



## **COVID-19 EMERGENCY RESPONSE PLAN**

### **Suggestions for creating a plan for your US Equestrian Licensed competition *(revised July 7, 2020)***

**This document has been designed to provide general guidelines for managing incidents in the event a COVID-19 related situation occurs at a US Equestrian Licensed Competition. Most organizers of US Equestrian Licensed Competitions have comprehensive protocols in place to address a suspected COVID-19 situation, but others may find these suggestions useful in developing procedures that meet their needs.**

**This resource is generic in nature; therefore, not all of its contents will apply to every US Equestrian Licensed Competition organizer.**

Every competition organizer is required to create an **Emergency Response Plan** for each US Equestrian Licensed competition to address any suspected COVID-19 situation. This plan must include local medical resources and address COVID-19 protocols, including medical evaluation, isolation, quarantine, and reporting. Organizers are required to train competition staff, volunteers and licensed officials regarding the procedures and requirements associated with the Emergency Response Plan.

These COVID-19 Emergency Response Plan suggestions are for competition organizers to use in developing a plan to address concerns around COVID-19 situations before and during a US Equestrian Licensed competition. Organizers should be in contact with their County Health Department well before the competition to learn the necessary local protocols required. Each competition organizer should create a plan, which takes into account facility, local and state guidelines and protocols, and that addresses individual facility or operational circumstances. You should work with your team and local and/or state officials to create a customized plan tailored specifically for your competition.

For further information, please refer to the [USEF COVID-19 Action Plan](#), **Section E of the Mandatory Requirements for Competition Organizers.**

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**SUGGESTED INCLUSIONS:  
EMERGENCY RESPONSE PLAN SPECIFIC TO A COVID-19 SITUATION**

**Emergency Personnel Names and Phone Numbers**

Develop a list of emergency personnel names, role or title, and contact numbers to be shared with competition staff, officials, volunteers, suppliers, service providers, etc. (disseminate at your discretion). Minimally, include the following:

**ALL COMPETITION STAFF/VOLUNTEERS SHOULD HAVE A LIST OF EMERGENCY PHONE NUMBERS ON HAND AND THIS SHOULD BE POSTED THROUGHOUT THE GROUNDS**

FIRE DEPARTMENT: \_\_\_\_\_

PARAMEDICS: \_\_\_\_\_

AMBULANCE: \_\_\_\_\_

POLICE: \_\_\_\_\_

COMPETITION MANAGER: \_\_\_\_\_

SAFETY COORDINATOR/COVID-19 COMPLIANCE OR RESOURCE OFFICER:  
\_\_\_\_\_

**COVID-19 Compliance/Resource Officer:** Each Competition Organizer should appoint a specific COVID-19 Compliance/Resource Officer to oversee all COVID-19 related issues before and during a competition. (This individual can be the Safety Coordinator as outlined in GR847 or another individual designated by the Competition Organizer.) Responsibilities include:

- Formulating specific Competition Organizer/venue plan to be compliant with the USEF COVID-19 Action Plan
- Monitor activities to ensure compliance with social distancing and face covering requirements
- Intervene if non-compliance is identified
- Interact with local health authorities to understand and implement their COVID-19 policies including reporting and contact-tracing assistance, as necessary
- Ensure adequate signage throughout the venue
- Evaluate and ensure that adequate hygiene materials are available in common areas and washroom facilities throughout the competition
- Ensure that an isolation area is prepared and available
- Monitor entry screening personnel/security measures

## OPERATIONS: SUGGESTED AREAS TO CONSIDER IN ADVANCE

- 1) If an individual is determined to be unable to comply with Section F. and Section L. of the [USEF COVID-19 Action Plan](#), competition management should determine and document who the individual should notify.
- 2) How will competition management handle the information? At what point will competition management inform those present at the facility? How will the information be disseminated?
  - a. 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 the USEF. Direct USEF reports to [ksacco@usef.org](mailto:ksacco@usef.org).
  - b. 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
  - c. Any other specific requirements around communication concerning a potential COVID-19 situation are guided by state, local or facility protocols.
- 3) Which competition staff person is responsible for documenting the situation concerning any potential individual who is unable to comply with the requirements?
  - a. Competition management should designate the COVID-19 Compliance/Resource Officer to be responsible. Ensure the responsible person is briefed concerning isolation, transport and reporting requirements as outlined in USEF, facility, local and state requirements.
  - b. Notify the USEF Steward or TD about the incident and provide any support so the Steward or TD is able to report to USEF.

**Training needed for Emergency Response actions:** Training must occur prior to the start of the competition. Determine method and timing for training of staff, volunteers and licensed officials so all are aware of the Emergency Response Plan. The format of the training may be documents provided to the individuals, in-person or remote meetings, or pre-recorded video.

### **Communication: timeliness and accuracy is critical**

Identify everyone in your chain of communication (for example: participants, staff, officials, volunteers, support personnel, service providers, facility and local community partners and stakeholders) and establish systems for sharing information with them. Maintain up-to-date contact information for everyone in the chain of communication. Identify platforms, such as a hotline, automated text messaging, social media and/or a website to help disseminate information. Update key community partners and stakeholders regularly. Share information about how you and the COVID-19 Compliance/Resource Officer are responding to the suspected COVID-19 situation at the USEF competition.

Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants. Information you share should be easily understood by everyone attending the competition.

## **DETERMINE STEPS YOUR TEAM WILL TAKE WHEN ADDRESSING A MEDICAL SITUATION RELATED TO COVID-19**

**Please review the CDC website for updated information regarding COVID-19, including symptoms, protections and guidance. <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>**

**Any participant, staff, official, volunteer, support personnel or service provider on the competition grounds who is prohibited from being present at the competition as per Section F. and Section L. of the [USEF COVID-19 Action Plan](#) must be denied entry to the competition or asked to exit the competition grounds.**

- Participants 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.

ANYONE WHO:

- exhibits COVID-19 symptoms,
- has tested positive for COVID-19 within last two weeks, or
- \*has been in **close** 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 exempted from this restriction.*

- Refer to Appendix A of the [USEF COVID-19 Action Plan](#) for CDC guidelines for self-isolation/quarantine directives in the event a person has a fever or exhibits other symptoms of COVID-19.
- Participants are required to wear a **cloth** facemask or face covering when in any setting where there is a possibility of being within six feet of other individuals and when not mounted on a horse. You can find recommendations for proper use of face masks and face coverings via the [Centers for Disease Control & Prevention website](#).

*\*\*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.*

**To plan ahead for the possibility of a COVID-19 situation, competition management should determine a blueprint for the following:**

Any person suspected to have COVID-19 or similar symptoms needs to be quickly removed from the venue (or isolated on-site until they can arrange transportation) to avoid further contact with other individuals. A major risk for competition organizers is having a pre-symptomatic or asymptomatic individual on site who can potentially unknowingly transmit the COVID-19 virus to many people if appropriate social distancing and face coverings are not enforced.

**Isolation area:** If an individual on the grounds is displaying symptoms or has a temperature of 99.5° F (37.5° C) or higher according to the [USEF COVID-19 Action Plan](#) and is unable to travel independently and immediately away from the competition grounds, the individual must be asked to remain in an isolation area away from others until private transportation can be organized. Competition management will need to establish: isolation area location; cleaning & disinfecting protocol; responsible party to facilitate and document this (possibly the COVID-19 Compliance/Resource Officer or Safety Coordinator), and compliance with any facility or local requirements for isolation.

## **SUGGESTIONS FOR FOLLOW-UP AFTER THE COMPETITION**

***Evaluate the effectiveness of your emergency operations and communication plans: Meet with the COVID-19 Compliance/Resource Officer or safety coordinator to identify areas for refinement or improvement.*** Gather feedback from competition staff, volunteers, service providers, and support to identify any gaps in the plans and any needs you may have for additional resources.