# Little Bit Therapeutic Riding Center

## Infectious Plan for COVID-19

### Where, how, and to what sources might employees be exposed and what personal protective equipment (PPE) is needed:

<table>
<thead>
<tr>
<th>List Job Tasks</th>
<th>PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Therapist working with a client one-on-one</td>
<td>Face masks, face shields, gloves</td>
</tr>
<tr>
<td>Equine specialist working with mental health professional (nonstaff) and one-on-one with client</td>
<td>Face masks, face shields</td>
</tr>
<tr>
<td>Front desk staff completing routine cleaning</td>
<td>Face mask, gloves</td>
</tr>
<tr>
<td>Care of the horses</td>
<td>Face masks</td>
</tr>
<tr>
<td>Maintenance of the property</td>
<td>Face masks</td>
</tr>
</tbody>
</table>

### Basic Infection Prevention Measures

Little Bit promotes frequent and thorough hand washing, by providing employees, clients, volunteers, and visitors with a place to wash their hands. If soap and running water are not immediately available, alcohol-based hand sanitizer containing at least 60% alcohol is provided.

Employees are instructed to stay at home if they are sick. Employees are instructed to take their temperature before arriving on site at Little Bit. If their temperature is at or above 100.4°F. or 38°C. employees must stay home. In addition, upon arriving on site, employees are asked to certify that they have none of the symptoms characteristic of COVID-19.

Telecommuting and flexible work hours have been put in place, to increase the physical distance among employees and between employees and others, until social distancing requirements are relaxed by the Governor of the State of Washington.

Employees should not use other employees’ phones, desks, offices, or other work tools and equipment, when possible. Employees will employ social distancing practices at work stations.

Regular and rigorous housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment have been instituted. When choosing cleaning chemicals, Little Bit is consulting information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Little Bit is following the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, and PPE required to safely clean and disinfect surfaces).

### Procedures for Prompt Identification and Isolation of Sick People

*Prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees, customers, visitors, and others at a worksite.*
Employees are required to self-monitor for signs and symptoms of COVID-19. If exposure is suspected, either on or off the job, the employee MUST report to their supervisor that they are sick or experiencing symptoms of COVID-19.

An employee that shows signs of COVID-19 will be isolated until the potential sick employee can be removed from the worksite.

Workplace Controls

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on employee behavior and can be the most cost-effective solution to implement.

Little Bit has designated areas and travel routes around the site to provide separation. Communal facilities are closed, and payment is now required remotely through a new online system. ADA accessible bathroom is available in the Welcome Center. Users are asked to wipe surfaces after use.

Administrative controls require action by the employee or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Administrative controls implemented at Little Bit for COVID-19 include:

- Requiring sick employees to stay at home.
- Minimizing contact among employees, volunteers, and clients by replacing face-to-face meetings with virtual communications and implementing telework where feasible.
- Establishing new schedules to reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while completing the required tasks.
- Staff are encouraged to refrain from traveling until social distancing requirements are relaxed.
- Training of employees regarding the proper use and maintenance of PPE as well as understanding COVID-19 risk factors and protective behaviors (e.g., cough etiquette, etc.)

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Little Bit will provide safe work practices for COVID-19 that include:

- Providing resources and a work environment that promotes personal hygiene, including tissues, no-touch trash cans, anti-microbial hand soap, alcohol-based hand sanitizers containing at least 60%, disinfectants, and disposable towels for employees to clean their work surfaces.
- Requiring regular hand washing or use of alcohol-based hand rubs. Employees should always wash hands when they are visibly soiled and after removing any PPE.
- Posting handwashing signs in restrooms.