Purpose and Things to Consider

The United States Pony Clubs Inc. has a long-standing commitment to ensuring the safety and welfare of members, mounts, and volunteers. This document is intended for rally organizers, competitors, parents, volunteers, and officials to review and follow to make informed decisions about participation in a rally at this time.

As regions consider hosting mounted rallies, the organization has enacted requirements, and gathered best practices to help minimize the potential spread of viruses and diseases. While there is no way to eliminate all risks related to COVID-19, the following requirements and recommendations are aimed toward decreasing the spread and risk of the spread of COVID-19. These requirements and recommendations are a supplement to the most recent guidelines from federal, state, local, and other public health officials. Applicable government guidelines and requirements will always supersede USPC requirements and recommendations to the extent they conflict. The appendix includes definitions of terminology and resources. As the situation continues to change, this document may be updated, and you should check back for updates.

While USPC put in place some parameters around hosting rallies during the COVID-19 pandemic, the ultimate decision whether to host a rally is one that must be made locally by region/club/center leadership. Actively polling your members, parents, leaders, and volunteers on their interest and ability to attend a rally currently is a great first step to determining whether to host a rally. Facilities where you normally host rallies should also be consulted, as they may have additional requirements and waivers necessary for competitions to proceed.

If, after reviewing the information in the document, your organizing committee decides to move forward with hosting a rally, please remember that each individual participating in the rally must take personal responsibility for their own health, safety, and welfare. During the COVID-19 pandemic, this may mean that individuals choose not to participate in the rally as a competitor, volunteer, or official. Whether a participant, parent, volunteer, or leader, all need to exercise caution, take precautionary measures, be accountable, and always utilize good judgement while interacting with one another at competitions.

Recognizing the increased difficulty of hosting standard rallies for members to earn eligibility for Championships, the 2021 Championships eligibility period has been adjusted to June 1, 2019 – June 28, 2021. Many members may already have earned eligibility at rallies prior to the COVID-19 outbreak. Additional opportunities exist for members to earn eligibility if a standard rally is not available to them. The exception process outlined in the rulebook, is also available to members finding difficulties in meeting the competition requirements of eligibility.

The vast majority of USPC discipline rules follow the United States Equestrian Federation, and USEF’s competition parameters were referenced in creating this document. Please note that where applicable, USEF Presidential Rule Modifications will apply to USPC discipline rules. The USPC discipline rally rule modifications included in this document only apply for the duration that this document is in effect.

For the latest information regarding the outbreak, please visit the USPC COVID-19 webpage, CDC website, and your state and local resources.
Mandatory Requirements for Rally Organizers

All USPC rallies must comply with all applicable federal, state, and local guidance, regulations, requirements and orders, as well as the CDC guidelines, as they relate to mass gatherings and sporting events. Additionally, competition organizers must implement the USPC requirements included in this document and are very strongly encouraged to implement all recommendations for mitigating risks related to the COVID-19 virus.

These requirements are in effect immediately and until further notice; however, they are subject to revisions as the COVID-19 virus environment changes.

- Create a plan to comply with all applicable federal, state, and local guidance, regulations, requirements and orders, as well as the CDC guidelines, as they relate to mass gatherings and sporting events; disseminate a copy of the plan to all applicable competition personnel.
- Inform all rally participants of protocols and safeguards implemented for their protection against spreading COVID-19.
- Inform all rally participants of their requirements prior to their arrival at the competition.
- Educate competition staff, volunteers, and officials regarding all procedures and requirements associated with the plan.
- Ensure vendors and service providers are included in the communication and knowledgeable requirements associated with the plan.

Waiver

- Ensure that any competitor who has not completed a 2021 Membership Form, signs, and submits an updated Release, Assumption of Risk, Waiver of Liability, and Indemnity Agreement required by USPC to rally organizers as a condition of participation.

Competition Access

- Require temperature and symptom monitoring for competition staff, volunteers, officials, and service providers at least once daily prior to entering the competition grounds. Remind participants that they must be self-monitoring temperatures and symptoms. Anyone with a temperature below 100.4° F (38° C) may enter the facility.
- Anyone who exhibits COVID-19 symptoms or has been in contact with someone who has tested positive for COVID-19 or exhibited COVID-19 symptoms within the last two weeks, may not enter the competition grounds.
- Require a face covering for all rally participants when not mounted.
  **Participants with health issues that preclude them from wearing a face covering are exempt from the requirement but are required to maintain a minimum 6’ social distance at all times.**  
  **A competitor may choose to wear a face covering when mounted and cannot be penalized for doing so.**
Signage

• Post signage that displays all applicable federal, state, and local regulations, requirements and orders, as well as CDC guidelines, as they relate to mass gatherings and sporting events in effect at the time of the competition.

• Post signage at all entrances to the competition grounds which identifies the symptoms of COVID-19 and states the following:
  
  o To protect others from possible transmission of the virus, anyone who exhibits COVID-19 symptoms or has been in contact with someone who has tested positive for COVID-19 within the last two weeks, cannot enter the competition grounds. These individuals are encouraged to contact their health care provider immediately for further medical advice and must obtain documented clearance from their health care provider before re-entering the competition grounds. Sample poster: Symptoms of Coronavirus Disease

• Post signage throughout the competition grounds (i.e. competition office, competition and schooling areas, barns, etc.) which includes recommendations about good hygiene along with informing rally participants and others about ways to reduce the risk of COVID-19 transmission. Sample Poster: CDC – Stop the Spread of Germs

Facility Cleaning and Disinfection

• Provide hand sanitization stations throughout the facility and request everyone to use frequently.

• Provide hand sanitization stations with access to soap, water, and paper towels, and/or alcohol-based hand sanitizer at each competition area and schooling/warm up area.

• Provide individual hand sanitizer to all competition staff, volunteers, and officials.

• Frequently disinfect surfaces touched by many: door handles, arena gates, wash racks and hoses, etc.

• Ensure frequent cleaning and disinfection of bathrooms, provide soap, water and paper towels and/or alcohol-based hand sanitizer in bathrooms, along with signage explaining appropriate hand washing procedures.

• Prohibit the use of public water fountains.

  **Create charts to track the locations of the hand sanitization stations for monitoring and refilling.

Social Distancing
Always enforce social distancing requirements throughout the competition areas.

• Make available online as must competition information as possible including schedules, COVID-19 precaution prevention, stabling assignments, logistics for arrival, etc.

• Prohibit the public, spectators, and non-essential personnel such as guests from being on the competition grounds.
• Schedule horse arrivals and departures to minimize contact between people. Configure stabling to comply with social distancing requirements in order to manage concentration of horses and people.

• Arrange competition staff and officials’ areas to comply with applicable social distancing requirements and guidelines.

• Restrict competition office access to essential personnel only, configure the space and limit the number of office staff to comply with social distancing, and limit the number of participants who can enter the competition office at one time. A table outside of the office maybe be used to conduct business to prevent unauthorized personnel, including competitors, from entering the office (e.g., schedule check-in/check-out times). Designate an individual to monitor and enforce these parameters.

**Enforcement Authority**

The rally organizer, rally organizing committee, and officials have the authority to remove from the facility any person who does not comply with the regulations and requirements in effect at the competition. Removal of a person from the competition grounds must be documented and reported to USPC in the Rally Organizer’s Report.

**Reporting**

The rally organizer must notify USPC if any person who was present at the rally tests positive for COVID-19 within 14 days of the conclusion of competition. Notification (with no identifying information) of the positive test must be emailed to executivedirector@ponyclub.org.

The individual testing positive for COVID-19 should be strongly encouraged:

• Contact local public health authorities (if the authorities are not already aware) for purposes of contact tracing.

• Contact others at the rally who may have had close contact with the individual as defined by the Centers for Disease Control.
Mandatory Requirements for Rally Participants

All USPC rallies must be held and comply with all applicable federal, state and local regulations, guidelines, requirements, and orders, as well as CDC guidelines, as they relate to mass gatherings and sporting events. Rally participants are required to comply with these and any additional rally requirements while on competition grounds. Failure to do so may result in expulsion from the grounds.

Waiver

If a 2021 Membership Form has not been completed, sign and submit an updated Release, Assumption of Risk, Waiver of Liability, and Indemnity Agreement to rally organizers as a condition of participation.

Competition Access

- Rally participants, and/or their parents, are required to self-monitor their temperature and for COVID-19 symptoms at least once daily prior to arrival. Anyone with a temperature below 100.4°F (38°C) may enter the facility. Prior to the rally participants should regularly have their temperatures checked and recorded to identify a personal normal temperature.
- Anyone who exhibits COVID-19 symptoms or has been in contact with someone who has exhibited COVID-19 symptoms or tested positive for COVID-19 within the last two weeks, may not attend the competition. Anyone who violates these requirements will be asked to leave.
- Rally participants are required to wear a face covering when not mounted.
  **Participants with health issues that preclude them from wearing a face covering are exempt from the requirement but are required to maintain a 6’ social distance at all times.**
  **A competitor choosing to wear a face covering when mounted cannot be penalized for doing so.**

Social Distancing and Cleaning

- Comply with social distancing requirements at all times while on the competition grounds.
- Wash hands often, provide and use hand sanitizer, gloves, masks, and other PPE (see Appendix I Definitions) as recommended.
Recommendations for Rally Organizers

The following recommendations have been provided to assist rally organizers with determining risks and developing measures to mitigate those risks. USPC strongly encourages the implementation of the following.

General Considerations

- Consider hosting smaller inter-center/club rallies to reduce the number of rally participants.
- Consider hosting trailer rallies to facilitate social distancing and reduce common contact points.
- When possible use local staff, officials, and volunteers to minimize travel and housing needs.
- Consider limiting the number of entrances and exits to the venue to manage the number of individuals accessing the competition grounds.

Planning

- Create a Rally Safety and Crisis Plan that include biosecurity details specific to a COVID-19 incident or outbreak that includes local medical resources and addresses outbreak protocols including medical evaluation, isolation, quarantine, and reporting.
- Use radio, phone, and online communication methods as much as possible and communicate important information frequently throughout the competition grounds.
- The number of individuals handling hardcopy paperwork should be minimized, and it is suggested that pictures be taken of score sheets and electronically sent to scorers.
- Build increased time into schedules (turnouts, rides, etc.) to accommodate social distancing and other protocols.
- Based on competitor numbers and facility layout, teams should be broken into cohorts with a maximum of 50 members. Cohorts should be stabled together and physically distanced from other cohorts to reduce the potential number of contacts during the rally.
- The team chaperone is responsible for overseeing social distancing compliance during rally competition. If the rally is an overnight rally, the team chaperone will be allowed in the barns during competition hours to oversee social distancing compliance, but may not be in the tack room, feed room or stalls. They may not act as a member of the team or perform any competitor related duties (They can take a folding chair and sit outside of tack or feed stalls, but must put the chair up out of the way when not in use). For teams with members all above the age of 18, they will be responsible for reminding each other to maintain social distancing protocols.
- When stabling, empty stalls should be left between teams, and during trailer rallies trailers should be grouped by team with space left between.
- Social areas are strongly discouraged unless social distancing requirements are enforced in accordance with all applicable federal, state and local regulations, guidelines, requirements, and orders as well as CDC guidelines as they relate to mass gatherings and sporting events.
Staffing Considerations

• Housing
  o Anyone requiring housing should be consulted about their preference to stay in a hotel or other accommodations.
  o Anyone requiring housing should be single occupancy per room unless they are from the same household.

• Transportation
  o Individuals should drive separately unless they are from the same household.

• Service Providers and Vendors
  o Advise any service providers (e.g. vendors, food service, farrier, feed suppliers, waste disposal personnel) to take precautions in accordance with federal, state, local and facility guidelines/regulations, and CDC guidelines.
  o For onsite food service, consider requiring individuals to bring their own food in lieu of hiring vendors, or requiring vendors to provide pre-packaged food and beverage only.

Facility Considerations

• Competition Office
  o Require all participants to complete any paperwork prior to approaching competition office, or the registration table set up outside the office.
  o Install clear plastic, glass, or other type of protective shield/barrier in front of office staff.
  o Use check in windows and limit entry into the show office if possible.
  o Provide hand sanitizer near the door.
  o Provide an ‘in’ door and an ‘out’ door if possible.
  o Provide markers to delineate 6 feet spacing between people in the office and in any waiting lines (e.g., markers on floor).
  o Prepare and email schedules and schedule changes as quickly as possible.
  o Establish appointment times for checkout at the competition office.

• Stabling
  o Restrict access to the stabling areas to horse management staff, competitors, team chaperones and other essential personnel as determined by organizer or ground jury. No open barn times for others to visit.
  o Remind all personnel in the stabling areas to comply with all best practices and guidelines in effect at the competition.
Competition Considerations

• Schedule competition days as efficiently as possible to minimize time spent on the competition grounds each day.

• Utilize online and physically posted orders of go and ride times.

• If you have multiple competition areas, consider designating one area as primary where assigned times and/or orders of go take precedence.

• Schedule course walks as necessary to comply with social distancing requirements (e.g., schedule small groups in separate sections).

• Utilize individual water bottles versus community water coolers and designate a process for distribution to minimize handling.

• Limit and organize seating areas to comply with social distancing requirements.

• Schooling area provisions:
  o Provide monitors to ensure compliance with requirements and best practices.
  o Schooling obstacles - Provide sanitizing items (spray bottles, wipes) and advise individuals to wear gloves while handling equipment and to wipe down equipment after use.
  o Determine equine/human capacity in relation to the area and restrict access to a limited number to maintain social distancing requirements.

• Create a method of giving ribbons and trophies that reduces or eliminates hand-to-hand contact.

Reporting
If someone tests positive for COVID-19 within 14 days of the conclusion of the competition. The rally organizer may consider notifying others who attended. If this notification occurs, the following verbiage should be used.

*Another attendee has tested positive for COVID-19, but due to privacy laws we cannot identify the individual and you should take whatever steps you deem appropriate.*
Recommendations for Rally Participants

Reporting
Any rally participant who tests positive for COVID-19 within 14 days of the conclusion of competition is encouraged to notify the rally organizer. If made aware of a positive test, the organizer must then notify USPC, but no identifying information will be included.

Cleaning
- Do not mix or share equipment any more than necessary (tack, grooming supplies, lead shanks, etc.) and sanitize shared equipment before and after each use.
- Regularly sanitize stall doors, bucket handles, light switches, etc., and equipment including tack, grooming, feeding, stall cleaning materials, etc.
- Use mounting blocks to avoid one-on-one contact.

Additional Considerations
Participants should have their own adequate food and beverage supplies available for the duration of the competition.
Rally Competition COVID-19 Adaptations

Rally competition procedures may include significantly more opportunities for the transmission of viruses and diseases. While this document and the following recommendations are targeted primarily at COVID-19 prevention, they are helpful for the transmission of any respiratory illness. Communicating the schedule and biosecurity expectations prior to the rally gives the participants an understanding of the potential risks and prevention measures in place.

The following are adaptations to normally mounted rally processes and are in effect until discontinued by USPC. Additional information about Quiz will be coming at a later date. The following information is in addition to the standard information for these rally functions.

Team Configuration
If possible, configure teams to minimize contact with others. Members of the same family, or individuals exposed to each other in other recent circumstances, should be placed on the same team whenever possible. If a team consists of members who have not been exposed to each other prior to the competition, arrangements must be made to reduce close contact. (i.e. assign stalls with a stall in between, rally kit per team member, limit the number of members in the tack room at one time)

Grounds Opening Times and Procedures
Develop a process for arrival and plans for maintaining social distancing during move-in.

Packet Pick-Up Procedure
Develop a process for picking up competitor packets and making corrections and changes to entries while maintaining social distancing during move-in.

Competition Start Time
The competition officially begins with the competitors briefing and must occur prior to any horse management judging. Once the competition officially starts the barns are closed to anyone other than competitors, team chaperones and officials. There will not be any open barn time for visitors.

Briefings
The increased use of sound systems may be needed to account for large space necessary to social distance and for masked presenters. Information covered in all briefings should be electronically transmitted to competitors, team chaperones and parents in case of difficulty hearing during the briefing. Some information may be shared prior to the rally in preparation and other information is shared, as necessary. This information is also posted online. Briefings may also be held via an electronic format. The briefing area must be large enough to accommodate social distancing requirements. Cohorts may be close together but distanced from other cohorts. Briefing templates are available on the Rally Organizer’s Page of the website.

Helmet and Safety Vest Checks
Horse management watches from 6’ away and directs the parent/chaperone to manipulate helmet and safety vest to demonstrate fit and makes adjustments, as necessary. Horse management staff is shown the helmet label verifying it meets the helmet policy.
**Required Equipment Checks**
During required equipment checks, both the competitors and horse management staff must wash/sanitize hands between each team. Per Article 89 of the Horse Management Handbook (HMH), perform abbreviated required equipment checks. Competitors are still expected to bring all items, but the list of checked items will be determined by the CHMJ and could be further reduced beyond the reduction as listed in HMH Article 89.

**Horse Inspection (Jogs)**
In preparation for and during jogs, all volunteers, competitors, and mounts must maintain social distancing requirements. If a mount needs to be examined by a veterinarian, they must properly sanitize before and after the contact with each mount. Scheduling should reflect the extra time needed due to social distancing requirements.

**Turnout Inspection**
All parties must maintain a 6’ distance as much as possible. Scheduling of turnouts should reflect the extra time needed due to social distancing requirements. The competitor may view their turnout sheet after it has been placed on a table or the ground and the horse management staff has backed away.

The team chaperone or competitor’s parent must attend with each competitor. After the initial presentation by the competitor, the team chaperone or parent will hold the mount. While the competitor follows the direction of the horse management staff to lift feet, raise saddle flaps, etc. for inspection. The horse management staff will not touch the member, mount, or equipment during the inspection except for extreme safety circumstances.

**Course Walks**
In preparation for and during all course walks competitors, coaches, and volunteers must maintain social distancing requirements and must wear facial coverings/masks.

**Mounted Ride Times and Competition**
Individual orders of go (OOG) must be publicly posted and should be available online if possible, during the competition. The OOG should be scheduled in a way to reduce potential competitor contact.

**Safety Checks**
All parties must maintain a at least 6’ distance. The team chaperone or competitor’s parent must attend with each competitor. After the initial presentation by the competitor, the team chaperone or parent will hold the mount. While the competitor follows the direction of the horse management staff to lift feet, raise saddle flaps, etc. for inspection. The horse management staff will not touch the member, mount or equipment during the inspection except for extreme safety circumstances.

**Turnbacks**
All parties must maintain a 6’ distance. At turnbacks, either the team chaperone, parent or other rider will carry the tack, and the rider will bring the mount. The team chaperone, parent or other rider will hold the mount while the competitor follows the direction of the horse management staff to lift feet, run hands under the belly and girth area to show lack of sand and grit. The horse management staff will not touch the member, mount, or equipment during the inspection except for extreme safety circumstances.
**Bandage Checks**
If bandage checks are required, horse management staff may touch the bandage coverings. Horse management staff must wash/sanitize hands between each mount’s bandage check.

**Night Checks**
During a designated time of each evening of a multi-day rally, competitors will return to do night checks and fill water buckets. They can be accompanied by the team chaperone and/or a parent to assist in carrying heavy items. Social distancing must be observed.

**Checking Horse Management Scores in the Barn**
The CHMJ should wear gloves when handling score sheets and they should be placed in page protectors prior to posting in the barns for competitor review. Horse management staff should monitor the checking of scores from 6’ or more away and remind competitors to maintain social distancing during this time. If competitors are lined up to review scores within the 30-minute inquiry time, they must be given the opportunity to review the scores even if the 30-minute inquiry time has been exceeded. (Only allow captains to check scores to reduce numbers).

**Posting Public Scores**
The scorer should wear gloves when handling score sheets, and they should be placed in page protectors or under plastic prior to posting. Writing reminders about maintaining social distancing should also be posted there.

**Inquiry Period**
If competitors are lined up to review scores within the 30-minute inquiry time, they must be given the opportunity to review the scores even if the 30-minute inquiry time has been exceeded.

**Awards**
It is recommended that awards be passed out individually, limiting the number of people who touch the ribbons/awards. If an awards presentation occurs, it must follow social distancing measures (6’ apart and facial coverings/masks required) and the ribbons/awards should be pick-up individually (i.e. one person wearing gloves place ribbons on table and each competitor picks up their ribbon or only the captain picks up the ribbons).

**Rally Evaluations**
An electronic rally evaluation form ([https://www.ponyclub.org/secure/forms/rallyevaluation.aspx](https://www.ponyclub.org/secure/forms/rallyevaluation.aspx)) is available on the USPC website for competitors, parents, volunteers, and leaders to complete on their phones, or electronically from home.

**Wrap-Up Meeting**
Wrap up meetings should be completed by phone call, or electronic means. If an in-person meeting is required, all social distancing measures must be followed.
Appendix I
Definitions

CDC – Centers for Disease Control. All activity that occurs at a USPC function must be conducted in accordance with CDC guidance protocols.

Cohorts – A numerically defined group of competitors that can be tracked and separated from other cohorts during the rally.

Competition Area/Schooling Area - For purposes of this document, any reference to competition area and/or schooling area includes rings, arenas, fields, cross-country fields, and any other areas designated for competition, schooling or exercise purposes.

Face Coverings – For purposes of this document, any reference to face coverings includes cloth face coverings, N-95, KN-95 and surgical masks. ***The CDC currently recommends wearing cloth face coverings in public settings. Cloth face coverings should fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction and be able to be laundered and machine dried without damage or change to shape. The CDC currently recommends N-95, KN-95 should be reserved for healthcare workers or other medical first responders.

Isolation – Separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious, from those who are not infected to prevent the spread of the disease.

PPE – Personal Protection Equipment which may include gloves, face masks, etc.

Public/Spectators – For purposes of this document, spectators refer to the general public, fans, or any individuals who are not directly involved in the competition by way of being a participant, parent, chaperone, coach or member of the rally organizing committee.

Quarantine – Separation of a person or group of people, known or reasonably believed to have been exposed to a communicable disease but are not yet symptomatic, from others who have not yet been exposed, to prevent the possible spread of the communicable disease.

Rally Organizer – For purposes of this document, rally organizer is the region, center or club management designee(s) for the rally.

Rally Organizing Committee – For purposes of this document, rally organizing committee includes any individual serving as an official or volunteer as designated by the rally organizer and regional, center or club leadership. This includes, but is not limited to, officials, medical personnel, volunteers, etc.

Rally Participants – For purposes of this document, any reference to participants includes competitors, parents, chaperones, coaches, competition staff, volunteers, officials, service providers, and vendors.
**Social Distancing** – Defined as avoiding congregate settings or concentration of individuals in a single area and maintaining a minimum of six feet from others unless absolutely impossible.

**Service Providers** – For purposes of this document, service providers are those individuals or entities who provide direct services contracted by rally organizing committee. Service providers include but are not limited to vendors, caterers, feed suppliers, photographers, videographers, cleaning service providers (including portable restroom service), and waste disposal personnel.

**Symptoms** – Symptoms of COVID-19 include, but are not limited to, subjective or measured fever, cough, and shortness of breath and/or difficulty breathing. Additional symptoms may include sore throat, muscle pain, headache, chills/shaking, or newly developed loss of taste or smell.

**Temperature Monitoring** – The daily (or alternatively defined period) non-contact body temperature testing utilizing technology that scans forehead temperature (temporal or infrared thermometer) to measure an individual’s body temperature to verify no fever is present. For purposes of this document, a fever is defined as an elevated body temperature of 100.4°F (38°C) or higher. *This definition of fever utilizes a temperature threshold slightly lower than in CDC guidelines, but this more stringent temperature threshold prevails as the requirement.*
Appendix II
Resources

USPC Key Rally Contacts

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<th>Activities Director</th>
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<th>Executive Director</th>
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<tr>
<td>Erin Woodall</td>
<td>Sue Beth Bunn</td>
<td>Teresa Woods</td>
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<tr>
<td><a href="mailto:activities@ponyclub.org">activities@ponyclub.org</a></td>
<td><a href="mailto:SueBethB@ponyclub.org">SueBethB@ponyclub.org</a></td>
<td><a href="mailto:executivedirector@ponyclub.org">executivedirector@ponyclub.org</a></td>
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<tr>
<td>(859) 559-0650</td>
<td>(706) 566-2494</td>
<td>(859) 254-7669</td>
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CDC Resources
(Centers for Disease Control)

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