

DRESSAGE Ireland

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Naas, Co. Kildare, Ireland
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Covid-19 Competition + Training Protocols for Registered Dressage Ireland Activities December 2020

Behind Closed Doors - No spectators until
further notice



Dressage Ireland Clg., Beech House, Millennium Park, Oberstown, Naas, Co. Kildare, Ireland

Registered in Ireland No. 258826

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Introduction

With the on-going restrictions in place as of December 2020, competition and training is authorised to take place, this document is a reference point for Dressage Ireland CLG and its Regions for all the relevant actions required to safely run all **registered shows or training**.

The document contains protocols which must be undertaken by Dressage Ireland for activities held behind closed doors to prevent the spread of Covid-19. These protocols have been developed by Horse Sport Ireland with the aim of safeguarding everyone's health and wellbeing during the current public health situation and to ensure that Horse Sport can continue in a safe and appropriate manner.

As we're all aware, guidelines could change rapidly and it's important that all members stay up to date and abide by Government and HSI protocols.

Practical Preparation for a Show or Training

The current Horse Sport Ireland requirements for planning any show or training event are as follows:

- All Registered shows or training events must be approved in advance by Dressage Ireland Head Office (info@dressageireland.ie)
- A Covid-19 Compliance Officer for the day must be nominated
- A risk assessment form must be completed in advance, with a declaration to be signed by the Dressage Ireland Regional Chair and the Show/Training Event Organiser that these Covid-19 protocols within this document will be strictly adhered to, and that any departure from this will result in the non-approval of future events (see pages 12-15)

Covid-19 Compliance Officer

For each Show or Training Event, the Region must nominate a Covid-19 Compliance Officer for the day who must be present, all Officials present on the day must be aware of who that person is. This person should be familiar with the protocols laid out in this document.

This person will be responsible for ensuring:

- Signage is in place
- Hand sanitiser is in place
- Cleaning products and disposable cloths/paper towel are on hand
- Surfaces (eg tables), touch areas and door handles are sanitised twice in the day
- The details are logged of those who fail to meet the entry criteria, ie not on the list, or show a high temperature after 2 readings
- Proactively observe the Show to ensure that protocols are being observed
- Step in to remind attendees if protocols are not being observed

Entries

Times should aim to facilitate the minimum time on-site for each attendee

All entries must be paid online in advance - no cash to be handled on the day

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Contact Tracing + Self-declaration Health Screening

Contact Tracing + self-declaration forms must be completed in advance of the show or training. These must be done for ALL attendees - riders, Grooms, Officials, Judges, Scribes, Volunteers, Photographer, no-one is exempt under any circumstances.

The contact tracing details for a show must be kept for one month from the date of the show.

After one month, the data must be deleted, in line with data protection requirements laid out by GDPR.

The Contact tracing forms must capture full names and phone numbers, email addresses may also be collected as the data will be collected online.

An easy to use google form template is available from Jane Averill, please contact info@dressageireland.ie to access it.

This enables the forms to be easily shared and the data captured securely online with minimal administrative effort.

The form can be filled in easily either on a laptop, tablet computer or smartphone.

The health self-declaration questions should include the following:

1. *Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? Yes/No*
2. *Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? Yes/No*
3. *Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2 metres for more than 15 minutes accumulative in 1 day)? Yes/No*
4. *Have you been advised by a doctor to self-isolate at this time? Yes/No*
5. *Have you been sent for a Covid-19 test in the past 14 days? Yes/No*
6. *Have you travelled outside Ireland in the past 14 days? If so you must self-isolate for 14 days before attending any event. Yes/No*
7. *Are you in a 'high-risk' category for Covid-19? Yes/No*

If you have answered 'Yes' to question 7 above, Please be familiar with the latest Government advice: <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>

8. *As part of Horse Sport Ireland Covid-19 Protocols for Level 3 restrictions, temperature testing is required for all attendees at this event:*

*I understand I will be required to have a temperature check on arrival at the show /
I do not consent to a temperature check*

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Finally, there must be a clear declaration before completing the form to ensure the attendee is aware:

Declaration

By submitting this form, I confirm that the information I have provided is correct and accurate. I will adhere to the Dressage Ireland COVID-19 protocols. I agree that this information will be shared with the HSE/HSC if required.

Dressage Ireland is GDPR compliant and will only use the data you have provided for the purpose of contact tracing.

You will receive a copy of this submission by email. If you need to change any of the information you have provided, please use the 'Edit' link on the email before the deadline of 9pm on Friday 4th December.

If anyone answers 'Yes' to any question from 1-6, they must be contacted and advised that they cannot attend.

Likewise, if someone indicates they do not consent to the temperature check on arrival, they must be advised they cannot attend.

A csv / Excel file can be downloaded which contains the detail of the responses, in a printable list format so it can be used at the gate to check off arrivals.

The list should first be reviewed to ensure that the riders' names on it correspond with the entries received and that no more than one Groom/Assistant per rider is named.
Check also the officials and volunteers are correct.

Officials:

Must be briefed on these protocols

Must wear mask at all times

Must keep physical distance of minimum 2 metres at all times

Only minimum essential officials to be indoors (eg in an office) at any time

Clipboards to be cleaned in advance of use and after each person handles them

Cleaning products + disposable paper towel to be available

Desks, door handles, any other hard surfaces should be cleaned in advance and regularly during the day.

Judges + Scribes

If not from the same household, the Judge and Scribe must be in separate cars side by side.

Arrival at the Show / Training

Must be at least one Official at the gate with the list of confirmed attendees

As each vehicle arrives, they must stop and confirm the names of the people in the vehicle to the official, who checks them off the list. Anyone not on the list is not permitted to proceed and must leave.

Temperature Check

The Official will use a non-contact thermometer to check the temperature of each person in the vehicle.

In the event that the red light activates indicating a high temperature reading:

- Advise the attendee of the high reading and give them the **'1st Attempt Re-check Information Card'**

The vehicle they are in should park to the side and wait for 15 minutes.

Re-check the attendee's temperature after 15 minutes have passed

- If normal (green light), allow them to proceed
- If manual check remains high on the second reading, give the attendee **'2nd Attempt Re-check Information Card'** on high temperature reading and ask them to return to their car and leave the venue, they will not be permitted entry to this show / training.

Inform the Covid-19 Compliance Officer on duty of this occurrence and log the details of the attendee. The details must be sent to Dressage Ireland Head Office via info@dressageireland.ie

The temperature re-check information cards can be found on pages 11 and 12 of this document. Print copies of each card to bring on the day of the show / training.

General Protocols for All Attendees on Site

1. Face masks/Face coverings are mandatory for all attendees at equestrian events.
Exception for riders when mounted
2. Do not come to a sport horse equestrian event if you have symptoms of cough, cold, temperature or shortness of breath
3. DO NOT TOUCH YOUR FACE whether you are wearing gloves or not. THIS IS CRITICAL
4. WASH YOUR HANDS as frequently as you can
5. OBSERVE THE ADVISED COUGH/TISSUE ETIQUETTE at all times
6. Avoid going into areas at the venue unrelated to your activity
7. Leave immediately after your competition
8. Do not enter the vehicle of any other attendee you have not travelled with or who is not part of your household
9. If you become unwell, go immediately to your car and phone your GP for expert advice
10. If you are over 70 years of age, you are permitted to attend subject to health screening, however if you have any underlying medical conditions placing you at high risk please do not attend -please visit <https://www2.hse.ie/conditions/coronavirus/at-risk-groups.html>

Above all else these are the measures that will offer you the greatest protection while at work or indeed at home:

1. Social distancing
2. Hand washing
3. Cough etiquette

Hygiene

1. Bottles of antibacterial hand sanitiser/hand sanitising stations to be provided at various points throughout the venue (entrances and exits to check-in, lorrypark, stableyard etc. - please note hand sanitiser must be **at least 60% alcohol** based)
2. Door handles, handrails of escalators, elevator buttons, light switches, tap handles and any other obvious points of contact to be disinfected regularly during each competition (at a minimum twice daily)
3. All surfaces in professional areas must be cleaned and disinfected regularly (see list below) - gloves must be provided in these areas for use
4. The following areas must be cleaned and disinfected prior to and during competition:

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- a. Check-In Area
 - b. Commentary Positions
 - c. Stewards Area
 - d. Security Huts/Office in stableyard
 - e. All toilet facilities
5. Face masks/Face coverings are mandatory for all attendees
6. All windows in operational areas throughout the venue should be opened to enhance ventilation where possible
7. Please ensure there are plenty of labelled waste bins at each venue to ensure waste can be disposed of in the correct bin (hand towels, gloves, masks etc) - all waste bins must be emptied regularly throughout the competition/activity

During Competition/Training:

Riders should not need to declare with the Show Secretary – and should not enter any offices or officials' area.

Warm-up arenas: call-up person to keep a sensible number of people in the warm-up arena in order to ensure physical distancing, based on the size of the space available. Indoor arenas should have maximum ventilation and numbers kept to an absolute minimum when warming up for a show. Call-up steward to be vigilant in controlling numbers and distancing at all times.

Ensure competitors don't breach the 2m rule and don't congregate in groups.

For training, indoor training should be on a one-on-one basis only. Non-contact outdoor training may take place in pods of up to 15.

After competition or training:

Warm down, go back to vehicle, finish up and leave the showground / training venue.
If waiting for another test, please wait in your vehicle.

Results - no physical scoreboards to be used. Scores to be posted online only.

Riders should be advised to bring a Large / A4 stamped, self-addressed envelope in order that their score sheets can be posted out to them after the show.

Prize-givings only in exceptional circumstances, only the riders and officials involved to be present, ensuring physical distancing and hygiene measures are maintained, no hand-shakes, masks worn by all, etc. Prize givings split into small sections with no more than 15 in an outdoor setting.

When riders have finished competing, they should leave the showground promptly.

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Photographs/Interviews:

- It is mandatory that you maintain physical distancing at all times (taking photos)
- Ensure you are always at least two metres from other individuals
- No person-to-person interviews will be permitted at this time
- No celebratory hugs or hand shaking at this time

Information Cards for Failure of Temperature Check

INFORMATION CARD FOR FAILING OF TEMPERATURE CHECK – 1ST ATTEMPT



Please leave the Check-In Area and return outside immediately to read this card.

Your temperature check today has shown a high reading which may indicate you have a fever.

This may be an inaccurate reading for several reasons, for example:

1. Travelling in your car with the heater on
2. Taking off a woolly hat just prior to the reading

You are advised to remain outside or in your car in a cool environment.

Remove any hat you may be wearing Avoid any activity that may cause you to sweat

Return to the Check-In Area after 15 minutes and have your temperature rechecked.

PLEASE NOTE THESE PROCEDURES ARE IN PLACE TO ENSURE THE SAFETY OF ALL ATTENDEES AND YOUR COOPERATION IS GREATLY APPRECIATED TO PROTECT US ALL AND TO ENSURE THE CONTINUATION OF DRESSAGE.

INFORMATION CARD FOR FAILING OF TEMPERATURE CHECK – 2ND ATTEMPT

Please leave the Check-In Area and return outside immediately to read this card.

Your temperature check today is indicative of you having a high temperature or a fever.

Your temperature has now been checked twice using the infra-red thermometer.

Your high temperature may be for several reasons including the possibility of Covid-19 Infection.

You are advised to return to your vehicle and ring your GP for advice.

You are not authorized to attend today's show / training and are asked to return home.

If you travelled to today's show / training in the same vehicle as another attendee please inform the Covid-10 Compliance Officer.

PLEASE NOTE THESE PROCEDURES ARE IN PLACE TO ENSURE THE SAFETY OF ALL ATTENDEES AND YOUR COOPERATION IS GREATLY APPRECIATED TO PROTECT US ALL AND TO ENSURE THE CONTINUATION OF DRESSAGE.

Dressage Ireland

Covid-19 Risk Assessment Form for Shows and Training Events – To be completed by the **Organiser**

Event Name: _____ Event Location: _____

Event Date: _____

Event Organiser: _____

Covid-19 Compliance Officer: _____

Topic	Risk	Action Required	Completed? Y/N
Covid-19 Compliance Officer	Some Covid-19 protocols could be missed No knowledge of who to contact on the day in the event of an issue arising	Nominate and communicate name of Covid-19 Compliance Officer for the Event	
Attendees' Awareness of their responsibilities in not attending if they fail to meet any of the health or travel criteria	Risk of spread of Covid-19	All Attendees must complete the self-declaration forms in advance. No form = no entry	
Attendees unsure of entry/exit process to/from a Show or Training Event	Risk of acting outside Public Health Guidelines Risk of spread of Covid-19	Attendees to be advised of check-in or declaration process Regional Official to conduct temperature check with an infra-red thermometer on each Attendee on arrival. In-person declaration should not be required At a show, Attendees must not enter the show office unless authorised	

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Use of face coverings	Risk of spread of Covid-19	All Attendees to be aware that face coverings must be worn at all times on site except while mounted	
Attendees using equipment inappropriately	Risk of spread of Covid-19	Attendees must not share equipment Attendees should be advised to bring their own hand sanitiser	
Hygiene / Sanitation issues	Risk of spread of Covid-19	Regions should provide hand sanitiser at least 60% alcohol-based at the venue Anti-bacterial spray/disinfectant should be available for cleaning during and at the end of a show or training event Provisions to be made by the Region to ensure all 'touch areas' are cleaned thoroughly at regular intervals during the day	
Congregations at end of Training / Competing	Risk of spread of Covid-19 due to meeting other individuals	Attendees to leave the venue promptly Attendees must make sure they take all their belongings Attendees must sanitise their hands before leaving	

This risk assessment form has been discussed and completed by [insert Region here]

Signed [Regional Chairperson]: _____

Name: _____

Date: _____

Signed: [Regional Event Organiser] _____

Name: _____

Date: _____

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Covid-19 Risk Assessment Form for Shows and Training Events – To be completed by the **Venue**

Event Name: _____

Event Location: _____

Event Date: _____

Venue Contact: _____

Topic	Risk	Action Required	Completed? Y/N
Cleaning Procedures in advance of Event	Risk of spread of Covid-19	<p>Deep clean required in advance of the event: Visible dirt/grime to be removed with detergent Visually clean surfaces to be treated with disinfectant.</p> <p>Door handles Hand-rails / barriers - internal and external including staircases Hard surfaces including work tops, tables and chairs Light switches Tap handles</p> <p>Bins to be emptied regularly</p>	
Toilets	Risk of spread of Covid-19	<p>Toilets to have been deep cleaned and disinfected prior to the event.</p> <p>Toilets to be cleaned at a minimum twice during the event day.</p> <p>Toilets must be fully stocked with liquid soap, toilet rolls and paper towels.</p> <p>Hot water must be available.</p>	
Attendees touching equipment	Risk of spread of Covid-19	All non-essential furniture should be removed	

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unintentionally or accessing areas unnecessarily		<p>All non-essential equipment or areas should be removed, or closed off to prevent access</p> <p>Doors should be tied open to prevent touching handles</p>	
Ventilation	Risk of spread of Covid-19	Any windows of enclosed spaces to be kept open	
Catering	Risk of spread of Covid-19	<p>Any on-site catering must not have any indoor dining areas – outdoor only</p> <p>Physical distancing markers should be placed where attendees may queue for food</p>	

Signed: _____

Name: _____

Date: _____

Role: _____

Rider's Checklist

- Ensure you have completed your Health pre-screening questionnaire online
- Ensure your Groom / Assistant has also completed a pre-screening questionnaire – please ask them to complete theirs when you complete yours
- There is no need to declare with the Show Secretary – check in with the call-up steward when you enter the warm-up arena
- Wear a mask at all times when not mounted
- Grooms/Assistants must wear a mask at all times
- Ensure you keep at least 2 metres distance between you and others at the venue
- When you have finished competing, please leave the venue promptly
- Bring a large A4 self-addressed envelope for your score sheets to be posted to you afterwards
- Do not congregate with others
- Do not enter other riders' vehicles
- Wash your hands regularly, make use of the hand sanitiser available at the venue

Officials' Checklist

- All activities have to be approved by DI Central in advance
- A Covid-19 Event Risk Assessment Form for each event must be completed and signed by the Regional Chair and the Event Organiser
- A Covid-10 Venue Risk Assessment form must be completed by the Venue where the event is being held
- Masks to be worn at all times by Officials
- All Judges, Scribes, show officials, photographer and volunteers at a show must have completed a Health pre-screening questionnaire in advance
- For a training activity, the trainer must also complete a Health pre-screening questionnaire
- Ensure you keep at least 2 metres distance between you and others at the venue
- Ensure indoor areas have minimum number of people at any one time, maintain 2 metres distance
- Judges and Scribes to be in separate cars unless they are from the same household
- All Officials to proactively ensure attendees are following the guidance – remind attendees not to congregate together, wear their masks at all times
- All Attendees to be checked off the list at the gate when they arrive, and temperatures to be checked.
- Anyone not on the list or who has a high temperature must not enter the venue.
- Anyone failing to meet the requirements of being on the list or having a high temperature – incidents must be recorded and reported to Head Office / info@dressageireland.ie
- Must be a nominated Covid-19 Compliance officer on the day – they should deal with queries on the protocols, and any issues arising from non-compliance.

NB This list is a quick checklist only – please review this document in full to understand all the requirements in detail

Coronavirus COVID-19



Help prevent coronavirus



Wash your
hands



Cover mouth if
coughing or sneezing



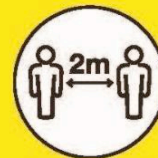
Avoid touching
your face



Keep surfaces
clean



Stop shaking
hands and hugging



Keep a safe
distance

The virus spreads in sneeze and cough droplets, so regularly taking the above measures helps reduce the chance of it spreading.

Visit **HSE.ie**

For updated factual information and advice
Or call 1850 24 1850

Protection from coronavirus.
It's in our hands.



Riailtas na hÉireann
Government of Ireland

Coronavirus COVID-19



Know the signs



High Temperature



Shortness of Breath



Breathing Difficulties



Cough

For 8 out of 10 people, rest and over the counter medication can help you feel better.



Wash



Cover



Avoid



Clean



Stop



Distance

If you have symptoms, self-isolate to protect others and phone your GP. Visit [hse.ie](https://www.hse.ie) for updated factual information and advice or call 1850 24 1850.

Protection from coronavirus.
It's in our hands.



Riailtas na hÉireann
Government of Ireland

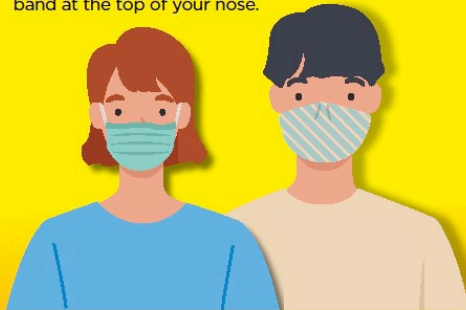
How to use Face Coverings

ALWAYS CLEAN YOUR HANDS BEFORE **AND** AFTER WEARING A FACE COVERING

Correct Covering

Medical masks should be reserved for health workers or patients in treatment.

If you have been advised to wear a medical mask, always have the coloured side showing and the metal band at the top of your nose.



Check Your Fit

Check that the face covering is made from a fabric that you are comfortable wearing.



Check that it is easy to fit and completely covers your nose and mouth, all the way down under your chin.

Tighten the loops or ties so it's snug around your face, without gaps. If there are strings, tie them high on top of the head to get a good fit. Do not touch or fidget with the face covering when it is on.



DO NOT:
Wear the face covering below your nose.



DO NOT:
Leave your chin exposed.



DO NOT:
Wear it loosely with gaps on the sides.



DO NOT:
Wear it so it covers just the tip of your nose.



DO NOT:
Push it under your chin to rest on your neck.



FOLLOW THESE TIPS TO STAY SAFE:

ALWAYS
wash your hands before and after handling your face covering.

ALWAYS
change your face covering if it is dirty, wet or damaged.

Carry unused face coverings in a sealable clean waterproof bag, for example, a ziplock.

Carry a second similar type bag, to put used face coverings in.

CHILDREN UNDER 13
should not wear face coverings.

ALWAYS wash cloth face coverings on the highest temperature for cloth.

Safe Removal



Use the ties or ear loops to take the face covering off.

Do not touch the front when you take it off.

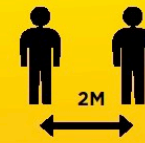


Disposing Of Single-Use Mask



Always dispose of single-use masks properly in a bin.

Don't forget to clean your hands and keep social distance.



Stay safe. Protect each other.