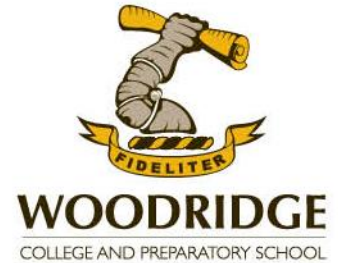


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SCHOOL POLICY

STANDARD OPERATING PROCEDURE (SOP) FOR THE EQUESTRIAN CENTRE (WEC)

Covid-19

Procedure for WEC staff/riders/pupils/parents

- A mask must be worn at all times.
- All riders/pupils/parents entering the WEC will have their temperature taken on entering the WEC. If the person/s temperature is higher than 38°C, they may not enter the WEC and the San will be contacted immediately.
- If Ms Halkett or Mrs Pullen are not at the stables to take the temperature of the person/s wanting to enter the WEC, please report to Security at the main gate who will take your temperature and provide you with a document confirming your temperature.
- Everyone will be asked Covid-19 related questions:
 - Any flu symptoms
 - Any Covid-19 symptoms
- A list of riders wanting to attend the WEC need to be finalised the day before.
- All tack needed on the day needs to be disinfected and sanitised before the rider arrives.
- If the horse is to be up beforehand the tack needs to be wiped down again after tacked up.
- Wash hands before handling the tack.
- A tacked-up pony will be put into a pen ready for a rider (pen/chain/gates to be disinfected).
- The rider will collect the pony from the paddock and only touch gates to and from the paddock (gate handles pre-disinfected before rider arrives).
- The rider is to wash hands and sanitise before going to the pony, and again immediately after riding.
- Tack to be wiped down with disinfectant before being put away by staff member.
- Riders are not to walk around chatting and touching doors, gates, entering tack room, staffroom, etc.
- Keep social distancing.

22 May 2020

Procedure for deliveries

- Delivery staff need to have their temperatures taken (either by WEC Management or at the Main gates (the same rules as above apply))
- All feed deliveries must be placed on the pallets. Bags of feed standing upright on pallet and sanitised (sprayed) with disinfectant and left for an hour before taking it to the feed room
- Any other items need to be placed on a pallet and sprayed.
- Laundry or veterinary items– if needing to be placed immediately in the fridge, then spray item, place in a new carrier bag before placing in the fridge.

Procedure for the feed room

- Wash hands with soap before entering and dishing up feed.
- Ensure that all feed dishes are washed in Jik water on Mondays and Fridays
- Dish up the following mornings feed before leaving

Procedure for WEC staffroom/toolroom

- Wash hands with soap before entering and working with food utensils
- Keep social distancing
- Do not mix or share food or drinking cutlery
- Keep the room neat and tidy and the disinfectant area after eating