

## Xenophon's Volunteer COVID-19 Protocols as of 1/4/2021



- **Minimal people allowed on site:** We have strictly limited the number of people allowed onto the property (including Staff, Volunteers, and Clients/Clients' Family). Only the minimum number of people are allowed on the property to safely operate a modified and safe program, while following the most recent Contra Costa County Health Order.
- **Wellness Check:** A station will be set up in the lower parking lot and everyone arriving on property will have their temperature checked by a Staff member with Xenophon's non-touch thermometer. Anyone with a temperature above 100.4 must leave the property immediately. If they are experiencing flu-like symptoms, they must leave the property immediately. Please stay in your car and a staff member will complete the wellness check before welcoming you onto the property.
- **Physical Distancing:** Maintain a 6-foot distance from others throughout your time on site at Xenophon. Do not shake hands or engage in any unnecessary contact. During lessons, as allowed by the most recent CCC Health Order, physical distancing will be adjusted to provide a safe lesson - please follow all instructions from Staff.
- **Required to wear:** A face covering (mask or bandana) must be worn by every person on Xenophon property during all operating hours. This includes Staff, Volunteers, Participants (when possible), and all visitors. Without this, you will not be permitted on the property. All participants must wear long pants and closed toed shoes while on property.
- **Cover mouth & nose:** When sneezing or coughing, please cover your mouth and nose. Cough or sneeze into your elbow. Throw away used tissue into a trash bin immediately.
- **Wash hands often:** Upon arrival, everyone must wash their hands with soap and water for a minimum of 20 seconds. Hands must be thoroughly washed as described, before each lesson, as well as after each lesson and at other appropriate times. Keep 6-foot distance between each other while standing in the hand washing line (cones or tape will be set to mark the distance). **Please note:** Gloves are not allowed due to the cleanliness and disposable issues; hand washing is the mandatory protocol.
- **Protect yourself & others:** If you do not feel well the day(s) before and/or the day you are scheduled to come to Xenophon, please immediately text Rachel at 510-541-5035 and send an email to [Rachel@xenophontrc.org](mailto:Rachel@xenophontrc.org). We need to make adjustments to our schedule to ensure we have enough coverage. **No one with signs or symptoms of COVID 19 should come onto the property.** If you have tested positive for COVID 19 and entered the Xenophon property within 14 days prior to your positive test, you must inform us, and Xenophon will have to shut down for 14 days and possibly longer. Anyone who was onsite at that time of the possible exposure will need to be contacted immediately.
- **Participant Protocols for TR lessons:** After you have checked in and are cleared at the parking lot, please wait in your car until your child's Instructor waves to you to come out to wash their hands and put their helmet on. Each helmet will be fully sanitized before and after each use. After their helmet is checked, they will walk to a pre-designated ramp (either lower arena ramp or upper arena ramp) and meet their team to mount their horse. Families/caregivers will remain in the car or at designated arena seating to watch the lesson/session. For lessons held in the upper arena, cars will be allowed to drive up to the

designated parking area near the arena to allow for viewing of the lesson/session, a volunteer will direct you as to where to park. After the student dismounts, they will remove their helmet and give it to the side walker, wash their hands and walk with their Instructor to their parent/caregiver. Deck and lounge areas are closed, except for Staff and as a backup hand washing station, one person at a time. Helmet, toys, and tack will be washed and sanitized at the designated cleaning stations after each lesson/session.

- **Volunteer Protocols for TR Lessons:** We will control the number of Volunteers on site during lessons as per the most recent CCC Health Order. Please leave all personal items in your locked trunk. Bring your own mask and water container (clearly marked with your name). A table will be provided to leave your water container between tasks. After you have been checked in and cleared to enter by Staff at the parking lot, please sign in and put on your name tag. Wash your hands and begin tasks as listed for lesson setup. Wash hands after each task, including before and after each lesson. Main deck area is open to Volunteers with mandated social distancing; the Tack Room is open to Staff only; and the office/lounge area is closed, except for Staff and as a backup hand washing station, one person at a time. Pull Participant helmets and bring to the driveway table along with the disinfectant spray and helmet chart. Retrieve the bucket of usable toys from Toy Shed and set up both arenas and the trail as directed by the Instructors. Staff will be spread around the property to assist where needed. Chairs will be set up around the facility for Volunteers to sit on during breaks, and then cleaned and sanitized after use.
- **Facility Cleaning and Sanitizing Protocols:** When entering any doorway please avoid repeated contact with door handles, use your elbow as often as possible. All surfaces will be sanitized daily. Trash cans will be placed by each hand washing station and the bags will be emptied by Staff. The Daily Cleaning Checklist to track regular cleaning and sanitization locations throughout the facility, which will be monitored by Staff to ensure completion, will be posted on the deck area along with additional supplies. Tack, helmets, and toys to be cleaned and sanitized after each rider.

I have read, understand, and agree to abide by all listed protocols.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(Parent/Guardian must sign if under 18)

Date: \_\_\_\_\_