

Sirona Therapeutic Horsemanship CIO COVID-19 Procedures and Management Plan

Where it is recognised by the World Health Organisation or the Government that an infectious disease creates a public health emergency, Sirona Therapeutic Horsemanship will assess the risk posed to its workforce, participants and participants by the disease. These procedures apply to the current COVID-19 outbreak.

At all times, Government advice will be taken on managing our employees and services in relation to infection control, isolation periods, overseas travel and other relevant matters.

With regard to the severity of the risk, we may decide to:

- stagger equine-assisted session start and finish times so that fewer people are together at once;
- run sessions on an individual basis and cancel or reduce group activities;
- ask suppliers to deliver goods to areas free from visitors, or outside of usual operating hours;
- cancel non-essential training sessions and courses;
- work with participants by phone, email, skype and provide home learning activities;
- if face to face meetings and sessions take place, ensure that facilities are suitable to minimise the spread of infection e.g. allowing a distance of two metres between all employees, staff and participants and running sessions on an individual basis;
- ensure that we have suitable infection control procedures in place, including hand washing, cleaning equipment, use of PPE with appropriate staff training in place;
- deploy greater levels of flexibility including permitting employees who are usually site based to work from home where possible.

Employees and clients (including participants / participants & their parents / guardians, schools and any other commissioning organisations) have a role to play in ensuring that the risk of infection is kept at an absolute minimum, and must themselves stick to Government guidance in relation to following infection control advice, self-isolation and overseas travel etc. The latest Government advice can be found on their website:

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-governmentresponse>

Business Continuity Management Plan

1. Introduction

This plan outlines how Sirona Therapeutic Horsemanship will implement procedures and contingency measures to try and reduce risk in the workplace / learning environment. The aims of this plan are:

Coronavirus Policy and Management Plan



- To minimise the risk of infection to employees, participants, participants and any visitors to our site;
- To consider safety first above all else, and ensure our responsibilities for reducing group activities and unnecessary contact are considered in all activity planning and daily work;
- To ensure that we are still able to care for our horses and other animals appropriately in line with our policies and procedures.

2. Roles and Responsibilities

Dr Hannah Burgon together with the board of trustees is responsible for:

- development of the plans
- operation and testing of the plans and
- activating and escalating the plan.

The Sirona staff and volunteer team are responsible for:

- implementing and following the plan
- providing feedback as to the effectiveness of the plan
- contributing to the development of the plan
- adapting the plan where necessary to meet the needs of our participants

Clients, participants and visitors are responsible for:

- following our plans and guidelines
- providing feedback to help shape the plan
- following government advice first
- informing and updating Sirona Therapeutic Horsemanship on any important information relating to their or their family's health in relation to the virus.

3. Contact Details

The following contact details can be used to discuss this plan, ask questions or to inform us of any absences or health information that we need to know which is relevant to this plan:

- Hannah Burgon – CEO – 01803 868779 or 07958 356114 or hannah@sironaequine.org.uk
- Diane Cleave – office co-ordinator – 01803 868779 or diane@sironaequine.org.uk
- Sarah Urwin – chair of trustees – 07792 887870
- please note - there is a voicemail on the office number which is checked regularly. If you are unable to contact anyone please leave a message on this number.

4. Other Contacts

This information is for all participants (including parents / guardians), employees, volunteers and visitors to Sirona Therapeutic Horsemanship:

If you are feeling very unwell, you are unsure if you have contracted COVID-19 or you need medical attention please check the NHS website to check your symptoms and follow their advice, call 111 or speak to your GP for clarification. Please only dial 999 in the case of an emergency.

Clients - If you access our services through a school or social worker you may also need to keep them up to date with any health issues. Please ensure you have their contact details.

5. Risk Assessment

Sirona Therapeutic Horsemanship has completed a comprehensive risk assessment which outlines the risks, who is at risk, how the risks are being minimised and details relevant procedures / controls which have been put in place. All employees will receive training relevant to the risk assessment. This risk assessment is dynamic and reviewed regularly and alongside Government guidance.

6. Transport

We advise against the use of taxis unless no other alternative. Please can all participants who arrive via a taxi service ensure that the driver remains in the vehicle when on the Sirona Therapeutic Horsemanship site. Please sit in the back of the vehicle and wash your hand immediately upon arrival and before leaving. Please avoid touching your face while you are in the vehicle.

When you reach the stables, please remain in your vehicle until a team member comes to collect you. We are asking for participants to let any previous clients or visitors to get into their car, before you get out of your car, to minimise any unnecessary contact.

7. Attendance and Capacity

With the Government advice for education to remain open for vulnerable children and young people with a social worker or an Education and Health Care Plan (EHCP), we will be prioritising participants and participants in the following order:

1. Participants on our current timetable who meet the above criteria who have been risk assessed by their education provider/social worker and who would become distressed if they are unable to attend their sessions

2. Current participants who need to be in an outdoor/animal assisted environment for their mental/physical health and wellbeing
3. Participants on our waiting list who meet the above criteria

8. Policies and procedures to minimise risk

Participants who meet the above criteria will be able to continue to attend subject to the following conditions:

- The participants, staff team, volunteers and their families remain healthy with no signs of the virus and **DO NOT** come to Sirona if they are having any symptoms of the virus:
- The participants and their families are cautious and follow all government guidelines regarding unnecessary contact and all other preventative measures to minimise their risk of contracting the virus where possible
- that anyone who has been advised/decides to self-isolate because of being in contact with someone who has/may have the virus notifies Sirona of this, and remains away from Sirona for the duration of the self-isolation period
- that anyone who has been to Sirona and develops symptoms of COVID-19 within a week of their last visit notifies Sirona
- a close record is always kept of who is on site at any time, so that any inadvertent contact may be notified
- The participants are **not** in a high-risk category with underlying health conditions which would make continuing to attend Sirona Therapeutic Horsemanship too great a risk to their health
- Participants understand the infection control procedures in place at the stables and will agree to follow them
- Participants agree to keep a safe distance from any other participants who may be attending the stables and understand that they may need to undertake alternative activities than normal at times in order to minimise risk
- We will have a maximum of 2 participants present on site at any one time
- Participants who require support will only bring one family member or support staff with them to the stables
- Participants and their families/support staff understand the infection control procedures in place at the stables and will agree to follow them
- Participants and their families/support staff agree to keep a safe distance from any other participants who may be attending the stables

9. Activity Safety Procedures

During equine-assisted sessions the following procedures will be put in place to minimise risk to participants, employees / volunteers and any visitors.

- Participants will be asked to wash their hands when they arrive, when they leave the stables, and between activities. Participants are encouraged not to touch their faces
- Social distancing of 2 meters to be adhered to as far as possible at all times
- If participants need to cough or sneeze, they need to use a tissue or sneeze into their elbow and wash their hands afterwards
- Participants are encouraged to purchase and wear their own current standard riding hat. Current standards are: PAS 015:1998 or 2011* with BSI Kitemark.
- If participants borrow our riding hats or boots, they will be cleaned after use with an anti-bacterial cleaner.
- Where participants have their own grooming kit, they are not to share their equipment with any other participant.
- Participants will be asked to wear gloves and a mask if they are able to, however if they do not have gloves or a mask, or cannot wear gloves or a mask, we ask for all participants to wash their hands before and after touching any equipment.
- Participants are to avoid bringing anyone with them onto the stable yard unless necessary. Parents / partners (unless required to support the participant) are encouraged to stay in their vehicles where possible. Please see Transport (point 6) for further details.
- Session activities have been adapted to take place outdoors and with minimal contact between practitioners and participants – i.e. close contact classroom activities changed to walking ponies outside.

10. Booking and Payment

We are asking all participants who book and pay for their sessions themselves to pay online by BACS at the present time. We will not be accepting cheques or cash during this time unless BACS payment is not possible. We will send an invoice and ask for payment by bank transfer for sessions. Our normal timetable and daily schedule will change to accommodate individual sessions to reflect the current situation.

11. Distance Learning Sessions

We are intending to develop and offer 1-1 virtual facetime/whatsapp equine sessions as an alternative to on-site equine assisted sessions. 30 minute sessions will be available at a fee of £45. Sessions can take place at the normal session time or an alternative pre-arranged time as agreed.

Participants who attend our education programmes will also have the opportunity to learn at home if they have to self-isolate or if we are unable to continue operating. We can supply online work sheets and quizzes to complete that are related to the equine-assisted sessions they have been attending at Sirona previously and follow this up with a virtual classroom teaching session.

12. Recovery Plan

Anyone, including employees, volunteers, participants, participants and visitors who have been self-isolating or have recovered from the virus must contact us to arrange a suitable time to return to the stables. This will be decided in line with Government advice and procedures at the time.

13. Bursary Sessions

At the present time we are only able to offer funded sessions due to pressures on our finances and so unfortunately bursary places are unavailable at the current time. We are hoping to look at fundraising to offer more bursary places during this difficult time.