



Your Cycling Connection

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## COVID-19 Protocols for In-person Programs

*Last updated: July 1, 2020*

### What We Are Doing:

- **Training:** All instructors must attend a specialized training session prior to teaching any in-person programs. This is to ensure protocols are understood and agreed upon.
- **Group size:** Maximum program size of 6 participants + 1 instructor
- **Location:** Outdoors programs only, until further notice. Programs are to be held in less busy areas that are not a thoroughfare for others, and where there is sufficient room for everyone to spread out.
- **Hand hygiene:** Hand sanitizer will be available at every program, and hand washing or sanitizing will be encouraged for everyone before and after. If sinks with soap are available nearby, time will be made for handwashing before starting.
- **Personal Protective Equipment:** Instructors are encouraged to always carry a mask and gloves while working in case a situation arises where physical distancing is no longer possible (e.g., first aid emergency, preventing a fall), or if a participant requests their use. When masks are used, they should be clean, fit appropriately, and be put on with clean hands.
- **Equipment:** Instructors have each been provided with personal equipment such as first-aid kits and vests to keep for the entire season.
- **Physical distancing:** A 2m distance between instructors and participants will be maintained whenever possible. Keeping in mind that a situation may arise where an instructor may HAVE TO close this distance in the interest of safety (e.g., first-aid emergency, preventing a fall). These considerations will be discussed in the program introduction. Instructors are aware of [WorkSafeBC First aid protocols for use during the COVID-19 pandemic](#).
- **Pre-screening/self-disclosure procedure for Instructors:** Instructors cannot conduct in-person work with the public if:
  - they have [symptoms](#) of COVID-19 ([refer to this self-assessment tool from BC Government](#))
  - they, or anybody in their household, are diagnosed with COVID-19, until a minimum period of 10 days or until COVID-19 is resolved by a negative test
  - they have travelled outside the province or country in the last 14 days
  - they have been directed by Public Health to self-isolate
- If an instructor feels any symptoms starting during an instructional session, they must inform the participants and immediately end the session. Participants will be reimbursed/rescheduled.
- Instructors will not be penalized if they stay home because they feel sick.



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- **Post-course disclosure agreement for Instructors**
  - HUB coordinators and instructors must maintain easily accessible lists of names and contact information for all program participants, to allow for quick contact tracing if required.
  - Instructors must notify HUB Cycling if they experience COVID-19 related symptoms or receive positive COVID-19 test results in the week following the program.

### What You Can Do:

- **Equipment:** Participants should make every effort to bring a bicycle in good working order to minimize an instructor's need to touch the bicycle.
- **Hand hygiene:** Hand washing or sanitizing before and after the program is highly encouraged.
- **Personal Protective Equipment:** Participant mask and glove use is optional, and are the participant's responsibility to bring. When a mask is used, it should be clean, fit appropriately, and be put on with clean hands.
- **Pre-screening/self-disclosure procedure for Participants**
  - Participants are requested to cancel or refrain from participating in any program if:
    - they are showing COVID-19 related [symptoms](#) or have possibly been exposed to someone who has been diagnosed or has symptoms ([refer to this self-assessment tool from BC Government](#))
    - they have travelled outside the province or country in the last 14 days
    - they have been directed by Public Health to self-isolate
  - If a participant arrives at a program showing any COVID-19 related symptoms, they will be politely asked to leave immediately and reschedule for a later date.
  - Flexible cancellation policies apply for last minute changes due to COVID-19 symptoms or changes in public health guidance.
- **Post-course disclosure procedure for Participants**

Participants are encouraged to notify HUB Cycling if they experience COVID-19 related symptoms or receive positive COVID-19 test results in the week following the course/lesson.

Symptoms of COVID-19 likely include but are not limited to:

- Cough
- Shortness of breath
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell