

Bakas Equestrian Center Volunteer Policies and Procedures

COVID-19 Version

Purpose

Bakas Equestrian Center has implemented measures to allow for a slow, phased approach to reopening of the facility during the COVID-19 Pandemic. The health and safety of our Bakas Equestrian Center community is our top priority. As a result, the following guidelines have been established to protect our participants, staff, volunteers and community members with the guidance of our state and local public health officials, the Centers for Disease Control and PATH Intl.

Daily Health Screening- Prior to coming to the property

Ask yourself the following questions prior to coming to the property for your scheduled volunteer shift. If the answer is **YES** to any of the questions, please call the Bakas Equestrian Center office at (813) 264-3890. We ask that you give us 24 hours' notice of cancellation but understand that, if illness arises the day of your volunteer assignment, this degree of notification is impossible. It is important that you **CALL** the office to notify staff of your absence.

Questions to Ask Yourself Prior to Coming to Bakas Equestrian Center
Are you feeling unwell? Tired, body aches, sore throat, GI upset, etc.
Have you or anyone you know shown symptoms of COVID-19? These include: Shortness of breath, difficulty breathing, coughing, fever, sore throat, prolonged sneezing, body aches, GI upset, loss of taste/smell, etc.
Did anyone in your household (spouse, significant other, child, roommate, etc.) encounter a co-worker or anyone who is symptomatic?
Has anyone in your household been exposed* to anyone else who has tested positive or has had symptoms (being treated as a positive case) for COVID-19?

Volunteer Procedures

Prior to First Volunteer Assignment

- Call the center at (813) 264-3890 and speak with a staff person to sign up for a volunteer shift. You may sign-up for a maximum of 2 shifts per week in advance. However, you may call in the morning of a day you are not registered to see if there are any available spaces for that day.
 - Volunteer Shifts:
 - Sunday-Saturday 8am-1130am
 - Tuesday-Thursday 130pm-430pm
- Complete (including all information required to complete a background check) and return a volunteer application either by mail or email to Jen West (westj@hillsboroughcounty.org) prior to your first volunteer shift. You may also bring your completed application the day of your first volunteering shift but be sure the application is completed in its entirety. *****For Volunteers under the age of 18: you and your parent/guardian MUST sign all applicable sections of your application. If all signatures are not present, you will not be able to volunteer.***

Daily Volunteering Routine

- We ask volunteers not to bring any other family members or friends with them onto the property unless they are also a scheduled volunteer following these policies.
- Upon arrival, volunteers must have a mask on. If they do not have one, Bakas Equestrian Center will have a supply of disposable masks available.
 - Masks must remain on when in public common areas.
 - Masks may be removed in barns, arenas or outdoor spaces ONLY if social distancing can be maintained.
 - Masks *must always be worn by volunteers* when working directly with a participant as a horse leader, side walker, or instructor's assistant.
- Clean pens will be available to use for sign in. After signing in, place the used pen in the basket labeled "used" so that it can be disinfected.
- Volunteers must read and complete the COVID-19 Building Entry Screening Form and have their temperature taken.
- Volunteers must disinfect hands at the entrance.
- Staff person will direct the volunteer to their next step, depending on where their volunteer assignment will be taking place.
- Volunteers will be asked to leave promptly after their volunteer assignment to allow for disinfecting and to limit the number of people on site.
- Common areas typically used by volunteers will be off limits (ie. Kitchen, barn office, Conference Room). Restrooms are accessible using only the outside doors. There is a designated break area for volunteers to sit and take a break as needed.

Volunteer Responsibilities

- Bring your own water bottle. We will have a water cooler at the volunteer break area for you to refill your bottle if needed.
- Make sure you have appropriate foot wear and clothing. Volunteers will not be able to borrow these items from Bakas Equestrian Center.
- Volunteers may be asked to assist with disinfecting tack, grooming tools and barn tools used while on site. Training will take place.

Best Practices to Reduce Disease Transmission

- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your nose, eyes and mouth with unwashed hands.
- Stay at least 6 feet from other people.
- Cover coughs and sneezes with a tissue or your elbow. Wash hands afterwards.
- Wear a mask.

Facility Protective Measures

- There will be a limit of 10 people per building at any given time.
- Everyone on the property will be advised to avoid physical contact with others and keep six feet social distancing, where possible.
- In person meetings will be limited. To every extent possible, meetings will be conducted by telephone or virtually.
- Frequently touched surfaces (ie. door handles, phones, gate latches, cross tie snaps, hose ends, door knobs, light switches, ramp rail, tools and any props used in the arena) will be cleaned and disinfected at least twice daily.
- Regular housekeeping practices for bathrooms and common areas will be enhanced to cleaning at least twice daily.