



Australian Endurance Riders Association

COVID-19 Safety Plan Template

This document is designed to be used as the basis for an endurance event specific COVID Safety Plan. Simply insert your club's details **into the highlighted sections** below. Ride organising committees (ROCs) may need to add /edit this to suit their individual circumstances.

1. Introduction

In an environment where COVID-19 infection remains a risk to human health, endurance ride organising committees (ROCs) must implement robust infection control procedures at their events.

General information about COVID-19 and the principles associated with infection control risk management are available at [the Australian Government's COVID-19 website](#) and at [the COVID-19 websites of the Australian states and territories](#). Ride organisers **must** follow the relevant recommendations of their State Public Health Agency.

It is important that ROCs implement robust infection control procedures in order keep event participants, volunteers, and others safe. Because regulatory authorities in each state may be conducting spot checks, ROCs will need to be able to demonstrate this by generating appropriate risk management documentation and keeping appropriate records.

It is recommended that overall responsibility for coordinating infection control at an event be vested in one individual. This might be the event Biosecurity Officer or Chief Steward but, given its importance, consideration should be given to appointing a separate ROC member to this role.

This document should be brought to the attention of all event attendees, including officials. A briefing must be held to inform all event attendees about the infection control measures that are in place. Ride officials should be instructed to assist in ensuring compliance to the infection control protocol.

The purpose of this COVID-19 Safety Plan (**Plan**), prepared by the Australian Endurance Riders Association Inc for use by affiliated Division Association clubs, is to provide an overarching plan for the implementation and management of procedures by the ride organising committees (ROCs) of the clubs to support them, their members and event participants in the resumption of endurance riding events.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community. The Plan provides a framework to govern the general operation of the club, any facilities it controls, the event behaviour of all members and other participants and the monitoring and reporting of the health of attendees at club facilities.

At all times this Plan is subject to all regulations, guidelines and directions of their own state and local government and public health authorities. Should state or other border crossings be necessary, all relevant permits must be obtained and presented to police and other regulatory authorities on request.

[Club Name] (The Club)	Oss Foley Memorial Riders
[Event Location]	Gowrie Park Polocrosse Ground
[Club President]	Dennis Foley Junior
Contact Email	tigernines@hotmail.com
Contact Mobile Number	0417130774
Version	1
Debbie Grull is responsible for this document	Debbie Grull

2. Key Principles

This Plan is based on, and accepts, the AIS [Framework for Rebooting Sport in a COVID-19 Environment \(AIS Framework\)](#) and the [National Principles for the Resumption of Sport and Recreation Activities \(National Principles\)](#).

The key principles are that:

- The health and safety of members, participants, coaches, officials, administrators / volunteers, visitors, families and the broader community is the Club's number one priority;
- Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on the club's event plans;
- Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
- At every stage of the event (track marking, checkpoints, ride office, ride base gate etc) the club must consider and apply all applicable State and Territory Government and local restrictions and regulations. The club needs to be prepared for any localised outbreak at the event.

3. Responsibilities under this Plan

The club retains the overall responsibility for the effective management and implementation of this Plan.

The committee of Oss Foley Memorial Riders is responsible for:

- Approving this Plan and overseeing the implementation of the arrangements in the Plan and associated checklist; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

The committee has appointed the following person as its COVID-19 Safety Coordinator to execute the delivery of this Plan and to act as a point of contact for information relating to this Plan:

Name	[Debbie Grull]
Contact Email	[tigernines@hotmail.com]
Contact Number	[0417130774]

The club expects all members, participants, coaches, officials, administrative staff and volunteers to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan;
- Comply with any testing and precautionary measures implemented by the club;
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

Answering 'Y' to all sections of the checklist that follows will minimise the risk of transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community.



Australian Endurance Riders Association

COVID-19 checklist for endurance events in a COVID-19 environment

The following checklist will assist ROCs in fulfilling their infection control obligations. It should be retained by the ROC and forwarded to the Divisional Registrar after the event.

Where ROCs are unable to answer 'Y' to any part, an explanation must be included at the foot of the document detailing how alternative infection control measures will be / were implemented.

Requirements	Measure Implemented?	
Entering the Ride		
Consider taking event entries and payments electronically before the event in order to minimise the use of the ride office. Where this procedure is not used, appropriate infection control procedures must be implemented at the ride office.	Y	N
Entries should record the names, addresses and a contact phone number of all those attending the event.	Y	N
The ride entry documentation must contain advice that individuals must NOT attend the event if they are experiencing any symptoms that might be associated with COVID-19 infection.	Y	N
The ride entry documentation must contain a statement that entering the ride certifies that those planning to attend are not from a known or designated COVID-19 'hotspot'.	Y	N
The ride entry documentation must contain a statement that entering the ride certifies that those planning to attend are not experiencing any symptoms consistent with COVID-19 infection and will withdraw their entry should these eventuate.	Y	N
The ride entry documentation must contain a statement that entering the ride certifies that those planning to attend have reviewed and are familiar with the COVID-19 guidelines in their state / territory.	Y	N
The number of people attending the event, including all officials, must not exceed the maximum number allowed in the relevant state / territory.	Y	N
Riders should be encouraged to attend with the minimum number of support personal possible.	Y	N
People planning to attend should be encouraged to download the COVIDsafe app and have it active at all times.	Y	N
Preparing the Ride Base and Course		
All relevant regulatory requirements must be adhered to.	Y	N
Appropriate infection control measures should be in place. These must align with the Australian and state and territory requirements referenced above.	Y	N

Requirements	Measure Implemented?	
Ride Base Entry / Exit		
Consider discouraging members of the public and other people not directly associated with the running of the event from attending the event. Where such people do attend, their names and a contact phone number should be collected.	Y	N
Entry to and exit from the ride base should be through one gate.	Y	N
The gate should, ideally, be attended by a member of the ROC. Where this is not possible, signage should be erected directing visitors to the ride office.	Y	N
A check should be made at the gate or ride office that all people entering the ride base are listed on the event attendance list. Discrepancies should be remedied.	Y	N
All attendees should be encouraged to use hand sanitiser regularly during the event.	Y	N
There must be signage at the gate advising people NOT to enter if they are experiencing any symptoms that might be associated with COVID-19 infection (1).	Y	N
There must be signage at the entry gate providing advice to attendees about how to prevent the spread of COVID (1).	Y	N
Where hard copies of the equine HHDs and any personal health declarations are used, the gate attendant should collect these utilising appropriate infection control. They should provide advice about where in the ride base to set up camp in order to optimise the infection control procedures at the event.	Y	N
At the Ride Base		
Hand sanitisers should be placed at strategic locations at the ride base.	Y	N
There must be signage at the ride office limiting the number of people in attendance and reminding people to comply with all infection control requirements.	Y	N
Toilets should be cleaned by a ROC official with appropriate disinfection at regular intervals during the event.	Y	N
The use of a canteen or external catering providers is discouraged. However, if a canteen is provided or caterers are engaged for the event, they must implement an appropriate COVID-19 Safety Plan. This plan must be reviewed and accepted by the event COVID Safety Coordinator.	Y	N
Should an event attendee develop symptoms consistent with COVID-19 while at the event, they should immediately be isolated and appropriate medical care sought. Contact must be made with regulatory agencies via the COVID-19 hotline in the relevant state and guidance on additional measures sought.	Y	N
Ride Briefing		
A ride briefing must be conducted utilising social distancing measures. So far as is practicable, attendance is compulsory for all people at the event.	Y	N
As well as the usual briefing components, all attendees must be provided with comprehensive advice about the infection control procedures at the event.	Y	N
The briefing must contain advice that, should symptoms consistent with COVID-19 manifest in any attendee, this should immediately be brought to the attention of the event COVID Safety Coordinator.	Y	N
On Track		

Requirements	Measure Implemented?	
Social distancing should be maintained at all times.	Y	N
Riders should not hold hands at the finish to signal equal placing.	Y	N
At the Vet Ring		
Social distancing measures must be in place and be monitored and enforced by the Chief Steward COVID Safety Office and members of the ROC.	Y	N
Vet ring personnel should be limited to the minimum number possible. Consider using VGIH protocols in order to eliminate the use of TPRs.	Y	N
If safe, only the rider or one responsible person should accompany the horse to the vet ring.	Y	N
Hand hygiene should be performed by the Chief Steward, TPRs and vets after attending each horse.	Y	N
The vet ring should be set up to have a one-way flow of traffic with separate entry and exit points	Y	N
At Checkpoints		
Appropriate infection control measures must be implemented at checkpoints.	Y	N
Checkpoint staff must maintain social distancing requirements at all times.	Y	N
At the Ride Office		
The minimum number of personnel possible should staff the ride office and social distancing requirements must be adopted in the layout of the office. Hand hygiene should be used frequently.	Y	N
A limit should be placed on the number of people presenting at the ride office at any one time.	Y	N
Infection control should be considered when planning how log books enter and leave the ride office.	Y	N
Presentations		
Presentations can only occur if appropriate social distancing and infection control measures are in place. If a presentation is not held, riders should attend the ride office, over a period of time, to collect their log books and any awards.	Y	N

Notes:

(1) Suitable COVID safe signage is available at a number of websites, for example:

<https://www.nsw.gov.au/covid-19/industry-guidelines/posters-and-signage-for-business>