



Kits Energy Cycling Club COVID Safety Plan

Step 1: Assess the risks at your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

- We have identified areas where people gather
- We have identified situations and processes where individuals are close to one another or members of the public.
- We have identified the equipment that may be shared by individuals
- We do not have any surfaces that people touch often

Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

viaSport sector guidelines and your sport-specific guidelines.

You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.

Orders, guidance, and notices issued by the provincial health officer and relevant to your industry. Updates will also be posted at www.viasport.ca

Municipality or facility guidelines

First level protection (elimination): Limit the number of people and ensure physical distance whenever possible

- We have established maximum program numbers for our program that meets ViaSport Standards
- We have implemented measures to keep participants and others at least 2 metres apart, wherever possible.

Measures in place

1. Always meet and start our workouts in a large parking lot outside.
2. Riders are reminded before every workout to maintain their 2m distancing from each other, while waiting for the workout to begin and during the workout.
3. Riders may not arrive any earlier than 10mins before the workout and must leave immediately after.

4. Riders are provided the riding route, so they will not require a lengthy meeting at the beginning of the workout.
5. Each workout has been created to reduce the chances of riders clumping together.
6. Group riding and paceline work of more than 4 people will be discouraged.
7. Group sizes are limited to 9 riders and 1 coach for a total of 10 riders.
8. Each group of 10 will be sent out in 10min intervals to reduce the chances of them coming together.

Second level protection (engineering): Barriers and partitions

We do not own a facility so do not require barriers or partitions to separate people from each other.

Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how participants and coaches should conduct themselves.
- We have clearly communicated these rules and guidelines through a combination of training, emails, and notices online on our website and through social media.

Measures in Place

Rules for Coaches

1. Sign the coach agreement prior to the first workout.
2. Contact Kristina as soon as you feel any COVID-19 symptoms and agree to stay home and remain home for 14 days.
3. Contact Kristina as soon as any rider reports any symptoms or does not attend the workout due to symptoms.
4. Before every session, the coach must take attendance.
5. Do not allow any rider to participate who has not signed the COVID declaration form.
6. Remind the riders to maintain the 2m distance before and during the workout.
7. Keep the explanation of the workout as brief as possible (less than 10mins) to limit the exposure of the riders congregating together.
8. Dismiss the riders at the end of the workout and ensure that they do not linger.
9. Move to another location if another large cycling club is already in the training zone we have chosen or speak to the Coach/Leader to reduce number of riders in one location.
10. Do not allow any rider who is not a Kits Energy member to join the workout.
11. Ensure every rider has your mobile phone number. Remind them that they must call you for any mechanical issue or personal injury. Only the coach (or family member) may assist another rider with the issue unless it is life threatening.
12. Carry a mask and gloves at all times and use them when handling another rider's bike or person.
13. Remind and encourage the riders to bring their own mask and gloves for emergencies. They should maintain a 2m distance if possible while the coach is dealing with their mechanical issue.

Rules for Riders

1. Sign the Participant agreement prior to first workout.
2. Do not attend the workout if you feel any COVID-19 symptoms and agree to remain home for 14 days if you feel any symptoms.
3. Contact Kristina and your coach via email immediately as soon as you feel any symptoms.
4. Maintain a 2m distance before and during the workouts.
5. Bring a mask and gloves for emergencies. (Optional)
6. Do not assist another rider with their mechanical or personal issue unless it is life threatening. Call the Coach to deal with it.
7. If you must assist another rider, wear gloves and mask.
8. Do not arrive at the start location any earlier than 10mins before the session.
9. Do not congregate and linger after the workout.
10. Do not share food or water bottles.
11. If there is a mechanical or personal injury that occurs, do not congregate in the area but follow the Kits Energy First Aid protocol.

Fourth level protection: Using masks

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained the coaches and riders on the proper use of masks (if applicable).

Measures in place

1. Riders are encouraged to bring their own masks and gloves for emergencies or when wanting to assist another rider.
2. Riders are encouraged to call the coach for any mechanical or personal issue and allow the Coach to deal with it, unless it is a life threatening injury.
3. Every Coach will carry gloves and a mask and put them on when in close contact with a rider, which includes but is not limited to: changing a flat tire, assisting in a bike mechanical, assisting with first aid.
4. Every rider and coach has been sent the following document on the correct use of masks and their limitations for protection. <https://www.healthline.com/health/coronavirus-mask#when-how-to-use>

Reduce the risk of surface transmission through effective cleaning and hygiene practices.

- We have reviewed the information on cleaning and disinfecting surfaces.
- We do not have any surfaces to clean and therefore do not require a cleaning protocol.
- We have communicated good hygiene practices to participants, coaches, volunteers, etc.
- Every rider is responsible for their own bicycle and nutrition needs. If there is an emergency or they require help, the coach should be contacted to assist.

Step 3: Develop policies

Develop the necessary policies to manage your sport. Our policies ensure that any Coach and rider showing symptoms of COVID-19 are prohibited from participating in the workouts

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache. Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Our policy addresses individuals who may start to feel ill while participating. It includes the following:
 - Sick individuals should report to both the Coach and then Kristina even with mild symptoms.
 - The rider or coach will be sent straight home. [Consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.]
 - If the rider is severely ill (e.g., difficulty breathing, chest pain), call 911.
 - Clean and disinfect any surfaces that the ill rider has come into contact with.

Step 4: Develop communication plans and training

You must ensure that everyone participating in the sport activity knows how to keep themselves safe while participating:

- We have a communication and training plan to ensure everyone is trained in policies and procedures.
- All participants have received the policies for staying home when sick.
- Coaches have been trained on monitoring participants to ensure policies and procedures are being followed.

Step 5: Monitor and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Individuals know who to go to with health and safety concerns.
- When resolving safety issues, we will involve designated health and safety representatives

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your programming/business.

- We have a training plan for coaches.
- We have a training plan around changes to our business/programming.
- We have identified a safe process of conducting our workouts in a safe manner, with no touch surfaces, no amount of time in an indoor facility and maintaining the 2m distance unless necessary.

Step 7: Kits Energy First Aid Protocol

Non Life Threatening or minor

1. Assess the situation (if unsure call 911)
2. Alert the coach through verbal or phone as soon as you see (or experience) an accident.
3. Put on your gloves and mask.
4. Ensure that the area is safe, neither you or the victim is in any danger.
5. Move the victim if they are in danger or control traffic.
6. If it is safe to do so, wait for the Coach to arrive and allow them to resolve the issue.
7. Once the Coach arrives, alert the other riders that the workout is over and they must return home. Do not allow them to congregate around the scene.
8. Coach completes accident report form and reports to Kristina.
9. Kristina will follow up the rider within 24hrs.

Life Threatening or Major Accident

1. Assess the situation and call 911
2. Ask another rider to alert the coach through verbal message or phone
3. Put on your gloves and mask.
4. Ensure that the area is safe, neither you or the victim is in any danger.
5. Move the victim if they are in danger or control traffic.
6. Assess breathing - start CPR if necessary
7. Ask another rider to control traffic and reduce the number of bystanders
8. The workout is over and riders must return home.
9. Only people who were witness to the accident, have a first aid role, or a medical background may remain on the scene.
10. Coach completes accident report form and reports to Kristina.
11. Kristina will follow up with the rider within 24hrs.