

HORSE PARK OF NEW JERSEY COVID-19 RESPONSE PLAN

#1: A HEALTHY STAFF HELPS TO AVOID COMMUNITY SPREAD

- HPNJ will provide staff with soap and water for hand washing whenever entering and exiting the Park, and for use throughout the day. Hand sanitizer is provided for supplemental for use. Employees will be provided sufficient breaks to wash their hands.
- HPNJ provides disposable gloves and face masks for staff to be utilized when working in close contact, and at all times when events are occurring at the Park. Employees will be provided sufficient breaks so as to hydrate and/or change gloves.
- Staff shall adhere to social distancing practices whenever possible; in instances of working in close proximity masks must be worn.
- Self-performed temperature checks are required for all staff to enter the Park each day for work. In the event that an employee has a temperature above 99.5 F, he/she will be required to leave and return home until they have been fever free for 72 hours.
- If a staff member becomes ill, they cannot report to work until one of the following criteria has been met: 1. obtain a negative result for COVID-19, 2. quarantine for 14 days or 3. three (3) consecutive days of no elevated temperature or any symptoms related to COVID-19.
- If a staff person falls into a “higher risk” population but is able to work, the Park will try to arrange their duties so that they have minimal contact with others.
- Whenever possible, work will be compartmentalized so that contact with other staff as well as shared use of equipment is minimal (ie, one person to handle all

work in the stabling area; another for Admin Building, etc.). HPNJ will provide disinfecting wipes for those instances where equipment sharing or use of the same surfaces may occur.

#2 HPNJ VENUE STATUS GUIDELINES

1. CANCELLATION OF ACTIVITIES - Substantial spread in the community, high case counts, and/or issues of health system capacity means cancellation of all activities.
2. MODIFIED OPERATION - This will occur when there is minimal or moderate spread in the community, and case counts are declining and health care capacity is no longer challenged. Consider availability of EMT, Emergency Department and Ambulance Services.
 - a. With moderate spread, and as part of a soft opening, the Park might operate with no more than 50 individuals total at the Park for a clinic, open schooling, or similar activity. This will be considered in terms of whether the revenue stream supports the sanitation and staffing requirements for Park operation at this level.
 - b. With minimal spread, the Park might operate for events where the Park will have no more than 250 people on the property and are dispersed throughout the grounds. Again, revenue and medical services need to support this level of operation.
3. REGULAR OPERATION - This will occur when advised by state and federal agencies, indicative of close to zero (0) active spread of the virus. Precautions are likely to still be taken based on recommendations and guidelines from the Board of Trustees.

#3: OVERALL PARK & FACILITY MANAGEMENT

- The accessibility of the Park (see VENUE STATUS GUIDELINES above) will be determined by the HPNJ Board of Trustees, in accordance with guidelines by the Department of Agriculture, Department of Environmental Protection, and the Governor's office.
- The nature of the Covid virus means that it is critical that HPNJ and organizers be cognizant of the current state of the outbreak and adjust accordingly. The Park reserves the right to have the organizer modify, restrict, postpone or cancel an event if the Covid-19 situation changes.

- When events (private or public) are permitted, **Organizers** will be responsible for the compliance of all attendees to Park policies through the duration of the event, including during setup and cleanup.
- The exterior doors of the indoor arena will remain open for all events using the indoor until further notice to permit maximum air flow. In the event of dangerous weather conditions, **Organizers** should direct those on the Park grounds to shelter in their vehicles. If not possible, the indoor may be used as a backup with social distancing.
- During any event at the Park, everyone on grounds is required to wear a mask or comparable face covering at all times, with the exception of mounted riders.
- Park staff, event organizers, and Trustees are to ask any person on the property to leave if they do not comply with Covid prevention practices or if a person is thought to be showing signs of illness. Should the guest refuse to do so, local Police should be contacted. Signage of this nature will be posted at several locations in the Park.
- For both the indoor arena and Pavilion (currently, per Executive Order 147, the pavilion may not be used), one door opening will be designated for entrance and another for exit to allow for crowd control. **Organizers** are to provide hand sanitizer at the entrance and exit if using these facilities. If an event will use the Pavilion, then the organizer shall take action to rope off the bleacher seating in a manner consistent with social distancing.
- All three barns will be used to maximize the distance between competitors in the stabling area. Aisles will have one way flow of “traffic” with signage/arrows supporting this; signage will be provided by the Park.
- Access will be restricted to the Administration Building on an as needed basis; **Organizers** should communicate needs in advance of any event to ensure the building can be prepared appropriately.
- HPNJ will require modification of the following services for the immediate future:
 - Sale of bags of ice: ice must be pre-ordered
 - Sale of bags of bedding: bedding must be pre-ordered
 - Food: if food vendors are to be at the venue, food must be individually pre-packaged.
 - Vendors: no vendors until capacity limitations are lifted
- HPNJ will provide hand sanitizer at entrances and exits of the Administration Building, Lamb House, Maintenance Building and Equine Barn.

- **Organizers** must provide hand sanitizer at any locations they use in the Park including but not limited to:
 - Indoor Arena
 - Pavillion
 - Stabling Barns
 - Judges booths, gazebos, and similar structures
 - Gates to arenas
- Should **Organizers** fail to provide hand sanitizers at appropriate locations, Park will provide supplies and invoice **Organizers** for supplies with a small markup.
- HPNJ Staff will remove or rope off benches, tables, chairs in public areas so as to avoid gathering of people.
- The restrooms in the Administration Building will have dedicated staff responsible for disinfecting, cleaning, and managing traffic. The cost of these expenses will be cost-shared between the Park and the Event organizers. The expense will be passed to the Event as a per-competitor surcharge.
- 2 Porta potties will be provided for usage at events, however, any cleaning or disinfecting fees, or any additional porta potties, will be incurred by the Event.
- HPNJ Staff will frequently clean and disinfect touched surfaces and objects.
- The Park Manager will implement stringent cleaning and disinfection protocols to occur prior to events beginning, that include:
 - Public area surfaces such as tables, doorknobs, light switches, handles, desks, toilets, toilet handles, faucets, sinks, trash containers
 - Equine areas such as stall door handles, hose ends, light switches, gate latches, spray nozzles, cross ties, pitchforks and other tools, wheelbarrows, vehicle doors, steering wheels, lift gates
 - The cleaning and disinfecting of electronics - including radios - is to be undertaken by the person distributing or using them. This should occur before and after use according to CDC guidance. The Park suggests putting radios in ziploc bags, and disposing of the bags after single usage.

#4 EVENT MANAGEMENT: ORGANIZER RESPONSIBILITIES

- Organizers of any event at the HPNJ must comply with all applicable federal, state and local regulations, requirements and orders. In addition, the organizer is to follow:
 - Any requirements of the HPNJ

- The requirements of any organization licensing their event - such as FEI, USEF, AKC
- CDC and other public health guidance for large events and sporting events
- Unless otherwise stated, in either the Event Contract or in this document, **Organizers** will be responsible for the facilitating of all Park COVID policies.
- Organizers are to identify a Covid Response Coordinator with authority to act and provide information to HPNJ and any public health officials. This person must be on site during the event and available by phone. The Organizer may fill the role of Covid Response Coordinator.
- Prior to, and at the event, organizers must advise anyone who will be present at the Park that they are expected to strictly adhere to all directives, laws, and requirements issued by State of NJ, HPNJ, and any others relevant to the event, as well as CDC guidance, relating to COVID-19. In addition, they are to be advised that failure to comply will result in being asked to leave the grounds.
- Organizers are responsible for providing Covid related supplies for event staff, volunteers and officials, as well as for participants at the event as the organizer deems necessary. This includes hand sanitizer that contains at least 60% alcohol, tissues, disposable face masks, and cleaners and disinfectants.
 - Specifically this includes organizers providing hand sanitizer at any locations they use in the Park including but not limited to:
 - Indoor Arena
 - Pavillion
 - Stabling Barns
 - Judges booths, gazebos, and similar structures
 - Gates to arenas
- Organizers are to conduct their event in such a manner as to minimize the number of people on the grounds. This means:
 - Abiding by the NJ rules for number of individuals allowed to gather overall
 - Prohibiting spectators
 - Limiting the number of individuals accompanying a competitor (rider, dog handler, etc.) based on overall capacity guidelines.
 - Notify the Park at least 7 business days prior to the event if the event organizer intends to impose geographic restrictions on those allowed to attend the event coming from Covid hot spots
- Organizer is to submit for approval to the Park, at least 7 business days prior to an event, the “crowd control” procedures to be utilized at the entrance of the Park. At a minimum, these procedures shall outline what steps the event organizer will take to:

- Ensure overall attendance at the Park is in compliance with “gathering” limitations issued by the State of NJ, including enforcing any limitations on “per competitor” attendees, as necessary
 - Ensure that required temperature checks are taken of all entering the Park according to USEF and Park requirements. Anyone at or above a temperature of 99.5 F (37.5 C), shall not be admitted to the Park grounds. **Organizer** will be responsible for supplying the manpower and appropriate PPE to monitor temperature checks.
 - Note: If someone has been at the Park overnight, the Organizer must arrange for a temperature check prior to the start of the event the next day
 - Ensure that a signed and legible WAIVER has been obtained from each individual entering the Park and submitted to HPNJ prior to the conclusion of the event. **Organizer** will be responsible for supplying the manpower and appropriate PPE to collect waivers.
- Conduct their event in a manner that eliminates people from coming into close contact and/or congregating in common areas. This includes:
 - Assigning stalls in a manner that supports social distancing
 - Use electronic means (conference calls, Zoom meetings, texts, etc.) to facilitate distance communication such as competitor briefings, volunteer orientations, etc. The Horse Park will provide access to the Park’s Zoom account to facilitate electronic communication however possible.
 - Avoid or design award ceremonies to be brief and without any contact
 - Ensure that tests, scores, awards, or other documents are transferred without contact
 - Specifying what steps will be taken to avoid congregation at warm up areas, in-gates, start box, vet box, etc.
 - The event secretary work should be done such that all exchanges possible are done via phone, email, text, etc. before arrival at the Park.
 - If there is a need for interaction with a Secretary, strong consideration should be given to having an outdoor drive through secretarial area
 - In the exceptional situation where drive through is not possible, then lines should be kept to a minimum of 10 people in line, waiting at least 6 feet apart.
 - When possible, arrange jump crews to minimize cross contamination of jumps, and clean/disinfect between shift changes. Same for any other equipment that may be used in the course of an event. Gloves are to be provided and worn. Should these individuals be HPNJ Staff, the Park will be responsible for providing all PPE; the Organizer will be responsible for providing cleaning materials.
 - When making staff or volunteer assignments, take into consideration the nature of the position for high risk individuals, avoiding potential high contact positions

for them. When possible, assign family members to positions requiring two or more volunteers in one area.

- If there is a case or suspected case of COVID-19 at an event, the following should occur:
 - Immediately isolate that person from others at an area designated beforehand by the Organizer
 - Provide them and anyone near them with masks and sanitizer if soap and water is not available for hand washing
 - Assist with having them transported to appropriate medical care or home, avoiding unnecessary contacts and high risk individuals
 - Obtain identifying and contact information for the sick attendee, for potential contact tracing by health authorities.
 - Notify Public Health Officials immediately
 - Notify the Park Manager immediately of where this attendee has been in the Park so that cleaning and disinfecting of the area can occur asap.
 - Organizer submits a written and signed statement of the incident to HPNJ with all details and identifying info within 24 hours after the individual has left the Park. Attach the relevant HPNJ waiver(s).

- In addition, the Organizer should request that if anyone in attendance at the Park contracts or is suspected of having Covid-19 in the 14 days following their presence at the Park, that they notify the Organizer. The Organizer is then responsible for notifying public health authorities and the Park of the situation.

- Failure to comply or adhere to these rules will result in the Organizer first being provided a written or verbal warning. Subsequent violation will result in immediate cancellation of the event without refund.

#5 EVENT MANAGEMENT: PARK RESPONSIBILITIES

- *The following list is in addition to all contractual obligations and agreements between the Park and the Event Organizer.*

- Gazebos and other portable structures will either be closed by rope/flags, or moved to the maintenance area, by HPNJ staff prior to an event, unless they are needed for said event.

- HPNJ will rope off play area equipment to avoid use for all events.

#6: HPNJ ADDITIONAL ACTIONS

1. Implement a Covid updated ***HPNJ Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement***. This would be in addition to anyone required by a licensed show or event. *There may be Park insurance implications we have not considered. Follow up with Park insurers should occur and be reported on.*
2. As a venue, communicate to organizers and anyone on the premises that the Park is not operating as usual, and that their cooperation in adjusting to a “new normal” at the Park is appreciated. Provide key details so that they can adjust expectations before arrival at the Park.
3. Provide sufficient and adequate training to all employees to ensure full understanding of all protocols related to Covid policies, with particular attention given to best practices to ensure their health and guidelines for cleaning and disinfecting.
4. Provide signage throughout the Park on Covid related issues and expectations, including temporary closures or movements of structures/facilities that are not be used (park benches, playground, etc). Refer to the USEF Covid Plan for guidance, and supplement this with HPNJ requirements.
5. Install freestanding slop sink in shop (plumbing already available)
6. Identify additional costs for the Park to operate under the pandemic, in general, as well as its individual event. Evaluate each activity at the Park as to its impact on revenue and expenses, and make any tough decisions that might be needed. *Consider implementing a “Covid-19 Surcharge” for already contracted shows to help with the Park’s basic expenses relating to operating in a pandemic environment so as to help insure the health of all on the premises.*
7. Immediately revise future HPNJ contracts to encompass costs and “lessons learned” from this wave of the pandemic and its impact on the Park - such as event cancellation notification, refunds, etc.
8. Amend HPNJ Contract language to include “If in the opinion of the Horse Park of NJ, an organizer violates the terms of the Park’s COVID policy, he/she will have the event cancelled/postponed with no refund available.”