



Our Commitment to Your Health & Safety at Heaven's Gait Ranch

Out of respect for everyone's health and safety, the Board of Directors of Heaven's Gait Ranch, Inc. has composed the following workplace response policies to COVID-19 for all staff, participants, volunteers, visitors, and guests to follow on site. These policies were developed utilizing federal, state, county, and local guidelines, as well as guidelines from the Centers for Disease Control (CDC), the United States Department of Labor, Occupational Safety and Health Administration (OSHA), the Wisconsin Department of Health Services (DHS), the Wisconsin Economic Development Corporation (WEDC), the Wisconsin Department of Agriculture, Trade, & Consumer Protection, the Department of Safety and Professional Services, the Wisconsin Department of Tourism, and PATH International.

The Board of Directors sincerely appreciates your commitment to our mission and thanks you in advance for your effective cooperation in following these policies to model and implement best practices and procedures to prevent the spread of COVID-19.

If an enrolled participant, volunteer, or employee tests positive for COVID-19:

- The local public health department and the Department of Health Services will be contacted by the Executive Director on behalf of Heaven's Gait Ranch, Inc. within 24 hours of detection.
- Heaven's Gait Ranch, Inc. will follow DHS guidance for next steps.
- The Executive Director will post and notify families of any confirmed cases of COVID-19 detected in staff, participants, or volunteers, and HGR will temporarily close for disinfection and direction by DHS.
- If the center is closed for on-site lessons, virtual lessons and telehealth services will be offered until it is safe to resume activities and therapeutic services on site.
- Those who have been in close contact with someone who has been infected with COVID-19 should practice limited self-quarantine and self-monitoring for 14 days from the date of the last contact with the infected person. To view this protocol visit <https://www.dhs.wisconsin.gov/publications/p02598a.pdf>

Returning to Heaven's Gait Ranch after suspected COVID-19 symptoms:

- If a staff member, participant, volunteer, visitor, or guest **has symptoms** of COVID-19 **or is in close contact of someone with COVID-19**, they can return to Heaven's Gait Ranch only if the following conditions are met:
 - Individuals can return to the center no sooner than 72 hours after the fever is gone (without the use of fever-reducing medication) and symptoms get better. This means that there are no "make up lessons" on site due to cancellations initiated by participants, parents, and/or guardians. Virtual lessons or telehealth services will be offered as an alternative.
 - If the person's symptoms worsen while they are out, they should contact their healthcare provider to determine if they should be tested for COVID-19.
- If an individual **is diagnosed with COVID-19**, they must remain off site until an updated physician's statement and medical release is signed with consent that it is safe to resume activities, services, and/or work on site at Heaven's Gait Ranch, Inc.



On Site Daily Health Screen Assessment

As an extended family member of Heaven's Gait Ranch, Inc., your health and safety are very important to all of us here. In an effort to prevent the spread of COVID-19, please read the health screening statements below. **You will be asked to sign and date this form upon your arrival on site at Heaven's Gait Ranch. Anyone who comes onto the property must sign in at the office and complete this health assessment.**

This is a simple, conscious, and proactive measure that we can take to prevent the spread. In addition, this form will also help HGR create an accurate, contact tracing log, should the need arise to use it. Upon entering the building, we will greet you with smiling eyes and kindly direct you to a restroom to please wash your hands. Then you will be asked to sign and date the following checklist to verify you've done your part to keep our facility and families as safe as possible. Heaven's Gait Ranch has a no-touch thermometer on site if you do not have a thermometer at home. HGR's staff and management reserve the right to take participants' temperatures for verification, because at times, you will be in close contact with them, such as during helmet checks, assistance with mounting, dismounting, or tack checks.

As a participant, parent, guardian, volunteer, guest, or visitor of Heaven's Gait Ranch, I verify that...

1. I do not currently have, nor have I had a temperature over 100 degrees F in the past 48 hours.
2. I do not currently have, nor have I had other potential symptoms of COVID-19, such as shortness of breath or persistent dry cough in the past 48 hours.
3. I have not taken medications to lower my temperature.
4. There is no one in my household who has COVID-19.
5. I have limited the number of people I come into contact with and am abiding by CDC guidelines to prevent the spread of COVID-19.

Day	Date	Name	Reason for Visiting HGR Today (Please check the correct box below. I am a...)				Initials	Verified by (HGR Staff Initials)
			Participant	Parent/Guardian	Guest/Visitor	Volunteer		

You will be asked to stay home or return home if any of the following applies:

- You have a fever of 100.4 or higher
- You have had a fever of 100.4 or higher or other potential symptoms of COVID-19, such as shortness of breath or persistent dry cough, within the last 72 hours
- You have come in contact with others who have COVID-19



What should I do if I had close contact with someone who has had COVID-19?

If you had contact with someone who was infected with COVID-19, you should follow these recommendations for 14 days from the date of your last contact with the infected individual. To protect yourself, your family, and your community, you should practice limited self-quarantine and self-monitoring.

Limited Self-Quarantine

1. Stay at home as much as possible.
 2. Do not come to Heaven's Gait Ranch. Contact the Executive Director regarding your quarantine status.
 3. Do not use public transportation, ride-sharing, or taxis.
 4. Avoid travel. If travel is absolutely necessary, and you become ill, you may not be able to return home until after you recover. When you get home, you will be asked to continue self-quarantine and self-monitoring for 14 days.
 5. Wash your hands often and practice good hygiene.
 6. Go out only for essentials. Limit your travel to essential needs, for example, going to the doctor, getting groceries, or picking up medication.
 7. Postpone all non-essential medical appointments until you are out of quarantine. If you have an essential appointment during the quarantine, talk to your doctor to arrange this during your quarantine.
 8. You may also consider the following recommendations: Minimize contact with others in your home (stay in your own room and, when possible, use your own bathroom) and avoid sharing personal household items such as dishes, towels, and bedding
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Self-Monitoring

1. Measure your temperature twice a day, once in the morning and one at night. Otherwise watch for symptoms of fever like feeling hot, chills, or sweats.
 2. Watch for coughing or difficulty breathing.
 3. Respond to your local health department. They may request that you provide information about how you are feeling. They will tell you how to provide this information (by phone, email, text) and how often.
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If you develop fever, cough, have difficulty breathing, or need medical care:

1. Contact your doctor to report your symptoms and see if you need medical care. Do not go to your doctor's office without contacting them first.
2. Stay home unless you need emergency medical attention. Isolate yourself from others in your home, practice good hand hygiene, sanitize surfaces in your home, and wear a facemask if you need to be around other people. If you need emergency medical attention, call 911 and let them know that you are being monitored for novel coronavirus.



HGR's COVID-19 Workplace Response Policies Our Team's Commitment to You

We will always treat you with kindness, respect, and professionalism at Heaven's Gait Ranch. For your health, safety, and peace of mind, please know that the following measures are taking place at HGR.

Virtual Staff & Development Meetings

- Weekly staff meetings/teleconferences are conducted through Google Meets, and employees join by phone or video.
- On-site meetings are by appointment only, conducted when & where it is possible to maintain 6 ft apart.
- Work from home is encouraged whenever feasible to reduce worker exposure.

At-Home & On-Site Temperature Checks and/or Symptom Screening

- Employees are responsible for self-monitoring daily symptoms.
- Staff must electronically sign and date their own "Daily Employee Health Screen Assessment" prior to arrival on site.
- If this assessment is not completed prior to their arrival, management on site reserves the right to take that staff member's temperature upon entering the building and follow CDC guidelines.
- If an employee is sick, he/she is required to stay home and contact the Executive Director immediately.
 - Note: The ED will coordinate a sub for the day if working from home is not an option.
- All participants, parents/guardians, volunteers, and visitors must wear a mask and check in at the main office to sign and date the "Onsite Daily Health Screen Assessment." This is verified by a staff member.

Physical Distancing

- Employees, participants, parents/guardians, volunteers and visitors must wash their hands with soap and water for at least 20 seconds immediately upon entering the building.
- Staff and volunteers must maintain at least a 6 ft distance at all times between each other, contractors, participants, families, and visitors.
- Employees and volunteers must wear a mask at work if 6 ft physical distancing cannot be maintained on the job.*
- Desks, computers, phones, offices, and other work tools/equipment will not be shared if possible.
- Staff must sanitize shared workplace items/equipment before and after each use.

Mandatory Face Coverings at Heaven's Gait Ranch, Inc.

***Effective 8/1/20**

DEFINITIONS. "Enclosed space" means a confined space open to the public where individuals congregate, including but not limited to outdoor bars, outdoor restaurants, taxis, public transit, ride-share vehicles, and outdoor park structures. **How this pertains to you at HGR:** Because Heaven's Gait Ranch, Inc. is an enclosed space where individuals congregate outside, near the outdoor arena, at picnic tables, near the horses, paddocks, and fences, on the bleachers, within the family room, near bathrooms, etc., **masks are required at all times.**



Face covering is required at Heaven's Gait Ranch, Inc., even when you are near the paddocks or arenas, as they are considered enclosed spaces of congregation.

FACE COVERING REQUIRED. Every individual, age five and older, in Wisconsin shall wear a face covering if both of the following apply: a. The individual is indoors or in an enclosed space, other than at a private residence; and; b. Another person or persons who are not members of an individual's household or living unit are present in the same room or enclosed space.

How this pertains to you at HGR: All parents/guardians, siblings, staff members, volunteers, donors, visitors, spectators, or guests are required to wear a face covering while on the property for any commercial programs, services, spectating, or communications pertaining to Heaven's Gait Ranch, Inc. Participants are only exempt from this requirement when medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities apply.

Heaven's Gait Ranch, Inc. is a nonprofit organization that leases the facility by a private entity, under a conditional use permit, authorized by the Village of Cedar Grove for commercial use. Aside from the single-family home and private residence on site, all other areas north of the driveway through the trails are considered reserved for program and commercial use.

EXCEPTIONS.

a. Individuals who are otherwise required to wear a face covering may remove the face covering in certain situations, as outlined by the emergency order. The following exceptions may apply as needed at Heaven's Gait Ranch, Inc. Masks may be removed

- While eating or drinking.
- When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
- While a single individual is giving a religious, political, media, educational, artistic, cultural, musical, or theatrical presentation for an audience, the single speaker may remove the face covering when actively speaking.
- While the face covering is removed, the speaker must remain at least 6 feet away from all other individuals at all times.
- When engaging in work where wearing a face covering would create a risk to the individual, as determined by government safety guidelines.

In accordance with CDC guidance, the following individuals are exempt from the face covering requirement in Section 2:

1. Children between the ages of 2 and 5 are encouraged to wear a mask when physical distancing is not possible. The CDC does not recommend masks for children under the age of 2.
2. Individuals who have trouble breathing.



3. Individuals who are unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
4. Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent the individual from wearing a face covering.

How this pertains to you at HGR: This means that participants are exempt from the mask mandate if they have medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent them from wearing a face covering.

To prevent the spread of COVID-19...

- Handwashing is recommended before and after task completion.
- Because gloves can be a source of contamination if they are not removed properly, without training, gloves may pose a greater risk of contamination than not wearing them.
- Use of gloves is not always recommended for every task.
- The CDC recommends wearing cloth face coverings in public settings, especially in areas of community transmission. A cloth face covering does not protect the wearer from the viruses, but it may prevent the spread of viruses from the wearer to other people.

Cleanliness & Sanitation

- Wash hands with soap and water for at least 20 seconds
 - Upon entering and prior to exiting Heaven's Gait Ranch
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food/medicine
 - After contact with animals or equipment
 - Before and after providing routine care for another person who needs assistance (e.g., a child)
 - Before and after cleaning, disinfecting, and/or sanitizing
- Use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Clean, disinfect, and/or sanitize designated areas before and after use for the health & safety of employees, participants, volunteers, guests, & contractors.
 - Clean = Remove germs. Disinfect = Kill germs (leave wet). Sanitize = Lower germ count to safe level as defined by public health standards.
- Before and after each lesson on site:
 - The equine manager will clean and disinfect areas & equipment provided for and pertaining to the horses on site:
 - This includes but is not limited to attending to (spraying/wiping down) barn plugs/switches, stall handles/locks, gate latches, equipment, and tack used to prepare for & conclude lessons
 - The paddock gate latches, laptop (if used) in lessons, halters, lead ropes, cross ties, clips, grooming kits & tools, saddles and tack, bridles, bits, reins, clips, stirrups; medicine cabinet/contents, feeding bowls, laundry, sliding doors, interior door latches etc.
 - The equine manager will clean high-traffic touchpoints & surface areas within the barn(s)



(Continued...)

- The instructor for the day will clean and disinfect areas & equipment provided for and pertaining to the participants on site:
 - This includes but is not limited to spraying/wiping man door handles & locks of the participant entrance & exit, light switches, waiting/seating area/bleachers, bathroom door handles & toilet handles to flush, faucet handles, helmets, helmet straps & clips, man door entrance & exit to indoor arena, as well as any program aids/tools used within the lesson itself, such as brushes if included in groundwork, pool rings, or balls.
 - The instructor will clean high-traffic touchpoints within the arena(s), family room, & restrooms.
- At the end of each work day:
 - The equine manager is responsible for the stables & tack rooms, with special attention to clearing the HVAC intakes and returns.
 - The instructor is responsible for the arenas and family room, with special attention to sanitizing restrooms and surface areas.

Disinfection

- The facility manager will deep clean, disinfect, and sanitize the facility, its equipment, and vehicles, as specified in his job description.
 - Gloves are appropriate for the chemicals being used when disinfecting.
 - Contaminated trash in receptacles will be disposed of in the dumpster.

Engineering Controls & Air Flow

- The indoor, sliding arena doors will remain open with gates securely latched while staff is on site to increase the percentage of air that circulates into the system.
- If a gate is securely latched, please do not open it without staff permission.
- All lessons will be conducted outdoors whenever possible.

Family Room & Office

- Tape will remain on the floor to indicate and encourage 6 ft apart from one another.
- Seating will remain 6 ft apart at all times, including in the office, family room, waiting areas, etc.
- Masks are required by staff and volunteers, and they are highly encouraged by all to wear in the family room and office whenever 6 ft physical distancing cannot be maintained.

Barns & Stables

- To minimize the number of touch points within the barn, on tack or equipment, the equine manager and volunteer coordinator will be responsible for handling the horses before & after any lesson on site
- The stables and tack rooms are off limits to participants enrolled in EAAT or TR until further notice.
- If grooming or other groundwork will be incorporated into a lesson itself, then participants will be directed into the arena to work with the instructor and their horse in an open space.



Volunteers

- Volunteers are encouraged to stay home if they are feeling ill; notify the volunteer coordinator immediately.
- Volunteers must enter the building through the main office entrance and wash their hands upon arrival.
- Masks & temperature checks are required. A no-touch thermometer is available at HGR.
- Volunteers must sign and date the health assessment log before beginning their duties on site
- **All volunteers must wear face masks at all times. (Updated 08/01/20.)**
- Volunteers will meet their horses and team in the indoor arena -- not back in the barn or stables.
- Instructors are responsible for final tack checks.

Maximum Capacity & Visitors

- The maximum capacity of people within the office, family room, barns, or indoor arena is limited to 12 people total until further notice.
- All guests and visitors are asked to please call Margaret Mary in advance at 920-400-0628 to ensure the facility can safely accommodate the number of people on site at a given time. This is out of respect and caution for the individuals we serve -- especially our elderly participants and veterans -- who have agreed to return on site under our care.

Participant Families & Group Lessons

- Group lessons for EAAT or therapeutic riding are capped at two participants at this time.
- With the instructor, two participants, one parent or guardian each, (plus one other parent/guest/sibling), two volunteer lead walkers, and the equine manager/volunteer coordinator, we quickly hit 10-12 people.
- Every additional guest for each family must also wear a mask and get their temperatures checked to log. Additional visitors or spectators are encouraged to stay home at this time, as they will be asked to either remain in their vehicles or watch from the picnic tables near the outdoor arena.
- Each family or household unit should use one table and maintain 6 ft distance from the other family.
- Parents will be responsible for watching their children and enforcing best practices and our policies to ensure their safety.

Questions about our COVID-19 Response Policies?

- Please contact us directly. We'll be happy to provide you with further information and updates.

Updated & Effective: August 1, 2020