



Activity Planning

Affected place/activity	Suggested Protocol
Venue	Outdoor and indoor venues can be utilised. It is compulsory for all venue owners/operators to complete a COVID-19 Safety Plan. Any seating areas within indoor areas may not be used.
Number of attendees	No more than 20 people can congregate at a training zone at any one time. This relates to riders, spectators/parents/carers, and officials. Instructors are not included in the 20-person limit.
Training zones (outdoor venues only)	Outdoor venues may have up to 20 people per training zone at any one time. Each training zone should allow for 4sqm per person and maintain social distancing during the training session. The spaces between gatherings and groups should ensure that there is suitable distancing to prevent any form of contact between training groups.
Attendance recording	Attendance records MUST be kept for every person attending an activity (including spectators). This is to assist in the tracking/tracing of any COVID-19 outbreak. Registers must be sent to the State Office within 3 days.
Type of activities	Activities can include clinics, rallies, training, or recreational activities where no more than 20 people attend at any one time.

Unmounted activities	Where activities are being conducted in a classroom environment, the Government prescribed hygiene and social distancing protocols must be implemented.
Approvals/permissions	Documented approval be sought from the facility owner/operator prior to any activity taking place.
Scheduling	Activities can be scheduled to allow maximum participation. A 'Get in, Train, Get Out' philosophy should be adopted. Scheduling considerations should include arrival, preparation, warm-up, participation, cool-down, pack-up and departure to ensure that no more than 20 people attend at any one time.
Documentation and payments	All documentation (entries, insurance waivers, payments, etc.) should be completed digitally and emailed to prior to the event —no on-the day entries will be permitted.
Health advice	State and Federal health advice should ALWAYS be followed. This includes the necessary social distancing and hygiene protocols plus remaining at home if any COVID-19 symptoms are present.
Access	
Affected place/activity	Suggested Protocol
Unlocking / locking of facility/venue	The unlocking and relocking of a facility should be undertaken by one person, or a small roster of people. This same person/people should undertake the opening and closing of any internal gates or fences.
Entry to facility/venue	Consideration should be given to a one-way traffic system for venue entry and exit. Disinfectant must be placed at all entry and exit points. Participants must be informed (either directly or through signage) to thoroughly clean these areas before and after entry/exit. Hand sanitising stations should be placed at all entry/exit points and throughout the venue.
Internal facilities access	Consideration should be given to a one-way traffic system for facility entry and exit. Disinfectant must be placed at all entry and exit points. Participants must be informed (either directly or through signage) to thoroughly clean these areas before and after entry/exit.

	Hand sanitising stations should be placed at all entry/exit points and throughout the venue.
SOCIAL DISTANCING	
Affected place/activity	Suggested Protocol
Social Distancing	A distance of 1.5m (or one person for every 4m ²) between people should be maintained at all times.
Spectators	Spectators are not permitted unless required (ie – a parent or a carer).
Float parking	To maintain the Federal Government's social distancing measure of 4m, a suggested minimum distance of 5m between floats should be maintained
Stables/yards (where applicable)	<p>Communal stabling and yards should be avoided where possible with participants encouraged to tie up to floats or use their own float yards, if approved by the facility owner/operator.</p> <p>However, to maintain the Federal government's social distancing measure of 4m², there should be a minimum of two stable/yard widths between each participant. Where a rider has more than one horse, these can be stabled next to one another with the two stable/yard width observed beyond this.</p> <p>As stables and yards are considered "shared equipment" under Government regulations, measures should be taken to reduce contact/contamination (ie – wearing gloves, thoroughly cleaning areas).</p> <p>A hand sanitising station should be placed in all communal stable/yard areas.</p>
Watering facilities	<p>Where possible, attendees should be encouraged to bring their own drinking water (for both horse and person). Where water is required for a wash bay, a distance of 4m² should be maintained and hand washing materials (ie – anti-bacterial liquid soap) provided to be used before and after the handling of equipment.</p> <p>Measures should be taken to reduce contact/contamination (ie – wearing gloves, thoroughly cleaning areas).</p>

Venue facilities (canteen, club rooms, caravans, etc.)	Access to and internal venue facilities should be restricted to the organising person/people only.
HYGIENE	
Affected place/activity	Suggested Protocol
Toilets	Depending on the size of the toilet facilities, access should be limited to 1 or 2 people only. A hand washing station (with anti-bacterial liquid soap) must be installed. It is recommended that one-person monitor this area and undertake regular and thorough cleaning with disinfectant.
Showers/Change Rooms	Shower and change room facilities are not permitted.
Hand sanitising stations	Hand sanitising or hand washing stations should be implemented in any areas where human contact or the communal handling of equipment is expected (ie – club rooms, verandahs).
Equipment set-up/pack-down	Equipment falls under the Government advice of “shared equipment”. People required for equipment set-up and pack-down should be kept to a minimum. Shared equipment must be thoroughly cleaned with disinfectant following use.
Communication & Advice	
Affected place/activity	Suggested Protocol
Signage	Prominent signage must be displayed which communicates social distancing requirements, hygiene and venue specific rules.
Participant briefings	Participant briefings should be undertaken prior to all activities. This can be done via writing, email or on-site.
Coaches / instructors	Coaches/instructors must reiterate social distancing and hygiene protocols prior to the commencement of training.
FOOD	
Affected place/activity	Suggested Protocol
Canteens	Canteen facilities are not recommended. Where it is identified that a canteen facility needs to be offered the following protocols should be implemented: No more than two people inside the canteen premises. These should be the same two people for the duration

	<p>of the activity and the social distancing rule of 4m² apply. No other people should be permitted inside the canteen.</p> <p>Social distancing measures must be implemented for food service (ie – tape on the ground to indicate 1.5m distancing).</p> <p>Canteen should implement above average hygiene measures including the regular use of hand sanitiser.</p> <p>Consideration given to provide pre-packaged or hot foods/beverages only.</p> <p>Canteen can offer both take-away and dine-in options as long as the 10-person limit is observed, and social distancing measures put in place.</p> <p>Canteen facilities must be thoroughly cleaned with disinfectant following use.</p>
Food vans	<p>Food vans will be required to obtain a permit from the relevant local government to operate a take-away service only. Food vans must implement their own social distancing protocols.</p>