition to checking everyone's temperature.
  - Communication – Use radio, phone and online communication methods as much as possible and communicate important information frequently throughout the competition grounds. Announcers and ingate personnel make constant announcements reminding everyone of social distancing and mask requirements. We have also implemented a mass text communication platform to inform everyone of changes in the schedules, ring delays or emergencies such as thunderstorms.
- ***It is strongly recommended that competition organizers conduct exhibitor meetings (virtually, telephonically, or in an environment where social distancing can be maintained) both prior to and during the competition to communicate requirements and address questions.***
- VIP and other social areas are strongly discouraged unless social distancing requirements are enforced in accordance with all applicable federal, state and local regulations, requirements and orders as well as WHO recommendations and CDC guidelines as they relate to mass gatherings and sporting events. There will be no VIP or social areas at the ESP venue through September.
- ***It is strongly recommended that if people are going to travel together in the same vehicle to a competition, they should take their temperature prior to getting into the vehicle to ensure no one travels to the competition with an elevated temperature. This should include golf cart transportation.***

## O. Considerations for Facilities, Staff, Medical Personnel, Service Providers & Volunteers

- Cleaning/Sanitizing Locations
  - Provide hand sanitization stations with access to soap and water or alcohol based hand sanitizer at each competition area and schooling/warm up area. We have secured as much hand sanitizer as possible. We have ample sanitizer dispensers placed around all entrances, ingates, bathrooms, show office as well as key areas around the grounds. If you find any dispensers on the grounds out of supply, please bring this to management's attention and it will be rectified immediately. We have also placed portable sinks at all rings supplied with high quality antibacterial soap. Antibacterial soap dispensers have also been placed at the common wash rack area. Please encourage your grooms to wash their hands after using the common hoses.
  - Provide hand sanitizer to all officials, ring crew, office staff and maintenance staff. ESP have provided this to staff since March and will continue to do so.
  - Frequently sanitize surfaces touched by many: door handles, arena gates, wash racks and hoses, etc. Cleaning staff covering the bathrooms will make regular trips to the office to sanitize door handles. Hand sanitizer will be placed outside the office entry and exit door. Water coolers will remain available at the ingates (and handles wiped with use) with disposable cups as well as free bottled water. Antibacterial soap dispensers have also been placed at the common wash rack area. Please encourage your grooms to wash their hands after using the common hoses.

- Ensure frequent cleaning and sanitizing of bathrooms, provide soap and water or alcohol based hand sanitizer in bathrooms. There are three (3) bathroom areas available at GDF and each area will be assigned a staff cleaner to constantly wipe down all touched areas. Reminders will be placed outside and inside bathrooms to use the quality antibacterial soap that will be kept in plentiful supply.

For the continued safety of all our cleaning staff, we would respectfully remind anyone using the bathroom areas around our cleaning crew to give them the same social distancing area as anyone else on the grounds. Thank you in advance for your consideration.

Prohibit the use of public water fountains. The public water fountains will be disabled until further notice.

- **Competition Office-** If you need to contact the show office you can call Jenn Glosson at (561) 313-5133 or by email at [jglosson@equestriansport.com](mailto:jglosson@equestriansport.com).

- Strongly encourage all competitors to complete entry forms, in their entirety, including having all requisite memberships in place, prior to entering competition office. We have introducing a new feature that will allow for electronic entries to be made and signed remotely. These will be available on the [pbiec.coth.com](http://pbiec.coth.com) website once the prize list and entry process is announced.

- Strongly encourage that all entries, adds, scratches, feed & bedding orders, billing/invoicing are done electronically. Our SGL software has always allowed for adds, scratches, viewing bills and making payments remotely. With these features there is little reason that would require someone to visit the office. All feed and bedding are handled through Gold Coast Feed. Phone in orders are the primary means of ordering.

- Install clear plastic, glass or other type of protective shield/barrier in front of office staff. This has been built and installed.

- Provide hand sanitizer near the door. This is provided at entry door and inside exit door.

- Provide an 'in' door and an 'out' door, if possible. These have been provided with proper signage in English and Spanish and directional arrows placed on the floor.

- Provide markers to delineate 6 feet spacing between people in the office and in any waiting lines (e.g., markers on floor). Measured areas marked and provided. There is also a shade tent with 6 foot spacing outside the office for those waiting for less than four person occupancy.

- Prepare and email competitor bills as early as possible. SGL online close out capability provided. You may also request bills to be printed in advance by emailing Jennifer Glosson @ [jglosson@equestriansport.com](mailto:jglosson@equestriansport.com) or Hali Miller @ [CASEY255@GMAIL.COM](mailto:CASEY255@GMAIL.COM)

- Establish appointment times for checkout at the competition office. SGL online capability provided. You may also request an office appointment in advance by emailing Jennifer Glosson @ [jglosson@equestriansport.com](mailto:jglosson@equestriansport.com) or Hali Miller @ [CASEY255@GMAIL.COM](mailto:CASEY255@GMAIL.COM)

- **Service Providers and Vendors**

- Advise any service providers (e.g. vendors, food-service, farrier, feed suppliers, waste disposal personnel) to take precautions in accordance with federal, state, local and facility regulations and CDC guidelines. All advised

- For onsite food-service, consider requesting provision of pre-packaged food only. Beach Buffalo has an online menu available. They take orders and payment by phone and have a text service available to notify when orders are ready for pickup. Beach Buffalo has also posted their COVID-19 protocols on our website for customer review.

## **P. Competition, Schooling and Exercise Area Considerations**

- Utilize posted orders of go and/or published ride times including online orders of go and ride times. During the show, this will be continued to be provided online through our SGL software. For schooling days the jumps in the show rings cannot be touched or altered by exhibitors. We have designated time slots by height for back number schooling. In addition, we have made it possible to remotely “enter” through SGL a specific 15-20 time slot by height so you know exactly when you can arrive to school. Please see the time schedule for these options. Walk ups will be accommodated by ingate personnel on a first come first serve basis.
- At venues with multiple competition areas, consider designating one area as primary where assigned times and/or orders of go take precedence. The priority ring will be established based on daily numbers and time constraints. This will be announced or provided by mass text notification.
- Consider scheduling course walks as necessary to comply with social distancing requirements (e.g., schedule small groups in separate sections). All courses will be posted on our website with distances for all disciplines. ALL, course walks will be extremely brief, with social distancing protocols strictly enforced and should be focused only in areas where distances are not provided. Management reserves the right to close any ring at any time to walking if protocols are not being followed.
- Utilize individual water bottles versus community water coolers. Water bottles will be provided and water dispensers cleaned regularly with disposable cone cups. Recycling bins will be provided at ingate areas to encourage plastic bottle recycling.
- Limit and organize seating areas to comply with social distancing requirements. There will be extremely limited seating and placed far apart. All bleachers have been removed. We are strongly encouraging people to stay in their cars until getting on their horse. Please note that Golf Cart occupants that do not belong to the same household should not sit in golf carts violating social distancing requirements. Once the golf cart has reached its destination, all occupants should get out. Please remember, if you are looking for a chair you should probably go to your car. Spectating is not allowed at this time.
- Restrict the number of people accompanying a horse to the competition area to those persons who are needed for safety or for achieving effective competition, but they all must comply with social distancing requirements. There will be numerous signs and warnings to limit each showing horse with a maximum of 4 people. Rider, Trainer, Groom and one other Companion. For parents of minors, we request that one parent stays in the car. We will do our best to provide areas to park cars by the rings as long as this does not compromise event safety for providing. This and all social distancing requirements will be enforced by any and all ESP personnel. All ESP personnel will wear neon safety vest displaying social distancing enforcement. This will remain a constant reminder to anyone on the grounds to remain vigilant in maintain social distancing at all times.
- Schooling and exercise area provisions:
  - Provide monitors to ensure compliance with requirements and best practices. Always monitored and controlled by stewards, schooling supervisors and/or ingate personnel. A maximum of one person per schooling standard will be allowed per schooling jump. Each schooling jump will be spaced at least 10’ apart to accommodate people on both sides with social distancing.

- Schooling jumps - Provide sanitizing items (spray bottles, wipes) at each competition arena and schooling/warm-up area and advise individuals to wear gloves while handling the jumps and to wipe down jump equipment after use. We will be requiring gloves when using schooling jumps in the common areas. We will provide rubber gloves upon request, but please plan on using your own gloves of choice. Common jump cups and schooling rails have been “fogged” with a product called “Gold Shield.” This is a product that is used in hospitals to coat surfaces that prevent areas for viruses to attach to. The product states that the coating lasts for 90 days and can only be removed with product such as bleach. We will be recoating all of our schooling jumps on a monthly basis with the fogging system and “Gold Shield” product.
- Determine equine/human capacity in relation to the area and restrict access to a limited number in order to maintain social distancing requirements. . A maximum of one person per schooling standard will be allowed per schooling jump. Each schooling jump will be spaced at least 10’ apart to accommodate people on both sides with social distancing. . Signage enforcing maximum occupancy will be placed around areas that need to be defined. (Such as shade tents or offices.) In any case the Dressage complex is over 60 acres so there should never be a reason that social distancing cannot be followed based on the horse counts allowed and ordered.
- In classes where participants compete collectively, 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. We have very large competition rings that can easily accommodate 15 riders with plenty of room to spare. In the rare situation at this time of year where the number could be greater than 15, we will split the class. Announcers and ingate personnel will ensure that all participants will stand greater than 6 feet apart in the center line up. Ingates will also make sure that there is not grouping together upon exiting the ring. Ribbons will be hung individually on a hanger outside the ring area for pick up.
- Communicate with participants if classes will be divided and held in one or more sections.

-Classes may be divided into separate classes with each class receiving separate awards.

-Classes may be split into sections with the final section being comprised of the best entrants from each of the previous split sections with one set of awards given in the final section.

This communication will be done in advance of the class by online notification or by ringside announcement.

- Consider utilizing technology for information transfer to mitigate the risk of virus spread by the manual transfer of paper (i.e. judge’s cards, scoresheets, etc.).
- Create a method of giving ribbons and trophies that reduces or eliminates hand-to-hand contact. Ribbons will be hung individually on a hanger outside the ring area for pick up. We use gift certificates for distributing our awards. We have a dedicated tent with an entry door and exit door that displays and distributes selected prize awards.

## Q. Stabling Considerations

- Restrict access to the stabling areas to veterinarians, athletes, officials, grooms, trainers and other essential personnel. All barn areas will be restricted to grooms, trainers and other essential personnel (Vets are included). Signage in English and Spanish are placed on every exterior aisle entrance. Stabling is limited at the and will be restricted to a maximum increment of 12 per group. Additional stalls (over 12 or 24) will be provided if available on a first come first serve basis. Smaller groups will be placed in aisles of 12 stalls with spacing between to the best of our ability. Our barn aisles are 10 feet wide with sliding doors that allow for people to pass each other on opposite sides with social distancing room to spare.

- Remind all personnel in the stabling areas to comply with all best practices and guidelines in effect at the competition. All barn areas will be restricted to grooms, trainers and other essential personnel (Vets are included). Signage in English and Spanish are placed on every exterior aisle entrance. **Trainers** –The barn area assigned to your operation is your responsibility to operate and apply all best management practices. It is your responsibility to restrict your barn area to grooms and essential staff only. **DO NOT ALLOW YOUR CLIENTS TO LOITER IN THE BARN AREAS.** 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. ESP will not be providing materials in the barn areas that are essential to operate your private business. Random spot checks will be performed by ESP management or stewards to remind and enforce any observed violations to COVID-19 protocols.
- Provide hand sanitization stations in the stabling area and encourage stable personnel to use frequently. ESP will not be providing hand sanitizer in the barn areas. The barns are in close proximity to sanitizer locations and bathrooms with antibacterial soap. ESP will be providing hand sanitizer and supplies in all of the common areas. The barn area assigned to your operation is your responsibility to operate and apply all best management practices.

## Recommended Best Practices for Participants

Although not mandatory, Participants are strongly encouraged to follow the Recommended Best Practices listed below at all times while present on the competition grounds.

### R. Access & Monitoring Considerations

- Provide non-contact thermometers (e.g., temporal or infrared) to staff and require temperature monitoring throughout the day. It is extremely important that all Trainers, Owners, Riders and Support personnel establish a regular practice of taking your temperature before leaving your house. Not all people that have been infected with the virus have a fever, but for **ANYONE who does have a fever should not come on the show grounds under any circumstances.**
- Limit access to stabling area and competition grounds to essential personnel only; discourage multiple family members from accompanying owners and riders. All barn areas will be restricted to grooms, trainers and other essential personnel. Signage in English and Spanish are placed on every exterior aisle entrance. **Trainers** –The barn area assigned to your operation is your responsibility to operate and apply all best management practices. It is your responsibility to restrict your barn area to grooms and essential staff only. **DO NOT ALLOW YOUR CLIENTS TO LOITER IN THE BARN AREAS.**
- Consider having riders meet their horses at the competition or schooling areas or other pre-designated area to further limit contact in the stabling area. Trainers and your staff should give the most accurate times for when your client will show. ESP ingate personnel will be updating the SGL system to the best of their ability, however, keep in mind there are unforeseen situations that can cause delays. (Injuries, thrown shoes, thunderstorms, etc.) We ask that you have your clients remain in their cars until it is their turn to mount, warm up and **be ready to compete in the ring on time.** Please keep in mind that we will be enforcing time limits on when you are expected in the ring. Be considerate to your fellow competitors showing after you that are monitoring their posted times.
- Consider the use of mounting blocks to avoid one-on-one contact between riders and grooms/assistants. Mounting blocks are available at every schooling area.



- Provide adequate food and beverage supplies for your barn and your support staff for the duration of the competition to avoid unnecessary community exposure. **Trainers** – You are responsible for your staff. Please make sure you are using knowledgeable professionals that understand all COVID-19 protocols and risks. Please make sure 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. 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. ESP will not be providing materials in the barn areas that are essential to operate your private business.

***It is strongly recommended that if people are going to travel together in the same vehicle to a competition, they should take their temperature prior to getting into the vehicle to ensure no one travels to the competition with an elevated temperature. This should include golf cart transportation.***

**Riders-** please rely on your trainers and their staff to give the best times for when you will show. ESP ingate personnel will be updating the SGL system to the best of their ability, however, keep in mind there are unforeseen situations that can cause delays. (Injuries, thrown shoes, thunderstorms, etc.) We ask that you remain in your cars until it is your turn to mount, warm up and **be ready to compete in the ring on time.** Please keep in mind that we will be enforcing time limits on when you are expected in the ring. Be considerate to your fellow competitors showing after you that are monitoring their posted times.

Riders, parents and owners should not be in the barn areas. If you are responsible for your own horse then you will be placed as an individual barn and separated accordingly.

Always comply with all best practices and guidelines in effect at the competition. All of the COVID-19 protocols that have been established and will be enforced are for EVERYONES wellbeing. We ask that all of you take them seriously and remain vigilant.

One important note about **Thunderstorms. PLEASE plan on going to your cars in the event of any delay.** We cannot afford a situation where groups of people try to go to a single area violating the social distancing protocols. Your personal car should be your safe place at all times.

**Social media posting-** Please consider when posting anything on social media that is negative can be a reflection on our entire sport. ESP have done our best to address every area of our sport to make it as safe as possible to continue safely during this worldwide pandemic. Although the phrase “We are in this together” has become overused, we must depend on everyone in our sport to come together to do our individual part. ESP is committed to enforcing all restrictions to the best of our ability, but we cannot control everyone or everything that takes place on the grounds. Negative social media can cause unnecessary hardship to our entire industry that have already suffered severe economic effects. Please take an extra look at a photo to examine if something looks out of context. Please consider posting a date when posting a photo at a horse show prior to COVID-19 protocols that may be considered a violation of social distancing by today’s standards. More importantly, if you witness anything that you feel is unsafe in this current environment, PLEASE BRING IT TO MANagements ATTENTION. We are all learning how to make things safer and it is ESP’s continued pledge to make whatever changes we can to ensure everyone’s safety and wellbeing.

## **S. Cleaning & Sanitizing Considerations**

- 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.

- Do not mix equipment (tack, grooming supplies, lead shanks, etc.) and sanitize between each use.
- Regularly sanitize bikes/motorbikes/golf carts/car & truck door handles, stable doors, bucket handles, light switches, etc., and equipment including tack, grooming, feeding, stall cleaning materials, etc.
- Again, 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. ESP will not be providing materials in the barn areas that are essential to operate your private business.

## T. Scheduling Considerations

- Schedule competition days (ride times, schooling times, etc.) as efficiently as possible to minimize time spent on the competition grounds each day.

## Additional Resources U. Resources & Reference Tools

### CDC (Centers for Disease Control)

Symptoms of Coronavirus and treatment resources Resources for Large Community Events and Mass Gatherings

- Q&A on Event Planning and COVID-19
- Guidance for Organizers - Mass Gatherings and Event Preparation

### Print Resources

- Poster – Symptoms of Coronavirus Disease
- Spanish Version
- Poster/Fact Sheet - What you should know about COVID-19 to protect yourself and others
- Spanish Version
  - Poster – Stop the Spread of Germs
  - SpanishVersion
  - Poster – STOP: Stay at home when you are sick!
  - SpanishVersion
- Poster/Fact Sheet – Share Facts About COVID-19
- SpanishVersion

### Audio/Video Resources

- Public Service Announcement Samples for use by Organizers Reference Videos

## Husch Blackwell State-by-State COVID-19 Resources

**USOPC** (United States Olympic and Paralympic Committee) USOPC Sports Event Planning Considerations post-COVID-19 USOPC Return to Training Considerations post-COVID-19

**WHO** (World Health Organization)

**\*\*WHO Mass Gathering for Sports Risk Assessment Tool O Risk Assessment Decision Tree**

**\*\* Required for use by competition organizers**

Technical Guidance: Points of Entry and Mass Gatherings

o Q&A on Mass Gatherings and COVID-19

o Key Planning Recommendations for Mass Gatherings

o Considerations for Sports Federations/Sport Event Organizers when planning mass

## **APPENDIX A Self-Isolation/Self-Quarantine Directives**

### **If you...**

If you or someone in your home might have been exposed

### **Steps to take...**

#### **Self-Monitor**

Be alert for symptoms. Watch for

**fever, cough, or shortness of breath.**

- Take your temperature if symptoms develop.
- Practice social distancing. Maintain 6 feet of distance from others, and stay out of crowded places.
- Follow CDC guidance if symptoms develop.

### **If you...**

- Recently had close contact with a person with COVID-19, or
- Recently traveled from somewhere outside the U.S. or on a cruise ship or river boat

### **Steps to take...**

#### **Self-Quarantine**

- Check your temperature twice daily and watch for symptoms.
- Stay home for 14 days and self- monitor
- If possible, stay away from people who are high-risk for getting very sick from COVID- 19.

### **If you...**

- Have been diagnosed with COVID-

### **Steps to take...**

- Are waiting for test results, or
- Have symptoms such as cough, fever, or shortness of breath

### **Self-Isolate**

- **Stay in a specific “sick room” or area** and away from other people and animals. If possible, use a separate bathroom.
- Read important information about caring for yourself or someone else who is sick.