



COVID-19 Guidance for SheShreds version 3 – 13Feb2021

This document outlines the revised criteria for policies and procedures established by the Canadian and provincial (Albertan and British Columbia) governments to address the COVID-19 pandemic response. As the COVID-19 pandemic is an evolving situation, this document and the guidance within are subject to change and will be updated as appropriate. This current version includes the current guidelines from both Alberta and British Columbia provincial governments.

Communication related to COVID-19

- Encourage all coaches, leaders and clients to remain up to date with developments related to COVID-19 for the province they are recreating in.
- Notify coaches, leaders and clients of the steps being taken by the workplace to prevent the risk of transmission if infection, and the importance of their roles in these measures. These include:
 - Coaches, leaders and clients can mitigate risks when attending events by driving alone
 - Coaches and leaders can mitigate risks when engaging in other activities outside of SheShreds events by riding less technical trails, staying close to home, riding alone or with members of their household. They can encourage their participants to do the same.
 - Coaches, leaders and clients can mitigate risks when attending events by disinfecting their equipment, washing their clothing and gloves, using cloth masks/buffs as well as staying 2 metres apart when able.
- Make the above information available to coaches, leaders and clients. All coaches, leaders and clients receive this guidance prior to attending any SheShreds event (via email) and this information and document is posted on our website and a copy is physically on-site with the coach (in their coach or leader kit).
- Ensure coaches, leaders and clients are aware that [Order 05-2020/Travelers' Order PHO](#) requires individuals who have tested positive for COVID-19, have symptoms of COVID-19, have had close contact with a person with COVID-19 or have returned from travel outside of Canada to be in self-isolation for a minimum of 14 days or quarantine for 10 days.
 - If an individual becomes sick during the 14-day isolation period, they should remain in isolation for an additional 10 days from the start of symptoms, or until the symptoms resolve, whichever is longer.
- Remind coaches, leaders and clients that mental health & social supports are available and to reach out if additional resources are required.
 - [Help in Tough Times](#) (AHS)
 - [Mental Health and coping with COVID-19](#) (CDC)



Sick Coaches, Leaders & Clients

- Encourage all coaches, leaders and clients with symptoms such as cough, fever, shortness of breath, runny nose, or sore throat symptoms to complete the self-assessment and get tested for COVID-19
- [Order 05-2020/Travelers' Order PHO](#) legally obligates individuals who have a cough, fever, shortness of breath, runny nose, or sore throat (that is not related to a pre-existing illness or health condition) to be in isolation for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
 - These requirements must be followed regardless of whether or not the individual has been tested for COVID-19
- If a coach, leader or client does come to work sick, or becomes sick while at work, the following requirements apply:
 - Coaches, leaders or clients who appear to have acute respiratory illness symptoms (e.g., cough, shortness of breath) upon arrival to a SheShreds event, or become sick while at an event, should begin isolation at home immediately
 - The coach, leader or client should be isolated away from others while waiting for transportation, if applicable
 - If a coach, leader or client requires close contact and care, others may continue to care for the individual but should wear a mask and nitrile gloves during all interactions and should avoid contact with the individual's respiratory secretions. The minimum number of people should be involved in the care.
 - Individuals should wash their hands before donning a mask and before and after removing the mask and before and after touching any items used by the sick person. Refer to [COVID-19 Guidance for non-medical masks](#) for more information.
 - After being directed to leave the event, symptomatic coaches, leaders or clients should follow hand hygiene and respiratory etiquette and maintain at least 2 metres of distance from others, unless close contact and active care is required.
 - If needed, arrangements should be made by SheShreds for transportation home if the sick individual did not drive themselves - public transportation like buses, taxis or ride sharing should be avoided.
 - Once a sick individual has left the event, clean and disinfect all surfaces and items with which they may have come into contact
 - Items that cannot be cleaned and disinfected should be removed and stored in a sealed container or a separate room/space for a minimum of 3 days
 - Other coaches and leaders should immediately consider and record the names of all close contacts the sick coach or client has been in contact with that day and in the 48 hours prior to when the symptoms started. This information may be necessary if the sick coach, leader or client later tests positive for COVID-19. Detailed attendance records are kept for these purposes, but identifying those in particular contact should be done as soon as possible.

- Coach, leader or client diagnosed with COVID-19
 - [Order 05-2020/Travelers' Order PHO](#) legally requires individuals to be in isolation for a minimum of 10 days if they have tested positive for COVID-19. The isolation period is 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
 - If a coach, leader or client is confirmed with COVID-19, and it is determined that other people may have been exposed to that person, Alberta Health Services (AHS) or Provincial Health Services Authority (PHSA) may be in contact with SheShreds to provide the necessary public health guidance. Records may be sought up to two weeks prior to the individual becoming ill. SheShreds will keep detailed attendance records for all individuals attending events for over 15 minutes.
 - Coaches and leaders should work cooperatively with Alberta Health/Alberta Health Services (AHS) or Interior Health/Provincial Health Services Authority (PHSA) to ensure those potentially exposed to the individual receive the correct guidance
 - If a SheShreds event is connected to a confirmed or probable case of COVID-19 will be required to close all events for a minimum of 72 hours to allow contact tracing (or as directed) and then adhere to recommendations from Alberta Health/AHS or Interior Health/PHSA.

Prevention

- SheShreds will
 - Take measures to prevent the risk of transmission of infection amongst coaches and clients, as indicated in this document
 - Provide information for rapid response if a coach, client or member of the public develops symptoms of illness while at an event
 - Maintain high levels of hygiene
 - Provide disinfectant on-site and encourage use to disinfect bike high-touch points before and after events
 - Provide hand sanitizer on-site and encourage use to disinfect hands
 - Require cloth masks/buffs to be used (and available if needed)
 - Encourage high-touch equipment such as mountain biking gloves be washed after each event on a sanitizing wash cycle
- Hazard assessment has been conducted on all tasks performed in the business:
 - Regular trail programming has been altered to 4 Levels of operations (Appendix A), dependent on provincially dictated restrictions. These are only guidelines and are subject to change if restrictions differ from the prescribed Levels.
 - Trail riding will be discussed with all groups prior to a trail ride to maintain more than 5 seconds of space between riders (2 “ghost riders” between riders)



- Trails will be selected for the group's ability, and trail difficulty will be reduced when needed, based on the coach or leader's evaluation of the group's energy levels and abilities.
 - Group size limits for private lessons will be reduced (no more than 5, including a coach)
 - Coaches and leaders will avoid touching clients or their equipment and will have disinfectant and hand sanitizer on-site if this cannot be avoided
 - In an emergency situation, gloves and a mask/buff should be used. These are available for coaches and leaders.
 - See complete Hazard Assessment in PPE section below
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- **Screening**
 - Coaches and leaders should actively self-screen themselves and screen clients for symptoms of fever, sore throat, cough, runny nose or difficulty breathing
 - Encourage coaches, leaders and clients to check for the presence of a fever using a calibrated thermometer at home
 - Re-iterate that anyone who is sick with cold-like symptoms such as cough, fever, runny nose, sore throat or shortness of breath **MUST NOT** attend a SheShreds event
 - Clients with these symptoms are not permitted at SheShreds events and should be advised to return home immediately
 - There are no disincentives for coaches or leaders to stay at home while sick or isolating or who need to care for a child or dependent adult who is required to isolate/quarantine
 - Coaches and leaders are not required to have a medical note
 - Coaches and leaders have the right and obligation to refuse SheShreds work that they believe is unsafe
 - Clients will receive a refund based on the cancellation policy agreed to at the time of product purchase if they are not able to attend based on experiencing possible COVID-19 respiratory symptoms. Clients confirm they have read the cancellation policy as well as this COVID-19 Procedure document prior to purchase.
 - To enable quick contact, SheShreds maintains an up-to-date contact list for all coaches, leaders and clients including names, phone numbers, emergency contacts and existing medical conditions
 - For the purposes of tracing close contacts, SheShreds will be able to indicate
 - Roles of persons working for SheShreds
 - Who was at which location at any given time
 - Who a coach or leader may have worked with at any given time
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- **Hygiene**
 - Coaches and leaders should promote and facilitate frequent and proper hand hygiene for other coaches and clients



- SheShreds will provide a means to sanitize hands and disinfect equipment at all events
- Coaches, leaders and clients will be encouraged to wash their hands before and after events with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (greater than 60% alcohol content)
 - [AHS Hand hygiene education](#)
 - [Handwashing HealthLink BC](#)
 - Glove use is not a substitute for hand hygiene. Hands should be cleaned before and after using gloves.
- Coaches and leaders should practice and encourage respiratory etiquette (e.g. coughing or sneezing into a bent elbow, prompt disposing of used tissues in the trash or kept in a pocket until a garbage is found)
- Remind coaches, leaders and clients to refrain from touching their faces

- **Cleaning and disinfecting**
 - Cleaning refers to the removal of visible soil. Cleaning does not kill germs but is highly effective at removing them from a surface. Disinfecting refers to using a chemical to kill germs on a surface. Disinfecting is only effective after surfaces have been cleaned.
 - Use a “wipe-twice” method to clean and disinfect. Wipe surfaces with a cleaning agent to clean off soil and wipe again with a disinfectant.
 - Equipment touch points (handlebars, grips, shifters, brake levers, saddle, top tube) should be cleaned and disinfected after attending any SheShreds events. Any teaching tools (pylons, ropes etc.) should be cleaned and disinfected after being used.
 - Frequently clean and disinfect high-touch surfaces such as car door handles, steering wheels, cell phones, pens, clip boards.
 - Regular household cleaning and disinfecting products are effective against COVID-19 when used according to the directions on the label
 - Use a disinfectant that has a Drug Identification Number (DIN) and a virucidal claim (efficacy against viruses)
 - A 10% bleach solution is also effective
 - Health Canada has approved several [hard-surface disinfectants](#) and [hand sanitizers](#) for used against COVID-19
 - Sanitizer and disinfectant are provided to SheShreds coaches and leaders

- **Personal Protective Equipment (PPE)**
 - A Hazard Assessment related to COVID-19 was performed for SheShreds according to [Workplace Safety Order](#) and [Workplace Guidance for Business Owners](#)
 - Hazard Identification
 1. Commonly or shared-touch surfaces such as a client’s bike
 2. Mountain Biking instruction puts coaches and clients in close contact

3. Injury treatment puts coaches, leaders and clients in close contact
 4. Congestion in several parts of the trail system (staging area, trailhead, on trail)
- Risk Analysis and Evaluation
 1. Low risk as coaches, leaders and clients typically wear mountain biking cloth gloves
 2. Moderate risk as clients, leaders and coaches may come closer than the recommended 2 metres, and depending on restrictions may be part of a sports league cohort
 3. Moderate risk as coaches and leaders require close contact with clients to treat any injury
 4. Moderate risk as other trail users are unpredictable in their numbers or their actions
 - Risk Control
 1. Instruct coaches and leaders to avoid touching clients' equipment. Inform clients that their coaches and leaders will be encouraged not to touch their bike and will guide clients to perform their own bike and equipment check.
 2. Levels of Operations have been established (see Appendix A) to organize coach/leader ratio to client numbers based off of provincially mandated group sizes and other restrictions.
 3. Coaches, leaders and clients are required to have a buff or other nose and mouth cover that can be used if an injury occurs. Refer to [COVID-19 Guidance for non-medical masks](#) for more information.
 4. SheShreds groups will not ride on black rated trails. All coaches will assess their groups ability through in-person weekly interactions (weekly group) and by in-person ability assessments for weekend retreats and clinics. Trail choice will be revised based on these assessments as needed.

Areas for staging will be chosen based on known area activity and locations where other trail users do not gather will be preferred and used. As much instruction and preparation will occur at staging to reduce time spent at the trailhead.

When stopping on trail, coaches, leaders and clients will be asked to move well off the trail to allow other trail users to flow through. When other trail users appear, SheShreds groups can turn into the forest while the other trail user passes by. Most trail users do not stop and session features of the trail, so significant interaction is not anticipated. If this does occur, a 2 metre distance will be maintained and if this is not possible, personal information will be exchanged to have an accurate record for tracing, if needed.



- PPE is based on risk of exposure to a pathogen that considers both the risk associated with a specific task/activity as well as the source of infection (e.g. ill person). PPE that is chosen should be appropriate to the hazard
 - Non-medical masks/buffs and gloves are the PPE for SheShreds coaches, leaders and clients
- When hazards related to COVID-19 cannot be completely eliminated, the following hierarchy of controls are required:
 - First choice: Engineering controls
 - These control the hazards at the source. Examples include increased ventilation of operating outdoors, choosing less busy trails, stopping on wider sections of trail, avoiding significant time at trailheads with other trail users, providing hand sanitizer and disinfectant for equipment
 - Second choice: Administrative controls
 - These controls change the way coaches, leaders and clients interact. Examples include this document outlining policies for physical distancing, altering our methods of programming into Levels (see Appendix A), providing supplies and reminders for hand hygiene.
 - Third choice: PPE
 - PPE is necessary when physical distancing of 2 metres or physical barriers cannot be maintained by administrative and engineering controls. PPE controls the hazard at the coach, leader and client level. Examples include mountain biking gloves, eye protection like sunglasses and non-medical masks/buffs (tube style bandanas that cover the nose and mouth).
 - [COVID-19 Guidance for non-medical masks](#)
- When a hazard cannot be controlled by a single control method, a combination of these controls should be used to provide an acceptable level of safety.
 - PPE like gloves and buffs should be washed after each use, so it can perform its intended function to protect coaches, leaders and clients.
 - Since the hazard assessment determines that PPE is necessary, SheShreds will ensure that the PPE fits coaches, leaders and clients effectively
- **Distancing & gatherings in the workplace**
 - [Indoor & Outdoor Gatherings](#) (replacing [Order 07-2020](#)) in Alberta
 - Restricting the number of clients and coaches per lesson or event
 - These groups can use shared equipment, but this should be cleaned regularly (ex. Pylons)
 - Maintaining a 2 metres separation between individuals is recommended when possible
 - Limiting accepting cash payments and encouraging electronic money transfers and waiver completion, where possible



- Apart from the event, individuals should maintain physical distancing when arriving and leaving the event
- Ability groups will keep in the same cohort with the same coach week to week, with minor changes as needed
- Currently in BC, [Outdoor team sport activities](#) does not permit outdoor sports groups (effective February 8th 2021) so none of this document currently applies.
- **Retail Items**
 - Retail items (stickers, jerseys, buffs) will be handled and packaged after cleaning and disinfecting hands and the packaging
 - Clients are not permitted to try on apparel
 - Retail items are final sale only to prevent the risk of COVID-19 transmission
- **Outdoor Recreation Businesses / Day Camps Guidance**
 - Checklist for cleaning and disinfecting and providing hand sanitizing stations
 - A record of attendance is kept for all events and special visitors that stay for longer than 15 minutes
 - No food sharing or food provided by SheShreds (other than sealed nutritional samples from other businesses)
 - Water bottles should not be shared or touched by other clients
- **Private Lessons**
 - Keep groups smaller than 5 (including a coach)
 - Programs will be primarily offered to those in the local community to avoid traveling between communities
 - Weekend retreat weekends in Golden, BC (July 10-11, 2021) and Valemount, BC (July 24-25, 2021) will adhere to local COVID-19 recommendations prior to the event (government, community and cycling authority)
 - Group size will be up to 15 (ratio of 7 participants to 1 coach)
 - Special consideration given to those traveling from outside BC - recommending clients consider delaying participation
 - Coaches and clients will not congregate in groups at the trailhead at the beginning or end of a lesson
 - On trails, maintain a distance of 5+ seconds between riders. Maintain clients to the correct route by employing trail communication (left, right, through, stopping). This is to be discussed at staging, not the trailhead.
 - On trails, stop to re-group in locations where the group can move off the trail for other users to continue through and still maintain 2 metres space between the coach and the clients at all times.
 - If another trail user approaches, pull off the trail to provide space for them to pass. Direct respiration into the forest while to other trail user passes.



References

- [General Relaunch Guidance \(updated September 2020\)](#)
- [COVID-19 Guidance for non-medical masks](#)
- [British Columbia Workplace COVID-19 Safety Plans \(14May2020\) Order PHO Section 30, 31, 32, 39\(3\) Public Health Act S.B.C. 2008](#)
- [British Columbia Province-wide restrictions – Outdoor team sports activities \(effective February 8th 2021\)](#)
- [Alberta Government Guidance for Day Camps \(updated November 2, 2020\)](#)
- [Alberta Government Guidance for Outdoor Fitness \(updated June 22, 2020\)](#)
- [Professional Mountain Biking Instructors Association COVID-19: Operator Guidelines](#)
- [BC COVID-19 Go-Forward Management Strategy - Managing transmission in organizational and specific settings](#)
- [British Columbia Travelers' Order PHO Section 27, 28, 29, 67 Public Health Act S.B.C 2008](#)
- [Indoor & Outdoor Gatherings \(Alberta\)](#)
- [BC's Restart Plan](#)
- [Alberta Bicycle Association COVID-19 Return to Play Protocol](#)
- [Alberta's COVID-19 Guidance for Winter Recreation](#)

Appendix A: **SheShreds COVID-19 Level of Operations**

While we don't know what our summer holds in terms of restrictions, we still want to shred on bikes! We have established four ways we can operate this coming season, based on procedures developed during our 2020 season. The level chosen for our operations will be determined by SheShreds coaches and leaders based on SheShreds coaches and leader availability (illness), government restrictions and public health orders. All procedures will follow the SheShreds COVID Procedures.

Unless otherwise specified, coaches, leaders and participants who are feeling unwell or have any close contacts feeling unwell are required to stay at home and masks are required at all SheShreds events.

Group Numbers:

Bike School:

- 42 participants (typically we see 85% [36] participant attendance rate at the highest, 70% [30] average. Planning numbers assume 100% attendance.)
 - Ninjas: 15 participants
 - Rock Stars: 18 participants
 - Hot Shots: 9 participants
- 7 coaches available
 - Ninjas: 2 coaches/ride for all Levels
 - Rock Stars: 2 coaches/ride for all Levels
 - Hot Shots: 1 coach/ride for all Levels

Shredders:

- 28 participants (expected 70% [20] participant attendance rate. Planning numbers assume 100% attendance.)



- 5 leaders available (3 leaders for Level 2, 2 leaders for Levels 3-4)

SheShreds Programming based on projected Restrictions:

Level 1

Based on PHO Interpretation: Outdoor gatherings permitted for groups of 10 or less, socially distant of more than 3 metres between members

Bike School: Groups of 10 (9 members and 1 coach). Clinic-style lessons in open grass fields. No trail rides. Coaches stay with the same group, and if a coach is unable to attend and a replacement is not available, then the ride for that ability group is cancelled.

Shredders: No rides.

Level 2

Based on PHO Interpretation: Outdoor gatherings permitted for groups of 10 or less

Bike School: Ability groups meet in separate outdoor locations in the city. After introducing the lesson, groups split into up to 9 members with 1 coach to go on separate trail rides. Coaches stay with the same ability group.

Shredders: Groups of 10 (9 members and 1 leader) for trail rides. Same leader for the ride, but leaders change week to week.

Level 3

Based on PHO Interpretation: Outdoor gatherings permitted for cohorts of 20 or less

Bike School: Ability groups meet in separate outdoor locations in the city. After introducing the lesson, the Ninjas and Rock Stars will split up into smaller groups of no more than 15 total (up to 14 members and 1 leader) for a trail ride. The Hot Shots group is always under 15 individuals. Coaches are able to move to different ability groups from week to week.

Shredders: Groups of up to 15 (14 members and 1 leader) for trail rides - this requires evenly split groups. Same leader for the duration of the ride, but change week to week.

Level 4

Based on PHO Interpretation: Outdoor gatherings permitted for groups of 50 or less

Bike School: All ability groups meet in the same outdoor location (up to 42 members and 5 coaches). After introducing the lesson, groups split into ability groups to go on separate trail rides. Coaches are able to move to different ability groups from week to week.

Shredders: Groups of 20 (19 members and 1 leader) for trail rides - this allows for uneven group sizes. Same leader for the ride, but change week to week.

If restrictions are more restrictive or significantly different from the above listed parameters, SheShreds coaches and leaders will attempt to determine a level of operations that meets the government restrictions and recommendations, which may include halting our operations for a period of time or for the remainder of the season. Please review our Cancellation policy which now includes shutdowns due to government restrictions. We love coaching and developing our girl gang community and we hope the COVID-19 situation improves but the health and safety of our team, our members and our cycling community is the most important and will be prioritized.