

## **Teddy Bears Picnic Covid-19 Risk Mitigation Plan – Event: October 4, 2020 Setup: a few days before and the day after.**

**This plan amplifies Brandywine Valley Driving Club Covid-19 Guidelines**

### **Separate Venues: Dressage, Cones, Trot, Administrative**

- Each venue has its own Volunteer Team with its own Team Leader.
- Volunteers will park, report to their team leader, work, eat and tear down only at that venue.
- Commingling of teams will only occur when using the restrooms.

### **Enforcement:**

- Failure of any competitor to follow these rules will result in Elimination and immediate dismissal from the showgrounds.
- Failure of any volunteer to follow these rules will result in immediate dismissal from the showgrounds.

### **Food/Competitors:**

- There will be no food provided to competitors.
- Competitors may bring their own food, but they must eat it by themselves
- No social comingling with any other competitor team or volunteers is permitted.

### **Food/Volunteers:**

- Pre-Packaged Box Lunches will be ordered from Panera and labeled with the volunteer's name and location.
- Bottled water will also be provided.
- A masked/gloved volunteer will deliver the labeled boxes to a designated spot at each volunteer location. After the courier leaves, the volunteer(s) will retrieve their lunch box and water.

### **Social Distancing and Masks:**

- Masks are mandatory for everyone whenever there is the possibility of being within 6 feet of others, including while on a vehicle with other people even if they are immediate household members.
- Only mask exception for Drivers - a driver driving alone while competing or warming up. For these drivers, Masks/Face Covers are advised or at least to be within easy reach but are not required.
- Masks are mandatory for everyone within 25 feet of the barns, check-in areas and restrooms.
- All participants must follow social distancing guidelines and remain at least 6 feet apart. Social Distancing Exceptions Allowed are:
  - Immediate Household Members, i.e., Individuals consistently living in the same house or dwelling. Members of a household may or may not be related. May be within 6 feet of each other (and no one else) without a mask.
  - Essential support personnel assisting an entry preparing to compete, during competition (including riding on the same vehicle) and immediately after competing – but all must wear masks (even if in same household).
  - In cases of emergency. All must wear masks.
- No one will assemble in any indoor space (except restrooms). This includes closed trailers or campers unless they are household members as defined above.

**Spectators:**

- No Spectators Permitted

**Personal Protective Equipment:**

Competitor teams must bring their own gloves, masks, hand sanitizers.

Volunteers will be asked to bring their own gloves, masks and hand sanitizers. Organizer will have supplies on hand for those volunteers who forget.

**Contact Tracing:**

- Contact information – including phone number – will be collected by the Organizer for every volunteer and competitor team member authorized to enter the showgrounds.
- Competitors and Volunteers will be asked to stay away if they have any symptoms of illness or a fever greater than 99.6 as detailed in the BVDC Covid Package.
- Organizer will request immediate, voluntary reporting of any covid-like illness within 14 days of October 4 and will report any such events to all who attended, DNR, the Cecil County Health Dept and the BVDC Board.
- On October 19, Organizer will follow-up with an email/text/phone request for each person at the event to verify they have not gotten sick, or to say that they have and who they had close contact with at the show.
- Organizer will report the results of that follow-up to the BVDC Board and DNR.

**Competitor Teams:**

- Limited to 30 entries with their support personnel. Support Personnel are limited to two individuals per horse, plus the competitor. Exception: - Para-Drivers and Junior Drivers are limited to three individuals per horse, plus the competitor.
- Each team will have a scheduled time to start the event with 15 minute separation between start times. They will proceed thru Dressage, Cones and the optional Teddy Bear Trot as a continuous drive.
- At the end of their last phase, competitors will return to their trailers, pack up, picnic and leave.
- Each team may take one hour to eat whatever picnic items they have brought, but they may not commingle with other teams

**Competitor Course Walk:**

- **Saturday October 3 – Competitors come without equines to walk/memorize the Dressage test and Cones course. Teddy Bear Trot is driven as a “blind drive” so no course walk is permitted.**
- Competitors must display a Competitor Authorization Certificate in their vehicle’s front window listing all members of their team.
- Competitors must park in designated parking areas at each venue and drive between venues.
- No socializing or commingled picnicking is permitted. Competitor teams may take 1 hour to eat any food/drink they bring – by themselves.
- Everyone walking a course must have a mask in hand and wear that mask if they cannot reliably maintain a 6 foot separation from others.

**Competitor Check In:**

- Prior to arrival, competitor will receive an Authorization Certificate to enter the showgrounds.
- The Authorization Certificate will list all members in the Competitor’s Team and must be displayed in the front window of each vehicle in the Competitor’s Team.

- Entry Manager will deny entry to anyone without an Authorization Certificate or who is not listed on the Authorization Certificate.
- Any Competitor who is denied entry, may pull to the side and contact the Organizer or Secretary via cellphone to resolve any issues.
- Every effort will be made to resolve issues that do not compromise covid safety protocols so that the Competitor may compete.
- Entry Gate will have posted signs highlighting the requirements to enter and compete – No symptoms, no fever, wear masks and social distance.
- Entries with Stall/Pad reservations will receive assigned pad/stall numbers and maps via email and/or the website.
- Entries with Stall reservations will receive (via email or website) a stall card that they must print, fill out and tape by their stall
- Day-Trip entries will be directed to the Trailer Parking Area and told to park nose-to-nose with at least 20 feet clear on each side.

#### **Volunteer Setup/ Tear Down Teams:**

- Each setup team has their own venue and parking area.
- Each team member will have a mask and wear it when they cannot maintain a 6 foot separation.
- Shared equipment will be handled with gloves where possible; frequent hand sanitizing will be followed when not practical to wear gloves.

#### **Volunteer Check In:**

- Prior to arrival, volunteers will receive an Assignment Certificate to enter the showgrounds and the cellphone number of the Volunteer Coordinator.
- Via email or website the volunteer will receive instructions for where to park and where to report to join their team leader.
- All show equipment required for their job will be located at the report-in spot.
- Volunteers will be briefed at their venue by their Team Leader.
- Volunteers will get any required show equipment from their Team Leader.
- Volunteer Teams must may not mingle with anyone outside of their team.

#### **Secretary Stand:**

- There will be no physical Secretary Stand that is available to Competitors.
- The Organizer and Secretary will be in a central, inaccessible location on the showgrounds but may only be contacted by cellphone – not face-to-face.
- All paperwork and payment must be complete before the competitor team arrives.
- Authorized Competitors will receive a certificate via email that confirms they are authorized to enter the showgrounds and lists every member of their team.
- Authorized Competitors will receive all “packet” information from the Secretary via email or website at least 2 days before the show.
- All time and schedule information will be posted on the website and updates will be notified via group or individual text.
- There will not be a physical Secretary’s board to avoid having folks gathering around it.
- The Secretary will keep Judges/Ingates/Starters updated as to changes/scratches via text.

#### **Scoreboard/Scoresheets/Scoring/Ribbons and Awards:**

- There will not be a physical Scoreboard to avoid having folks gathering around it.

- Scores for individuals and classes will be available on cellphone throughout the day but will not be printed or posted to avoid folks gathering around scoreboards.
- Scores will be input at each venue by the venue scorer.
- All scoresheets will be kept by the venue scorer and handed to the Organizer in a sealed envelope at the end of the day.
- Scoresheet Packets will not be available to competitors at the show; they will be mailed.
- Ribbons and Awards will not be presented at the show; they will be mailed.

#### **Volunteer Teams/Volunteer Tent:**

- There will be no Volunteer Tent to avoid gathering together of Volunteers.
- Only these designated volunteers will be permitted on the Show Grounds – 23 Total  
**Dressage** – Judge, Scribe, Scorer, In-Gate Steward  
**Cones** – Judge, Scribe, Scorer, In-Gate Steward, 2 Timers and 3 Cones Setters  
**Teddy Bear Trot** – Judge, Start Timer, End Timer, Scorer  
**Administrative Team** – Organizer, Secretary, Scorer, Volunteer Coordinator, Entry Gate Manager, Safety Officer
- Volunteers will receive a “Virtual Clipboard” via email with forms, maps and schedules they need for their job.
- Volunteers will be responsible for bringing their own clipboards, writing tools and personal comfort items.
- Show equipment items such as stop watches, radios, cones, balls, sticks, etc. will be handled with gloves.
- Shared paper is limited to scoresheets handled by Scribes and Scorers who will sanitize hands often.
- No badges, souvenirs or goody bags will be distributed at the show.

#### **Volunteer General Operating Rules:**

- Each team has a designated team leader who is responsible coordinating activity and enforcing the rules.
- The team leader will assemble/Equip/brief their team at the beginning of the day, and release their team at the end.
- All volunteers riding together in a vehicle on the showgrounds must wear masks.
- Volunteers will be assigned a spot and an operating area and will stay within that operating area for the duration of the show except for restroom breaks.
- Assigned operating area will provide at least 10 feet of separation from any other volunteer.
- When volunteers cannot maintain 10 feet of separation they must don a mask.
- Volunteers will return show equipment they have handled at a spot designated by the team leader after the last competitor.
- When released, volunteers must immediately go to their cars and leave the showgrounds – no post-show gathering or picnicking on the grounds.

#### **Dressage Team Rules:**

- Judge is the team leader and controls the venue
- Judge and Scribe will wear masks unless they can remain 10 feet apart in favorable wind conditions.
- Scorer will sit at least 12 feet from Judge/Scribe – with a box placed mid-way between them.

- Scribe will place completed scoresheets in the box and Scorer will retrieve them at alternating times and enter them.
- In-Gate Steward will maintain social distancing from competitors and communicate with judge via radio or cellphone.

**Cones Team Rules:**

- Judge is the team leader and controls the venue
- Judge and Scribe will wear masks unless they can remain 10 feet apart in favorable wind conditions.
- Timers will stay at least 10 feet apart from each other and the Judge/Scribe.
- Scorer will sit at least 12 feet from Judge/Scribe – with a box placed mid-way between them.
- Scribe will place completed scoresheets in the box and Scorer will retrieve them at alternating times and enter them.
- In-Gate Steward will maintain social distancing from competitors and communicate with judge via radio or cellphone.
- In-Gate Steward will call the cones measurements to Cones Setters via voice or text and inform the Judge when the ring is set

**Teddy Bear Trot Team Rules:**

- Judge is the team leader, controls the venue and is located at the End of Trot if that is different from the Start of Trot.
- Competitors driving for scores will bring their own scoresheet from the Website and writing implements.
- Start Timer will maintain social distancing from competitors and communicate with the Judge via voice, radio or cellphone.
- Start Timer will tell the competitor their start time, record the competitor start time on a backup sheet and count down the competitor.
- Competitors will be started at least 10 minutes apart.
- Start Timer will radio start time to the Venue Scorer.
- End Timer will maintain social distancing from competitors and direct them to drop their scoresheets in a bucket.
- Ender will direct competitor to return to their trailer, unhitch, pack, take no more than an hour to eat their picnic and leave.
- Scorer will retrieve the scoresheet from the bucket after competitor leaves, record Start and End Times and enter the score.