



**DECEMBER POINT TO POINT SALE  
HELD AT YORTON FARM  
17 DECEMBER 2020  
COVID19 PROTOCOLS**

Yorton Farm , Poolton, Leighton, Welshpool SY21 8HJ

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## 1.0 Background

In late December 2019, a new (novel) coronavirus was identified causing severe respiratory disease including pneumonia. It was originally named Novel Coronavirus and The World Health Organization (WHO) advised the following language associated with the virus. The virus causing the infection has been named - severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

The disease caused because of infection is named - coronavirus disease (COVID-19). COVID-19 has been categorised as an airborne High Consequence Infections Disease.

As a newly identified virus there is currently no human immunity to it and no vaccine is available to prevent infection. As a viral infection, antibiotics are not an effective treatment.

To assist our clients and the many UK purchasers who attend, the Goffs UK Board took the decision to relocate the November Point to point Sale to the Yorton Farm in Welshpool. The protocols outlined herewith are in accordance with current UK Government guidelines & directives and are devised to ensure adequate safety measures for all staff and attendees. They will be reviewed and updated on an ongoing basis as required should any new directives be introduced in advance of the sales.

The protocols were drawn up following a Risk Assessment of the Goffs UK Doncaster Sales Complex. The Risk Assessment was carried out by Jeremy Mactaggart (Health & Safety) & Audrey Killalee (Compliance Executive). The protocols were written by Audrey Killalee and approved by the Goffs Management Team.

Registration in advance of the Sales will provide Goffs with a complete record of attendees should the need arise to provide details for a Track & Trace exercise.

## 2.0 Government Procedures

In line with the Government guidelines published on the 11<sup>th</sup> May 2020 and subsequent updates in June, July, August & September 2020, to protect yourself and others and to ensure a safe working environment on Yorton Farm/ Goffs UK Sales Complex the following should always be observed:

- Facemasks/face coverings to be worn in all indoor **and** outdoor areas unless consuming refreshments.
- Maintain the recommended social distance from any other person
- Engage in regular hand washing using antibacterial hand soap and the application of hand sanitiser using one of the hand sanitising stations located in the Complex.

- Hourly cleaning of surfaces, door handles, railings etc. by professional cleaning company
- Use of additional Personal Protective Equipment (PPE) as necessary including plastic gloves.
- Carry out COVID-19 risk assessment and implement sufficient controls as outlined herewith in the Safety Protocols Document.

We are kindly requesting that anyone who meets any of the following criteria should **not** come into the Goffs UK/Yorton Farm Sales Complex.

- fever
- flu-like symptoms such as coughing, sore throat and fatigue
- shortness of breath
- loss of sense of taste
- loss of sense of smell
- Is in an at risk or vulnerable category
- Is living with some who would be considered at risk or vulnerable
- Is living with someone in self-isolation.
- Is returning from affected regions / areas or who have been in contact with someone who has contracted COVID19.

If any person develops any of the symptoms outlined above while in attendance at the Goffs UK Sales complex, then they should

- Report it to our COVID19 Safety Officer, Jeremy Mactaggart. Jeremy's email address is [jeremy.mactaggart@goffsuk.com](mailto:jeremy.mactaggart@goffsuk.com) and his mobile number is +44 (0)7785 348095.
- Avoid any further contact with people and return home immediately and self-isolate.

Children under the age of 16 should not attend the event.

### 3.0 Closed site requirements

As it stands, there will be no to members of the public and attendance will be limited to key personnel.

This will be kept under review and we hope it will be possible to increase the number of attendees.

### 3.1 Authorised Access Only

- 4 Only Goffs Permanent, Contract Staff, Yorton Farm Staff, and those authorised to attend prior to the sale will be allowed into the GoffsUK/Yorton Farm Sales Complex and this will be strictly adhered to.

In addition to, Goffs UK Permanent & Contract Staff, & Yorton Farm staff people authorised to enter Yorton Farm will include:

- ✓ Medical personnel (First Aid etc.)
- ✓ Veterinary Surgeons & their assistants
- ✓ Farriers
- ✓ Grooms
- ✓ Vendors
- ✓ Consignors
- ✓ Purchasers
- ✓ Bloodstock agents
- ✓ Shipping agents
- ✓ Commercial horsebox drivers
- ✓ Accredited Photographers
- ✓ Accredited Press
- ✓ Caterers

Those wishing to attend the sale must notify Goffs UK in advance and complete a Medical Questionnaire before the sale. This must be completed online at <https://www.goffsuk.com/medicalform.aspx> by 5pm on Monday 14 December and we request that attendees review their answers to the Questionnaire prior to their attendance and inform us promptly of any changes.

Unless we inform you otherwise, you may make arrangements to attend the sale.

However, please note that:

- those who have not notified Goffs UK that they wish to attend the sale in advance and/or completed the Medical Questionnaire will not be permitted entry
- any changes to the questions provided in the Medical Questionnaire must be declared to Goffs UK on arrival
- on arrival, all attendees will be required to take an onsite temperature check as described below; and

- we reserve the right to restrict entry if the numbers of authorised people per group or company is found to be excessive.

### 3.2 Entry Requirements

Accordingly, the entry process for this Sale will comprise of the following

Entry screening for all those entering Goffs UK/Yorton Farm Sales Complex with horses go through horse box Loading bay area and for those arriving by car will be at the main entrance to Yorton Farm

- All visitors are required to complete the medical questionnaire as outlined in 3.1.
- On arrival at Yorton Farm access for both vehicles, horseboxes and pedestrians on foot will be via the Main Entrance. All arrivals will need to follow the appropriate signs to the checking station.
- The temperature of each person will be taken, with the temperature recorded. If the temperature is 37.8 or above, the individual will be denied entry and asked to leave the premises. **If there are other individuals within the vehicle or horse box, they will also be denied entry to Goffs UK /Yorton Farm Sales Complex.**
- Once access has been granted a red wrist band will be issued to all attendees. Once received it should be secured onto the wrist to allow the appropriate access to the Goffs UK/Yorton Farm Sales Complex. **Wrist bands should remain in place until the end of the sale.** The wrist bands will be durable and hard wearing and should last for the duration of the sale
- These checks will be undertaken the first day that the individual enters Goffs UK/Yorton Farm Sales Complex; on subsequent days, temperature screening only will occur each time an individual enters the complex.
- The red wristband will allow access to all areas of Goffs UK/Yorton Farm Sales Complex
- Wristbands must only be used by the person that they are given to in all instances.
- No replacement wristbands will be issued.
- Individuals are advised to travel to site in their own vehicles.
- The main entrance will be marshalled during working hours.
- Please take note that there may be a delay in gaining access due to the above screening process taking place. Please therefore allow sufficient time on arrival for this process to be undertaken.

### 3.3 Summary of Requirements

For those wishing to attend the Goffs UK Yorton Sake please remember:

- ✓ ***Complete and submit registration for all attendees including completion of medical questionnaire by 5pm on the 14 December 2020.***
- ✓ ***On arrival to Yorton Farm ensure you have photo ID with you.***
- ✓ ***Compliance with temperature check procedure on each day attending the sale***

## 4 General points

The following points are applicable to the Goffs UK Sale.

### 4.1 Car Parks

Drivers must park their vehicles in the designated car park. Strict Social distancing guidelines must be observed when parking.

### 4.2 Cleaning

An enhanced and specific cleaning program will be undertaken during the day which will focus on the increased cleaning of all common touch points including door handles, handrails, toilet cubicles, sinks and taps etc. at least every hour

### 4.3 Limitations to numbers within buildings

The number of people in the following buildings/areas will be limited to the following to ensure that social distancing guidelines are being adhered to:



S	Permitted Visitors	Yorton/ Goffs UK Staff
Marquee	27	3
Sales ring Catering	20	2
Back Curve	20	2
Sales Ring	25	5
Rostrum	0	3
Owners room canteen	15	2

Seating in any areas within the complex will be limited to a maximum of 6 people per table/area with 2 metres distance between tables/seating, in line with Government Guidelines. Each building will be strictly marshalled. See section 6 regarding specific building protocols.

#### 4.4 Limit to number of lots in the Parade Ring

The number of lots will be limited to 1 at any one time.

#### 4.5 One-Way Systems

We will operate a one-way system in:

- ❖ Café area
- ❖ Stables

The routes will be clearly marked accordingly.

#### 4.6 Personal Protective Equipment (PPE)

- **Face Masks must be worn indoors at all times unless consuming refreshments**
- **Face Masks must be worn outdoors at all times unless consuming refreshments**
- Hand sanitiser will be provided on entry and exit to the sale ring, sales office, toilets, stables

- Hand sanitiser and hand washing stations will be situated strategically around Yorton Farm for general use by all staff and visitors
- Additional PPE, which is required, will be distributed to all permanent and temporary staff working on behalf of Goffs UK.
- When social distancing cannot be observed, face covering should be used as a precautionary measure.
- While we expect all Non-Goffs UK or Yorton Farm employees to provide their own their own PPE equipment, we will have a small supply in any event.

#### 4.7 Signage

Signs around the Yorton Farm will instruct people to:

- Face Masks must be worn indoors at all times unless consuming refreshments
- Face Masks must be worn outdoors at all times unless consuming refreshments
- No Food or Drinks allowed in the Sales Pavilion.
- Observe Social Distancing.
- Wash hands regularly with soap and water or use hand sanitiser.
- Remind people of the symptoms of COVID-19.

#### 4.8 Site Biosecurity

Hand sanitisers and hand washing stations will be placed strategically around the site to encourage people to regularly wash their hands, with approximate locations as shown on plan in Appendix 1.

Notices will be placed around the Goffs UK Sales Complex to encourage people to regularly wash their hands.

Where suitable, doors will be propped open to minimise cross-contamination.

Any buildings or offices that may not be in use during the sale will remain locked (assuming they are not a Fire exit)

## 5 Personnel using the site

### 5.1 Bid board operators

- Antiseptic wipes will be provided to wipe down the board between Operators.
- One operator at the bid board at any time, with social distancing to be maintained during changeover.

## 5.2 Casual Staff

Goffs will provide face masks and gloves to individuals as required. Mucking out equipment will be issued to everyone employed by Goffs, and the individual will continue to use this equipment for the duration of the Sale. If equipment needs to be shared it will need to be cleaned and wiped down between users.

## 5.3 Caterers

Government guidance states that restaurants can offer sit in dining from the 4<sup>th</sup> July subject to social distance measures being in place. Subsequently, on the 14<sup>th</sup> September, the UK Government imposed restrictions whereby people should not socialize in groups of no more than 6 people. Seating in all eating areas of the Goffs UK/Yorton Farm Sales Complex will reflect this.

Caterers are permitted to the Goffs UK/Yorton Farm Sales Complex providing they adhere to the guidance as referred to above, including the provision of their own face masks and gloves (if required)

Specific number of people allowed in eating areas have been specified in 4.3 above.

Each caterer will be expected to ensure social distancing guidelines are adhered to and accordingly marshal the numbers within each facility as above.

## 5.4 Blood Sampling Stewards

PPE equipment will be provided to individuals as required. Social distancing and other government guidelines are to be maintained consistently.

## 5.5 Blood Testing Officers

Faces masks & gloves will be provided to individuals as required. Social distancing and other government guidelines are to be maintained consistently.

## 5.6 Farriers

Fordon Farriers are Goffs UK' official Farrier. Any third-party farriers that wish to conduct business on site will need to be approved and pass medical clearance incl. the screening requirements prior to being allowed on site.

All farriers are to provide their own Face mask & gloves and to act within their own protocols when working.

Noting that farriers will be working near grooms, it is recommended that both grooms and farriers wear a face covering during shoeing.

## 5.7 Grooms

Grooms are required to stay within the area of their allocated stables unless necessary.

Grooms should self-monitor social distancing within their area and whilst showing horses to potential purchasers.

Grooms are required to wear face masks at all times, when showing horses and when leading them in the parade ring.

Goffs will not provide any tools or buckets; please ensure that all equipment as required is brought with you on site.

## 5.8 Medical Provision

Medical staff are on site during for First Aid each day between 8.00am to 5.00pm (or end of sale)

Temperature Checks will be in place from 6.30am to 5.00pm on 12 November

Prior to admission within the First Aid Room the temperature will be taken of those requiring medical assistance. Should a high temperature be recorded (i.e. greater than 37.8 degrees Celsius) the individual will be asked to immediately leave Yorton Farm. They must give all their details to the COVID19 officer or First Aid rep before they leave. This should include details of people that they may have been in close contact with that day. Appropriate PPE will be provided to the medic including face mask.

## 5.9 On-line Bidding Operators

Online bid operators will be based on the Rostrum in the Sales Ring. They will have appropriate face mask and gloves (if required) supplied by Goffs UK.

## 5.10 Rostrum

There will be no more than four people at any time within the Rostrum area. This will include the Auctioneer, the Auctioneers Clerk, the online bidding operator and bid board operator.

## 5.11 Spotters and Docket Runners

Will be placed around the auction ring. Social distancing will be adhered to. Due to the requirement of a purchaser to sign sales documentation upon purchasing a lot, docket runners will be issued with appropriate face mask to allow them to complete their role.

## 5.12 Goffs UK Staff

Goffs UK will provide PPE equipment to individuals as required. All staff to contact Jeremy Mactaggart if additional PPE equipment is required.

## 5.13 Vendors and Purchasers including Agents

A wristband specific to where you will need to be in the complex will be issued once you have completed your medical questionnaire.

Please ensure that you look after your wristbands as lost or damaged ones will not be replaced and therefore you will be denied access to the Sale Pavilion.

Vendors are responsible for maintaining social distancing within their areas of the stables.

Purchasers including agents are responsible for maintaining social distancing within the stables while looking at horses.

All to provide their own face masks & gloves (if required) for their staff.

It is recommended that the handler's permission is sought before stepping in close to inspect a lot and in the event of high interest in a lot, a queuing system must be implemented and supervised.

**The use of face coverings is mandatory in all indoor & outdoor areas of the complex unless consuming refreshments.**

## 5.14 Vets

Vets must operate in accordance with their own protocols. Goffs UK will provide PPE to the Veterinary Panel. It is recommended that the handler's permission is sought before stepping in close to inspect a lot.

**In such circumstances a face covering is recommended as a precautionary measure.**

## 6. Specific Buildings and Protocols in Goffs UK/Yorton Farm Sales Complex

### 6.1 Car Parking

Upon entry to Yorton Farm cars will need to park in designated area. All are required to follow the signage to the check point where photo ID and temperature checks will be taken as per section 3.

A drop off point will be clearly marked to allow deliveries to be made for personnel on site. The person dropping off will be required to stay in their car and contact the person collecting directly to advise them they are on site.

### 6.2 Stable Office

- Only those working in the Stable Office will be allowed access into the building.
- All passports must be handed in to the stable office.
- If a lot needs its microchip to be checked prior to exit, the controller is to leave the Stable office with facemask and gloves.
- Desks including phones, to be wiped down before and after every shift.
- Any visitors to the Stable Office for lot numbers etc. will need to remain outside the building and observe recommended social distancing while the member of Stable Office staff deals with their enquiry. Lot numbers will be placed in a plastic tray which Stable Office staff will use to hand over to vendors.
- Door cards will be brought out and delivered to the consignors
- Goffs will **not** be providing any tools or buckets, and hence all vendors will need to provide their own equipment.

### 6.3 First Aid

In the event of anyone requiring first aid attention the stable office will be used .

In addition to the first aider, only one person will be allowed into this area at a time.

On arrival to the stable office the patient will need to knock on the door and wait outside.

The temperature of the patient will be taken as a precautionary measure. If the client has a raised temperature, they will be asked to leave the premises immediately.

If the first aider is required to examine a casualty away from the First Aid Room/stables office, full PPE equipment incl. face mask will be worn by the medic.

#### 6.4 Horse Box Entrance and Loading Ramps

- When transporters arrive at the Horse Box Entrance Gate, they should be aware that the procedure as stated in section 3.2 will be strictly adhered to.
- It should be emphasised that if an individual on the horsebox is denied entry due to a temperature exceeding 37.8, all other individuals will also be denied entry and asked not to disembark.

#### 6.5 Cafes

##### *Owners Room Canteen*

There will be limited, socially distanced tables and chairs as outlined in 4.3

##### *Sales Ring Catering*

There will be limited, socially distanced tables and chairs as outlined in 4.3

Contactless payments are preferred in all establishments.

#### 6.6 Sales ring and bidding area

The Sales ring will be marked out with Socially distanced standing areas.

The building occupancy will be strictly limited to 65.

Once capacity has been reached within the sales pavilion it will be a one in, one out system.

A maximum of four Goffs UK personnel to be allowed on the rostrum.

Face masks must be worn at all times.

#### 6.7 Stables

Hand sanitiser and hand washing stations will be placed strategically within the stable areas. Signage around all stable areas to remind people to follow government guidelines regarding their social distancing obligations.

No unauthorised personnel are permitted within the stable area

In addition to, Goffs UK Permanent or Contract Staff, Yorton Farm Staff people authorised to enter stables area will include:

- ✓ Medical personnel (First Aid etc.)
- ✓ Veterinary Surgeons & their assistants
- ✓ Farriers
- ✓ Grooms
- ✓ Consignors

## 6.8 Subcontractors

Any subcontractors will need to provide confirmation to Goffs UK that the appropriate risk assessments have been undertaken and action taken accordingly.

The screening process as outlined above will need to be complied with for all subcontractors.

## 6.9 WCs

Existing WCs will remain open but with reduced cubicles per location. Hand dryers will not be in use, with disposable hand towels only.

The WC's to be regularly cleaned including door handles, locks, cistern flushes and surfaces.

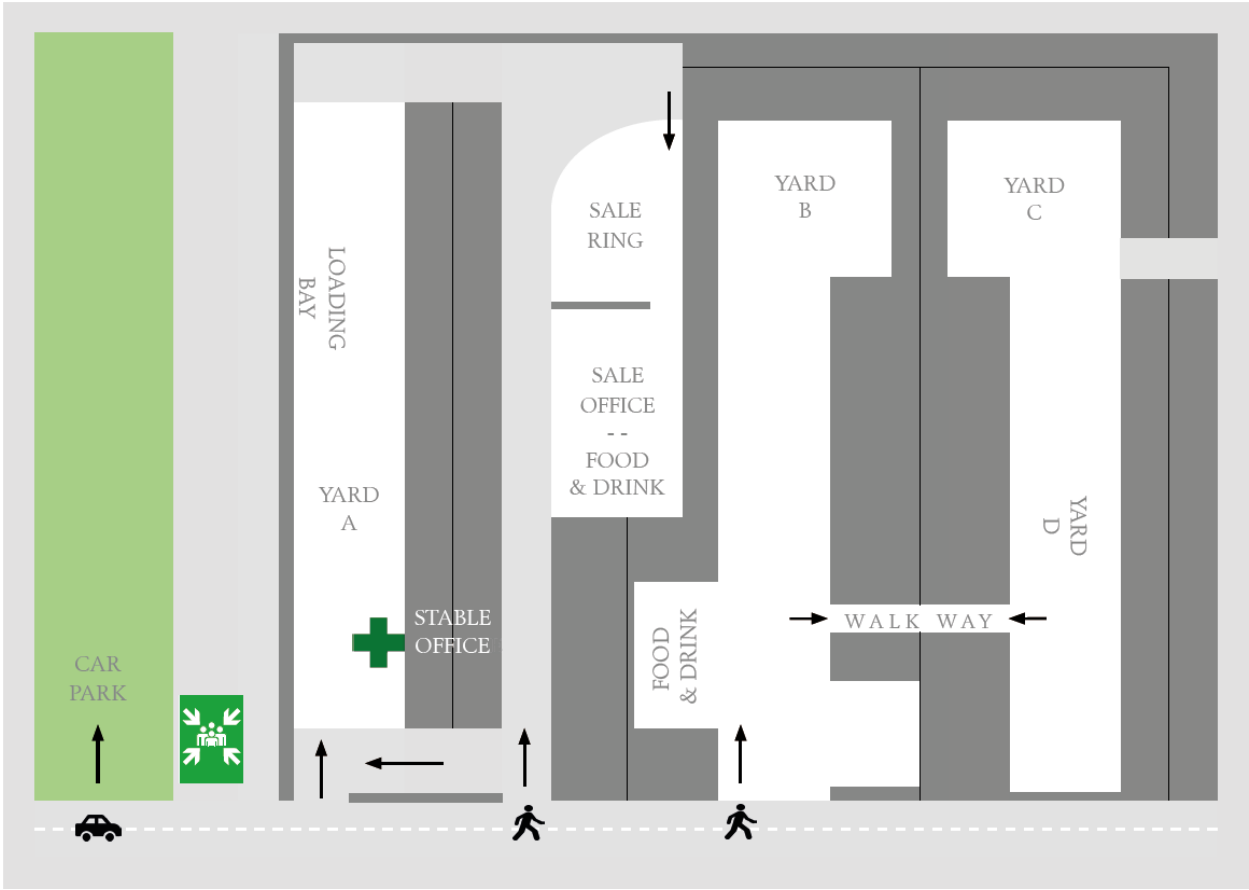
Wipes will be provided to enable users to clean handles, locks, cistern flushes and surfaces before and after use.

## 7 Plans

Plan of Yorton Farm identifying hand washing are attached, also plans highlighting individual buildings in which one-way systems are in place



# Appendix 1 – One Way System Flows



# Appendix 2 – Sanitising Locations

