

PROMISE RANCH COVID 19 PROTOCOLS

Ranch Reopening Policies and Procedures for Hygiene, Sanitization and Social Distancing

updated June 1, 2020

Promise Ranch is committed to keeping ourselves and our community healthy while providing services to our vulnerable client population. Below are the organization's policies and protocols. Each policy and protocol have been developed from the information and guidelines provided by the following resources:

1. CDPHE
2. CDC
3. Tri-County Health Department

Policies and Protocols

All

No one with signs or symptoms of sickness (coughing, shortness of breath, fever, chills) should come to the facility. This includes respiratory symptoms of sneezing or coughing due to seasonal allergies.

1. Staff will do a verbal health check with clients and volunteers in their sessions at the beginning of every session asking about: signs and symptoms, travel, and exposure. Documentation will be recorded in session notes.
2. Only those staff/volunteers/clients who are scheduled through the Programs Director or the Volunteer Coordinator will be allowed on site. Volunteers should not use the sign-in book, but email the Coordinator with hours given.
3. Scheduling of clients will be staggered so there is no overlap between arrival and departure of clients. As much as possible, double booking will be avoided (except in the case of siblings having simultaneous sessions).
4. All staff, volunteers, and clients who enter the facility must wash their hands and dry using paper towels upon arrival and each hour thereafter.
 - a. Soap and paper towels are found in bathrooms and in the storage room.
 - b. Hand sanitizer is in the building, near the entrance.
 - c. Disinfecting wipes and cleaning supplies are in the building, near the entrance.
5. Adult caregivers, staff and volunteers are expected to wear masks.
6. Staff, volunteers and caregivers should always try to keep a reasonable social distance. No gathering of groups.
7. Staff who support clients with physical guidance must wear gloves, wash hands or use sanitizer after each occurrence.
8. Outpatient therapy programming will use only easily washed objects. The Therapy Supply Tent will only be accessed by the therapist on duty.

9. Staff will disinfect areas used daily before leaving work.
10. One volunteer per shift will be responsible for sanitizing areas every hour. For example, wiping down the door handles of all doors in and around the shop, previously worn helmets, etc.
11. Building doors will be propped open during business hours to increase circulation of outdoor air as much as possible. Fans and the evaporative cooler will be tools for air circulation.

Clients and Caregivers

1. Adult caregivers are asked to bring only their child/client who is receiving services, and not any other siblings or relatives. The parent is then welcome to wait at the outside picnic tables or in their cars.
2. Please do not keep cars running in parking lot.
3. Riders can bring their own helmets or wear one that is disinfected between client use.
4. Clients will wait in cars until a volunteer/staff comes to get them at the start of a session.
5. After the session, clients are expected to go straight to their families. Families will be asked to leave promptly to allow for disinfecting and to limit the number of people on site.
6. If clients need to cancel or have therapy-related questions, they will contact the client's Therapist/Instructor by phone or email.

Horse Care Staff and Volunteers/Horses/Tack

1. Horse Care Staff will wear masks when in the shop or arena, handling tack, and coming into contact with humans.
2. Work gloves will be worn at all times outside, hands will be sanitized when gloves are removed.
3. Volunteers, therapists/instructors and clients should refrain from using barn staff tools and equipment.
 - a. Separate manure forks and buckets will be designated for volunteer use.
4. All equipment and tack must be disinfected prior to being put away.
 - a. Dip rubber reins and grooming tools in the disinfecting bucket.
 - b. Saddle pads should be left hanging outside after each use.

Signs will be posted, referencing these procedures.

If you have any questions regarding this policy, please contact Jamie Mondrow via email at jamie@prtr.org

I have read and understand the PRTR COVID 19 Protocols and will abide by them.

Print Name _____ Date _____

Signature

References

<https://www.tchd.org/818/Coronavirus-COVID-19>

Douglas County, which has had case numbers level off in recent weeks will not be subject to this order and will continue with the Governor's Safer at Home order.

<https://www.tchd.org/826/Protect-Yourself-and-Others>

Everyday preventive actions

- Wear a cloth mask in public.
- Cough or sneeze into your sleeve, or if you use a tissue then discard the tissue and promptly wash your hands.
- Avoid close contact with people who are sick.
- Stay home while you are sick and avoid close contact with others.
- Avoid touching your eyes, nose, and mouth.
- Wash your hands often with soap and water for at least 20 seconds.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol if hands are not visibly soiled.

[CDPHE Environmental Cleaning Guidance for COVID-19 Households AND Regulated Facilities](https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html)

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