

**2021 ACTRA COVID Action Plan Version 2 (Revised: 2021/02/16)**

To all potential 2021 ride managers/organizers:

Thank you for your interest in hosting a ride during the 2021 season. With the cancellation of the 2020 ride season due to the uncertainty surrounding the pandemic, it is hopeful to see that some people are willing to move forward this year and sanction an event.

Attached to this cover letter you will find the minimum guidelines that will need to be implemented by ride organizers in order for the Atlantic Canada Trail Riding Association to return to competition in 2021. This plan was created by the ACTRA Board of Directors and based on the advice of our insurance representative Mike King of CapriCMW Insurance Services. Mr. King has stressed the need for a thorough set of COVID instructions in order to ensure that our club can sanction safe events within the boundaries of Public Health regulations, while minimizing liability risk and safeguarding our current insurance policy.

While this action plan contains the minimum requirements, ride hosts should feel free to impose other restrictions based on unique aspects of their own particular event. For example, if you are using an indoor facility such as a hall you may need to further restrict numbers to meet the spacing requirements of that venue.

We realize that this policy may pose an extra burden on an already busy preparation schedule. To that end we would recommend that a separate person be appointed to act as a COVID steward. This persons duties could include monitoring the changing public health regulations locally, provincially and in the rest of Atlantic Canada, implementing procedures to ensure proper forms are filled out, helping to arrange traffic flow patterns, and ensuring compliance with health measures such as mask wearing and physical distancing. They could also be responsible for maintaining lines of communication between management, volunteers and riders.

Please keep in mind that this policy was created with the best interest of the club in mind. Those who worked on the plan are all volunteers willing to put their collective input together into a document to ensure that we can once again compete in a sport that we are all passionate about. Be aware as well that it can change as unpredicted issues arise.

If you have any questions or concerns about the policy we ask that you direct them to our Public relations chair Russlyn Patriquin-Dyke at [atlanticriderpublicrelations@gmail.com](mailto:atlanticriderpublicrelations@gmail.com)

Thank you again for working with us to meet the challenges of this unprecedented year. We all truly appreciate your efforts toward making our competitions a safe and enjoyable environment for all.

Board of Directors,  
Atlantic Canada Trail Riding Association

## Atlantic Canada Trail Riding Association

### 2021 COVID-19 Action Plan for Sanctioned Competitions, Version 2 (revised: 2021/02/11)

- **Final** sanction approval will not be granted until a signed, complete COVID plan is submitted. A basic form will be provided and must be received by the sanction director at least six weeks in advance of the ride date.
- Once a competition is sanctioned and approved, any changes to date, location, and/or type of ride will require the submission of a new sanction form and COVID plan. Last minute changes that have not been approved by the sanction director can result in forfeiture of the ride.
- In order to minimize contact, ride entries and fees are to be submitted electronically or by mail only. There should be no onsite registrations/payments.
- All ACTRA sanctioned rides must be in compliance with regional and/or provincial guidelines for gathering size, competition (sport) regulations and local and/or provincial recovery phases at the time of the ride. Ride organizers must be prepared to meet any last minute changes by Government or Public Health authorities. Since gathering sizes will include both competitors and all ground personnel, strict limits will need to be enforced to ensure the guidelines are met. ***Failure to comply with these guidelines will result in our current ACTRA insurance policy being declared null and void and they will not respond in the event there is any claim against your event.***
- A copy of this **Covid Action Plan**, the **Covid operational plan**, and any additional protocols unique to your event must be kept onsite and made available to public health inspectors at any time prior to, during, or after the event if requested.
- All persons entering the ride site will be required to submit a signed COVID declaration before exiting their vehicle. This Questionnaire will be provided to ride managers in advance.
- For traceability purposes ride organizers must maintain a separate daily record of names and contact information of all persons who enter the grounds and must make those records available to public health Inspectors if requested.

- There must be ample room for a socially distanced ride camp. An out-of-residence washroom with soap and water, or hand sanitizer, as well as disposable paper towels must be provided. A person should be assigned to ensure all high use/touch areas are sanitized regularly.
- Hand sanitizer or soap and water, and disposable paper towels must be provided for Judges and volunteers.
- In person ride briefings may be held providing they are in an area where social distancing guidelines of the day can be met. Masks must be worn and participants must bring their own chairs etc.
- Masks must be worn by riders, crew, and grounds people at all times with the exception of the following: (i) competitors when they are mounted, (ii) At meal times (if offered) while seated, and (iii) while at your personal camp site within your own **camp bubble**. A camp bubble is defined as; *A socially distant camping space consisting of both inside living quarters and the immediate area outside, **AND** Those persons using that area as their temporary “residence/home base”. Each person may have only **one** camp bubble at a particular ride site. This cannot be changed at any time. Masks must be worn at all times when in a camp bubble other than your own. There are to be no multi-camp gatherings inside any bubble.*
- Organizers will need to prepare a flow plan and provide adequate signage and direction, to prevent crowding at vets, timers, pulse people, pit crew areas, camp sites, etc.
- Pre, during and post ride food may be provided at the event as long as it is prepared, and bagged or served. There will be no potluck or self-serve buffets allowed. Disposable dishes and single use condiments etc. must be used. Masks and gloves are to be worn by servers. Those receiving the meal must remain six feet apart at all times and wear a mask until seated. Seating is to be socially distant. Patrons must provide their own chairs and tables or take the food back to their camp site. Meals for staff and volunteers must follow the same protocols.