



COVID-19 Prevention Program (CPP)
HCR COVID-19 Safety Considerations & Protocols
For Program Participants
Date: June 1, 2021

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur at Halleck Creek Ranch.

The CPP administrator, Molly Scannell, Executive Director has the authority and responsibility for implementing the provisions of this program for Halleck Creek Ranch. Managers are responsible for implementing the CPP in their work areas and for answering questions about the CPP. A copy of the CPP is available on a clipboard in the utility room.

Safety Consideration Acknowledgement

We continue to be grateful for the health of our horses, ranch, and personnel and are taking this time to ensure the safest environment for everyone involved. We understand that you are eager to return, and we ask that you please seriously consider your personal risk factors, as well as the risk factors of the people that you currently live with, care for, or are visiting.

Please read each statement below carefully and consider if any of them are true to your situation, and how that may affect our ranch and program's well-being.

PLEASE READ EACH STATEMENT CAREFULLY

- You are considered to be “High Risk” for the virus COVID-19 (65 years or older, or with underlying health conditions such as chronic lung disease or moderate to severe asthma, serious heart conditions, immunocompromised, severe obesity, diabetes, chronic kidney disease undergoing dialysis, or liver disease) by the CDC.
- You or a member of your household has had known contact with someone who has tested positive for the COVID-19 virus, or who is awaiting test results.
- You or a member of your household has experienced any of the following COVID-19 symptoms within the last 14 days: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.

- A member of your household, or someone you care for falls into one of the categories identified by the CDC as being at high risk for serious complications from the COVID-19 virus and would be advised by the health authorities to stay home during this time (e.g. people 65 years or older; people in a nursing home or long term care facility; or persons of all ages with underlying medical conditions, particularly if not well controlled, including, chronic lung disease or moderate to severe asthma, serious heart conditions, immunocompromised, severe obesity [BMI of 40 or higher], diabetes, chronic kidney disease undergoing dialysis, or liver disease).
- You are a human healthcare worker or live with someone currently working in the human healthcare industry.
- You currently work/volunteer/participate or are planning to work/volunteer/participate in-person at any other human homecare or human services organization.
- You currently work/volunteer/participate or are planning to work/volunteer/participate in-person with another organization that has NOT implemented social distancing and other recommended PPE human health protective practices.
- You have not been practicing physical and social distancing or other “Shelter in Place” recommendations by the CDC and CA Department of Public Health.
- You are unable to follow the biosecurity measures put in place by the team at HCR, including, but not limited to, frequent handwashing, wearing a face mask, practicing social distancing, and not coming to the center if you are sick or feeling unwell.
- You or someone you live with has traveled out of your local area domestically or internationally by any means of transportation (plane, ship, train, bus, or car) in the last 14 days.
- You have not been fully inoculated for the COVID-19 virus (full inoculation occurs at least 14 days after the final vaccination shot).

If you honestly can answer “Yes” to any of the above statements, please reconsider visiting/participating/volunteering with Halleck Creek Ranch at this point in time as you pose a higher exposure risk and can risk the health of other visitors, participants, volunteers and staff,

which could jeopardize our organization's ability to continue our participant and volunteer programs.

Safety Protocol Agreement

It is known that people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. According to the CDC, people with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list is not all possible symptoms.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Screening

We screen our employees, volunteers and participants prior to returning to site or work by verification that the employee has self-screened according to the following Safety Consideration and Safety Protocol Agreements.

Identification and Evaluation of COVID-19 Hazards

We will implement the following at Halleck Creek Ranch:

- Conduct workplace-specific evaluations.
- Evaluate employees' potential workplace exposures to all persons at, or who may

enter, our workplace.

- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Student/participant/parent/caregiver participation

Program participants and their caregivers are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting without reprisal verbally or in written comment form to a manager or the Executive Director.

Correction of COVID-19 Hazards

- Unsafe or unhealthy work conditions, practices or procedures will be corrected immediately upon observation or report.

Control of COVID-19 Hazards

If at any time you feel ill, or someone you have been in direct contact with feels ill, whether with COVID-19 symptoms or not, do not come to HCR, and notify an HCR staff member immediately. If you begin to feel ill while at HCR, move to a location away from other people and notify an HCR staff member immediately.

Required Practices While on HCR Grounds

Hand Washing/Sanitizing

Clean your hands often!

- Wash hands with soap and water for 20 seconds UPON ARRIVAL, throughout the day, and BEFORE LEAVING the ranch
- If soap and water are not immediately available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used.
- If your hands are visibly dirty, always wash your hands with soap and water.
- Wash your hands regularly and wash them well!
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Additional key times to clean hands include:

- After blowing one’s nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After contact with animals or pets
- Before and after providing care or assistance to another person (e.g. a program participant, fellow volunteer, etc.)
- After the removal of gloves

In order to implement effective hand sanitizing procedures, we:

- Encourage and allow time for handwashing.
- Provide employees, volunteers and participants with plentiful soap, water and paper towels.
- Provide employees, volunteers and participants with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).

Physical Distancing

Maintain 6-feet or more of social distancing while at HCR

Where possible, we ensure at least six feet of physical distancing at all times at HCR by:

- Reducing the number of persons in an area at one time, including visitors.
- Utilizing as needed visual cues such as signs to indicate where employees and others should be located.
- Utilizing adjusted and staggered arrival, departure, work, and break times.

Shared Indoor Spaces

If the space is too small to maintain 6-feet or more, one must exit the space to allow for such distance to occur.

Face Coverings

Face coverings are required while on HCR grounds and must be properly worn over the nose and mouth when indoors and when outdoors to the best of one’s ability, and where required by orders from the California Department of Public Health (CDPH) or local health department.

This includes while entering any communal building or enclosed space (i.e. bathrooms, volunteer clubhouse, tack room, tool shed, haybarn, etc.).

The following are exceptions to the use of face coverings in our workplace:

- When working outside alone greater than 6 feet from others.
- While eating and drinking at HCR, provided employees/individuals are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees, volunteers, visitors or participants who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees/individuals will be kept at least six feet apart.
- Additional exceptions not listed above may be considered on a case-by-case basis.

Due to limited supplies, all individuals coming to HCR are required to bring their own protective face covering. In the case that a new face mask or gloves are needed, please inform HCR staff, as we have a limited supply on-hand at the ranch.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Maximize filtration efficiency to the highest level compatible with the existing ventilation system, such as keeping air flow ventilation with open windows.
- Spacing of at least six feet between workstations, desks and seating.
- Assignment of a fully-vaccinated instructor and/or a trained, fully-vaccinated volunteer with a participant to assist during a lesson, whether during mounting/dismounting, leading, or sidewalking.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces on a regular and additional as-needed basis:

- Ensuring adequate supplies and adequate time for it to be done properly; HCR Staff are responsible for ensuring the proper disinfection of spaces and surfaces at HCR each day. There is a Disinfectant Log on a clipboard on the right hand bathroom door which staff will fill out each time.
- If at any time you feel an area requires disinfection outside of the usual cleaning schedule, please notify a staff member.

Should we have a COVID-19 case at HCR, we will implement the following procedures:

- Thorough cleaning and disinfection will be done of areas, materials, and equipment used by a COVID-19 case during the high-risk exposure period.
- Cleaning and disinfection will be performed by designated employees and/or outside service who are properly equipped and trained.

Disinfection of Surfaces

HCR only uses EPA-registered products that are effective against COVID-19 to disinfect surfaces, including:

- Diluted household bleach solutions: Sprayed or wiped
- Comet Professional Liquid Disinfectant Bathroom Cleaner
- Disinfecting Wipes
- Non-Acid Disinfectant Cleaner
- Isopropyl Alcohol spray containing at least 70% alcohol
- “Stall Safe”: Virucidal, antibacterial, mildew stat, for use in veterinary clinics
- 2% Chlorhexidine Gluconate Spray

Programming: Groundwork and Therapeutic Riding

Vaccinations will not be required to participate or volunteer at HCR, however, accommodations must be made to ensure the safety of all parties involved.

Due to the nature of the needs of our participants, many require a “sidewalker” to walk alongside their horse throughout the duration of the lesson to offer the student physical, emotional and social support. As such, HCR has adopted the following policies related to utilizing sidewalkers during mounted lessons:

All unvaccinated riders will be paired with a fully-vaccinated volunteer riding team. This includes the horse leader, sidewalker(s), and instructor.

A fully vaccinated rider will be paired with a fully vaccinated sidewalker(s), instructor, and their horse leader may be vaccinated or unvaccinated.

If a rider/parent/guardian is not comfortable with their unvaccinated rider being assisted by our vaccinated sidewalking volunteers, they must provide their own sidewalker from their “pod” to

be trained and to participate in their lessons. If they are unable to do this but would like to participate in the program, HCR will offer them a groundwork lesson slot as the schedule allows.

Disinfection of communally used items

Saddles, reins, grooming tools, etc.

- Some items of porous nature used here at Halleck Creek Ranch are used in a communal fashion, for which an alternative work-around cannot be found. For these items, we require proactive hand washing protocols prior to and after use of equipment and objects of this nature, and we disinfect them as well as possible between users. When you/your child are/is completely done using the items during your/their lesson, a volunteer or staff member will disinfect them before using them in another lesson.

Riding helmets

- Helmets are required at all times for all groundwork and riding lessons at Halleck Creek Ranch. Due to COVID-19, we encourage you to purchase and use your own helmet. If you are unable to provide your own helmet, you may borrow one from HCR but we ask that you not return it to the communal shelves after use, but instead place it in the designated area for a volunteer or staff member to thoroughly disinfect it before they return it to the communal helmet shelves.

Shared tools, equipment and personal protective equipment (PPE)

- PPE must not be shared, e.g., gloves, goggles and face shields.
- Items that employees/volunteers/participants come in regular physical contact with, such as phones, desks, keyboards, writing materials, tools and tack must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses.

Off-Limits Areas

- Areas currently off-limits to participants and visitors: All Staff offices, Volunteer Club House, Tack Room

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees/individuals who had potential COVID-19 exposure at HCR will be:

- Notified as soon as possible after HCR learns of potential COVID-19 exposure.
- Encouraged to get a COVID-19 test

- o If you are unable to get tested through your medical provider, Marin County residents can access community testing at a dedicated testing site in San Rafael by appointment only.
- o Visit <https://lhi.care/covidtesting> or call: 1-888-634-1123 to schedule an appointment. Access is prioritized for those patients who do not have insurance.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, volunteers, and program participants, in a form that can be readily understood, and that it includes the following information:

1. Who employees, volunteers, and participants should report COVID-19 symptoms and possible hazards to, and how (**Report to an Instructor, to Program Director Brenda Falco or to Executive Director Molly Scannell via phone or email.**)
2. That employees, volunteers, and participants can report symptoms and hazards without fear of reprisal.
3. Information about COVID-19 hazards employees/volunteers (including other employees/volunteers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures are included in this CCP and will be updated as needed/required.

Exclusion of COVID-19 Cases

If and when we have a COVID-19 case at HCR, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the ranch until all Return-to-Ranch requirements are met.
- Excluding employees/individuals with COVID-19 exposure from the ranch for 14 days after the last known COVID-19 exposure to a COVID-19 case.

Return-to-Ranch Criteria

- COVID-19 cases with COVID-19 symptoms will not return to the ranch until all the following have occurred:
 - o At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - o COVID-19 symptoms have improved.
 - o At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to the ranch until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

- A negative COVID-19 test will not be required for a participant to return to the ranch.
 - If an order to isolate or quarantine an individual is issued by a local or state health official, the individual will not return to HCR until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
 - **For individuals planning to return to HCR post travel** - HRC is following Center for Disease Control and/or County of Marin Public Health guidelines or recommendations on planning return to work/program post travel.
-

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at HCR to the local health department whenever required by law, and provide any related information requested by the local health department.
 - Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
 - Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
 - Make our written COVID-19 Prevention Program available at the ranch to employees, volunteers, visitors, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
 - Keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, **or as otherwise required by law, with personal identifying information removed.**
-

These protocols are subject to change depending upon further development and understanding of the COVID-19 virus and precautions as recommended by local government and the CDC. Up-to-date protocols will be posted inside of the Utility Room.

(Last updated 3/25/2021)

Keep these protocols for your records. Please sign the final page of this document “HCR COVID-19 Safety Considerations & Protocols Acknowledgement for Participants” after you have thoroughly read this document and return the page with your signature to the HCR staff member from whom you received it.