

# **Guidelines for in-person activities held under FEI educational programs during the Covid-19 Pandemic**

## **Purpose**

This document has been developed to support National Federations (NFs) in the delivery of activities planned as part of FEI educational programs during the Covid-19 pandemic when a remote option cannot be considered. It is not intended to replace the regulations and policies imposed by national and local health authorities, but to supplement them with considerations that are specific to these activities.

This document is issued under and is part of the [FEI Policy for Enhanced Competition Safety during the Covid-19 Pandemic \("FEI Covid-19 Policy"\)](#).

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## **I. Relevancy and feasibility of in-person educational activities during the Covid-19 pandemic**

During the Covid-19 pandemic, travels and gatherings should be avoided as much as possible. National Federations (NFs) planning to deliver educational activities under the FEI Solidarity Programme during this time will therefore first and foremost need to make sure that:

- The activity is permitted by the locally applicable laws and regulations;
- The resources necessary to the implementation of the requirements imposed by the local laws and regulations are available; and
- A careful risk assessment is carried out before proceeding with the activity. Is Covid-19 spreading at the activity location? The more cases at the location, the more likely participants are to get infected during travel and spread the virus to others when they return home. If some of the attendees will need to travel from or through affected countries or regions, another layer of risk will have to be taken into account.

If the risk assessment concludes that the NF can move forward with planning the educational activity, the measures outlined in this document must be put into place (in compliance with the local law and regulations) in order to minimise the risk of Covid-19 transmission in connection with the activity.

A Covid-19 plan officer must be designated with overall responsibility for coordination and implementation of the measures.

The relevant local health authorities must be consulted either directly or by using the resources and guidance available on their official websites.

## **II. Educational activity administration**

### **1. Covid-19 plan**

A Covid-19 plan must be developed, communicated and followed for all steps of the activity from planning to delivery. This will ensure that social distancing, and hygiene are adequate at all times during the activity, and that if Covid-19 incidents happen they are handled appropriately.

The measures in the Covid-19 plan must be clearly communicated to all participants, staff and volunteers from the time of registration or recruitment. They must be implemented consistently, reviewed regularly and updated as necessary.

## 2. Registration procedures

### 2.1 Permitted numbers of participants

The number of participants that can be accommodated at the activity will be determined based on:

- The limits set by the applicable laws and regulations
- The organising team size and ability to handle any required action in relation to a Covid-19 incident
- The specifics of the venue and their impact on social distancing: indoor/outdoor; classroom size
- The local transportation options and their impact on social distancing
- The specifics of the nearby accommodation facilities and their impact on social distancing
- The proximity of relevant health service providers

### 2.2 Requirements for participation

In addition to the usual student/teaching staff eligibility requirements, registrations for the activity should be confirmed only for participants who:

- Have not been notified by an official public health authority that isolation or quarantine measures will apply to them at the time they attend the activity;
- Confirm that to their knowledge they have not been in close contact<sup>1</sup> with a person infected with SARS-CoV-2 during the 14 days preceding the activity;
- Acknowledge that in the event that they have Covid-19 symptoms, a positive test result or notification that they have been in close contact with a person infected with SARS-CoV-2 they will remove themselves from the event and contact the relevant health authorities for follow up;
- Have checked that no travel bans or borders restrictions apply to them which would make them unable to enter the country or area where the activity is held.

## 3. Cancellations and replacements

A decision-making system should be established in advance for situations where:

- A person's registration cannot be accepted or should be cancelled based on pt. 2.2 above; or
- A participant has to leave the activity sooner than expected due to any of the reasons listed in pt. 2.2 above.

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<sup>1</sup> As defined by the relevant health authorities. Generally close contact is understood as exposure with an infected person (with symptoms or positive test) within 3-6 feet (1-2 metres) of distance for more than 15 minutes.

The responsibility for costs must be clearly defined and communicated to participants at the time of registration.

#### 4. Covid-19 information to participants

- Requirements applicable at the activity location (e.g. masks<sup>2</sup>, social distance, quarantine and/or testing requirements prior to and when entering the country/area...).
- Measures into place for the activity.
- What to bring, will masks be provided etc.
- Covid-19 emergency plan and relevant contact details.
- What to do and who to contact if having symptoms of Covid-19.
- Instructions to inform the activity organiser if a SARS-CoV-2 positive test result or Covid-19 diagnosis is received after the event (if the health authority who tested/diagnosed them considers that they may have contracted the virus or could have infected other persons while attending the event).

#### 5. Covid-19 emergency plan

A plan must be devised in compliance with the locally applicable law and policies to determine what happens if:

- A person receives a SARS-CoV-2 positive test result, Covid-19 diagnosis or quarantine requirement notification while on the venue;
- A person receives a SARS-CoV-2 positive test result or Covid-19 diagnosis after the event, and the health authority who tested/diagnosed the person considers that they may have contracted the virus or could have infected other persons while attending the event.

Adequate resources (e.g. staff) must be allocated accordingly.

The Covid-19 emergency plan must identify all applicable contact details and must be clearly communicated to the participants when they arrive at the venue.

### III. Travel

#### 1. Travel arrangements

In addition to the usual travel arrangements, the course organiser must monitor the entry requirements and restrictions for arriving travelers (such as mandatory testing or quarantine) applicable in the country where the course will be held, and keep the participants informed accordingly.

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<sup>2</sup> Instructions on the correct use and safe disposal of masks must always be included (example: WHO website [https://www.who.int/images/default-source/health-topics/coronavirus/masks-infographic---final-\(a4---web---rgb\).png?sfvrsn=cb3153cf\\_11](https://www.who.int/images/default-source/health-topics/coronavirus/masks-infographic---final-(a4---web---rgb).png?sfvrsn=cb3153cf_11)).

## 2. Precautions during travel

In order to avoid contamination during travel, participants should be asked to confirm that they will take the precautions listed below as much as possible during travel:

- Maintain social distancing (2 metres).
- Wear face masks except when alone.
- Have a readily accessible appropriate personal supply of face masks and hand sanitising product.
- Sanitise or wash hands regularly, and systemically after touching surfaces.

## IV. Course venue

In order to minimize the risk of Covid-19 spread, the following principles must be observed consistently at both classroom and practical sessions.

### 1. Social distancing

- Design a one-way circulation system in buildings in order to minimise contact between people.
- Require people to wear a mask at all times when indoors; whenever a 2 metres distance cannot be maintained when outdoors.
- Minimise close contact (less than 2 metres) and plan participants numbers and classroom layout accordingly
- Use online or contactless reservations, payments and check-in
- Do not organise unnecessary gatherings such as parties or dinners in large groups.

### 2. Hygiene

- Enhanced cleaning procedures<sup>3</sup> for all areas. Paper towels in bathrooms; all disposal bins must have a lid.
- Classroom surfaces should be disinfected after each class and the entire classroom thoroughly cleaned and disinfected after each day.
- Rooms must be aerated often during the day and after each day.
- If using fans or air conditioning, make sure the air flow doesn't move between people.

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Recommendations for cleaning and disinfecting surfaces in non-healthcare settings:

Step 1: clean with soap and water or a detergent to remove organic matter

Step 2: disinfection. Use ethanol at a concentration of 70%-90%, or sodium hypochlorite (bleach) at a concentration of 0,1% (1000 ppm).

Useful links:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

<https://apps.who.int/iris/bitstream/handle/10665/332096/WHO-2019-nCoV-Disinfection-2020.1-eng.pdf?sequence=1&isAllowed=y>

- Hand sanitizer must be available at all times in all areas
- Each participant will bring their own pens and notebooks; no sharing.
- Favor pre-packaged food for meals.
- Regular disinfection and ventilation of all vehicles.

### 3. Practical Sessions (arenas & stables)

- Use posted orders of go and/or published ride times.
- Limit or prohibit the public/spectators. Consider initially prohibiting the public or spectators from being at the venue to reduce risk, unless social distancing requirements can be enforced in accordance with the applicable domestic regulations.
- Provide individual water bottles instead of community water coolers.
- Arrange observation and judges' areas to comply with social distancing requirements.
- Limit and organise seating areas to comply with social distancing requirements.
- Restrict the number of people accompanying a horse to the arena to those persons who are needed for safety. All must comply with social distancing requirements.
- In the schooling and exercise areas:
  - Provide sanitising items (spray bottles, wipes) and closed disposal bins at each area. Advise all persons to wipe down jump equipment after use and sanitise hands before and after handling the jumps or any other equipment used (i.e.: brushes for grooms, tools for farriers, etc.).
  - Determine the adequate equine/human attendance capacity in relation to the area, and restrict access accordingly in order to maintain social distancing requirements.