



# The American Driving Society, Inc.

## ADS Covid-19 Action Plan

Updated **August 25, 2020**

**This document will be updated regularly and made available on the ADS website until further notice.**

**Event Organizers (Pleasure, Combined Driving, Recreational, Education) may request ADS-Event Recognition and in doing so must adhere to the ADS Covid-19 Action Plan.**

*The American Driving Society, Inc. (ADS) supports and parallels COVID-19 requirements and recommendations for ADS-Recognized Events according to industry standards of the National Governing Body of Equestrian Sport.*

**State by State Regulations:** Organizers must review the [State by State Regulation Tracker](#) prior to (and regularly thereafter) applying for ADS Recognition. Organizers should also consult the [State-by-State Map of COVID-19 Guidance](#).

**Technical Delegates:** The Technical Delegate shall be responsible to oversee these guidelines and advise the Organizer prior and during the event.

Once per month the Ad-Hoc team and ADS staff will host a mandatory Zoom Meeting for those organizers with ADS-Recognized Events that begin within the following 30 days. The purpose of the call will be to educate organizers on current guidelines and answer their questions.

REQUIREMENTS WHILE ON EVENT GROUNDS OF ADS-RECOGNIZED EVENTS:

### **PHYSICAL DISTANCING:**

**WHO:** Everyone

**WHEN:** At all times

**EXCEPTIONS:** Only three exceptions -

- Immediate Household Members\*
- Essential support personnel assisting an entry preparing to compete, during competition (including riding on the same vehicle) and immediately after competing.
- In cases of emergency.



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**MASKS/FACE COVERINGS:**

**WHO:** Everyone

**WHEN:** Whenever there is the possibility of being within 6 feet of others, including while on a vehicle with other people even if they are immediate household members.

**EXCEPTIONS:** Only one exception - a driver driving alone while competing or warming up. For these drivers, Masks/Face Covers are advised or at least to be within easy reach but are not required.

*\*Immediate Household Members – Individuals consistently living in the same house or dwelling. Members of a household may or may not be related.*

**REQUIRED – Organizers must agree to the following:**

**ADS Recognition:** Competition organizers must follow federal, state, and local regulations in effect at the Start Date of their event, in addition to the requirements in this document. Regulations change frequently. 14 days prior to the event, and again 48 hours prior to the event, organizers must review their current published state and local regulations and communicate to the ADS office ([info@americandrivingsociety.org](mailto:info@americandrivingsociety.org)) that their event is in compliance with their state and local regulations. ADS reserves the right to remove ADS Recognition for non-compliance with federal, state and local regulations. Federal, state, and local regulations will supersede ADS or organizer requirements except when ADS or organizer requirements are more restrictive.

**Limit of Entries:** If a state or locality imposes limitations on the number of individuals allowed at a group gathering, that ordinance would guide a competition's ability to operate and dictate the number of individuals allowed at a venue. ADS is not making restrictions to entries based on geographic location. The decision will be made by the competition organizer, based on state and/or local restrictions and/or an organizer's ability to accept out of state entries. Organizers should recognize there may be self-quarantining rules for participants returning home from out of state. This restriction alone may severely reduce participation.

**ADS Disclaimer:** All individuals (including service providers, competition staff, volunteers, essential personnel, and licensed officials) who enter an event venue must sign the updated ADS Disclaimer, downloadable [HERE](#) on the Organizer Forms page: <https://americandrivingsociety.org/Events-Resources/Resources/Forms>. Electronic signatures on the ADS Disclaimer are acceptable. Competition organizer must ensure compliance with the applicable law governing the enforceability of the electronic signature.



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**Personal Protective Equipment (PPE):** The ADS will not provide PPE, disinfectants, or thermometers. Competition organizers must provide sanitation stations throughout the grounds with either soap and water, hand sanitizer, or both. Participants are required to wash hands often and adhere to other sanitization practices throughout the day. It is incumbent upon them to bring supplies as well. Competition organizers are responsible for providing PPE to their competition staff, volunteers, and officials. Participants are responsible for their own PPE and that of their support teams. Organizers are not required to provide masks to competitors.

**Restricted Access to Event Venues:** Competitors and their essential support personnel, and event staff, officials, and volunteers are required to self-monitor their temperature once daily prior to entering the venue. Any person who has a temperature of 99.5° F (37.5° C) or higher or has symptoms of COVID-19 cannot enter the competition grounds. Additionally, except for healthcare personnel who have treated patients using appropriate medical-grade PPE during the course of performing professional duties, anyone who has been in contact with a person who has tested positive for COVID-19 in the past 14 days cannot enter the competition grounds.

**Enforcement and Reporting:** ~~Effective July 30, 2020,~~ Organizers are required to appoint an ~~TD Assistant~~ **Action Plan Compliance Assistant** who will work directly with the ~~TD Officials~~ before and during the event to help ensure safety protocols (including restricted venue access, PPE management, sanitization, etc.) will be followed. The TD **(or Judge, if no TD)** will be responsible for addressing the situations of non-compliance and any dispute mediation.

If mandatory requirements are not followed at a competition, it must be reported to the Competition Manager and the Technical Delegate at the competition. These matters should be handled immediately at the competition, if possible. Technical Delegates will inform individuals when they are in violation of the mandatory requirements. Competition Organizers will be responsible for facilitating the removal of an individual if they do not cooperate with the request. The Technical Delegate must report instances of non-compliance to the ADS in their TD Report. Competition organizers must notify ADS, as well as all competition staff, service providers, participants, and support personnel if any individual who was on event grounds tests positive for COVID-19 within 14 days of the conclusion of the event.

**Stabling:** Stabling flow and assignment charts will be dependent on each individual organizer and venue. Organizers will need to configure stabling to comply with social distancing requirements. Competition organizers will also limit the congregation of groups in the stabling area.



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**ADS Measurement Program:** If offered at a competition, those completing horse and pony measurements must maintain social distancing while completing the measurement. Only one handler is permitted to bring the horse or pony to the measurement area. If more than one person arrives with the horse or pony to be measured, the measuring official has the authority to ask the excess individual(s) to leave the measurement area. The use of facemasks during the measurement is required for the Technical Delegates, Veterinarians, and handlers. Handlers should stand on the off side of the horse or pony with as much distance between themselves and the withers as possible, while continuing to handle the horse or pony safely. Competition Management must develop a plan for safely organizing horse or pony measurements, which may include creating a schedule, taping off the measurement area to discourage unnecessary loitering, etc.

**Awards and Ribbons:** Awards and Ribbons must not be presented in person.

**Essential Support Persons:** Support personnel should be limited to Essential Support Personnel and must be listed on the competitor's entry form. Effective September 10, 2020, Essential Support Personnel are limited to two individuals per horse, plus the competitor. Exceptions: Para-Drivers and Junior Drivers are limited to three individuals per horse, plus the competitor. At all times while on venue grounds, essential support persons for each horse, including drivers, grooms and navigators during competition, must be identifiable by wearing an entry number ID of the horse they are supporting.

**Transportation:** Individuals are allowed to be seated together while being transported by golf cart (or similar four-wheeled transport vehicle), but capacity may not exceed the number of seats on the cart or vehicle and all individuals must wear face masks/coverings. Congregating on or around a parked or stationary golf cart or vehicle is prohibited.

**Sharing:** ~~There will be NO shared personnel or equipment at any time, including the Marathon.~~

- **VEHICLES: Sharing of VEHICLES will be allowed at all ADS Recognized Events provided adequate disinfection of surfaces occurs between uses.**
- **OTHER EQUIPMENT: Sharing of other equipment is not allowed.**
- **ESSENTIAL PERSONNEL: Sharing of Essential Personnel riding on vehicles (Navigators, Grooms, Knowledgeable Adult Horsemen for Junior Drivers) will be allowed at ADS Recognized Events at the discretion of the Organizer. The identity of shared personnel must accompany entry forms prior to the closing date of the event to allow adequate time to produce scheduling.**



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## RECOMMENDED BEST PRACTICES (NOT REQUIREMENTS)

**Regulations:** Organizers should recognize all regulations are a subject to change at any time and that Local regulations may differ from state and national requirements. Organizers should secure permissions from their local regulating agencies prior to applying for ADS recognition.

**Venue Access:** If possible, limit access to the venue through limited, monitored points of entry and exit. All Individuals should monitor their temperature. It would be advisable, if not necessary, to have all who enter acknowledge date and time of entry and provide contact information for contact tracing.

**Exhibitor Parties:** Exhibitor parties should not take place unless all federal, state, and local requirements can be met

**Stabling Areas:** Sanitation/Biosecurity- Encourage Handwashing or Hand Sanitization before entering stabling area. Individuals should touch only the equipment and supplies necessary for completing tasks of caring for and exercising the specific horse(s). They should not share equipment between individuals - helmets, grooming supplies, tack, etc. Water buckets and feed buckets/tubs should be in a fixed position within the stall to ensure feed or water can be provided without touching or removing these items. The coronavirus can survive in the air up to three hours, on copper up to four hours, on cardboard up to 24 hours, and on stainless steel and plastic up to 72 hours. The virus may persist on nonporous materials (leather bridles/saddles/halters, nylon halters/lead ropes, gate latches, door handles, spray nozzles) longer than porous materials (cotton lead ropes, saddle pads). ~ Clean communal leather tack daily with tack cleaner. ~ Disinfect stall door handles, gate latches, crosstie snaps, light switches, feed scoops, hose ends, spray nozzles, pitchforks, wheelbarrows, and other frequently handled surfaces regularly or after contact with personnel. Although there is no evidence that horses can contract or become ill from COVID-19, good hygiene should be practiced by washing hands or using at least 70% alcohol hand sanitizer after touching a horse, communal areas, or communal equipment to prevent environmental spread of the virus. Golf Carts should not be shared and should be disinfected regularly. Stabling capacities should be reduced to 50% normal occupancy. Competition organizers are encouraged to plan and publish their stabling requirements prior to the start of competition for exhibitors and staff to review.

**Medical Personnel:** Emergency medical responder(s) should be on the grounds during competition hours.



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**Vendors and Food:** Foodservice should be for “Take Away” dining only. Allow Vendors only if they can meet all federal, state, and local requirements. Monitor them regularly.

**PPE:** Gloves should be worn by anyone setting cones or building or rebuilding obstacles. Organizers should have extra PPE on hand for those who arrive without.

**Signage:** Signage should be posted throughout the grounds regarding Social Distancing, Hand Washing, and other safety guidelines

**Camping:** All requirements as listed above regarding social distancing, wearing of masks, and temperature monitoring must be followed if camping is allowed on the event grounds.

**Insurance:** Prior to applying for ADS recognition, organizers should ensure that the liability insurance coverage for the event \*and for themselves personally\* does not contain exclusions for communicable diseases. Conducting a competition with these exclusions may create unacceptable risk for the organizer and the supporting club, organization, or association.

**Communications:** Radios, if used, should be disinfected properly before each use, and loaded into a bag with the volunteer or official's name on it. They should also be used by only the person who signed for them at the start of use (not shared except in an emergency). Use of personal cell phones should limit the incidences of infection among users.

**Official Briefings:** Briefings should be conducted electronically if possible.

**Event Office:** Entries should be processed as early as possible to reduce the number of in-person transactions. Organizers should limit in-person interactions by competitors with event staff as much as possible. The number of competitors in the office at one time should be limited to one at a time. Office functions should be electronic to the extent possible. The show office should have both an entrance and a separate exit. Office personnel should be protected by plastic barriers. Pens, countertops and keyboards should be disinfected after each use.

**Officials:** Officials should contact the state or local authorities regarding that area’s travel restrictions before accepting any assignments. Also check regulations for self- quarantining upon the return home. A face mask or face covering is required when officials are in any setting where there is a possibility of being within six feet of any other individual.



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**Volunteers:** Organizers should recognize that the event is likely to attract a significant number of participants (athletes and volunteers) at higher risk of severe COVID-19 disease (e.g., people over 65 years of age or people with underlying health conditions).

**Bathrooms:** Surveys have noted that adequate sanitization of bathroom facilities is of particular concern to people considering participation in any capacity at equine events. Organizers should recognize it could be difficult and expensive to provide adequate sanitization of bathrooms, especially portable units.

**Course Walking:** Extra time should be allowed for course walking to allow participants to meet the requirements of social distancing. Controlled, limited access to courses is advised.

**Paper Handling:** Dressage Tests, Green Cards, Observer Forms, Score Sheets etc. Anyone handling paper work should wear gloves. Organizers are advised to eliminate to the extent possible multiple persons handing papers and forms of any kind. The use of plastic sleeves can be an effective way to manage this. Send completed dressage tests electronically. Post scoring results, Orders of Go and other time sheets electronically.