

Exhibit D - Reopening Plan



PALM BEACH INTERNATIONAL EQUESTRIAN CENTER REOPENING GUIDE

• Updated 8.31.2020 •



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DEFINITIONS

CDC – Centers for Disease Control. All activity that occurs at a USEF-licensed competition must be conducted in accordance with CDC guidance protocols.

Competition Area/Schooling Area – For purposes of this document, any reference to competition area and/or schooling area includes rings, arenas, fields, cross-country fields, and any other areas designated for competition, schooling or exercise purposes.

Competition Organizer – For purposes of this document, Competition Organizer means management of Equestrian Sport Productions (ESP)

Competition Staff – For purposes of this document, competition staff includes any individual who is employed or contracted by competition management. Competition staff includes, but is not limited to, ring crews, jump crews, stable crews, competition office staff, medical personnel, awards crew, in-gate personnel, paddock managers, announcers, licensed officials, scribes, etc.

Close Contact – For purposes of this document, close contact as defined by the CDC is someone who was within six (6) feet of an infected person for at least 15 minutes starting from two (2) days before illness onset (or, for asymptomatic patients, two (2) days prior to specimen collection) until the time the patient is isolated. It is important to note that close contact has occurred even if one, or both individuals is wearing a mask. (Refer to CDC FAQ). Anyone who has been in contact with an individual who is confirmed or suspected to be COVID-19-positive should quarantine in accordance with CDC Guidelines.

COVID-19 Incident or Outbreak – For purposes of this document, an incident is defined as a report of any COVID-19 related event or occurrence including, but not limited to, an individual who is exhibiting symptoms of COVID-19. An outbreak is defined as multiple COVID-19 related incidents or occurrences.

Face Masks – For purposes of this document, any reference to face masks includes cloth face coverings, N-95, KN-95 and surgical masks. Face masks and face coverings must fully cover the nose and the mouth while being worn. The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. Cloth face coverings should fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction and be able to be laundered and machine dried without damage or change to shape.

FEI – Federation Equestre International. The international governing body of equestrian sports.

Immediate Household – Individuals consistently living in the same house or dwelling. Members of a household may or may not be related. For purposes of this document, immediate household may also be referred to as same household or own household.

Isolation – For purposes of this document, isolation is defined as separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious, from those who are not infected to prevent the spread of the communicable disease.

Participants – For purposes of this document, any reference to Participants includes owners, lessees, riders, athletes, parents, vaulters, drivers, trainers, coaches, grooms, lungers, navigators, personal care assistants (PCAs), and any other required support personnel/staff that are essential for providing care to the horses and/or the athletes.

PPE – Personal Protection Equipment

Public/Spectators – For purposes of this document, spectators refers to the general public, fans, or any individuals who are not directly involved in the competition by way of being a participant, a member of competition staff, a service provider (e.g., media or photographer), volunteer, or other support personnel (farrier, veterinarian, etc.).

Quarantine – For purposes of this document, Quarantine is defined as separation of a person or group of people, known or reasonably believed to have been exposed to a communicable disease but are not yet symptomatic, from others who have not yet been exposed, to prevent the possible spread of the communicable disease.

Service Providers – For purposes of this document, service providers are those individuals or entities who provide direct services contracted by competition management. Service providers include but are not limited to vendors, caterers, feed suppliers, photographers, videographers, media, cleaning service providers (including portable restroom service), and waste disposal personnel.

Social Distancing – For purposes of this document, Social Distancing is defined also called “physical distancing,” means keeping a minimum of 6 feet (about 2 arms’ length) space between yourself and other people outside your immediate household, as well as avoiding congregate settings or a concentration of individuals in a single area.

Support Personnel – For purposes of this document, support personnel are those individuals employed or contracted by Participants who are essential for providing care to horses and/or participants. Support personnel includes, but is not limited to, veterinarians, farriers, equine therapists, and braiders, etc.

Symptoms – Symptoms of COVID-19 include, but are not limited to, subjective or measured fever, cough, and shortness of breath and/or difficulty breathing. Additional symptoms may include sore throat, muscle pain, headache, chills/shaking, or newly developed loss of taste or smell.

Temperature Monitoring – The daily (or alternatively defined period) non-contact body temperature testing utilizing technology that scans forehead temperature (temporal or infrared thermometer) to measure an individual’s body temperature to verify no fever is present. For purposes of this document, a fever is defined as an elevated body temperature of 99.5°F (37.5° C) or higher.

USEF – United States Equestrian Federation. National governing body for most equestrian sports in the United States.

WHO – World Health Organization. All activity that occurs at a USEF-licensed competition must be conducted in accordance with WHO recommendations.



MESSAGE FROM EQUESTRIAN SPORT PRODUCTIONS

Equestrian Sport Productions (ESP) is looking forward to having Palm Beach International Equestrian Center (PBIEC) reopen for competition in a safe and healthy manner. This Reopening Guide is based on federal, state and local regulations, WHO recommendations, CDC guidelines, Federation Equestre Internationale (FEI), and United States Equestrian Federation (USEF) requirements. There will be times when regulations, recommendations, guidelines and requirements may differ. In these instances, the more restrictive regulations, recommendations, guidelines and requirements will prevail and supersede all others, e.g. face masks/coverings may not be required by a state or local government but will be required by ESP and is required at a USEF licensed competition. Many guidelines mentioned within our plan are common worldwide practices recommended by prominent health officials and agencies. This plan focuses on how we will operate and increase venue cleaning and sanitizing, enforce social distancing, and educate employees and participants on new protocols on how to mitigate exposure to COVID-19. Our events are outdoors and consequently are better ventilated than indoor events and will be easier to ensure physical distancing being that there is no designated seating. ESP completed the WHO Mass Gathering for Sport Risk Assessment Tool in April. We are considered low risk with an impressive mitigation score of 86%. <https://www.usef.org/media/covid19-toolkit> (**Appendix A**)

Our team will continue to closely monitor government and World Health Organization mandates and communicate any adjustments regarding ESP protocols and procedures to you as soon as they arise. We thank you in advance for abiding by these guidelines while visiting our venue and for your ongoing support of equestrian activity at PBIEC. This situation and provisions are likely to change over time.

ESP reserves the right to remove anyone from the venue who does not comply with any of the posted **PBIEC Reopening Guide & ESP COVID-19 Action Plan (Appendix B)**. Announcers and in-gate personnel will make constant announcements reminding everyone of social distancing and mask requirements. We have also implemented a mass text communication platform to inform everyone of changes in the schedules, ring delays, and/or emergency announcements.

We wish to thank Palm Beach County, the Village of Wellington, the Palm Beach County Sports Commission, and the Tourist Development Council of Palm Beach for the help they have provided us in our reopening. We recognize the negative economic impact that the pandemic has created and we believe that we can contribute to a safe reopening that will get our county and region back on track.

“STRONGER TOGETHER”



GENERAL PROTOCOLS

ACCESS/ENTRY

Only authorized persons will be permitted access to the facility. Everyone will either be checked by a thermal camera system or with a touchless thermometer at entry point gates before they are allowed access through the gate. Persons with a temperature below 100° F (37.8° C) may enter the facility. We ask that everyone check their own temperature at home before coming to work to avoid any incident of possible exposure before this mandatory check at the entry gate. Anyone with a temperature of 99.5° F (37.5° C) or higher may not enter the facility. **(Appendix C, see FIG. 1)**

On temperature screening, any person with a temperature higher than 99.5° F (37.5° C) will be sent to a private, climate-controlled area (if possible) to wait at least 10 minutes for secondary temperature screening and consultation. If the second attempt indicates no fever, the person shall be permitted to enter the venue. If the second attempt also indicates a fever, the person will be sent home immediately and advised to seek medical attention. **(Appendix B)**

Any person refusing to undergo a temperature check will be denied entry to the venue.

Any person who exhibits COVID-19 symptoms, has tested positive for COVID-19 within the last two weeks, or has been in contact with someone who has tested positive for COVID-19 within the last two weeks* cannot enter the competition grounds. **Exception: Healthcare personnel who have treated patients using appropriate medical-grade PPE during the course of performing professional duties are exempt from this restriction.*

Face masks or face coverings are required for all persons at all times while entering and within competition grounds when not mounted on a horse, or during in-hand classes as outlined by the procedures. Face masks will be available at the facility.

Being that the venue is closed to spectators, there are no concerns of reaching capacity based on participants, competition staff, service providers, and support personnel.

TOUCHLESS/ADMINISTRATIVE SAFETY

To reduce the number of people accessing the competition office we have established the following:

We have introduced a new feature that will allow for electronic entries to be made and signed remotely through ShowGrounds Live Software (SGL). This will be available on the pbiec.com website once the prize list and entry process is announced.

Our SGL software will allow for adds, scratches, viewing bills and making payments remotely. With these features there is little reason that would require someone to visit the office. All feed and bedding are handled through Gold Coast Feed & Nutrition. Phone in orders are the recommended means of ordering.

Arrangements for office appointments, electronic bills, and any additional questions/requests can be made by emailing the Competition Office directly.

Signs have been placed on the outside of the Competition Office door designating a maximum amount of people (in addition to ESP secretaries and management) that are allowed in the office at any time. No additional staff will be allowed in the office to exceed the maximum occupancy. All staff radios, computers, clip boards, judges' cards, etc., will be delivered to their location before the show and picked up after completion. **(see FIG. 2)**

QUEUING MEASURES

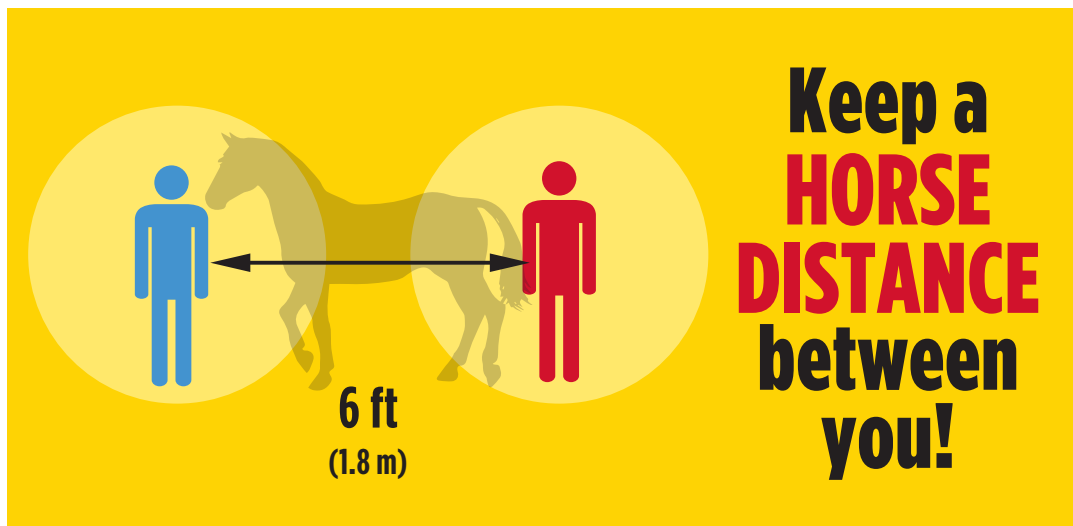
TO MAINTAIN PHYSICAL DISTANCING

Entrances have security guards in place reminding all participants of social distancing and 6' markers on grounds.

Measured areas marked with 6' spacing outside the Competition Office for those waiting. Shade Tent provided. **(see FIG. 2)**

"In" door and "out" door provided with proper signage in English and Spanish with directional arrows placed on floor. **(see FIG. 3.1)**

Clear plastic shields/barriers have been built and installed between secretaries and participants. Each secretary is supplied their own sanitizing wipes to clean common contact surfaces between each participant. At the end of the day, a special fogger is used overnight to sanitize the entire office space. **(see FIG. 3.2)**





SIGNAGE

Multilingual signage will be posted in front entrances and strategic locations that display:

- All applicable federal, state and local regulations, requirements and orders as well as WHO recommendations and CDC guidelines as they relate to mass gatherings and sporting events in effect at this venue. **(see FIG. 4)**
- Lists the requirements for social distancing and the use of face masks/face coverings. **(see FIG. 5)**
- Identifies the symptoms of COVID-19 and states the following:
“To protect others from possible transmission of the virus, anyone who exhibits COVID-19 symptoms or has been in contact with someone who has tested positive for COVID-19 within the last two weeks (exception, healthcare personnel who have treated patients using appropriate medical-grade PPE during the course of performing professional duties), cannot enter the competition grounds. These individuals are encouraged to contact their health care provider immediately for further medical advice and must obtain documented clearance from their health care provider before entering the competition grounds. Participants must assume responsibility for themselves and their own staff (e.g. grooms, assistants, etc.).” **(see FIG. 6)**
- Recommendations about good hygiene along with informing participants and others about ways to reduce the risk of COVID-19 transmission. **(see FIG. 6)**

Strategic locations include but are not limited to:

- Entrances
- Barns
- Bathrooms
- Competition Rings
- Horse Show Office
- Vendors

SOCIAL DISTANCING & ENFORCEMENT

SOCIAL DISTANCING

We have installed security fencing at the facility to prevent anyone from getting in without going through any of the designated security gate check points. This was done to regulate all people accessing the property in addition to checking everyone's temperature. **(see FIG. 1)**

There are posted total numbers of rounds allowed per ring on the competition schedule. This may be changed as proficiency for scheduled times improves or declines. Participants are encouraged to schedule competition days (ride times, schooling times, etc.) as efficiently as possible to minimize time spent on the competition grounds each day.

For every horse a maximum of 4 people per horse are permitted on property: the rider, trainer, groom and one additional person.

Stabling will be limited per facility requirements:

Stall assignments will be issued by aisle. In any instance where an aisle must be shared, security will regulate unloading so groups can stay apart during this process. All trailer-in parking will be directed by security to give sufficient area for social distancing requirements.

All individuals must practice social distancing at all times while on the competition grounds by staying at least 6 feet (about 2 arms' length) from any person who is not a member of their immediate household. Members of the same household are still required to wear masks or face coverings at all times while on competition grounds including around members of their own household. Everyone should have a mask on at all times. **(see FIG. 7 & FIG. 8)**

Judges' and other officials' areas will comply with social distancing requirements. In the event that it is absolutely





impossible to maintain social distancing of six (6) feet or more, the erection of a solid divider located in front of, and between individuals, and of sufficient size to reduce the risk of respiratory particulates being spread, must be used. The inclusion of such dividers does not eliminate the requirement to wear face masks or face coverings. **(see FIG. 9)**

There will be extremely limited seating for participants and placed far apart. All bleachers have been removed or blocked from access. Participants are strongly encouraged to stay in their cars until getting on their horse. Please note that Golf Cart occupants that do not belong to the same household should not sit in golf carts violating social distancing requirements. Once the golf cart has reached its destination, all occupants should get out. Spectating is not allowed at this time.

ENFORCEMENT

All ESP Staff will be wearing fluorescent vests displaying the constant reminder of social distancing. All ESP staff members will have the authority to remind anyone on ESP property of the necessity of social distancing. We understand that many people have quarantined together for the past several months, however we ask that everyone abide by social distancing protocols while on the grounds. This is very important for the effective enforcement of everyone on the grounds as well as developing good habits. **(see FIG. 10)**

In the event of inclement weather (thunderstorms), participants must go to their personal vehicles in the event of a delay and may not congregate in areas/under tents/barns within the facility.

CLEANING & SANITIZING LOCATIONS

ESP has placed ample alcohol-based hand sanitizer dispensers in all key areas around the grounds. Portable sinks at all rings supplied with high quality antibacterial soap have been installed as well. Antibacterial soap dispensers have also been placed at the common wash rack area. Signage is placed and announcements are made often to encourage regular hand sanitizing/hand washing.

Alcohol-based hand sanitizer has been provided to all ESP staff and volunteers.

There are designated bathroom areas available and each area will be assigned a staff cleaner to constantly wipe down all touched areas. Reminders will be placed outside and inside bathrooms to use the quality antibacterial soap that will be replenished regularly.

Cleaning staff will be sanitizing door handles regularly at the competition office and other high traffic areas. Alcohol-based hand sanitizer has been placed outside the office entry and exit doors.

All hand sanitizer dispensers and hand washing stations will be restocked/refilled at least once per day during competition, and every evening after competition. **(see FIG. 11 & FIG. 12)**

The public water fountains will be disabled until further notice. They will be disconnected/wrapped in specialty plastic to not allow touching/access to each unit.

We will be recommending but not requiring gloves when using schooling jumps in the common areas. **(see FIG. 13)** Common jump cups and schooling rails have been “fogged” with a product called “Gold Shield.” This is a product that is used in

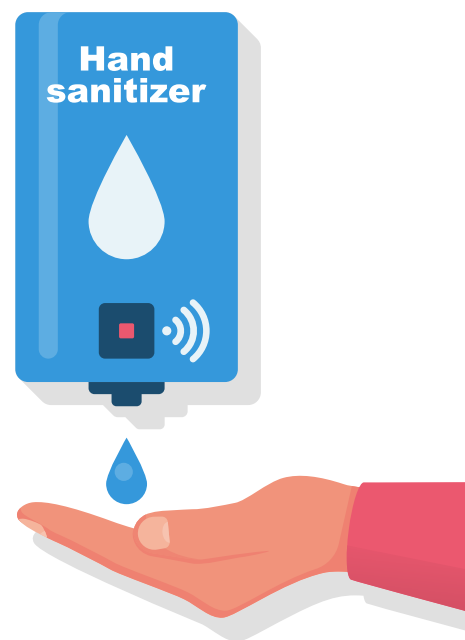
hospitals to coat surfaces that prevent areas for viruses to attach to. The product states that the coating lasts for 90 days and can only be removed with a product such as bleach. We will be recoating all of our schooling jumps on a monthly basis with the fogging system and “Gold Shield” product.

Horse show secretaries, and other relevant staff will be provided with necessary supplies and responsible for cleaning their own personal areas.

To limit sharing of equipment, positions that require use of lap top will be assigned the lap top for the entire duration of competition rather than checked in/out daily.

Cleaning staff store and use disinfectants in a responsible and appropriate manner according to the label. All disinfectants are kept out of the reach of children.

Disinfectants and other supplies are kept in appropriate amounts under lock and key in storage location within Management office and requested by cleaning staff on an as needed basis.





AGREEMENTS

As a condition of participation, a *Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement* required by USEF, will be available with the entry blanks. **(Appendix D)**

ESP will also require a waiver to be signed for all persons

accessing the facility.

Emails will be required from all participants and support personnel and a notification will be distributed immediately if a COVID-19 incident or outbreak is confirmed.

EMPLOYEE RESPONSIBILITIES

All employees will be provided with the PBIEC Reopening Guide and the ESP COVID-19 Action Plan, including specific instructions per responsibilities outlined in the Employee COVID-19 Procedures **(Appendix F)**.

All employees will be required to sign a waiver upon working.

All employees will be trained by their manager regarding procedures and guidelines and provided with necessary PPE.

Each staff member will be supplied with (1) vest that includes social distance reminder — must be worn at all times on property. And (1) KN95 Mask, (3) disposable masks, disposable gloves and alcohol-based hand sanitizer (per week). All staff are required to wear a mask while on-site.

Employees are instructed to stay home if they do not feel well and to contact their manager if they notice a coworker or guest with a cough, shortness of breath, or other known symptoms of COVID-19. Employees who are exhibiting any COVID-19 symptoms are instructed to immediately notify their manager.

Should employee experience symptoms or have elevated temperature, that employee will be isolated and either taken by medic cart or escorted on foot to the on-site isolation tent that is under the direction of Palm Beach County Fire

Rescue (PBCFR) and contracted for the event. PBCFR (at their medical supervisors' discretion) will either conduct a secondary temperature screening or call for an outside rescue. Once this employee is turned over to PBCFR, they will assume the treatment responsibility and, if necessary, will transport or direct this employee to the Palm Beach County resources for COVID-19 testing, treatment, tracking and isolation protocols for our county. The same procedure will be followed if anyone on the grounds present any symptoms or complaints of feeling ill. After these processes are completed, all areas of the isolation tent, medical transport and areas in which the employee was working will be sanitized thoroughly after the employee has left.

Any employee who exhibits COVID-19 symptoms, has tested positive for COVID-19 within the last two weeks, or has been in contact with someone who has tested positive for COVID-19 within the last two weeks cannot enter the competition grounds.

Competition Organizers will notify USEF, as well as all competition staff, service providers, participants, and support personnel if any employee who was present on the competition grounds tests positive for COVID-19 within 14 days of the conclusion of the competition.

PROTOCOLS FOR RETAIL & FOOD & BEVERAGE VENDORS

Wash hands often with soap and water for at least 20 seconds. In addition, use alcohol-based hand sanitizer with at least 60% alcohol as an additional safety level. All employees will wash hands for 20-30 seconds, dry hands and put mask and gloves on prior to work shift.

Use disposable menus, menu boards, or digital menus.

Provide physical guides, barriers and signage and queue markers for social distancing. **(see FIG. 14)**

Restrict the number of employees and/or shoppers in shared spaces to maintain at least a six-foot distance between people. **(see FIG. 15)**

Use touchless payment options as much as possible. In non-touchless scenarios, wiping of signing screens/devices and hand sanitizing and washing after cash handling.

Use disposable food service single use items (utensils, dishes, condiments).

Self-service operations of salad bars, beverage stations, and buffets are prohibited. Customers are prohibited from self-dispensing any unpackaged food or beverage. No refills

on soft drinks. Clean and sanitize contact surfaces after each use. Use Personal Protective Equipment (PPE) such as face mask (mandatory), and if needed, gloves, aprons, shoe coverings and/or goggles.

The employees will deep clean, sanitize and disinfect every area thoroughly with approved cleaning agents for use against the virus that causes Covid-19 every 30 minutes, use EPA registered chemicals for sanitizing and disinfecting (i.e., chlorine or quaternary ammonia). Additionally, diluted bleach solutions cleaning before any food preparations. Cleaning all surfaces, walls, cooking appliances and equipment, beverage dispenser nozzles, windows, faucets, sinks, handles, sanitize refrigerators and freezers, counters, hoods, grills, coffee machines, blender, prep-stations, cash register keyboard and electronic credit card machine.

Limited seating is strategically placed near food vendors, spaced minimum 6' apart. Cleaning staff strategically positioned near dining area, for frequent sanitation.

SERVSAFE CERTIFICATION REQUIRED BY LICENSEE HOLDER
Dressing rooms are eliminated. **(see FIG. 15)**



Notify Competition Organizer immediately if employee feels ill/tests positive for COVID-19.

To eat or drink, an individual must move far enough away from others to minimize the possibility of being within six feet of any other individual before lowering the mask or face covering to eat or drink. The mask must be immediately replaced over the nose and mouth when finished.

STABLING CONSIDERATIONS

All barn areas will be restricted to grooms, trainers and other essential employees (Vets are included). Signage in English and Spanish are placed on every exterior aisle entrance. Stabling is limited and will be restricted to a maximum increments of 12 per group. Additional stalls (over 12 or 24) will be provided if available on a first come first serve basis. Smaller groups will be placed in aisles of 12 stalls with spacing between to the best of our ability. Our barn aisles are 10 feet wide with sliding doors that allow for people to pass each other on opposite sides with social distancing room to spare.

NOTE TO TRAINERS: The barn area assigned to your operation is your responsibility to operate and apply all best management practices. It is your responsibility to restrict your barn area to grooms and essential staff only. **DO NOT ALLOW YOUR CLIENTS TO LOITER IN THE BARN AREAS.** Trainers are asked to please bring all the same materials and operating protocols that you have implemented in your private barn operation since the COVID-19 pandemic started. ESP will not be providing materials in the barn areas that are essential to operate your private business. Random spot checks will be performed by ESP management or stewards to remind and enforce any observed violations to COVID-19 protocols.





APPENDIX A - RISK ASSESSMENT

Mass gathering mitigation checklist for COVID-19 addendum for sporting events

Mitigation measures assess the current effort and planning to reduce the risk of spread of COVID-19 disease for the event. As mitigation measures can reduce the overall risk of the mass gathering contributing to the spread of COVID-19, they should be taken into account after the risk assessment has occurred to gain a clearer understanding of the overall risk of transmission and further spread of COVID-19, should the mass gathering be held. Together with the risk assessment score, the mitigation measure will contribute to the decision matrix and influence the assessment of the overall risk of transmission and further spread of COVID-19 in relation to the mass gathering.

| Topic | Key consideration | Score Yes/Completed (2), Maybe/In progress (1), No/Not considered (0) | Weighting | Total score | Comments |
|---|---|--|-----------|-------------|---|
| Understanding of the overview of the current COVID-19 situation by the event organizers | Have the relevant organizers and responsible staff been informed about the latest available guidance on the COVID-19 outbreak (official web resources available from WHO, CDC, ECDC, UN, local public health authorities)? And are the organizers and staff concerned committed to following the available guidance? | 2 | 1 | 2 | (https://www.who.int/publications-detail/key-planning-recommendations-for-mass-gatherings-in-the-context-of-the-current-covid-19-outbreak) |
| | Are organizers aware of global and local daily situation reports as provided by WHO or local public health authorities? | 2 | 1 | 2 | We are monitoring all national information, as we will have no incoming foreign participants |
| | Do the organizers and responsible staff understand the risks and transmission routes of COVID-19, the steps that event attendees can take to limit spread, the recognized best practices (including respiratory etiquette, hand hygiene, physical distancing, etc.), and the travel restrictions adopted by different countries that may affect the mass gathering? | 2 | 1 | 2 | Yes these are well documented and signage around property |
| Event emergency preparedness and response plans | Has a contingency medical response plan for COVID-19 been developed for this mass gathering sporting event? | 2 | 3 | 6 | We have a response plan which involves closing the facility in the event of an onsite outbreak |
| | Does the contingency medical response plan include information about how attendees should interact with the host country healthcare system (e.g. hotline/helpline telephone number, medical teams and first-aid points for the mass gathering, local health care system)? | 2 | 3 | 6 | This will be provided to all participants |
| | Is there an Emergency COVID-19 Outbreak Response Coordinator/Team in the organizing committee or other structure for the mass gathering with defined roles and responsibilities, coordinating the health preparedness and response planning for the outbreak? | 2 | 2 | 4 | The Senior management team will assume this role |
| | Has the host country or organizer requested support from WHO and/or local public health authorities? | 2 | 3 | 6 | We will work with county health authority |
| | Have the organizers of the mass gathering event acquired the following supplies to help reduce the risk of transmission of COVID-19? | | | | |
| | Personal protective equipment (e.g. masks, gloves, gowns) for onsite medical personnel | 2 | 3 | 6 | Yes these have been ordered and will be supplied |
| | safe disposal of hygienic materials (e.g. tissues, towels, sanitary products) in washrooms and changing rooms | 2 | 3 | 6 | We don't use washable towels so all are disposable and put in trash. |
| | Hand sanitizers and alcohol rubs for all entrances and throughout the venue | 2 | 3 | 6 | Yes |
| | If a person feels unwell/ shows symptoms of an acute respiratory infection during the event: | | | | |
| | Is there a procedure for athletes or spectators to clearly identify whom to contact and how to do so if they or other event participants feel unwell? | 2 | 3 | 6 | Common procedure in our sport for calling medics |
| | Is there a protocol on whom meeting organizers should contact in the host country to report suspected cases and request testing and epidemiological investigations? | 2 | 3 | 6 | This will be done through the regional hospitals and county health officials |
| | Are first-aid services or other medical services in-place and equipped to support patients with respiratory symptoms? | 1 | 2 | 2 | We will work with local hospitals |
| | Are there isolation rooms or mobile isolation units available onsite? | 1 | 2 | 2 | Not applicable to our situation |
| | Are there any designated medical facilities that manage patients with COVID-19 infection in the host country? | 2 | 2 | 4 | Local hospital |
| | Are there transportation services with trained medical professionals available to transport critically ill patients with severe acute respiratory infections to a hospital or to evacuate them from the host country, if necessary? | 2 | 2 | 4 | Yes we work closely with the regional hospitals |
| | Has a cleaning schedule been developed to ensure the venue is clean and hygienic – wiping surfaces and any equipment regularly with disinfectant is strongly recommended (before, during and after the event and between each round of competition)? | 2 | 3 | 6 | Yes. Designated |
| | Are there established screening measures, including temperature checks in place for participants at the point of entry, venues, routes and on-site medical facilities (first-aid points)? (Please specify in Comments what these screening measures include) | 1 | 3 | 3 | For staff yes and passed along to athletes to self monitor |
| | Is the host country conducting COVID-19 laboratory diagnostic tests? (If Yes, please specify in comments the type of COVID-19 diagnostic test used) | 2 | 3 | 6 | Yes |
| | Does the host country have a national public health emergency preparedness and response plan that can address severe respiratory diseases, including COVID-19? | 2 | 2 | 4 | Yes |
| | Is there a preliminary agreement by the host country to provide care for any COVID-19 cases connected with the mass gathering? | 1 | 3 | 3 | This does not apply to our event |
| | If the event is for a duration of 14 days or longer, does the medical response plan for the event include resources and protocols for managing all public health interventions that would be necessary and supporting the national public health authorities if participants are infected and become unwell at the event? (If the event is for less than 14 days, please score 0) | 0 | 3 | 0 | |
| | If the event is for less than 14 days, does the medical response plan include protocols for organizers to notify all participants of possible exposure to COVID-19 if the organizers are made aware of any suspected or confirmed cases that attended the event? (If the event is for 14 days or longer, please score 0) | 2 | 3 | 6 | Yes we have contact information for all participants |

(continued next page)



APPENDIX A - RISK ASSESSMENT (CONTINUED)

| | | | | | |
|---|---|-----|---|-----|--|
| Stakeholder and partner coordination | Is there an established mechanism for collaboration and coordination between the health and security sectors, which is considered as crucial? | 1 | 2 | 2 | Does not apply |
| | Are there agreed, clear and easily understood processes in place for reporting to external multi-sectoral stakeholders (including surveillance authorities, WHO, CDC, ECDC, etc.) and disseminating risk communication messages (Media)? | 1 | 2 | 2 | Does not apply |
| Command and control | Is there a decision-making authority/body and an agreed procedure to modify, restrict, postpone or cancel the mass gathering sporting event related to the evolving COVID-19 outbreak? | 2 | 3 | 6 | Assuming yes based on USEF/ VOW/ Governors orders |
| | Are there arrangements to activate a strategic health operations centre if there are suspected COVID-19 cases in connection with the sporting mass gathering? | 1 | 2 | 2 | |
| | Have the mass gathering organizers and staff undergone training and exercises on personal safety procedures and emergency mitigation measures (including those specifically listed in this checklist)? | 1 | 3 | 3 | Will be provided |
| | Is there a risk communication strategy for the sporting mass gathering in regard to COVID-19? | 2 | 3 | 6 | Emails/ Public health announcements |
| Risk communication | Is there a designated person(s) to lead media activities and tasked with managing all external communications with national and international government officials, the general public, and the media? (If yes, please identify the spokesperson in comments) | 2 | 2 | 4 | Caroline Roche |
| | Has there been monitoring of national and international media and social media established for rumours to be able to counter them early? (Please explain in the comments what protocols are in place for counter messaging) | 2 | 2 | 4 | Our media team monitor all social media channels and report to management. Then an appropriate response is drafted |
| | Has coordination been set up with major official media channels and social media sites such as Twitter, Facebook and Instagram so that messaging can be coordinated with, and assisted by, the platforms to provide targeted messaging from organizers (including messaging to counter fake news and rumours, and proactive messaging about the status of the mass gathering, including changes)? | 1 | 2 | 2 | This does not really apply |
| | Has public health advice on clinical features of COVID-19, preventive measures, especially respiratory etiquette, hand hygiene practices, and physical distancing, been shared with all staff involved in the event, athletes, the public, and personnel of all relevant stakeholders? | 2 | 3 | 6 | Yes |
| Public health awareness of COVID-19 before and during the event | Has information on the at-risk populations been provided to all athletes, the public and others so they may make an informed decision on their attendance based on their personal risks? | 2 | 3 | 6 | Yes |
| | Has public advice included information on the meaning of the following measures: quarantine, self-isolation and self-monitoring? | 2 | 2 | 4 | Yes |
| | Are there any surge arrangements in place in the event of a public health emergency during the mass gathering - (i.e. suspected and confirmed cases of COVID-19)? | | | | |
| Surge capacity | Do these surge arrangements include funding for mitigation measures? | 1 | 3 | 3 | This does not apply to our events |
| | Do these surge arrangements include stockpiles of equipment (e.g. personal protective equipment, etc.)? | 2 | 3 | 6 | Local hospital has informed us that they have no problem with supplies |
| | Do these surge arrangements include training of extra staff? | 1 | 2 | 2 | This does not apply to our events |
| | Do these surge arrangements include volunteers? | 1 | 2 | 2 | This does not apply to our events |
| Specific mitigation measures | Will there be daily health checks of athletes/competitors? | 2 | 2 | 4 | As specified in their responsibilities |
| | Will the athletes be separated from other groups, such as officials, support staff and spectators, to limit transmission? | 2 | 2 | 4 | No contact in our sport |
| | Are there measures in place to limit the sharing of equipment, water bottles, towels, etc.? | 2 | 3 | 6 | No shared equipment in our sport. Bottled water |
| | Will athletes be given closed containers to allow for the safe disposal or storing of all hygienic materials (e.g. tissues, towels, etc.)? | 2 | 3 | 6 | No towels supplied in our sport. All bath room supplies are disposable |
| | Will the sporting event have designated seating for all spectators? | 2 | 3 | 6 | No spectators |
| | Does the designated seating provided allow for physical distancing between spectators (minimum of 1 metre)? | 2 | 2 | 4 | No spectators |
| | Have pre-travel health checks been performed on all athletes to ensure underlying co-morbidities, medications, allergies, etc. are documented? | 1 | 2 | 2 | Does not apply |
| Sum of mitigation measures | | 190 | | 190 | |
| Total mitigation score (%) | | 86 | | | |



APPENDIX B - ESP COVID-19 ACTION PLAN

FOR MOST RECENT UPDATES, PLEASE VISIT [PBIEC.COM](https://pbiec.com)

Mandatory Requirements for Competition Organizers

Updated 8.24.20 ESP Comments / Applied Methods/ and Actions in Red Text

C. Definitions

CDC – Centers for Disease Control. All activity that occurs at a USEF-licensed competition must be conducted in accordance with CDC guidance protocols.

Competition Area/Schooling Area – For purposes of this document, any reference to competition area and/or schooling area includes rings, arenas, fields, cross-country fields, and any other areas designated for competition, schooling or exercise purposes.

Competition Organizer – For purposes of this document, Competition Organizer includes any individual or entity that acts as competition manager, licensee, and includes any designee(s) with management authority over the competition and its operations.

Competition Staff – For purposes of this document, competition staff includes any individual who is employed or contracted by competition management. Competition staff includes, but is not limited to, ring crews, jump crews, stable crews, competition office staff, medical personnel, awards crew, in-gate personnel, paddock managers, announcers, licensed officials, scribes, etc.

Close Contact – For purposes of this document, close contact as defined by the CDC is someone who was within six (6) feet of an infected person for at least 15 minutes starting from two (2) days before illness onset (or, for asymptomatic patients, two (2) days prior to specimen collection) until the time the patient is isolated. It is important to note that close contact has occurred even if one, or both individuals is wearing a mask. (Refer to CDC FAQ).

Anyone who has been in contact with an individual who is confirmed or suspected to be COVID- 19-positive should quarantine in accordance with CDC Guidelines.

COVID-19 Incident or Outbreak – For purposes of this document, an incident is defined as a report of any COVID-19 related event or occurrence including, but not limited to, an individual who is exhibiting symptoms of COVID-19. An outbreak is defined as multiple COVID-19 related incidents or occurrences.

Face Masks – For purposes of this document, any reference to face masks includes cloth face coverings, N-95, KN-95 and surgical masks. Competition Organizers must provide facemasks or face coverings to competition staff, volunteers and officials. **Face masks and face coverings must fully cover the nose and the mouth while being worn.**

***The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. Cloth face coverings should fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction and be able to be laundered and machine dried without damage or change to shape.

Isolation – Separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious, from those who are not infected to prevent the spread of the communicable disease.

Participants – For purposes of this document, any reference to Participants includes owners, lessees, riders, athletes, parents, vaulters, drivers, trainers, coaches, grooms, longeurs, navigators, personal care assistants (PCAs), and any other required support personnel/staff that are essential for providing care to the horses and/or the athletes

PPE – Personal Protection Equipment.

Quarantine – Separation of a person or group of people, known or reasonably believed to have been exposed to a communicable disease but are not yet symptomatic, from others who have not yet been exposed, to prevent the possible spread of the communicable disease.

Social Distancing – Also called “physical distancing,” means keeping a minimum of 6 feet (about 2 arms’ length) space between yourself and other people outside your immediate household, as well as avoiding congregate settings or a concentration of individuals in a single area.

Immediate Household – Individuals consistently living in the same house or dwelling. Members of a household may or may not



APPENDIX B - ESP COVID-19 ACTION PLAN (CONTINUED)

be related. For purposes of this document, immediate household may also be referred to as same household or own household.

Public/Spectators – For purposes of this document, spectators refers to the general public, fans, or any individuals who are not directly involved in the competition by way of being a participant, a member of competition staff, a service provider (e.g. media or photographer), volunteer, or other support personnel (farrier, veterinarian, etc.). **There is to be a maximum of 4 people per horse: the rider, trainer, groom and *one additional person* If you are not one of those four people allowed for a horse on the grounds, you will be considered to be spectating.**

Service Providers – For purposes of this document, service providers are those individuals or entities who provide direct services contracted by competition management. Service providers include but are not limited to vendors, caterers, feed suppliers, photographers, videographers, media, cleaning service providers (including portable restroom service), and waste disposal personnel.

Support Personnel – For purposes of this document, support personnel are those individuals employed or contracted by Participants who are essential for providing care to horses and/or participants. Support personnel includes, but is not limited to, veterinarians, farriers, equine therapists, and braiders, etc.

Symptoms – Symptoms of COVID-19 include, but are not limited to, subjective or measured fever, cough, and shortness of breath and/or difficulty breathing. Additional symptoms may include sore throat, muscle pain, headache, chills/shaking, or newly developed loss of taste or smell.

Temperature Monitoring – The daily (or alternatively defined period) non-contact body temperature testing utilizing technology that scans forehead temperature (temporal or infrared thermometer) to measure an individual's body temperature to verify no fever is present. For purposes of this document, a fever is defined as an elevated body temperature of 99.5°F (37.5° C) or higher. This definition of fever utilizes a temperature threshold slightly lower than in CDC guidelines, but this more stringent temperature threshold prevails as the requirement.

WHO – World Health Organization. All activity that occurs at a USEF-licensed competition must be conducted in accordance with WHO recommendations.

COVID-19 Action Plan for Competitions – Revised 8/18/20

D. General

USEF-Licensed competitions must operate in accordance with the USEF COVID-19 Action Plan for USEF-Licensed Competitions (Plan). This plan is based on federal, state and local regulations, **WHO recommendations, CDC guidelines** and USEF requirements. There will be times when regulations, recommendations, guidelines and requirements may differ. In these instances, the more restrictive regulations, recommendations, guidelines and requirements will prevail and supersede all others, e.g. face masks/coverings may not be required by a state or local government but is required at a USEF licensed competition nonetheless due to CDC guidance.

If an individual needs an accommodation under the American Disabilities Act, please submit the request, along with documentation of the disability and need for accommodation, to legalrequests@usef.org. It should be noted that we are experiencing a high volume of legal inquiries at this time, and we will respond as soon as possible. Requests for accommodations will be reviewed on a confidential basis with a medical consultant.

Additionally, competition organizers must implement the USEF requirements listed on the following pages, and are very strongly encouraged to implement all recommended best practices contained herein or similar practices for mitigating risks related to the COVID-19 virus.

These requirements are in effect immediately and until further notice, however, they are subject to revisions as the COVID-19 virus environment changes.

ESP has been instrumental in helping develop these protocols with USEF since the March shutdown. We have very diligently studied and applied actions for all requirements based on our operations and facilities. We have also enhanced and added additional protocols that we feel are best for the general welfare of our exhibitors. We have been in close contact with local authorities — and any competition held at our facility will be with their knowledge and support.

USEF Competition Organizers must complete the WHO Mass Gathering for Sports Risk Assessment Tool and work with state and local governments and public health authorities prior to the start of the competition to help determine risks and mitigation measures. Competition Organizers are encouraged to consult their insurers and legal counsel as well. ESP completed the WHO Mass Gathering for Sport Risk Assessment Tool in April. We are considered low risk with an impressive mitigation score of 86%

If competition organizers have any questions, please contact Katlynn Sacco by email at ksacco@usef.org or by phone at (859) 225-6981.



APPENDIX B - ESP COVID-19 ACTION PLAN (CONTINUED)

E. Agreements

For currently licensed competitions: Execute the Addendum to the USEF Licensing Agreement (provided by USEF) by the required deadline prior to the start of the competition.

- Ensure that all participants, including licensed officials and volunteers, provide emergency contact information and execute an updated Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement required by USEF, as a condition of participation. Please ensure use of the updated form for competitions starting on May 6, 2020, or after. **This form will be made available with the entry blanks. Please note that all riders, parents and/or guardians, owners, coaches, and trainers must sign this form before any back numbers are assigned. Absolutely no entries will be accepted or processed before a back number is assigned with this process. No exceptions!**
- **Prior to the start of a competition**, create an Emergency Response Plan specific to a COVID-19 incident or outbreak that includes local medical resources and addresses outbreak protocols including medical evaluation, isolation and quarantine, and reporting. **ESP has modified its emergency response plan for all accidents to include COVID-19 protocols. If there are any instances of an outbreak, our local contracted PBCFR authorities will handle this situation in the quarantine tent located by the on-site Fire Rescue unit.**
- If a COVID-19 incident or outbreak occurs, USEF, all **competition staff, service providers, participants, and support personnel** participants and competition staff must be notified. **Emails will be required from all participants and competition staff and notification will be distributed immediately upon such an occurrence.**
- Provide training for competition staff, volunteers and licensed officials regarding all procedures and requirements associated with the Plan. **All staff have been distributed copies of the ESP Accident plan.**
- Ensure vendors and service providers are included in the communication and training requirements associated with the Plan. **Vendors will be extremely limited but any that are allowed to be on the grounds will be included in those notified.**
- Disseminate a copy of the Plan to all applicable competition personnel- **Covered above.**
- A minimum of 14 days prior to the start of the competition, inform (e.g., via prize list/omnibus, website, social media, email, etc.) all participants, officials and competition personnel of protocols and safeguards implemented for their protection against spreading COVID-19 by providing them with a list of such measures. **With constant changes needed to be made to the USEF COVID-19 Action Plan for USEF Licensed Competitions, this document will be updated as needed on the PBIEC.coth.com, under the Competitors tab.**

F. Access

General access to the PBIEC show grounds is limited to a maximum of 4 people per horse: the rider, trainer, groom **and *one additional person***.

Require temperature monitoring for volunteers, officials, **competition staff** and **service providers** once daily prior to entering the competition grounds. Anyone with a temperature of 99.5° F (37.5° C) or higher may not enter the facility. **As implemented in May, we will continue to check everyone's temperature before they are allowed access to the grounds. Everyone will either be checked by the thermal camera system or at entry point gates A-G with a touchless thermometer before they are allowed access through the gate. Anyone with a temperature below 99.5° F (37.5° C) may enter the facility. We ask that everyone check their own temperature at home before coming to work to avoid any incident of possible exposure before this mandatory check at the entry gate.**

The following individuals are not allowed to enter the competition grounds:

Anyone who:

- **Anyone who** exhibits **COVID-19 symptoms**,
 - **Anyone who** has tested positive for COVID-19 within last two weeks **10 days**,
 - **Anyone who has tested positive outside of the past 10 days, but is still symptomatic**,
- or
- **Anyone who** has been in **close contact** with someone who has tested positive for COVID-19 within the last two weeks **14 days**. **cannot enter the competition grounds. This is posted at the entry gate.**

*Exception: Healthcare personnel who have treated patients using appropriate medical- grade PPE during the course of performing professional duties are exempted from this restriction.

• Refer to **Appendix i (p. 25) for Self-Isolation/Self-Quarantine Directives** in the event a person has a fever or exhibits other symptoms of COVID-19.

**Please reference Participant requirements regarding temperature monitoring on page 10 for Participant responsibilities.



APPENDIX B - ESP COVID-19 ACTION PLAN (CONTINUED)

*****If a situation arises regarding access that is not addressed in this Action Plan, please contact USEF. Direct inquiries to ksacco@usef.org or dsaliling@usef.org.**

Inform all [competition staff](#), [service providers](#), [participants](#), and [support personnel](#) that if any individual who was present on the competition grounds tests positive for COVID-19 within 14 days of the conclusion of competition, that individual must immediately notify **both the Competition Organizer and USEF**. Direct USEF reports to ksacco@usef.org.

- **Competition Organizers must notify USEF, as well as all competition staff, service providers, participants, and support personnel if any individual who was present on the competition grounds tests positive for COVID-19 within 14 days of the conclusion of the competition.** ESP will notify all required parties once ESP management have been made aware of a positive.

- Require a face mask or face covering for all staff, officials, volunteers, service providers and participants at **all times while on competition grounds when not mounted on a horse, or seated in a horse-drawn carriage or cart, or during in-hand classes as outlined by the procedures* below.** Competition Organizers must provide face masks or face coverings to competition staff, volunteers and officials. You can find recommendations for proper use of face masks and face coverings via the [Centers for Disease Control & Prevention website](#).

- **To eat or drink, an individual must move far enough away from others to minimize the possibility of being within six feet of any other individual before the lowering the mask or face covering to eat or drink. The mask must be immediately replaced over the nose and mouth when finished.**

- If an individual requires modification to this face mask/face covering requirement, please submit written request, accompanied by documentation substantiating the need for modification, to legalrequests@usef.org. It should be noted that we are experiencing a high volume of legal inquiries at this time, and we will respond as quickly as possible. Requests for modifications will be reviewed on a confidential basis with a medical consultant.

***In-Hand Class Procedures – face masks or face coverings that fully cover your nose and mouth are required at all times at USEF-licensed competitions, including while exhibiting horses and ponies in-hand. However, if absolutely necessary, you may lower your mask while jogging or running with a horse or pony in-hand, or while executing a pattern, but only if you are able to maintain social distancing of at least six feet while doing so. The mask must be replaced immediately once the jog, or run, or pattern, is completed.**

****A participant cannot be disqualified or penalized for wearing a facemask or face covering while competing.**

- As in May and June, these requirements will continue to be enforced by all ESP personnel. We take these basic requirements very seriously to help prevent the spread so please be prepared to wear masks and maintain social distancing at all times while on the grounds or please don't show with us.

**** A participant cannot be disqualified or penalized for wearing a facemask or face covering while competing. All judges will be notified.** No penalties will also apply to goiter style masks that are draped around the neck. All ESP judges have been notified in writing prior to arrival at the show.

G. Signage

- **Post signage that displays all applicable federal, state and local regulations, requirements and orders as well as WHO recommendations and CDC guidelines as they relate to mass gatherings and sporting events in effect at the competition.** Posted at all entrances as well as appropriate signage throughout the property.

- Post signage throughout the competition grounds that lists the requirements for social distancing and the use of face masks/face coverings. Posted at all entrances as well as appropriate signage throughout the property.

○ **USEF provided posters: Face Masks & Social Distancing**

- Post signage at all entrances to the competition grounds which identifies the symptoms of COVID-19 and states the following:

- To protect others from possible transmission of the virus, anyone who exhibits [COVID-19 symptoms](#) or has been in contact with someone who has tested positive for COVID-19 within the last two weeks (exception, healthcare personnel who have treated patients using appropriate medical-grade PPE during the course of performing professional duties), cannot enter the competition grounds. These individuals are encouraged to contact their health care provider immediately for further medical advice and must obtain documented clearance from their health care provider before entering the competition grounds. Participants must assume responsibility for themselves and their own staff (e.g. grooms, assistants, etc.). **Posted at all entrances.**



APPENDIX B - ESP COVID-19 ACTION PLAN (CONTINUED)

Sample poster: Symptoms of Coronavirus Disease Posted in multiple locations throughout the property

- Post signage throughout the competition grounds (i.e. competition office, competition and schooling areas, barns, etc.) which includes recommendations about good hygiene along with informing participants and others about ways to reduce the risk of COVID-19 transmission. Posted in multiple locations throughout the property
- Sample Poster: CDC – Stop the Spread of Germs Posted in multiple locations throughout the property

H. Social Distancing & Limiting Entries and/or Stabling

Enforce social distancing requirements throughout the competition grounds at all times. All ESP Staff will be wearing florescent vests displaying the constant reminder of social distancing. All ESP staff members will have the authority to warn and remind anyone on ESP facility property of the necessity of social distancing. We also realize that many of you have quarantined together for the past several months. We ask that EVERYONE abide by social distancing protocols while outside of your cars on the grounds. This includes members of their immediate household. With the exception of parents with toddlers, we are asking everyone on the grounds to remain six feet apart so that the social distancing requirements remain uniform and builds on healthy distancing habits. This is very important for the effective enforcement and safety of everyone on the grounds.

All individuals must practice social distancing (or physical distancing) at all times while on the competition grounds by staying at least 6 feet (about 2 arms' length) from any person. Everyone is required to wear a mask or face covering **at all times while on competition grounds**, including members of their own household. Everyone should have a mask on at all times. Everyone should observe social distancing.

*Exceptions:

- Social distancing is not required when competing in driving classes where more than one participant is seated in the horse-drawn carriage or cart.
- Individuals are allowed to be seated together while being transported by golf cart (or similar four-wheeled transport vehicle), but capacity may not exceed the number of seats on the cart or vehicle and **all individuals must wear face masks or face coverings**.

Congregating on or around a parked or stationary golf cart or vehicle is prohibited..

- Competition Organizers are encouraged to implement a system that visually (e.g., numbered or colored IDs or some other form of credential) identifies members of the same household. Please remember there is to be a maximum of 4 people **per horse**: the rider, trainer, groom and ***one additional person***. Effective August 24, 2020, ESP has elected to stop issuing arm bands to family members. With the exception of parents with toddlers, we are asking everyone on the grounds to remain six feet apart so that the social distancing requirements remain uniform and builds on healthy distancing habits. This is very important for the effective enforcement and safety of everyone on the grounds.
- Prohibit the public, spectators, and non-essential personnel such as guests from being on the competition grounds until further notice. Posted and regulated by all ESP Staff.
 - **Competition Organizers must determine whether a sponsor can be present on competition grounds by assessing whether the sponsor meets the criteria of being essential to providing care to the horses or athletes, or provides direct services contracted by the Competition Organizer. If sponsors are present, they must comply with face mask/face covering, social distancing, and all other requirements. ESP Sponsorship personnel have been in communication with sponsors. Sponsors (while observing all COVID-19 protocols) will be allowed on the property (if they so choose) for the purposes of presentations.**
 - Organize horse arrivals and departures to limit contact between people. Stall assignments will be issued by aisle. In any instance where an aisle must be shared, security will regulate unloading so groups can stay apart during this process. All trailer in parking will be directed by security to give sufficient area for social distancing requirements.
 - Arrange judges' and other officials' areas to comply with social distancing requirements. In the event that it is absolutely impossible to maintain social distancing of six (6) feet or more, the erection of a solid divider located in front of, and between individuals, and of sufficient size to reduce the risk of respiratory particulates being spread, must be used. **The inclusion of such dividers does not eliminate the requirement to wear face masks or face coverings unless airtight separation can be maintained.**

Hunter judges are solo. Jumper judges are in maximum teams of two with alternating shifts. One acting as a field judge, and the other occupying the booth solo.



APPENDIX B - ESP COVID-19 ACTION PLAN (CONTINUED)

- Restrict competition office access to essential personnel only, configure the space and limit the number of office staff to comply with social distancing, and limit the number of participants who can enter the competition office at one time (e.g., schedule check-in/check-out times) **Signs have been placed on the outside of the office door designating that a maximum of 4 people (in addition to ESP secretaries and management) are allowed in the office at any time** No additional staff will be allowed in the office to exceed the maximum occupancy. All staff radios, computers, clip boards, judges' cards, etc., will be delivered to their location before the show and picked up after completion. You may also arrange for office appointments in advance by emailing Jennifer Glosson at jglosson@equestriansport.com or Hali Miller at casey255@gmail.com
 - Competition Organizers must notify USEF if entries are to be limited. **There are posted total numbers of rounds allowed per ring on the competition schedule.** This may be changed as proficiency for scheduled times improves or declines. Management reserves the right to cancel warm-ups or move divisions to other rings to best accommodate those on the waiting list. At all times, no entries will be processed before: back numbers are assigned (10,000 or 20,000 numbers assigned by online **is not a back number**), a method of payment on file and all proper waivers are completed. After back numbers are assigned the entry process will open on a first come, first serve basis.
 - The FEI will determine whether entries may be limited in FEI classes. **Not applicable August- October.**
 - Competition Organizers may limit entries to the competition and/or to specific sections/classes within the competition to manage the concentration of horses and people. **There will be total numbers or rounds allowed per ring as explained above.**
 - Regardless of the scope of the limitation, the limiting of entries must be done on a first come, first served basis and relevant information must be posted on the competition website or in the prize list, as well as at the competition office and at each competition area (i.e. ring, arena, field, cross country course). **First come first serve will be automated as described above through the SGL software.**
 - Competition management must also communicate the system used for notifying and "wait-listing" individuals who submit entries after the available spaces are filled, and the method must be equally applied to all potential participants. **First come first serve will be automated as described above through the SGL software. Those placed on the "add waiting list" will be informed by the show secretaries if management determines that the adds can be accepted.**
 - Configure stabling to comply with social distancing requirements in order to manage concentration of horses and people. **Described below:**
 - Competition Organizers must notify USEF if stabling is to be limited. **Stabling will be limited as described below.**
 - Regardless of the scope of the limitation, the limiting of stabling **MUST** be done on a first come, first served basis and relevant information must be posted on the competition website or in the prize list. **Stabling will only be offered to those who correctly fill out entries as described in the entry process.** Once exhibitors are assigned numbers, the availability of stalls will be opened. Stabling at the Equestrian Village (EV) site is limited and will be offered first to groups that are buying summer stall packages. After the expiration of summer stall packages, stalls for individual shows will be available for reservations. All stall reservations are restricted to a maximum increment of 12 per group. Additional stalls (over 12 or 24) will be provided if available on a first come first serve basis. Smaller groups will be placed in aisles of 12 stalls with spacing between to the best of our ability. Our EV barn aisles are 10 feet wide with sliding doors that allow for people to pass each other on opposite sides with social distancing room to spare. Please note that once EV stabling inventory is depleted, management reserves the right to assign stalls at the PBIEC location.
- We have made the show schedule as conducive as possible to allow for everyone to trailer in and show. We encourage all participants to consider this option before ordering a stall. Please remember that all barn areas will be restricted to grooms, trainers, vets and other essential personnel. Signage in English and Spanish are placed on every exterior aisle entrance.
- Competition Organizer must also communicate the system used for notifying and "wait-listing" individuals who submit stabling requests after the available spaces are filled, and the method must be equally applied to all potential participants. **Stabling will be assigned on a first come first serve basis. Anyone on a waiting list will be notified where they are on that list.**
 - Competition Organizers must publish their policy regarding entry and stall refunds within the prize list and/or on the competition website. **Stalls must be prepaid once assigned. As stalls are extremely limited, no refunds will be given unless the entire competition is cancelled. Partial refunds may be applied at managements discretion if groups on a waiting list can be accommodated after a stall reservation is cancelled.**



APPENDIX B - ESP COVID-19 ACTION PLAN (CONTINUED)

I. Enforcement Authority

USEF Stewards and Technical Delegates will inform individuals when they are not in compliance with the regulations and requirements in effect at the competition and shall report such situations to the Competition Organizer. The Competition Organizer has the authority under GR 702.1 and GR914 to remove from the facility any person who does not comply with the regulations and requirements in effect at the competition. Stewards/Technical Delegates must report the removal of any person from competition grounds for non-compliance with regulations and requirements in effect at the competition in their USEF Steward/Technical Delegate Report. *ESP had a very successful opening in May and June with the majority of exhibitors being very cooperative with all COVID-19 protocols. We are confident that all participants will continue to comply with these requirements that have been established to keep everyone safe. ESP does reserve the right to remove anyone from the show grounds that does not comply with any of the posted COVID-19 protocols.*

Competition Organizers are responsible for enforcing all social distancing and face mask/face covering requirements. *ESP Management will continue to enforce all of these requirements at the Summer Series.*

- Stewards/TDs are required to report compliance on the part of Competition Organizers with respect to the mandatory requirements listed above. *Any such occurrence will be reported.*
 - Did the Competition Organizer confirm completion of the **WHO Mass Gathering for Sports Risk Assessment Tool**? *Yes, we did. We are considered low risk with an impressive mitigation score of 86%.*
 - Did Competition Organizer adhere to the requirements listed above in Sections D-H to the best of its abilities, including posting the required signage?

*The USEF Steward/TD Report will be updated to facilitate the ability to report this information.

Mandatory Requirements for Participants

J. General

USEF-Licensed competitions must operate in accordance with the USEF COVID-19 Action Plan for USEF-Licensed Competitions (Plan). This plan is based on federal, state and local regulations, [WHO recommendations](#), [CDC guidelines](#) and USEF requirements. There will be times when regulations, recommendations, guidelines and requirements may differ. In these instances, the more restrictive regulations, recommendations, guidelines and requirements will prevail and supersede all others, e.g. face masks/coverings may not be required by a state or local government but is required at a USEF licensed competition nonetheless due to CDC guidance.

If an individual needs an accommodation under the American Disabilities Act, please submit the request, along with documentation of the disability and need for accommodation, to legalrequests@usef.org. It should be noted that we are experiencing a high volume of legal inquiries at this time, and we will respond as soon as possible. Requests for accommodations will be reviewed on a confidential basis with a medical consultant.

[Participants](#) are required to comply with these and any additional Competition Organizer requirements at all times while present on competition grounds. Failure to do so may result in expulsion from the grounds.

These requirements are in effect immediately and until further notice, however, they are subject to revisions as the COVID-19 virus environment changes.

If participants have any questions, please contact Debbie Saliling by email at dsaliling@usef.org or by phone at (859) 225-6930.

K. Waiver/Release & Indemnity Agreement

Provide emergency contact information and execute an updated *Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement* required by USEF, as a condition of participation. Please ensure use of the updated form provided by competition organizer. *ESP is also asking for accurate cell phone numbers and email address to use in the case of notification requirements.*

L. Access

[Participants](#) and [Support Personnel](#) are required to self-monitor their temperature once daily prior to entering the competition grounds. Anyone with a temperature of 99.5° F (37.5° C) or higher may not enter the facility. *As implemented in May, we will continue to check everyone's temperature before they are allowed access to the grounds. Everyone will either be checked by the thermal camera system or at entry point gates A-G with a touchless thermometer before they are allowed access through the gate.*



APPENDIX B - ESP COVID-19 ACTION PLAN (CONTINUED)

The following individuals are not allowed to enter the competition grounds:

- **Anyone who** exhibits COVID-19 symptoms,
 - **Anyone who** has tested positive for COVID-19 within last two weeks **10 days**,
 - **Anyone who has tested positive outside of the past 10 days, but is still symptomatic**,
- or
- **Anyone who** has been in close contact with someone who has tested positive for COVID-19 within the last two weeks **(14 days)**, cannot enter the competition grounds.

*Exception: Healthcare personnel who have treated patients using appropriate medical- grade PPE during the course of performing professional duties are exempted from this restriction.

- Refer to Appendix A for CDC guidelines for self-isolation/quarantine directives in the event a person has a fever or exhibits other symptoms of COVID-19. Attached.
- Participants and Support Personnel are required to wear a facemask or face covering **at all times while on competition grounds** when not mounted on a horse, or seated in a horse-drawn carriage or cart, **or during in-hand classes as outlined by the procedures* below.**

You can find recommendations for proper use of face masks and face coverings via the [Centers for Disease Control & Prevention website](#).

To eat or drink, an individual must move far enough away from others to minimize the possibility of being within six feet of any other individual before the lowering the mask or face covering to eat or drink. The mask must be immediately replaced over the nose and mouth when finished.

- If an individual requires modification to this face mask/face covering requirement, please submit written request, accompanied by documentation substantiating the need for modification, to legalrequests@usef.org. It should be noted that we are experiencing a high volume of legal inquiries at this time, and we will respond as quickly as possible. Requests for modifications will be reviewed on a confidential basis with a medical consultant.

As in May and June, these requirements will continue to be enforced by all ESP personnel. All ESP Staff will be wearing florescent vests displaying the constant reminder of social distancing and all personnel will enforce face mask requirements as well. We take these basic requirements very seriously to help prevent the spread so please be prepared to wear masks and maintain social distancing at all times while on the grounds or please don't show with us.

**A participant may choose to wear a facemask or face covering when mounted on a horse and cannot be disqualified or penalized for doing so while competing. Please remember that showing in Florida during the summertime heat is very taxing on your body. Please make sure that you take this under consideration when making this decision. Please stay extra hydrated and wear devices (if you so choose) that do not contribute to Heat related illnesses such as Heat Exhaustion or Heat Stroke.

- If any person who was present on the competition grounds tests positive for COVID-19 within 14 days of the conclusion of competition, USEF **and the Competition Organizer** must be notified immediately. Direct USEF reports to ksacco@usef.org

M. Social Distancing/Participation Protocols

- All individuals must practice social distancing (or physical distancing) at all times while on the competition grounds by staying at least 6 feet (about 2 arms' length) from any person who is not a member of their **immediate household**. Members of the same household are still required to wear masks or face coverings **at all times while on competition grounds**.

* Exceptions:

- Social distancing is not required while competing (including warm-up) in driving classes where more than one participant is seated in the horse-drawn carriage or cart.
- Individuals are allowed to be seated together while being transported by golf cart (or similar four-wheeled transport vehicle), but capacity may not exceed the number of seats on the cart or vehicle and all individuals must wear face masks or face coverings.
- **Congregating on or around a parked or stationary golf cart or vehicle is prohibited.**

Everyone should have a mask on at all times. All ESP Staff will be wearing fluorescent vests displaying the constant reminder of social distancing. All ESP staff members will have the authority to warn and remind anyone on ESP facility



APPENDIX B - ESP COVID-19 ACTION PLAN (CONTINUED)

property of the necessity of social distancing. We also realize that many of you have quarantined together for the past several months. We ask that **EVERYONE** abide by social distancing protocols while outside of your cars on the grounds. (Excluding members of their immediate household **that have been issued matching arm bands for the competition. See below**). This is very important for the effective enforcement of everyone on the grounds as well as developing good habits. We will continue to distribute matching arm bands for identity purposes of immediate family members. Please remember there is to be a maximum of 4 people **per horse**: the rider, trainer, groom and ***one additional person***. With this in mind, a maximum of three matching wrist bands will be distributed.

- Wash hands often and adhere to other sanitization practices throughout the day. We have secured as much hand sanitizer as possible. We have ample sanitizer dispensers placed around all entrances, ingates, bathrooms, show office as well as key areas around the grounds. If you find any dispensers on the grounds out of supply, please bring this to managements attention and it will be rectified immediately. We have also placed portable sinks at all rings supplied with high quality antibacterial soap. Antibacterial soap dispensers have also been placed at the common wash rack area. Please encourage your grooms to wash their hands after using the common hoses.

Recommended Best Practices for Competition Organizers

The following Recommended Best Practices have been provided to assist Competition Organizers with determining risks and developing measures to mitigate those risks. Please note these are not mandatory, however USEF strongly encourages their implementation.

N. General Considerations

- To the extent possible, limit the number of entrances and exits to the venue to manage crowding, social distancing and venue limitations. We have installed security fencing at the EV facility to prevent anyone from getting in without going through any of the seven security gate check points. This was done to regulate all people accessing the property in addition to checking everyone's temperature.
- Communication – Use radio, phone and online communication methods as much as possible and communicate important information frequently throughout the competition grounds. Announcers and ingate personnel make constant announcements reminding everyone of social distancing and mask requirements. We have also implemented a mass text communication platform to inform everyone of changes in the schedules, ring delays or emergencies such as thunderstorms.
- **It is strongly recommended that competition organizers conduct exhibitor meetings (virtually, telephonically, or in an environment where social distancing can be maintained) both prior to and during the competition to communicate requirements and address questions.**
- VIP and other social areas are strongly discouraged unless social distancing requirements are enforced in accordance with all applicable federal, state and local regulations, requirements and orders as well as WHO recommendations and CDC guidelines as they relate to mass gatherings and sporting events. There will be no VIP or social areas at the ESP venue through September.
- **It is strongly recommended that if people are going to travel together in the same vehicle to a competition, they should take their temperatures prior to getting into the vehicle to ensure no one travels to the competition with an elevated temperature. This should include golf cart transportation.**

O. Considerations for Facilities, Staff, Medical Personnel, Service Providers & Volunteers

Cleaning/Sanitizing Locations

- Provide hand sanitization stations with access to soap and water or alcohol based hand sanitizer at each competition area and schooling/warm up area. We have secured as much hand sanitizer as possible. We have ample sanitizer dispensers placed around all entrances, ingates, bathrooms, show office, as well as key areas around the grounds. If you find any dispensers on the grounds out of supply, please bring this to management's attention and it will be rectified immediately. We have also placed portable sinks at all rings supplied with high quality antibacterial soap. Antibacterial soap dispensers have also been placed at the common wash rack area. Please encourage your grooms to wash their hands after using the common hoses.
- Provide hand sanitizer to all officials, ring crew, office staff and maintenance staff. ESP has provided this to staff since March and will continue to do so.



APPENDIX B - ESP COVID-19 ACTION PLAN (CONTINUED)

- Frequently sanitize surfaces touched by many: door handles, arena gates, wash racks and hoses, etc. Cleaning staff covering the bathrooms will make regular trips to the office to sanitize door handles. Hand sanitizer will be placed outside the office entry and exit door. Water coolers will remain available at the ingates (and handles wiped with use) with disposable cups as well as free bottled water. Antibacterial soap dispensers have also been placed at the common wash rack area. Please encourage your grooms to wash their hands after using the common hoses.
- Ensure frequent cleaning and sanitizing of bathrooms, provide soap and water or alcohol based hand sanitizer in bathrooms. There are three (3) bathroom areas available at GDF and each area will be assigned a staff cleaner to constantly wipe down all touched areas. Reminders will be placed outside and inside bathrooms to use the quality antibacterial soap that will be kept in plentiful supply.

For the continued safety of all our cleaning staff, we would respectfully remind anyone using the bathroom areas around our cleaning crew to give them the same social distancing area as anyone else on the grounds. Thank you in advance for your consideration.

- Prohibit the use of public water fountains. The public water fountains will be disabled until further notice.
- Competition Office- If you need to contact the show office you can call Jenn Glosson at (561) 313-5133 or by email at jglosson@equestriansport.com.
- Strongly encourage all competitors to complete entry forms, in their entirety, including having all requisite memberships in place, prior to entering competition office. We have introduced a new feature that allows for electronic entries to be made and signed remotely. These will be available on the pbiec.coth.com website once the prize list and entry process is announced.
- Strongly encourage that all entries, adds, scratches, feed & bedding orders, billing/invoicing are done electronically. Our SGL software has always allowed for adds, scratches, viewing bills and making payments remotely. With these features, there is little reason that would require someone to visit the office. All feed and bedding are handled through Gold Coast Feed. Phone in orders are the primary means of ordering.
- Install clear plastic, glass or other type of protective shield/barrier in front of office staff. This has been built and installed.
- Provide hand sanitizer near the door. This is provided at entry door and inside exit door.
- Provide an 'in' door and an 'out' door, if possible. These have been provided with proper signage in English and Spanish and directional arrows placed on the floor.
- Provide markers to delineate 6 feet spacing between people in the office and in any waiting lines (e.g., markers on floor). Measured areas marked and provided. There is also a shade tent with 6 foot spacing outside the office for those waiting for less than four person occupancy.
- Prepare and email competitor bills as early as possible. SGL online close out capability provided. You may also request bills to be printed in advance by emailing Jennifer Glosson at jglosson@equestriansport.com or Hali Miller at casey255@gmail.com
- Establish appointment times for checkout at the competition office. SGL online capability provided. You may also request an office appointment in advance by emailing Jennifer Glosson at jglosson@equestriansport.com or Hali Miller at casey255@gmail.com

Service Providers and Vendors

- Advise any service providers (e.g. vendors, food-service, farrier, feed suppliers, waste disposal personnel) to take precautions in accordance with federal, state, local and facility regulations and CDC guidelines. All advised.
- For on-site food-service, consider requesting provision of pre-packaged food only. Beach Buffalo has an online menu available. They take orders and payment by phone and have a text service available to notify when orders are ready for pickup. Beach Buffalo has also posted their COVID-19 protocols on our website for customer review.

P. Competition, Schooling and Exercise Area Considerations

- Utilize posted orders of go and/or published ride times including online orders of go and ride times. During the show, this will continued to be provided online through our SGL software. For schooling days the jumps in the show rings cannot be touched or altered by exhibitors. We have designated time slots by height for back number schooling. In addition, we have made it possible to remotely "enter" through SGL a specific 15-20 time slot by height so you know exactly when you can arrive to school. Please see the time schedule for these options. Walk ups will be accommodated by ingate personnel on a first come first serve basis.



APPENDIX B - ESP COVID-19 ACTION PLAN (CONTINUED)

- At venues with multiple competition areas, consider designating one area as primary where assigned times and/or orders of go take precedence. The priority ring will be established based on daily numbers and time constraints. This will be announced or provided by mass text notification.
- Consider scheduling course walks as necessary to comply with social distancing requirements (e.g., schedule small groups in separate sections). All courses will be posted on our website with distances for all disciplines. ALL course walks will be extremely brief, with social distancing protocols strictly enforced and should be focused only in areas where distances are not provided. Management reserves the right to close any ring at any time to walking if protocols are not being followed.
- Utilize individual water bottles versus community water coolers. Water bottles will be provided and water dispensers cleaned regularly with disposable cone cups. Recycling bins will be provided at ingate areas to encourage plastic bottle recycling.
- Limit and organize seating areas to comply with social distancing requirements. There will be extremely limited seating and placed far apart. All bleachers have been removed. We are strongly encouraging people to stay in their cars until getting on their horse. Please note that Golf Cart occupants that do not belong to the same household should not sit in golf carts violating social distancing requirements. Once the golf cart has reached its destination, all occupants should get out. Please remember, if you are looking for a chair you should probably go to your car. Spectating is not allowed at this time.
- Restrict the number of people accompanying a horse to the competition area to those persons who are needed for safety or for achieving effective competition, but they all must comply with social distancing requirements. There will be numerous signs and warnings to limit each showing horse with a maximum of 4 people. Rider, Trainer, Groom and one other Companion. For parents of minors, we request that one parent stays in the car. We will do our best to provide areas to park cars by the rings as long as this does not compromise event safety for providing. This and all social distancing requirements will be enforced by any and all ESP personnel. All ESP personnel will wear neon safety vest displaying social distancing enforcement. This will remain a constant reminder to anyone on the grounds to remain vigilant in maintain social distancing at all times.
- Schooling and exercise area provisions:
 - Provide monitors to ensure compliance with requirements and best practices. Always monitored and controlled by stewards, schooling supervisors and/or ingate personnel. A maximum of one person per schooling standard will be allowed per schooling jump. Each schooling jump will be spaced at least 10' apart to accommodate people on both sides with social distancing.
 - Schooling jumps – Provide sanitizing items (spray bottles, wipes) at each competition arena and schooling/warm-up area and advise individuals to wear gloves while handling the jumps and to wipe down jump equipment after use. We will be requiring gloves when using schooling jumps in the common areas. We will provide rubber gloves upon request, but please plan on using your own gloves of choice. Common jump cups and schooling rails have been “fogged” with a product called “Gold Shield.” This is a product that is used in hospitals to coat surfaces that prevent areas for viruses to attach to. The product states that the coating lasts for 90 days and can only be removed with product such as bleach. We will be recoating all of our schooling jumps on a monthly basis with the fogging system and “Gold Shield” product.
 - Determine equine/human capacity in relation to the area and restrict access to a limited number in order to maintain social distancing requirements. A maximum of one person per schooling standard will be allowed per schooling jump. Each schooling jump will be spaced at least 10' apart to accommodate people on both sides with social distancing. Signage enforcing maximum occupancy will be placed around areas that need to be defined. (Such as shade tents or offices.) In any case the Dressage complex is over 60 acres so there should never be a reason that social distancing cannot be followed based on the horse counts allowed and ordered.
 - In classes where participants compete collectively, determine and communicate to participants, the maximum number of horses permitted in each competition area at one time based on the size of the competition areas and social distancing requirements. We have very large competition rings that can easily accommodate 15 riders with plenty of room to spare. In the rare situation at this time of year where the number could be greater than 15, we will split the class. Announcers and ingate personnel will ensure that all participants will stand greater than 6 feet apart in the center line up. Ingates will also make sure that there is not grouping together upon exiting the ring. Ribbons will be hung individually on a hanger outside the ring area for pick up.



APPENDIX B - ESP COVID-19 ACTION PLAN (CONTINUED)

- Communicate with participants if classes will be divided and held in one or more sections.
 - Classes may be divided into separate classes with each class receiving separate awards.
 - Classes may be split into sections with the final section being comprised of the best entrants from each of the previous split sections with one set of awards given in the final section.

This communication will be done in advance of the class by online notification or by ringside announcement.

- Consider utilizing technology for information transfer to mitigate the risk of virus spread by the manual transfer of paper (i.e. judge's cards, scoresheets, etc.).
- Create a method of giving ribbons and trophies that reduces or eliminates hand-to-hand contact. Ribbons will be hung individually on a hanger outside the ring area for pick up. We use gift certificates for distributing our awards. We have a dedicated tent with an entry door and exit door that displays and distributes selected prize awards.

Q. Stabling Considerations

- Restrict access to the stabling areas to veterinarians, athletes, officials, grooms, trainers and other essential personnel. All barn areas will be restricted to grooms, trainers and other essential personnel (Vets are included). Signage in English and Spanish are placed on every exterior aisle entrance. Stabling is limited at the and will be restricted to maximum increments of 12 per group. Additional stalls (over 12 or 24) will be provided if available on a first come first serve basis. Smaller groups will be placed in aisles of 12 stalls with spacing between to the best of our ability. Our barn aisles are 10 feet wide with sliding doors that allow for people to pass each other on opposite sides with social distancing room to spare.
- Remind all personnel in the stabling areas to comply with all best practices and guidelines in effect at the competition. All barn areas will be restricted to grooms, trainers and other essential personnel (Vets are included). Signage in English and Spanish are placed on every exterior aisle entrance. **NOTE TO TRAINERS:** The barn area assigned to your operation is your responsibility to operate and apply all best management practices. It is your responsibility to restrict your barn area to grooms and essential staff only. DO NOT ALLOW YOUR CLIENTS TO LOITER IN THE BARN AREAS. Trainers are asked to please bring all the same materials and operating protocols that you have implemented in your private barn operation since the COVID-19 pandemic started. ESP will not be providing materials in the barn areas that are essential to operate your private business. Random spot checks will be performed by ESP management or stewards to remind and enforce any observed violations to COVID-19 protocols.
- Provide hand sanitization stations in the stabling area and encourage stable personnel to use frequently. ESP will not be providing hand sanitizer in the barn areas. ESP will not be providing hand sanitizer in the barn areas. The barns are in close proximity to sanitizer locations and bathrooms with antibacterial soap. ESP will be providing hand sanitizer and supplies in all of the common areas. The barn area assigned to your operation is your responsibility to operate and apply all best management practices.

Recommended Best Practices for Participants

Although not mandatory, participants are strongly encouraged to follow the Recommended Best Practices listed below at all times while present on the competition grounds.

R. Access & Monitoring Considerations

- Provide non-contact thermometers (e.g., temporal or infrared) to staff and require temperature monitoring throughout the day. It is extremely important that all Trainers, Owners, Riders and Support personnel establish a regular practice of taking your temperature before leaving your house. Not all people that have been infected with the virus have a fever, but for **ANYONE who does have a fever should not come on the show grounds under any circumstances.**
- Limit access to stabling area and competition grounds to essential personnel only; discourage multiple family members from accompanying owners and riders. All barn areas will be restricted to grooms, trainers and other essential personnel. Signage in English and Spanish are placed on every exterior aisle entrance. **Trainers** -The barn area assigned to your operation is your responsibility to operate and apply all best management practices. It is your responsibility to restrict your barn area to grooms and essential staff only. DO NOT ALLOW YOUR CLIENTS TO LOITER IN THE BARN AREAS.
- Consider having riders meet their horses at the competition or schooling areas or other pre-designated area to further limit contact in the stabling area. Trainers and your staff should give the most accurate times for when your



APPENDIX B - ESP COVID-19 ACTION PLAN (CONTINUED)

client will show. ESP ingate personnel will be updating the SGL system to the best of their ability, however, keep in mind there are unforeseen situations that can cause delays. (Injuries, thrown shoes, thunderstorms, etc.) We ask that you have your clients remain in their cars until it is their turn to mount, warm up and **be ready to compete in the ring on time**. Please keep in mind that we will be enforcing time limits on when you are expected in the ring. Be considerate to your fellow competitors showing after you that are monitoring their posted times.

- Consider the use of mounting blocks to avoid one-on-one contact between riders and grooms/assistants. Mounting blocks are available at every schooling area.
- Provide adequate food and beverage supplies for your barn and your support staff for the duration of the competition to avoid unnecessary community exposure. **NOTE TO TRAINERS:** You are responsible for your staff. Please make sure you are using knowledgeable professionals that understand all COVID-19 protocols and risks. Please make sure they are taking all necessary precautions both at work and outside of work. Please do not supplement extra personnel into the horse show operation other than the staff you have employed and trusted at your personal operation. The barn area assigned to your operation is your responsibility to operate and apply all best management practices. Trainers are asked to please bring all the same materials and operating protocols that you have implemented in your private barn operation since the COVID-19 pandemic started. ESP will not be providing materials in the barn areas that are essential to operate your private business.

It is strongly recommended that if people are going to travel together in the same vehicle to a competition, they should take their temperature prior to getting into the vehicle to ensure no one travels to the competition with an elevated temperature. This should include golf cart transportation.

RIDERS: Please rely on your trainers and their staff to give the best times for when you will show. ESP ingate personnel will be updating the SGL system to the best of their ability, however, keep in mind there are unforeseen situations that can cause delays. (Injuries, thrown shoes, thunderstorms, etc.) We ask that you remain in your cars until it is your turn to mount, warm up and **be ready to compete in the ring on time**. Please keep in mind that we will be enforcing time limits on when you are expected in the ring. Be considerate to your fellow competitors showing after you that are monitoring their posted times.

Riders, parents and owners should not be in the barn areas. If you are responsible for your own horse then you will be placed as an individual barn and separated accordingly.

Always comply with all best practices and guidelines in effect at the competition. All of the COVID-19 protocols that have been established and will be enforced are for EVERYONES wellbeing. We ask that all of you take them seriously and remain vigilant.

One important note about **thunderstorms**. **PLEASE plan on going to your cars in the event of any delay**. We cannot afford a situation where groups of people try to go to a single area violating the social distancing protocols. Your personal car should be your safe place at all times.

Social media posting – Please consider when posting anything on social media that is negative can be a reflection on our entire sport. ESP have done our best to address every area of our sport to make it as safe as possible to continue safely during this worldwide pandemic. Although the phrase “We are in this together” has become overused, we must depend on everyone in our sport to come together to do our individual part. ESP is committed to enforcing all restrictions to the best of our ability, but we cannot control everyone or everything that takes place on the grounds. Negative social media can cause unnecessary hardship to our entire industry that have already suffered severe economic effects. Please take an extra look at a photo to examine if something looks out of context. Please consider posting a date when posting a photo at a horse show prior to COVID-19 protocols that may be considered a violation of social distancing by today’s standards. More importantly, if you witness anything that you feel is unsafe in this current environment, Any COVID-19 protocols that are not being followed, **PLEASE BRING IT TO MANAGEMENT’S ATTENTION** so that we can correct to problem as quickly as possible. We are all learning how to make things safer and it is ESP’s continued pledge to make whatever changes we can to ensure everyone’s safety and wellbeing.

S. Cleaning & Sanitizing Considerations

- Provide hand sanitizer, gloves, masks, and other PPE deemed necessary to your barn staff and other personnel and encourage them to use these items on a regular basis.
- Do not mix equipment (tack, grooming supplies, lead shanks, etc.) and sanitize between each use.



APPENDIX B - ESP COVID-19 ACTION PLAN (CONTINUED)

- Regularly sanitize bikes/motorbikes/golf carts/car & truck door handles, stable doors, bucket handles, light switches, etc., and equipment including tack, grooming, feeding, stall cleaning materials, etc.
- Again, the barn area assigned to your operation is your responsibility to operate and apply all best management practices. Trainers are asked to please bring all the same materials and operating protocols that you have implemented in your private barn operation since the COVID-19 pandemic started. ESP will not be providing materials in the barn areas that are essential to operate your private business.

T. Scheduling Considerations

- Schedule competition days (ride times, schooling times, etc.) as efficiently as possible to minimize time spent on the competition grounds each day.

Additional Resources

U. Resources & Reference Tools

CDC (Centers for Disease Control)

Symptoms of Coronavirus and treatment resources Resources for Large Community Events and Mass Gatherings

- Q&A on Event Planning and COVID-19
- Guidance for Organizers - Mass Gatherings and Event Preparation

Print Resources

- Poster – Symptoms of Coronavirus Disease
- Spanish Version
- Poster/Fact Sheet - What you should know about COVID-19 to protect yourself and others
- Spanish Version
- Poster – Stop the Spread of Germs
- Spanish Version
- Poster – STOP: Stay at home when you are sick!
- Spanish Version
- Poster/Fact Sheet – Share Facts About COVID-19
- Spanish Version

Audio/Video Resources

- Public Service Announcement Samples for use by Organizers Reference Videos

Husch Blackwell State-by-State COVID-19 Resources

USOPC (United States Olympic and Paralympic Committee) USOPC Sports Event Planning Considerations post-COVID-19

USOPC Return to Training Considerations post-COVID-19

WHO (World Health Organization)

**WHO Mass Gathering for Sports Risk Assessment Tool o Risk Assessment Decision Tree

** Required for use by competition organizers

Technical Guidance: Points of Entry and Mass Gatherings

- o Q&A on Mass Gatherings and COVID-19
- o Key Planning Recommendations for Mass Gatherings
- o Considerations for Sports Federations/Sport Event Organizers when planning mass gatherings



APPENDIX B - ESP COVID-19 ACTION PLAN (CONTINUED)

APPENDIX i - Self-Isolation/Self-Quarantine Directives

If you...

If you or someone in your home might have been exposed

Steps to take...

Self-Monitor

Be alert for symptoms. Watch for

fever, cough, or shortness of breath.

- Take your temperature if symptoms develop.
- Practice social distancing. Maintain 6 feet of distance from others, and stay out of crowded places.
- Follow CDC guidance if symptoms develop.

If you...

- Recently had close contact with a person with COVID-19, or
- Recently traveled from somewhere outside the U.S. or on a cruise ship or river boat

Steps to take...

Self-Quarantine

- Check your temperature twice daily and watch for symptoms.
- Stay home for 14 days and self-monitor
- If possible, stay away from people who are high-risk for getting very sick from COVID-19.

If you...

- Have been diagnosed with COVID

Steps to take...

- Are waiting for test results, or
- Have symptoms such as cough, fever, or shortness of breath

Self-Isolate

- Stay in a specific "sick room" or area and away from other people and animals. If possible, use a separate bathroom.
- Read important information about caring for yourself or someone else who is sick.

APPENDIX ii

SAMPLE:

Competition Organizer Holding Statement - COVID-19 Positive

We were notified on [INSERT DATE] that an [exhibitor / staff member / official / participant - DO NOT INCLUDE NAME UNLESS USE IS APPROVED BY INDIVIDUAL] tested positive for COVID-19 after attending [INSERT COMPETITION NAME]. Per the requirements of the USEF COVID-19 Action Plan, we are notifying all individuals who were in attendance at the competition.

Our staff continues to work diligently to ensure the competition venue is properly sanitized and all protocols of the USEF COVID-19 Action Plan are followed. We ask that individuals on-site remain committed to wearing face masks or face coverings, adhere to social distancing guidelines, and practice frequent hand washing and hand sanitization to mitigate risk while on-site. For additional information, please contact [INSERT COMPETITION CONTACT] at [INSERT EMAIL].

COVID-19 Action Plan for Competitions - Revised 8/24/20



APPENDIX C - PHOTOS



FIGURE 1. Thermal scanners at all entry gates

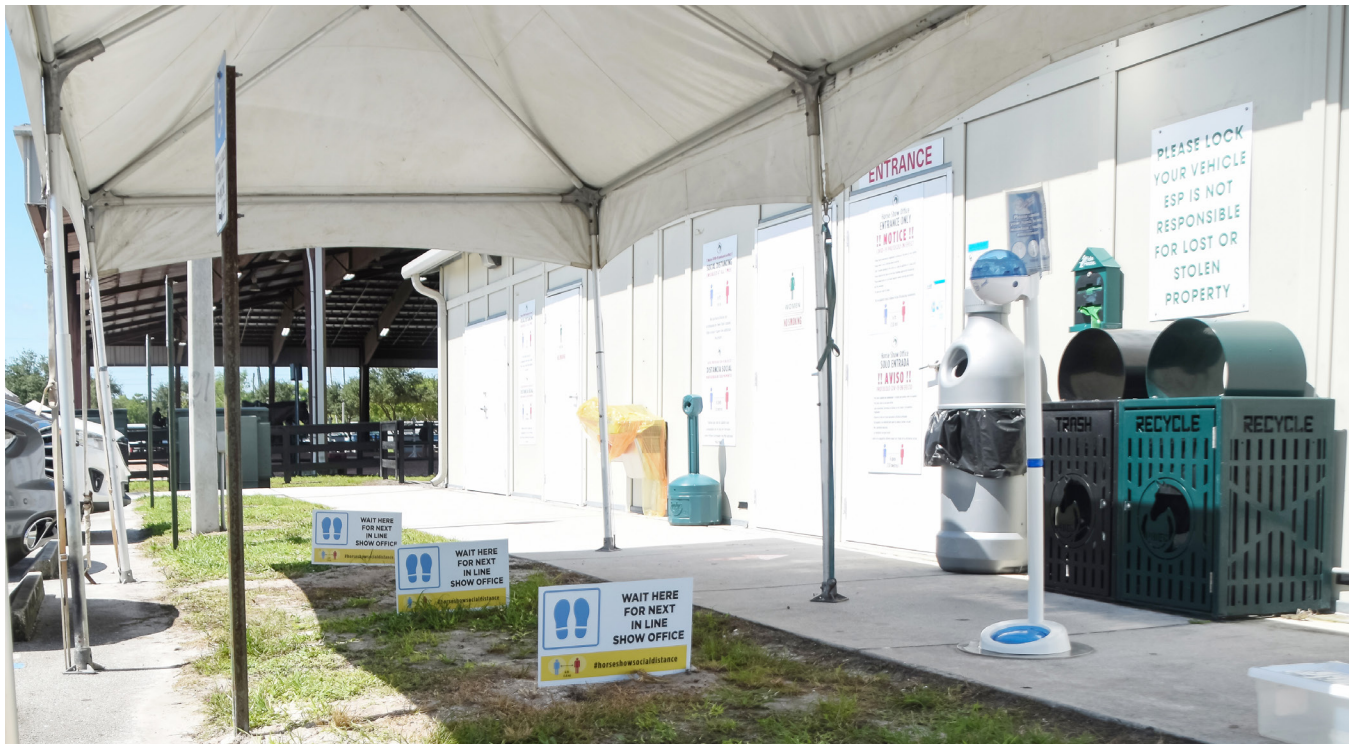


FIGURE 2. Outside Show Office entrance indicating limited occupancy and waiting spots



APPENDIX C - PHOTOS



FIGURE 3. Office staff protected with plexiglas barriers; floor markings indicating social distance



FIGURE 4. Multi-lingual social distancing signage throughout venue



APPENDIX C - PHOTOS

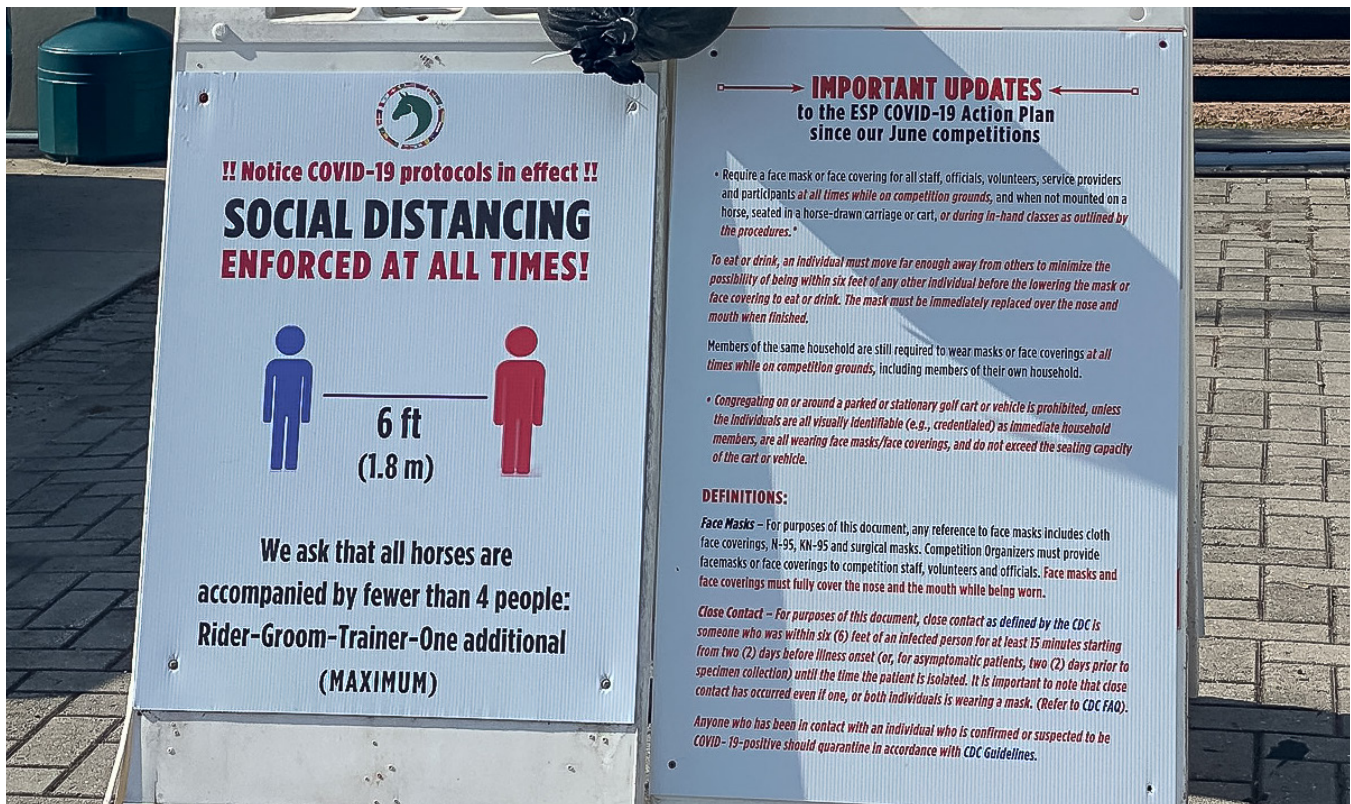


FIGURE 5. Signage indicating requirements for social distancing and the use of face masks/face coverings are positioned throughout competition show grounds as well as in show rings.





APPENDIX C - PHOTOS



FIGURE 6. Signage indicating requirements for social distancing and the use of face masks/face coverings are positioned throughout competition show grounds as well as show rings.





APPENDIX C - PHOTOS



FIGURE 8. Masks required at all times except when mounted on a horse



FIGURE 9. Judges' and other officials' areas will comply with social distancing requirements.



FIGURE 10. ESP staff will wear neon yellow vests and enforce social distancing and mask wearing among all attendees on competition show grounds.



APPENDIX C - PHOTOS



FIGURE 11. Hand washing stations placed throughout venue



FIGURE 12. Extra hand sanitizer stations placed throughout venue and replenished daily



APPENDIX C - PHOTOS



FIGURE 13. Gloves are required when adjusting warm-up jumps



FIGURE 14. Food and beverage vendors will provide signage and queue markers for social distancing.



FIGURE 15. Vendors must restrict the number of employees and/or shoppers in shared spaces to maintain at least six-foot distance between people. Dressing rooms are eliminated.



APPENDIX D - USEF WAIVER & RELEASE OF LIABILITY



WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

For and in consideration of United States Equestrian Federation, Inc. dba US Equestrian ("USEF") allowing me, the undersigned, to participate in any capacity (including as a rider, driver, handler, vaulter, longeur, lessee, owner, agent, coach, official, trainer or volunteer) in a USEF sanctioned, licensed or approved event or activity, including but not limited to equestrian clinics, practices, shows, competitions and related or incidental activities and ("USEF Event" or "USEF Events"); I, for myself, and on behalf of my spouse, children, heirs and next of kin, and any legal and personal representatives, executors, administrators, successors, and assigns, hereby agree to and make the following contractual representations pursuant to this Agreement (the "Agreement"):

A. RULES AND REGULATIONS: I hereby agree to be bound and abide by the rules, regulations, and policies of USEF as published in the USEF Rule Book and on the website at www.usef.org, as amended from time to time.

B. ACKNOWLEDGMENT OF RISK: I knowingly, willingly, and voluntarily acknowledge the inherent risks associated with the sport of equestrian and know that horseback riding and related equestrian activities are inherently dangerous, and that participation in any USEF Event involves risks and dangers including, without limitation, the potential for serious bodily injury (including broken bones, head or neck injuries), sickness and disease (including communicable diseases), trauma, pain & suffering, permanent disability, paralysis and death; loss of or damage to personal property (including my mount & equipment) arising out of the unpredictable behavior of horses; exposure to extreme conditions and circumstances; accidents involving other participants, event staff, volunteers or spectators; contact or collision with other participants and horses, natural or manmade objects; adverse weather conditions; facilities issues and premises conditions; failure of protective equipment (including helmets); inadequate safety measures; participants of varying skill levels; situations beyond the immediate control of the USEF Event organizers and competition management; and other undefined, not readily foreseeable and presently unknown risks and dangers ("Risks").

EQUINE ACTIVITY LIABILITY ACT WARNING:

CAUTION: HORSEBACK RIDING AND EQUINE ACTIVITIES CAN BE DANGEROUS. RIDE AT YOUR OWN RISK.

Under the laws of most States, an equine activity sponsor or equine professional is not liable for any injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities.

C. ASSUMPTION OF RISK: I understand that the aforementioned Risks may be caused in whole or in part or result directly or indirectly from the negligence of my own actions or inactions, the actions or inactions of others participating in the USEF Events, or the negligent acts or omissions of the Released Parties defined below, and I hereby voluntarily and knowingly assume all such Risks and responsibility for any damages, liabilities, losses, or expenses that I incur as a result of my participation in any USEF Events. I also agree to be responsible for any injury or damage caused by me, my horse, my employees or contractors under my direction and control at any USEF Event.

D. WAIVER AND RELEASE OF LIABILITY, HOLD HARMLESS AND INDEMNITY: In conjunction with my participation in any USEF Event, I hereby release, waive and covenant not to sue, and further agree to indemnify, defend and hold harmless the following parties: USEF, USEF Recognized Affiliate Associations, the United States Olympic & Paralympic Committee (USOPC), USEF clubs, members, Event participants (including athletes/riders, coaches, trainers, judges/officials, and other personnel), the Event owner, licensee, and competition managers; the promoters, sponsors, or advertisers of any USEF Event; any charity or other beneficiary which may benefit from the USEF Event; the owners, managers, or lessors of any facilities or premises where a USEF Event may be held; and all directors, officers, employees, agents, contractors, and volunteers of any of the aforementioned parties (**Individually and Collectively, the "Released Parties" or "Event Organizers"**), with respect to any liability, claim(s), demand(s), cause(s) of action, damage(s), loss, or expense (including court costs and reasonable attorney fees) of any kind or nature ("**Liability**") which may arise out of, result from, or relate in any way to my participation in the USEF Events, including claims for Liability caused in whole or in part by the negligent acts or omissions of the Released Parties.

E. COMPLETE AGREEMENT AND SEVERABILITY CLAUSE: This Agreement represents the complete understanding between the parties regarding these issues and no oral representations, statements or inducements have been made apart from this Agreement. If any provision of this Agreement is held to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and shall not affect the validity and enforceability of any remaining provisions.

I HAVE CAREFULLY READ THIS DOCUMENT IN ITS ENTIRETY, UNDERSTAND ALL OF ITS TERMS AND CONDITIONS, AND KNOW IT CONTAINS AN ASSUMPTION OF RISK, RELEASE AND WAIVER FROM LIABILITY, AS WELL AS A HOLD HARMLESS AND INDEMNIFICATION OBLIGATIONS.

By signing below, I (as the participant or as the Parent/Legal Guardian of the minor identified below) hereby accept and agree to the terms and conditions of this Agreement in connection with my (or the minor's) participation in any USEF Event. If, despite this Agreement, I, or anyone on my behalf or the minor's behalf, makes a claim for Liability against any of the Released Parties, I will indemnify, defend and hold harmless each of the Released Parties from any such Liabilities as the result of such claim.

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

PARTICIPANT:

RIDER/DRIVER/HANDLER/VAULTER/LONGEUR/OFFICIAL/STAFF/VOLUNTEER
(mandatory)

Signature: _____

Print Name: _____

TRAINER (mandatory)

Signature: _____

Print Name: _____

OWNER/AGENT (mandatory)

Signature: _____

Print Name: _____

COACH (if applicable)

Signature: _____

Print Name: _____

Parent/Guardian Signature: (Required if Rider/Driver/Handler/Vaulter/Longeur is a minor) _____

Print Parent//Guardian Name: _____ Emergency Contact Phone No. _____



APPENDIX E - ACCIDENT PREPAREDNESS PLAN

Updated 5.17.20 Accident preparedness plan for the PBIEC/ Equestrian Village Facility at: 13500 South Shore Blvd., Wellington, FL 33414.

Once a call has been made on **channel two (2)** for the “medic(s)”, the radio channel two (2) is cleared from all other communication until the situation is finalized. The emergency manager responds to the scene as well. The PBCFR will stand by to respond directly and/or dispatch 911 rescue through their direct radio system. The ESP Security personnel is also notified by radio call on channel two (2) at the front gate so the 911 first responders have open clearance. The jump crew is to clear a safe distance for equipment around the patient without moving them as well as helping to maintain social distancing protocols.

In the event of an injury, the first step is evaluation. No matter how bad or minor the accident evaluation by the medical staff Paramedic or EMT(s) is a must. The staffed Paramedic or EMT (s) are called for by radio to respond and evaluate.

Upon arrival, all medical personnel will have on PPE materials including but not limited to: Gloves, Facial Covering and Eye Protection. Unless the emergency requires immediate lifesaving procedures, the patient's temperature will be checked with a touchless thermometer and a disposable mask unless prevented by injuries. If there is a temperature higher than 100.0 F or 37.8 C , persistent coughing, non-injury trouble breathing or shortness of breath or flu like symptoms then the “Fever or Sickness Protocol” will be enacted. (See below) The emergency manager is there to help maintain crowd control so that the medics can properly evaluate the patient. Bystanders, friends, trainers, parents or spouses may need to be asked to step away from those injured. Social distancing COVID-19 protocols will also be enforced for non-essential medical personnel. If they refuse, it is important that the emergency manager inform them at that time that they are interfering with medical treatment being offered to the patient. It is also important for the emergency manager encourage bystanders to refrain from dialing “911” on their cell phones as this will cause location problems in the “911” emergency system. Only the emergency manager, medics or PBCFR direct will call the “911” through direct radio link. At the time of call the manager or medic will have the following information available:

Patients sex, age, nature of injury, current condition.

A call to “911” will be immediately called for if the patient has lost consciousness, or complains of a back or neck or head injury.

If “911” is dispatched directly into the ring, the ring crew will clear the ring area around the patient and security are sent to the road to keep traffic cleared and direct the responders towards the patient's location. At this point everyone else is in place to assist. The emergency manager then will seek out a trainer, relative or friend and offer the use of his cell phone (after sanitized) to call anyone who may need to know about the injury or to obtain critical information that may be needed to care for the injured. Once a call has been made to 911, the call will not be cancelled; the patient may refuse treatment directly to the county responders.

The emergency manager will find out a name of the patient or back number for the purposes of the medics preparing an accident evaluation form which are stocked in the medic trailer.

The medics will fill out their portion of the accident report, the emergency manager will complete the rest of the form, a copy will be made for the office file, and the original will be submitted to the steward after being reviewed by the show manager for accuracy and completion. If the patient was considered to be severely injured or “concussed” the show manager will complete the report, submit it to the steward for review and signature and the report will either be called into the emergency hotline or faxed to the USEF. The medics will complete an inventory of the provided medical supplies, and replace the items that have been depleted. Any surfaces touched by a patient will be completely sanitized by spray down procedures once the care is completed.

After the patient has been taken away, medical debris will be picked up, and either; the tractor will drag or the ring crew will rake out the tire marks left by the responding vehicles and accident site if necessary. A follow up call to the patient or family will be made by the show manager to inquire about the status of the patient by the same evening. If a concussion was involved the emergency manager will make every attempt to get a photo copied information sheet of the “return to play” FAQ sheet for steps to return to future competition.



APPENDIX E - ACCIDENT PREPAREDNESS PLAN

“Fever or Sickness Protocol” will be:

The person will be isolated and either be taken by medic cart or escorted on foot to the on-site isolation tent that is under the direction of Palm Beach County Fire Rescue (PBCFR) and contracted for the event. If for any reason this person does not have a mask on (examples: temperature check in their car or having just come off a horse) then the person will be required to have a facial mask placed immediately. PBCFR (At their medical supervisors' discretion) will either conduct a secondary temperature screening or call for an outside rescue. Once this person is turned over to PBCFR, they will assume the treatment responsibility and, if necessary, will transport or direct this person to the Palm Beach County resources for COVID-19 testing, treatment, tracking and isolation protocols for our county. The same procedure will be followed if anyone on the grounds present any symptoms or complaints of feeling ill. After these processes are completed, all areas of the isolation tent or medical transport will be sanitized thoroughly after the person has left occupancy of the carts or areas.

If there has been an injury to a horse, the vet is to be immediately called.

Palm Beach Equine Associates are the official Veterinarians and are also the nearest Veterinary Pathology laboratory to facilitate a post-Mortem as per GR 843.

PBIEC/ Equestrian Village has a minimum of four isolation stalls available at any time. Depending on the circumstances, should any reason arise where these stalls would need to be utilized, sick horses will be placed in them after consultation with our local and state Veterinarians.

Horse Show Manager/COO/ Emergency Coordinator:

Paramedic/ First Responder:

X _____
David Burton

X _____
Manny Aguilar

Emergency Coordinator:

Veterinarian

X _____
Jim Ryals

X _____



APPENDIX F - EMPLOYEE COVID-19 PROCEDURES

General Staff Procedures

- Please read through all of the supplied literature and protocols established by ESP.
- Temperature check is mandatory before working. Any of the gate check points or the thermal camera tent should be used before working.
- Facial coverings are required at all time while the grounds. You may wear anything of your preference. We realize it is difficult to do your job with facial coverings We can supply you with a plastic face shield if you would like to try this out as an alternative.
- An ESP COVID-19 Safety Vest (issued) must be worn at all times on the property.
- All staff should enforce and maintain social distancing.

Announcers

- Please read through all of the supplied literature and protocols established by ESP.
- Temperature check is mandatory before working. Any of the gate check points or the thermal camera tent should be used before working.
- Facial coverings are required at all time while the grounds. You may wear anything of your preference. We realize it is difficult to do your job with facial coverings We can supply you with a plastic face shield if you would like to try this out as an alternative.
- An ESP COVID-19 Safety Vest (issued) must be worn at all times on the property.
- You will report directly to your booth. All materials (Radios, Clip Boards, Microphones,etc.) will be delivered to your area and picked up after. Car- Booth-Car.
- You are large part of Social Distancing Enforcement. Frequent announcements reminding all participants should be made. Anyone not cooperating should be immediately reported to management and the steward.
- If the show is held up for thunderstorms, Please immediately announce for exhibitors to return to your cars. Only trainers and grooms should be in the barn areas.
- Please give barn updates as frequently as possible.
- Please work out a system early with your ingate to make sure the scheduler is giving accurate information.
- If anytime you need additional items or supplies, feel unsafe, notice a violation or a hole in the system, have general comments or suggestions on how to make things safer or better, PLEASE let me know. Nothing is perfect and we will all learn from the feedback and experience.

All announcers will be supplied with:

- 1 Vest (issued in May) that must be worn at all times on the property.
- A microphone that should stay with only you for the entire week.
- 1 KN95 mask, 3 disposable masks, disposable gloves and hand sanitizer (per week).

Ingates

- Please read through all of the supplied literature and protocols established by ESP.
- Temperature check is mandatory before working. Any of the gate check points or the thermal camera tent should be used before working.
- Facial coverings are required at all time while the grounds. You may wear anything of your preference. We realize it is difficult to do your job with facial coverings We can supply you with a plastic face shield if you would like to try this out as an alternative.
- An ESP COVID-19 Safety Vest (issued in May) must be worn at all times on the property.
- Please consider buying a pair of work gloves. They make inexpensive versions that still allow for touch screen capabilities.
- You will report directly to your booth. All materials (Sanitizer, Rubber Gloves, Radios, Clip Boards, Microphones,etc.) will either be delivered or locked in a storage bin in your booth.
- Please remember to lock up the sanitizer, gloves and plug in your radios before you leave. Car- Booth-Car.
- Each morning you should set up your computer and reader display, make sure that the sanitizer is put out, rubber glove box is put out, and that the water bottle cooler is stocked. At anytime these supplies run low please ask management for more.



APPENDIX F - EMPLOYEE COVID-19 PROCEDURES

- Accurate information must be given the night before on the SGL system. This is a huge part of your responsibility so make sure the information is accurate before 8pm each night prior. Exhibitors should have information displayed that gives them timing for when to walk to the ring, when to get on their horse, when to compete, and when to leave. "Show and go."
- Orders of go will be established for all classes and accurate times to start classes. Please plan out your drags each night. If we are running ahead, we will likely wait to start the next section unless someone is ready in advance.
- You are very large part of Social Distancing Enforcement. Frequent announcements reminding all participants should be made. Please be very firm with the schooling areas. Plan ahead for under saddle classes and guide participants when exiting to prevent any clustering. Anyone not cooperating should be immediately reported to management and the steward.
- Gloves should be worn by anyone touching common items such as schooling jumps. Please do your best to remind and enforce this. There will always be a box of gloves offered for their use at your booth.
- If the show is held up for thunderstorms, Please immediately announce for exhibitors to return to your cars. Only trainers and grooms should be in the barn areas.
- Please give barn updates as frequently as possible.
- Please work out a system early with your announcer to make sure the scheduler is giving accurate information.
- The scheduler must be displayed on your reader at all times.
- If anytime you need additional items or supplies, feel unsafe, notice a violation or a hole in the system, have general comments or suggestions on how to make things safer or better, PLEASE let me know. Nothing is perfect and we will all learn from the feedback and experience.

All ingates will be supplied with:

- 1 Vest (issued in May) that must be worn at all times on the property.
- A microphone that should stay with only you for the entire week.
- 1 KN95 mask, 3 disposable masks, disposable gloves and hand sanitizer (per week).

Course Designers

- Please read through all of the supplied literature and protocols established by ESP.
- Temperature check is mandatory before working. Any of the gate check points or the thermal camera tent should be used before working.
- Facial coverings are required at all time while the grounds. You may wear anything of your preference. We realize it is uncomfortable in the heat to do your job with facial coverings We can supply you with a plastic face shield if you would like to try this out as an alternative.
- An ESP COVID-19 Safety Vest (issued in May) must be worn at all times on the property.
- Please consider buying a pair of work gloves. They make inexpensive versions that still allow for touch screen capabilities.
- You are part of Social Distancing Enforcement. Any participant or staff should be warned by you for violation. Anyone not cooperating should be immediately reported to management and the steward. No exceptions and please lead by example.
- You need to have distances listed on all your courses and converted to .pdf
- List as much information as possible and plan for very brief walks or no walks.
- The pdf versions need to be sent to Caroline Roche @ croche@equestriansport.com before 5 p.m. the day before. These will be uploaded to the pbiec.coth.com site and posted under competitor/show forms. Please label them clearly by date and ring.
- Please plan to post two sets of courses. We will probably have two places per ring for posting purposes to help social distancing.
- Please supply the crew with hard copies.
- Please design courses that minimize the walks as much as possible.
- If anytime you need additional items or supplies, feel unsafe, notice a violation or a hole in the system, have general comments or suggestions on how to make things safer or better, PLEASE let me know. Nothing is perfect and we will all learn from the feedback and experience.

All Course Designers will be supplied with:

- 1 Vest (issued in May) that must be worn at all times on the property.
- 1 KN95 mask, 3 disposable masks, disposable gloves and hand sanitizer (per week).



APPENDIX F - EMPLOYEE COVID-19 PROCEDURES

Judges

- Please read through all of the supplied literature and protocols established by ESP.
- Temperature check is mandatory before working. Any of the gate check points or the thermal camera tent should be used before working.
- Facial coverings are required at all time while the grounds. You may wear anything of your preference. We realize it is uncomfortable in the heat to do your job with facial coverings We can supply you with a plastic face shield if you would like to try this out as an alternative.
- You will report directly to your booth. All materials (Sanitizer, Radios, Clip Boards,etc.) will be delivered to your booth and picked up each day. Car- Booth-Car.
- Please park your car as close as possible to your booth. Use them for thunderstorms. Please take your radio and cards and wait for information.
- You are part of Social Distancing Enforcement.
- Please be prepared for multiple cards to be opened at the same time to help with moving the show along.
- Please fill out your paperwork the first day and send back to office. (W9 forms and expense sheet)
- Hunter Judges - Please remember no jogs. We need you to immediately let the announcer and ingate know if you need to see them trot again before they leave the ring.
- Hunter Judges - Numerical numbering should be used for all scoring.
- Hunter Judges - Please ask the announcer to space under saddle line ups or anything else that is appropriate.
- Hunter Judges - No deductions or credits should be issued for choices on braiding or facial coverings.
- If at any time you need additional items or supplies, feel unsafe, notice a violation or a hole in the system, have general comments or suggestions on how to make things safer or better, PLEASE let me know. Nothing is perfect and we will all learn from the feedback and experience.

All Judges will be supplied with:

- 1 KN95 mask, 3 disposable masks, disposable gloves and hand sanitizer (per week).

Stewards & Schooling Supervisors

- Please read through all of the supplied literature and protocols established by ESP for the COVID-19 action plan.
- Temperature check is mandatory before working. Any of the gate check points or the thermal camera tent should be used before working.
- Facial coverings are required at all times while on the grounds. You may wear anything of your preference. Please lead by example. We can supply you with a plastic face shield if you would like to try this out as an alternative.
- An ESP COVID-19 Safety Vest (issued) must be worn at all times on the property.
- Please consider buying a pair of work gloves. They make inexpensive versions that still allow for touch screen capabilities.
- Most of you have your own radios. For those who don't please make arrangements to have one assigned to you with a charger for the whole week.
- Management will give you one personal supply of hand sanitizer as well as a large bottle for anyones use. Please make sure you keep this with you at all times and ask management for more when needed.
- Please park your car as close as possible and use them for thunderstorms. Please keep your radio and wait for information.
- You are Social Distancing Enforcement Authority. Please be polite but firm. There should be little second reminders and no third reminders. You have management's 100% support at all times for this enforcement including fines and expulsion if necessary.
- Gloves should be worn by anyone touching common items such as schooling jumps. Please do your best to remind and enforce this. There will always be a box of gloves offered at each ingate for everyones use.
- 1 Vest (issued in May) that must be worn at all times on the property.
- If at any time you need additional items or supplies, feel unsafe, notice a violation or a hole in the system, have general comments or suggestions on how to make things safer or better, PLEASE let me know. Nothing is perfect and we will all learn from the feedback and experience.

All stewards and Schooling Supervisors will be supplied with:

- 1 Vest (issued in May) that must be worn at all times on the property.
- 1 KN95 mask, 3 disposable masks, disposable gloves and hand sanitizer (per week.)



APPENDIX F - EMPLOYEE COVID-19 PROCEDURES

Jump Crew

- Please read through all of the supplied literature and protocols established by ESP for the COVID-19 action plan.
- Temperature check is mandatory before working. Any of the gate check points or the thermal camera tent should be used before working.
- Facial coverings are required at all time while the grounds. You may wear anything of your preference. We realize it is uncomfortable in the heat to do your job with facial coverings but this is required. We can supply you with a plastic face shield if you would like to try this out as an alternative.
- An ESP COVID-19 Safety Vest (issued) must be worn at all times on the property.
- Be professional. Be on time. Act responsibly. Think and plan ahead.
- You are part of Social Distancing Requirements and Enforcement. Please remind anyone not in compliance to separate. Be polite but firm. Anyone not cooperating should be immediately reported to management and the steward. You will all need to work at social distance at all times. Do not crowd into gators or golf carts and violate social distance to avoid walking. This will not be tolerated.
- Please buy a pair of work gloves and bring your spread tape. They make inexpensive versions that still allow for touch screen capabilities.
- Your primary responsibility during the event is to keep the course and the ring in the same condition from the first competitor to the last competitor in each class. Includes but not limited to: resetting any portions of a disturbed jump, rolling bows and wiping excess dirt. Rake on a regular basis.
- The entire ring and its surroundings are your responsibility. This includes judges booths and loose trash.
- Manure should be picked up regularly and always before drags.
- Take broken jumps to the shop before leaving every day.
- Return your assigned radio to the charger every day.
- If anytime you need additional items or supplies, feel unsafe, notice a violation or a hole in the system, have general comments or suggestions on how to make things safer or better, PLEASE let me know. Nothing is perfect and we will all learn from the feedback and experience.

All jump crew will be supplied with:

- 1 Vest (issued in May) that must be worn at all times on the property.
- 5 disposable masks, disposable gloves and hand sanitizer (per week).