



HEALTH, SAFETY AND ENVIRONMENT SAFE WORK PRACTICES DURING COVID 19 PANDEMIC

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F.6.0 SAFE WORK PRACTICES DURING COVID 19 PANDEMIC

Powell River Therapeutic riding will ensure safe work practices to minimize the risk of COVID 19 for everyone accessing its facility. This policy adheres to the directives and guidelines from WorkSafe B.C. and Vancouver Coastal Health.

F.6.1 DEFINITION

Safe Work Practices applies to Staff, School personnel, Volunteers, Caregivers, Riders and Visitors accessing PRTRA's facilities.

F.6.2 RESPONSIBILITY

The staff and Board are responsible to ensure that School personnel, Volunteers, Caregivers, Riders and Visitors accessing PRTRA's facilities follow this policy.

F.6.3 Access to the Facility

1. All people, including staff, volunteers, caregivers and riders must not enter the facility, including the stable, if they have symptoms of COVID-19 or have travelled outside of Canada in the last 14 days. This policy will be communicated to all personnel and signage will be posted at entrances to the facility reminding people not to enter the site if they have symptoms associated with COVID-19. Upon entering PRTRA's facility, everyone must sign in daily confirming that they do not have symptoms of common cold, influenza, COVID-19, or other respiratory disease. PRTRA will not accept anyone to the facility if they are experiencing any symptoms.
(Reference F.6.i: Poster COVID-19 Awareness and Entry to Facility)
2. Staff and Volunteers with symptoms of COVID-19 will be excluded from work, stay home, and self-isolate until they have been assessed by a health care provider to exclude COVID-19 or other infectious disease, and their symptoms have resolved.
3. School personnel, parents, clients and caregivers will be contacted and asked to assess their children/clients for the presence of symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease prior to attending riding. Parents and caregivers must keep their children at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
4. Staff will be trained on the management of all people who become ill while at the facility. Reference F.6.vi Protocol for child/client or staff with COVID19 Symptoms.



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5. The maximum number of riders will be limited to two to enable PRTRA to minimize the risks associated with COVID 19.
6. Staff will telephone, e-mail or video conferencing will be used when possible to meet with workers, clients, parents, and caregivers.
7. Visitors to the facility will be limited.
8. The facility, including the arena, will not be rented during the pandemic.

F.6.4 Facility Entrance and Exit

1. Everyone will enter the building through the main doors up the ramp from the parking lot.
2. Everyone, (staff, riders, volunteers, caregivers, parents and visitors) entering PRTRA's facility is required to wear a mask. PRTRA will have a supply of masks available if needed.
3. All staff, children/clients, caregivers and volunteers must wash or sanitize their hands when they enter and leave the facility.
4. Proper hygiene must be used after using the toilet.
5. Everyone will exit through the door by the bathrooms to access the arena, except for children/clients and caregivers, if necessary, who must access the loading platform from the Ready Room.
6. One person in the Ready Room at a time, unless the individual needs help with equipment. Caregivers/staff may bring the gear for a rider in the viewing room to avoid contact.
7. After completion of their class, riders will take off their helmets, boots and belts and leave them in the designated place. These items will be sanitized before being returned to the Ready Room.
8. Children/Clients arriving at the facility will wait in their vehicle until the previous class is ready to leave the facility.



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9. Markers will be placed on our entrance and exit points and in our viewing room to ensure physical distancing.
10. The number of people in the viewing room will be limited to 8. One caregiver or parent will be allowed to accompany a child/client.
11. The number of people seated at the table in the viewing room will be limited to four.
12. Other facility rooms will have the number of people allowed in them posted.
(Reference F.6.ii: Poster Limit of People in this Space)
13. No hugs or handshakes.

Everyone must be made aware of the WorkSafe BC posters in the building regarding: How to Use a Mask, (Reference F.6.iii); Cover Coughs and Sneezes (Reference F.6.iv); and Rules for not entering the Facility (Reference F.6.i: Poster COVID-19 Awareness and Entry to Facility)

F.6.5 Hand Hygiene and Respiratory Etiquette

1. Everyone entering the facility must immediately wash their hands or use the hand sanitizer provided.
2. Staff, caregivers and volunteers must wash their hands regularly throughout the day, including:
 - a. When they arrive at the workplace and before they go home
 - b. Before and after handling food, preparing bottles or feeding children/clients.
 - c. Before and after giving or applying medication or ointment to a child or self
 - d. After changing diapers
 - e. After assisting a child to use the toilet
 - f. After using the toilet
 - g. After contact with body fluids (e.g., runny noses, spit, vomit, blood)
 - h. Before donning and after doffing personal protective equipment
 - i. Before donning and after doffing riding equipment
 - j. After cleaning tasks
 - k. After handling garbage
 - l. Whenever hands are visibly dirty
3. Caregivers must support children/clients to wash or sanitize their hands regularly throughout the day, including:
 - a. When they arrive at the facility and before they go home



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- b. Before and after eating and drinking
- c. After a diaper change
- d. After using the toilet
- e. After riding
- f. After sneezing or coughing
- g. Whenever hands are visibly dirty

Everyone must be made aware of the WorkSafe BC posters in the building regarding: How to Use a Mask, (Reference F.6.iii); Cover Coughs and Sneezes (Reference F.6.iv); and Rules for not entering the Facility (Reference F.6.i: Poster COVID-19 Awareness and Entry to Facility)

F.6.6 Physical Distancing

1. Everyone at our facility must wear masks as we have frequent direct physical contact with clients/children and will not be able to appropriately distance from them.
2. Classes will be scheduled to allow for minimal contact with others.
3. Occupancy limits for each room in PRTRA's facility have been posted.
4. Limit four people to sit at the table in the Viewing Room.
5. Safe Distancing markers have been installed on our ramps, viewing room and "gathering places" in the arena.

F.6.7 Cleaning and Disinfecting

1. All toys have been removed.
2. Parents and caregivers may only bring clean, personal comfort items
3. Unnecessary items such as magazines and books have been removed to reduce surfaces that could become contaminated.
4. Washrooms and frequently-touched surfaces (e.g., door knobs, handrails, cupboard handles, light switches, faucet handles, tables, chairs,) will be disinfected twice daily.
5. Reins, lead ropes, helmets, transfer belts, gloves, and boots will be sanitized after each rider.
6. Props, if used in a lesson will be sanitized after each class.
7. Office equipment (phones, keyboards) will be sanitized daily.
8. Garbage containers will be emptied daily.
9. If a worker or child leaves the workplace due to symptoms of COVID-19, areas where those individuals were in, including surfaces they may have touched, will be cleaned



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immediately upon their departure.

PRTRA will maintain an adequate supply of cleaning and disinfection products and materials. (Reference F.6.v Cleaning and Disinfecting)

F.6.8 Use of Personal Protective Equipment

1. Everyone at our facility must wear masks as we have frequent direct physical contact with clients/children and will not be able to appropriately distance from them. In addition, we have many vulnerable children and adults riding who are supported by volunteers, many of whom are senior citizens.
2. Disposable gloves must be worn when cleaning body fluids (e.g., runny nose, vomit, stool, urine) and when diapering.
3. Masks and gloves are required for staff responsible for cleaning and disinfection.

F.6.9 Implementation

1. This Safe Work Practice will be posted on PRTRA's Website.
2. Training will be provided to staff to ensure Safe Work Practices are followed.
3. Safe Work Practices will be e-mailed to School Personnel, Volunteers, Parents, Caregivers and Clients.

Documents Associated with this Policy

- F.6.i Poster - COVID-19 Awareness and Entry to Facility
- F.6.ii Poster - Limit of People in this Space
- F.6.iii Poster - How to Use a Mask
- F.6.iv Poster - Cover Coughs and Sneezes
- F.6.v Information Sheet – Cleaning and Disinfecting
- F.6.vi Protocol for child/client or staff with COVID19 Symptoms
- F.6.vii Sign in Sheet
- F.6.viii Barn Protocol
- F.6.ix COVID19 Start Up Plan
- F.6.x WorkSafe Inspection

Board Approval Date: August 12, 2020

Review Date: Continuous



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