

# LOVELANE SAFETY PROTOCOLS & GUIDELINES

## GENERAL PROTOCOLS FOR EVERYONE

- Anyone who has been in contact with someone who tested positive for COVID-19 is required to stay away from Lovelane for 14 days and have a negative COVID-19 PCR test before returning to Lovelane.
- Anyone coming to Lovelane must adhere to the Massachusetts [COVID-19 Travel Order](#).
- All staff, volunteers and participants must complete an updated Assumption of Risk and Waiver of Liability form.
- Lovelane requires self-administered temperature checks for everyone coming to Lovelane (staff, volunteers, riders and their caretakers) immediately before coming to Lovelane. Anyone with a fever of 100 or above should not come to Lovelane.
- Everyone visiting Lovelane over the age of two, who can, is required to wear a mask while at Lovelane at all times in accordance with state guidelines.
- Everyone is required to wash their hands or use sanitizer upon entering the facility.
- Anyone who is ill, or has been exposed to someone who is ill, should not come to Lovelane.
- Everyone must do their part while at Lovelane, as much as possible for those who can, to clean/sanitize after themselves... where they are sitting, what they have touched, work space etc.
- Everyone must commit to social distancing, as much as possible, while they are at Lovelane and outside of Lovelane.
- The offices and tack room will be for staff only.
- Bathrooms will be available by entering through the front door. As the hallway is a small area, everyone should maintain the 6' rule by using caution when entering the building and by watching for others.

## STUDENT & FAMILY GUIDELINES

- Instructors will get their students in the parking lot and escort them into the building.
- Riders must wash or sanitize their hands prior to their lesson.
- Riders must bring and wear their own ASTM/SEI approved riding helmet. Lovelane will no longer provide shared helmets for riders. If any rider has a problem getting their own helmet, or has a question about what one would be best for their child, please contact the Program office for assistance.
- Caregivers, including parents or guardians, are limited to 1 per Lovelane student. If any additional people need to come to their lesson they must wait in the car. All family members are encouraged to wait in the car if appropriate/possible. If any family is not able to follow this protocol they must communicate with the program office prior to their lesson so we can come up with a solution.
- Siblings will not be allowed in the facility, unless under 12 months of age and confined to a carrier or held by caregiver.
- If a child's lesson is going to take place in the outdoor ring, the parent/guardian may walk through the barn to access the outdoor to watch their child's lesson. They should not cut through the office.
- All students are required to wear a mask or face covering if they can. Riders who are unable to wear a mask will only be able to ride if Lovelane has an opening appropriate for them.
- Parents/ Guardians must wear a mask at all times while on the Lovelane property **both inside and outside** the facility.

- We recommend hand washing before and after a lesson, not the use of gloves.
- We recommend that you apply sunscreen & bug spray to your child before their lesson (weather permitting).
- If families have questions for Lovelane staff, they should coordinate a time to talk over the phone or via email instead of coming into one of the Lovelane offices.
- If a student needs to miss their lesson and cannot provide more than 24-hour notice and the reason is coronavirus related, i.e. the student is ill or has been in contact with someone who is ill, the missed lesson will be eligible for a make-up lesson. The cancellation must be communicated prior to the session and it will be the responsibility of the parent/guardian to connect with the office to coordinate their make-up lesson.

## VOLUNTEER GUIDELINES

- Any volunteer who is considered a "front line worker" needs to let Lovelane know in advance so we can determine the best role for them.
- Volunteers are required to wear a mask at all times while they are at Lovelane.
- Volunteers will enter and exit the facility through the barn and not come in through the office.
- Volunteers will leave their personal belongings (including their cell phone) either in their car or on the volunteer shelves in the barn. We ask volunteers to wipe down their bin after use.
- Volunteers should bring as little personal items into the barn as possible.
- Volunteers need to bring their own water bottle to the barn (we will not have cups available for water).
- A water bubbler will be available here at the barn entrance by the volunteer shelves to fill water bottles.
- The horse sign-up which contains the lesson schedule and horse and tack assignments for the day will be hanging outside the tack room, not in the office.
- Tack will be placed outside of the tack room around the barn by a Lovelane staff member before lessons. Volunteers should not go into the tack room.
- Leaders will use one lead rope for the duration of their volunteer time and transfer clip from horse to horse. That lead rope will be cleaned after their shift.
- Sidewalkers will be assigned to help clean and sanitize between lessons while the leader will be assigned to tack the horse for the next lesson. Barn volunteers will also be asked to help clean and sanitize throughout their shift.
- Volunteers will wash their hands between lessons.
- Volunteers can take a break in one of the designated areas we have spread out around the facility (by the outdoor ring, in the barn where we have chairs set up, or by paddock # 1). Three warming stations have been created for comfort. Please maintain 6' social distancing in these areas.
- If volunteers need to use the bathrooms they should go in and out of the facility through the main entryway, not the office.
- All tack & games/activities will be cleaned after each lesson. Volunteers will help by putting those things into the designated cleaning stall after a lesson.
- Volunteers must take all of their belongings home after their shift, there will be no place to leave anything at Lovelane

## INSTRUCTOR GUIDELINES

- Instructors need to pick their tack for lessons in advance so staff can prepare for that day's lessons.
- All efforts should be made so that tack is only used once a day where possible.
- Instructors will have the use of three computers available to per diem instructors -the one under the clock, the one between Cassie and Ericka's desk and the one in the therapy room.
- Instructors must wipe down their computer and work space after use.
- When checking the cancel line in the office instructors must use speaker phone.
- Instructors must wash hands before and after each lesson.
- Instructors are responsible for cleaning and sanitizing any game or activity they use in their lessons at the end of their shift, and/or managing their volunteers to do so for them.
- Instructors are encouraged to do lessons outside whenever possible and safe.
- Instructors should conduct lessons with the minimum amount of sidewalker support for each rider as is safe.
- Instructors should have their own pen, pencil, eraser, whiteboard marker etc. and use only theirs.
- Instructors can keep their things in their designated drawer or space available to them at Lovelane.
- Instructors will not be using shared gait belts for lessons.
- Instructors should not use reins for students who don't steer or don't need to steer to limit the amount of tack that needs to be cleaned.
- Instructors may use a parent or caregiver to sidewalk with a student in place of a volunteer if appropriate & safe.

## HORSES & TACK

- Only one staff person should go inside the tack room at a time.
- All tack inside the tack room will have been cleaned and sanitized.
- Only staff are allowed in the tack room (no volunteers or students).
- Instructors will choose tack well in advance and they, or a barn staff member, should place it out in the barn before lessons.
- Tack will be cleaned and sanitized after use.
- Horses will be bathed regularly.
- Grooming tools will be cleaned after use.
- Halters will be cleaned daily.
- Lead ropes will be cleaned and sanitized after use.