

Elisabeth Curtis Centre Riding for the Disabled

Covid-19 Infection Control and Cleaning procedures

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Owner: Board of Trustees



Elisabeth Curtis Centre, Riding for the Disabled

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Elisabeth Curtis Centre Covid-19 Infection Control and Cleaning procedures

Roles and Responsibilities

Responsibilities for everyone at the Centre

- Visits to the Centre must be agreed in advance, and you must follow the instructions of the keyholder on site.
- Do not come to the Centre if you, or a member of your household, has any symptoms of Covid-19 or if you have been advised to self-isolate.
 - Before travelling to the centre, you will need to complete the 'Elisabeth Curtis Centre Pre-travel Track and Trace' form which can be found on our website under the 'COVID HUB'. Upon completion you will be sent an immediate email either confirming you may attend the centre or not. A copy of your confirmation will be sent to the relevant coach/keyholder but please do have this handy to show them.
 - NHS QR codes are available on site which we encourage all to use however this does not replace the online form above.
- Hands must be washed upon arrival and leaving the Centre, using the soap and disposable hand towels provided.
- Where people are wearing gloves, they must be clean, and need to be kept away from your face.
- When toilet facilities are used, toilet seats should be closed (where installed), and hands should be washed (for 20 seconds) using the soap and disposable hand towels provided.
- Alcohol hand sanitiser is provided around the site and we ask that between touching surfaces good hand hygiene is adhered to.
- When using any cleaning products either in the yard or office side of the centre then disposable gloves must be worn.
- Due to capacity limits on site you will be given a time to come to the centre. Please only attend at the specific time and wait in your car if you are early. A stop/go sign will be in operation on the front door to indicate when to come in.
- To wear a face covering when in the entrance hall, toilets, office and tack room. We strongly recommend face coverings are used elsewhere when on site.
- Following updated guidance, you are able to wear a face covering when leading ponies and side helping riders when in sessions.

Keyholder responsibilities

- There must be a keyholder on site when anyone is at the Centre, to ensure access to washing and sanitising facilities.
- Disposable gloves must be worn for cleaning tasks and then disposed of immediately in the lidded bins provided.
- Toilets should be cleaned at the beginning of sessions and between rides using Virucidal cleaner and red cleaning cloths. Cloths should be placed in the 'dirty cloth bins' once used, ready for washing.

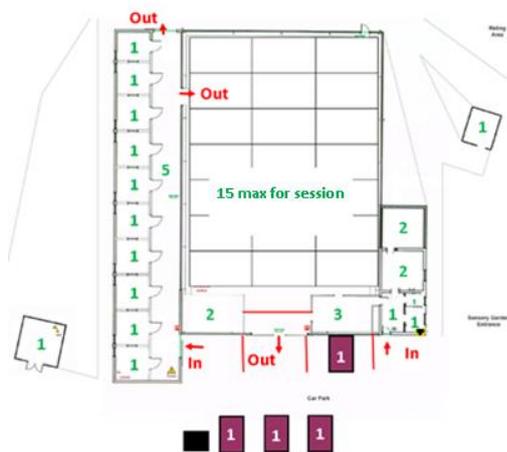
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- Prior to leaving the Centre, keyholder to ensure all equipment that has been used, door handles, stable door tops, door locks and any other surfaces that have been touched are cleaned. Bins to be emptied and waste to be disposed of in the outside bins. For anything on the office side of the building and main school should be cleaned and sanitised with the Virucidal Cleaner. Anything in the yard should be cleaned and sanitised with the Stable Disinfectant.
- Check stocks of sanitiser, soap and paper towels and refill as necessary or alert member of MC if items need to be ordered.

Management Responsibilities

- Ensure sufficient supplies of sanitiser, soap, papers towels, cleaning products and disposable gloves.
- Check compliance with procedures and identify any areas for improvement.
- If notified of a case of Covid-19 in someone who has been at the Centre, ensure a deep clean of the Centre takes place as soon as possible, and suspend any planned sessions until cleaning has been undertaken. Instigate the track and trace contact system to any impacted parties.

Zoning and one-way system



- Due to the limited size of the centre we have had to limit the amount of people in different zones. These will be indicated on the wall/door as you enter each zone. Do not enter if the maximum occupancy has been reached.
- While it is a maximum of 1 person per stable a maximum occupancy of 5 people in the yard at any one time is in effect.
- To allow social distancing in the car park a maximum of 4 cars may park at any one time. Priority is given to participants. Parking for volunteers / when the car park is full is on the

road or back field (subject to weather).

- A one-way system is in effect. For participants please come in as normal however you will be asked to leave via the school double doors. For access to the yard please enter via the car park and exit via the school (when a session is not in play) or back fire escape and walk around the building. For access to tack room please go in and out of the front door – you should not go via the gallery.

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Procedures

Before attending the centre (all visitors):

- Complete the 'Elisabeth Curtis Centre Pre-travel Track and Trace' form before travelling to the centre. This will include simple questions on COVID-19 and contact details should we need to make contact. Upon completion you will then be emailed either permission to attend the centre or stay at home. You will need to complete this every time you attend the centre. Coaches / Keyholders will have a record to expect you that day.
- If you are unable to complete the Track and Trace survey (due to lack of internet etc) please contact your coach or management member to discuss.

Arriving at the centre (all visitors):

- Please park in the appropriate area as indicated above.
- For riders please wait in your vehicle until the coach indicates via the Stop / Go sign outside the main door.
- Wash hands upon arriving at the centre with soap and use of disposable hand towels

Prior to all riding sessions - Grooming and tacking up (Volunteers):

- You will be allocated a pony/ponies to groom and tack up. Please collect the tack only for your pony/ponies and take this over to the yard and place on the closest saddle rack to the stable. Riding head collars will already be hung up outside the pony's stable. The coach will allocate any adapted tack to the correct pony.
- A shelf will be located near the entrance to the yard and will have boxes with grooming kit. Please take one of each brush to use on your pony.
- Cleaning cloths and clean lead ropes are in buckets next to the grooming kit shelf.
- Please wear disposable gloves provided when using any cleaning product.
- By each saddle rack will be a box including 'Tack Cleaner and Sanitiser', 'saddle soap' and 'numnah sanitiser'.
 - All tack should be cleaned with the 'Tack cleaner and sanitiser'. Girths should be removed from saddles and buckles and straps sanitised. Reins to be removed from the head collar for sanitising.
 - The touch points of the numnah should be sprayed with the "numnah sanitiser".
 - For synthetic saddles please use 'Numnah sanitiser' on the suede effect areas by spraying on and leaving to dry. Leather parts should be cleaned with the 'Tack Cleaner and Sanitiser' as previously described.
 - The lead ropes will have already been sanitised and dried for your use.
 - Another lead rope and the riding head collar (hung next to the stable) will have already been sanitised and dried for your use.

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- Once you have used the cloth place this into the 'dirty cloth bin' so that they can be washed and sanitised for use again. Please use new cloths when dirty / starting on another pony or changing between cleaning product.
- Next take the riding head collar and stable lead rope and tie up your pony using a quick release knot.
 - Use the grooming kits you have already taken from the shelf. You may now groom your pony.
 - Do not worry grooming kits are no longer specific to ponies.
 - Please remember only one person is allowed in the stable at a time.
 - Once you have finished with your brushes there will be a bucket (under the shelf where you collected the brushes) which these should be placed in for cleaning.
- You may now tack up the pony.
 - Where stirrup lengths are known these should be measured. A measuring stick will be next to each saddle rack.
 - Reins will need re-attaching to the head collar.
- Please always remember good hand hygiene especially before starting a task and when changing ponies.
- Please keep hold of the lead rope you took from the bucket ('volunteer lead rope') on arrival to the centre as you will use this on every pony you lead. When you go to collect your pony simply unclip the lead rope in the stable and attach your own.

Prior to riding sessions – (Participants):

- Where possible please bring your own gloves and riding hats.
 - If a centre riding hat is used it will be sanitised between use. Initially only our adjustable hats will be in use as they can be easily sanitised. The hat rack will be empty as all hats will be in the gallery to minimise contact. Please wait until the coach / organiser asks you to take one.
 - Either a rider or parent/carer will need to fit the hat under guidance from the coach to ensure a good fit.
 - The liners of the hats will be removed and washed between use and the hat sanitised with a clean liner used.
- Please take a seat. These have been positioned at the back of the gallery to allow for sufficient social distancing and we ask that they remain here and if standing you remain along the wall and minimise walking about, where possible. Thank you.

During riding sessions (all):

- Where girths and stirrups are adjusted during a session gloves and mask will be worn by the coach.

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- Any equipment used is to be sanitised after use and before the next ride. Any soft equipment used is to be placed into the washing bags after use to be washed.
- If used, equipment shall not be passed person to person and should be collected and disposed of independently by utilising riding tables and buckets.

Specific AB riding session procedures:

- Ponies to be groomed and tacked up by the person who will be riding them.
- Riders to do their own stirrups and girths.
- Riders to bring their own hats and gloves

Specific RDA riding session Procedures:

- We are currently not accepting cash payments for riding sessions. Bank transfers and card payments are accepted.

After riding sessions (Participants):

- Please wash your hands upon leaving the centre.
- Please take off your hat and place in the designated area. These will then be cleaned and sanitised for the next use.

After riding sessions - Tack (Volunteers):

- Where a pony is being used again, they should be led back to their stable where they can be un-tacked.
 - Attach the pony to the stable lead rope.
 - Un-tack your pony and transfer all tack to your designated cleaning station.
 - The riding head collar and stable lead rope are to remain outside the stable for sanitising and drying.
 - Please wear disposable gloves provided when using any cleaning product.
 - All tack can then be cleaned with the 'Tack cleaner and sanitiser'. Girths should be removed from saddles and buckles and straps sanitised. Reins to be removed from the head collar for sanitising.
 - The touch points of the numnah should be sprayed with the "numnah sanitiser".
 - For synthetic saddles please use 'Numnah sanitiser' on the suede effect areas by spraying on and leaving to dry. Leather parts should be cleaned with the 'Tack Cleaner and Sanitiser' as previously described.
 - When you are done please dispose of the cloth into the 'dirty cloth bin'.

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- Re-tack up your pony ready for the next rider.

- If a pony is not being used again then they can be lead back to their stable where they can be un-tacked.
 - Attach the pony to the stable lead rope.
 - Un-tack your pony and transfer all tack to your designated cleaning station.
 - The riding head collar and stable lead rope are to remain outside the stable for sanitising and drying.
 - Please wear disposable gloves provided when using any cleaning product.
 - All tack can then be cleaned with the 'Tack cleaner and sanitiser'. Girths should be removed from saddles and buckles and straps sanitised. Reins to be removed from the head collar for sanitising.
 - The touch points of the numnah should be sprayed with the "numnah sanitiser".
 - For synthetic saddles please use 'Numnah sanitiser' on the suede effect areas by spraying on and leaving to dry. Leather parts should be cleaned with the 'Tack Cleaner and Sanitiser' as previously described.
 - Following sanitising, utilising a new cloth, all leather tack then needs to be sprayed with 'Saddle Soap' to ensure the leather remains nourished. Spray onto the cloth and work into the leather.
 - When you are done please dispose of the cloth into the 'dirty cloth bin'.
 - The saddles, numnahs, girths, bridles, reins and any adapted tack can be brought back to the tack room. The riding head collars, and stable lead ropes remain outside the ponies stable.
 - Riding head collars and stable lead ropes should be sprayed down with 'stable sanitiser
 - Place any used 'volunteer lead ropes' on the cleaning hooks (located outside the feed room)

- **Under no circumstances should tack be sanitised whilst still on the pony or over a stable door. All tack must be sanitised in the designated cleaning areas.**

After riding sessions - Touchpoints (Volunteers):

- Any chairs used, door handles, gallery bannister, entrance hall table and alcohol wash bottle, toilets and mounting block handrails should be sanitised with the 'Viricidal Cleaner' and wiped following the instructions.
- Riding hat inserts should be removed and put into the laundry bag and hat sanitised using "Hat sanitiser" spray. The insert should be replaced with a clean one.

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At the end of the day - (Keyholder):

- Laundry bags collected and put into the wash on a standard cotton wash with Laundry detergent and the Dettol Laundry sanitiser.
- All bin bags to be sealed and put in the bin, new bags put out.
- As the final job re-spray all touch points in the school and office side of the centre with the Viricidal cleaner and spray all stable tops and locks, Saddle racks, Saddle cleaning bottles and buckets, yard bin lids with 'Stable Sanitiser'.
- Wash all used grooming kits in the yellow bucket with "household disinfectant"

Deep Cleaning procedure after an individual with symptoms of, or confirmed COVID-19, the case has left the setting or area

PPE

- Gloves and Disposable aprons are to be worn.
- Wash hands before putting on and after removing PPE for 20 secs using soap and drying using the disposable paper towels.

Putting on PPE correctly:

- Wash hands
- Put on apron
- Put on disposable gloves

Removing PPE correctly:

- Remove gloves without touching the outside of the gloves and place into a black bag.
- Remove the apron from the inside and roll up without touching the outside and place into a bin bag.

Cleaning and Disinfection

- Disposable cleaning cloths / towels to be used and disposed of after use.
- All areas to be thoroughly cleaned this includes but it not limited to:

General

- All door handles and surrounding door surface.
- Tack, Office, entrance hall and toilet floors.

Entrance Hall

- Entrance table, bookshelf surfaces, hat stand surfaces.

Toilets:

- Toilet rim, seat and cistern & flush handle

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- Disability support arms (disabled toilet)
- Sink, taps, splashback, soap dispensers
- Hand towel dispenser, windowsill
- Light switch pulls
- Bins tops

Office

- Filing cabinet front and tops
- Kitchen worksurface, taps, soap and towel dispensers
- Sofa and Chairs
- Desktop and pens

Tack Room

- All tack in use including special tack as per guidance in this guide.
- Saddle racks and hooks
- Lead ropes washed.

School

- Gallery partition and door handles.
- Cupboard handles and surrounding doors
- All chairs
- Desk top
- Riding hats and inserts
- Equipment
- Any bollards / gallery door guard
- Mounting block handrails and surrounding wood.
- Plastic mounting block.
- Bin tops
- Manure wheelbarrow and tools
- Yard kicking board door wood and handle.
- Fire escape door handle and kicking board door.

Stable Block

- Yard sliding door handle and surrounding wood
- Locks
- Front of tractor and bollards
- Saddle racks, cleaning boxes and all spray bottles
- Stable tops, bolts, in between stable tops, stable tie ups
- All tools and equipment
- Bedding shaving bale tops and fronts
- Soap and towel dispensers
- Taps
- Table top (Where batteries are charged)
- Fire door
- Haygain chest top and buckles

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- Bin tops

Laundry

- Any washable equipment to be put on the highest possible temperature following manufacturer's instructions
- Laundry Cleanser to be used.

Waste

- Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):
 1. Should be put in a plastic rubbish bag and tied when full.
 2. The plastic bag should then be placed in a second bin bag and tied. This should finally be placed in a third bin bag and tied.
 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known. (Place in the giraffe house)
- This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.
- If the individual tests negative, this can be disposed of immediately with the normal waste.
- If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.