



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.

- 1. If an employee tests positive for COVID, all close contacts will be notified, within 24 hours. HGR will close for 24 hours to adjust work schedules & rotate staff coverage as needed. The facility will be disinfected with focused attention on work related spaces.**

After 24 hours, staff may resume work on site only under the following conditions:

- a. The employee has provided the ED with proof of vaccination & shows no symptoms of COVID-19.
- b. The employee shows ED proof of a negative test for COVID-19, or
- c. 10 days have passed since the employee's last potential exposure on site.

- 2. If an enrolled participant, volunteer, or visitor tests positive for COVID-19, HGR will remain open for on site lessons and services as long as staff can safely provide lessons to those who were not identified as close contacts.**

- a. The person who tests positive must stay home to isolate for 10 days to monitor symptoms.
- b. Close contacts will be notified and must quarantine at home for 10 days.
- c. Participants and volunteers who were not close contacts may keep coming on site, as long as HGR is able to safely staff lessons.
- d. Telehealth, remote lessons will remain an option for anyone who chooses to participate in this format.
- e. The ill person (participant, volunteer, parent, or visitor) can return to HGR and end isolation once the following are met:
 - o 10 days out from the start of the symptoms, AND
 - o Fever free for 24 hours without fever reducing medication, AND
 - o Symptoms have improved.

HGR's updated policies, effective 08/15/21, are consistent with recommendations from Wisconsin's Health Department:

<https://www.dhs.wisconsin.gov/publications/p02787.pdf#page=16&zoom=100,0,0> and the CDC's recommendation for schools if someone tests positive for COVID: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/student-becomes-sick-diagnosis-flowchart.html>.

Updated August 15, 2021



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.**

Upon entering the building, we will greet you 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...**

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 10 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.
 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
-

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.
-

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

- Staff meetings are conducted through Google Meets, and employees join electronically when possible.
- 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" or the health screening sign in sheet in the family room prior to engaging in work 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 who are not fully vaccinated are encouraged to wear a mask or face covering at this time. Check in at the main office remains a requirement; please sign and date the "Onsite Daily Health Screen Assessment."

Physical Distancing

- Employees, participants, parents/guardians, volunteers and visitors must wash their hands with soap and water for at least 20 seconds or use hand sanitizer 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.
- Masks are optional but recommended on site for anyone who is not fully vaccinated. Staff will wear a mask/face covering if and when requested.
- Desks, computers, phones, offices, and other work tools/equipment will not be shared when possible.
- Staff must sanitize workplace items/equipment before and after each use.

Masks/Face Coverings at Heaven's Gait Ranch, Inc.

- Masks are optional but recommended on site for anyone who is not fully vaccinated. Staff will wear a mask/face covering if and when requested.

Updated August 15, 2021



Heaven's Gait Ranch will continue to follow mandates set by federal, state, and local authorities, as well as guidelines given by the CDC and Departments of Health & Human Services.

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 large, 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.

At the beginning & end of each work day:

- The equine manager is responsible for cleaning the stables & tack rooms.
- The instructor is responsible for cleaning the arenas and vacuuming the family room.
- The program & volunteer coordinator is responsible for cleaning & vacuuming the interior, main office.
- The facilities manager is responsible for ensuring exterior safety & interior sanitation.

Updated August 15, 2021



- Before/after lessons 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)
 - The instructor for the day will clean and disinfect areas & equipment provided for and pertaining to the participants and families on site:
 - The instructor will clean high-traffic touchpoints within the arena(s), family room, & restrooms. 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.
 - The program & volunteer coordinator will clean all surface areas and touch points in the main, interior office at HGR.
 - This includes but is not limited to wiping down desks, writing utensils, keyboards, the copy machine, & spraying door handles.
 - The program & volunteer coordinator will vacuum the interior office at least once a day.

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.
 - Special attention is given to clearing the HVAC intakes and returns.
 - The family room and restrooms remain high priorities as high traffic areas.
 - In the event that someone on site tests positive for COVID-19, the facility will close for 24 hours to disinfect while close contacts are notified to quarantine safely at home.

Engineering Controls & Air Flow

- The indoor, sliding arena doors will remain open, as weather permits, with gates securely latched 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.
- Lessons will be conducted outdoors whenever possible.

Updated August 15, 2021



Family Room, Main Office, & Spectating Areas

- 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 optional but recommended for those who are not fully vaccinated.
- Sign in & temperature checks remain mandatory.

Barns & Stables

- To minimize the number of touch points within the barn, on tack or equipment, staff and lead walkers will be responsible for handling the horses before & after any lesson on site.
- The stables and tack rooms are off limits to participants 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

- Participants' family members (ex: a parent or sibling from the same household) are encouraged to be trained as side walkers at this time. By serving as a side walker, you will further limit the number of households on site, as well as limit the number of households surrounding each participant.
- Volunteers are encouraged to stay home if they are feeling ill.
 - If you signed up to volunteer for lessons, contact Maggie Robertson at 920-917-7102 to cancel.
 - If you believe your illness is COVID-related, contact Margaret Mary at 920-400-0628.
- Volunteers must enter the building through the main office entrance and wash their hands upon arrival.
- Masks are optional, but sign in remains required. A no-touch thermometer is available at HGR.
 - Volunteers must sign and date the health assessment log before beginning their duties on site.
 - Volunteers are not required to wear face coverings.
- After temperature checks, side walkers will meet their horses and team in the indoor arena.
- Lead walkers will enter the main office for handwashing and temperature checks; then they will enter the barn through the indoor arena. Horse/tack assignments are displayed on the screen in the barn.
- Instructors are responsible for final tack checks.

Maximum Capacity & Visitors

- Maximum capacity is 25 people until further notice, including staff, participants, volunteers & visitors.
- Please be respectful of each other and lesson times: if you arrive early, stay in your vehicle to maximize safety and cleaning procedures in place. The fifteen minute window in between lessons remains essential for staff to spray door handles, restrooms, and surface areas within the office, as well as switch horses and spray tack and program materials in the barn.
- All guests and visitors are asked to please call Maggie Robertson in advance at 920-917-7102 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 our staff, volunteers, and the individuals we serve -- especially our elderly participants and veterans -- who have agreed to return on site under our care.

Updated August 15, 2021



Participant Families & Group Lessons

- Group lessons are capped to four participants/riders and may not exceed HGR's maximum capacity.
- Groups of visitors are still encouraged to stay home at this time.
- Each family member/household unit should maintain 6 ft distance from members of another household.
- Parents are 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 Margaret Mary McClaren directly: (920) 400-0628. We'll be happy to provide you with further information and updates.

Updated: August 15, 2021