



## COVID-19 Guidance for SheShreds version 2 - 17Jun2020

This document outlines the revised criteria for policies and procedures established 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 Phase 2 guidelines from both the Provinces of Alberta and British Columbia.

### Communication related to COVID-19

- Encourage all coaches to remain up to date with developments related to COVID-19 for the province they are working in.
- Notify coaches 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 can mitigate risks when attending events by driving alone
  - Coaches can mitigate risks when engaging in other activities outside of work 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.
  - 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 m apart when able. As sports cohorts of less than 50 are permitted, weekly members and weekend retreat groups can become cohorts, respectively.
- Make the above information available to coaches and clients. All clients receive this guidance prior to attending any SheShreds event and this information and document is posted on our website and a copy is physically on-site with the coach.
- Ensure coaches and clients are aware that [Order 05-2020/Travellers Order PHO](#) requires individuals who have returned from travel outside of Canada to be in isolation for a minimum of 14 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.
  - All non-essential travel outside Canada should be cancelled, as per the Government of Canada's travel advisory

### Sick Coaches & Clients

- Encourage all coaches 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/Travellers 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 or client does come to work sick, or becomes sick while at work, the following requirements apply:
  - Coaches 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 or client should be isolated away from others while waiting for transportation, if applicable
    - If a coach or client requires close contact and care, coaches can 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.
    - 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
  - After being directed to leave the event, symptomatic coaches or clients should follow hand hygiene and respiratory etiquette and maintain at least 2 meters of distance from other coaches and clients
  - Arrangements should be made by the SheShreds for transportation home where needed - 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 for a minimum of 10 days
  - Other coaches 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 or client later tests positive for COVID-19. Detailed attendance records are kept for these purposes.
- Coach or client diagnosed with COVID-19
  - [Order 05-2020/Travellers 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 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 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 SheShreds 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, and then adhere to recommendations from Alberta Health/AHS or Interior Health/PHSA.

## Prevention

- SheShreds should
  - Prevent the risk of transmission of infection amongst coaches and clients
  - Provide for rapid response if a coach, client or member of the public develops symptoms of illness while at an event, and
  - Maintain high levels of hygiene
  - Provide disinfectant on-site and encourage use to disinfect bike common touch points
  - Provide hand sanitizer on-site and encourage use to disinfect hands
  - Encourage cloth masks/buff to be available and used
  - Encourage equipment such as mountain biking gloves be washed after each event
- Conduct hazard assessment on all tasks performed in the business. Consider business closures or suspension of specific tasks where the risk of transmission of infection to coaches and clients cannot be mitigated
  - Regular trail programming has been altered to open air clinics practice for longer periods of time
  - Trail riding will be discussed to maintain more than 5 seconds of space between riders (2 ghost riders between riders)
  - Chosen trails will be conservative for the group's abilities, and trail difficulty will be reduced when needed, based on the coach'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 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, in which case gloves and a mouth and nose cover should be used, these are available for coaches
  - See complete Hazard Assessment in PPE section below

### - Screening

- Coaches should actively self-screen themselves and screen clients for symptoms of fever, sore throat, cough, runny nose or difficulty breathing
  - Encourage coaches and clients to check for the presence of a fever using a calibrated thermometer at home
- Emphasize that anyone who is sick with cold-like symptoms such as cough, fever, runny nose, sore throat or shortness of breath **MUST NOT** be in attendance at a SheShreds event
  - Clients with these symptoms should not be allowed at SheShreds events and should be advised to return home
  - There are no disincentives for coaches to stay at home while sick or isolating or who need to care for a child or dependent adult who is required to isolate
  - Coaches are not required to have a medical note
  - Coaches have the right and obligation to refuse SheShreds work that you 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
- To enable quick contact with coaches, SheShreds maintains an up-to-date contact list for all coaches, including names, phone numbers, emergency contacts and existing medical conditions
- For the purposes of tracing close contacts, SheShreds should be able to indicate
  - Roles of persons working for SheShreds
  - Who was at which location at any given time
  - Who a coach may have worked with at any given time

### - Hygiene

- Coaches 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 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 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 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
  - Disposable wipes or spray cleaners will be made available for coaches and clients
- **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 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 both coaches and clients typically wear mountain biking cloth gloves

2. Moderate risk as clients and coaches may come closer than the recommended 2 m, however with Stage 2 are now part of a sports league cohort
  3. Moderate risk as coaches 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 to avoid touching clients' equipment. Inform clients that their coaches will be encouraged not to touch their bike and will guide clients to perform their own bike and equipment check.
    2. A portion of instruction is moved to open air fields and coaches and clients are encouraged to use a cloth mask/buff when the 2m distance recommendation is not possible On-trail instruction can occur for groups of less than 12 (ideally 7)
    3. Coaches and clients are required to have a buff or other nose and mouth cover that can be used if an injury occurs
    4. SheShreds groups will ride on conservative trails when compared to the skill level of the client group. No black rated trails will be used. All coaches will assess their groups ability through in-person weekly interactions (weekly group) and by in-person ability assessments for weekend retreats. Trail choice will be revised based on these assessments

Areas for staging will be chosen based on known area activity and locations where other trail users and locals 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 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 local trail users do not stop and session features of the trail, so significant interaction is not anticipated. If this does occur, a 2 m 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
    - Buffs and gloves are the PPE for SheShreds coaches 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. E.g. Increased ventilation of operating out in grass fields, choosing less busy trails, stopping on wider sections of trail, avoiding significant time at trailheads, providing hand sanitizer and disinfectant for equipment
- Second choice: Administrative controls
  - These controls change the way coaches and clients interact. Examples include this document outlining policies for physical distancing, altering our methods of programming, 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 and client level. Examples include mountain biking gloves, eye protection like sunglasses and buffs (tube style bandanas that cover the nose and mouth).
- 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 and clients.
  - Since the hazard assessment determines that PPE is necessary, SheShreds will ensure that the PPE fits coaches and clients effectively
- **Distancing & gatherings in the workplace**
  - [Indoor & Outdoor Gatherings](#) (replacing [Order 07-2020](#)) and [Mass Gatherings](#) permits cohort groups, including sports teams, of up to 50 players
    - Includes groups of people whose members do not always keep 2 m apart
    - These cohort groups can use shared equipment, but this should be cleaned regularly (e.g. Pylons)
    - Maintaining a 2 metre separation between individuals is recommended when possible
    - Restricting the number of clients and coaches per lesson or event
    - 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
- **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 4 (including a coach)
  - Programs will be primarily offered to those in the local community to avoid traveling between communities
  - Weekend retreat weekend in Golden, BC (July 25-26, 2020) will adhere to local COVID-19 recommendations (government, community and cycling authority)
    - Group size will be 6 participants to 1 coach
    - Special consideration given to those traveling from outside Golden, BC - recommending clients consider delaying participation to following year
  - 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

- [Alberta Government Workplace Guidance for Business Owners](#)
- [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 Mass Gatherings Events \(22May2020\) Order PHO Section 30, 31, 32, 39 Public Health Act S.B.C. 2008](#)





- [Alberta Government Guidance for Day Camps](#)
- [Alberta Government Guidance for Outdoor Recreation](#)
- [Professional Mountain Biking Instructors Association COVID-19: Operator Guidelines](#)
- [BC COVID-19 Go-Forward Management Strategy - Managing transmission in organizational and specific settings](#)
- [BC Government: Key Steps to Safely Operating your Business or Organization and Reducing COVID-19 Transmission](#)
- [British Columbia Travellers Order PHO Section 27, 28, 29, 67 Public Health Act S.B.C 2008](#)
- [Indoor & Outdoor Gatherings \(Alberta\)](#)
- [BC's Restart Plan](#)
- [Alberta's Relaunch Strategy](#)
- [Exemption of Day camps operated in recreational or entertainment businesses](#)
- [Alberta Bicycle Association COVID-19 Return to Play Protocol](#)