



COVID-19 Guidance for SheShreds - updated 1JAN2023

This document outlines the 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.

Communication related to COVID-19

- Encourage all coaches to remain up to date with developments related to COVID-19
- Notify coaches, leaders and clients of the steps being taken by SheShreds to prevent the risk of transmission if infected, and the importance of their roles in these measures. These include:
 - Encouraging all individuals to be fully vaccinated and get a booster vaccination when able
 - Encouraging all individuals to self-screen prior to any events
 - Coaches and leaders can mitigate risks when attending events by driving alone
 - Coaches and leaders can mitigate risks when engaging in other activities outside of SheShreds by riding less technical trails, staying close to home, riding alone or with members of their household
 - Clients, coaches and leaders can mitigate risks when attending events by attempting to stay 2 metres apart, masking (if they choose to), disinfecting their equipment, washing their clothing and gloves
- Make the above information available to coaches, leaders and clients
- Ensure coaches, leaders and clients are aware that any sick individuals must self-isolate according to the [Alberta Government public health documents](#).

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 a self assessment and get tested for COVID-19
- The following individuals should not attend a SheShreds event:
 - Any 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)
 - Any individual who has been in contact with a confirmed COVID-19 case within the last 14 days
 - Any individual who has contravened any international travel regulations or other provincial or city public health regulations.



- 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, coaches or leaders can continue to care for the individual but should wear a mask 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
 - Once a sick individual has left the event, clean and disinfect all surfaces and items with which they may have come into contact
 - Other coaches should immediately consider and record the names of all known close contacts the sick individual 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.
- Coach, leader or client diagnosed with COVID-19
 - Order 05-2020 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.
 - Coaches and leaders should work cooperatively with AHS or 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, we will 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, leaders and clients
 - Provide for rapid response if a coach, leader client or member of the public develops symptoms of illness while at an event, and
 - Maintain high levels of hygiene
- Coaches, leaders and all participants are strongly encouraged to be fully vaccinated prior to attending a SheShreds event. The majority of events are outside.
- 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, leaders and clients cannot be mitigated
 - Coaches and leaders should avoid touching clients or their equipment, unless in an emergency situation. Gloves (medical or biking gloves) should be used if touching other individuals or equipment.
 - Maintaining a physical distance of 2m, when available, is recommended
 - See complete Hazard Assessment in PPE section below
- Restricting the number of clients and coaches/leaders per lesson or event, if required as per AHS
- Restructuring of non-essential gatherings to virtual media platforms
- Limiting accepting cash payments and encouraging electronic money transfers
- SheShreds groups should physically distance from other groups and any other SheShreds groups - ideally more than 10 metres
- Apart from the event, individuals should maintain physical distancing when arriving and leaving the event
- **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 and clients to check for the presence of a fever using a calibrated thermometer at home
 - Reinforce that anyone who is sick with cold-like symptoms such as cough, fever, runny nose, sore throat or shortness of breath SHOULD NOT be in attendance at a SheShreds event



- Clients with these symptoms are allowed at SheShreds events and should be advised to return home
- 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.
- Coaches and leaders are not required to have a medical note
- Coaches and leaders have the right and obligation to refuse SheShreds work that you believe is unsafe
- To enable quick contact with event attendees, SheShreds maintains an up-to-date contact list for all coaches, leaders, and participants including names and phone numbers
- 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
 - A coach who may have worked with them at any given time
- **Hygiene**
 - Coaches and leaders should promote and facilitate frequent and proper hand hygiene for other coaches, leaders and clients
 - SheShreds will provide a means to sanitize hands at 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](#)
 - 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 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 and hand sanitizers are available for coaches, leaders and clients

- **Personal Protective Equipment (PPE)**
 - A Hazard Assessment related to COVID-19 was performed for SheShreds
 - Hazard Identification
 1. Commonly or shared-touch surfaces such as a client's bike
 2. Mountain Biking instruction puts coaches, leaders and clients in close contact
 3. Injury treatment puts coaches and clients in close contact
 - Risk Analysis and Evaluation
 1. Low risk as both coaches, leaders and clients typically wear gloves
 2. Moderate risk as clients and coaches/leaders may come closer than the recommended 2 metres
 3. Moderate risk as coaches and leaders require close contact with clients to treat any injury
 - Risk Control
 1. Instruct coaches and leaders to avoid touching clients' equipment. Inform clients that their coaches or leaders will avoid touching their bike. Guide clients to perform their own bike and equipment check.
 2. Coaches and clients are required to have a buff, mask or other nose and mouth cover that can be used if an injury occurs
 - 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



- Masks and gloves, disinfectant and hand sanitizer (in various forms) are provided to all coaches and leaders and available to participants at all events.
- 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. choosing less busy trails, stopping on wider sections of trail
 - Second choice: Administrative controls
 - These controls change the way coaches, leaders and clients interact. Examples include this document outlining policies for physical distancing, screening all attendees at events, 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 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, leaders and clients.
 - Since the hazard assessment determines that PPE is necessary, SheShreds will ensure that the PPE fits coaches, leaders and clients effectively
- **Retail Items**
 - Retail items will be handled and packaged after cleaning and disinfecting hands and the packaging
 - Clients should be encouraged to sanitizing hands prior to trying on apparel
 - Retail items should be final sale only to prevent the risk of COVID-19 transmission
- **Outdoor Recreation Businesses / Day Camps Guidance**
 - Provide hand sanitizing stations
 - A record of attendance should be 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 products, purchased and packaged by another entity)
- Water bottles should not be shared by other clients

- **Private Lessons**

- Keep groups as small as possible
- Programs will be primarily offered to those in the local community to avoid travelling between communities
- On trails, maintain a distance of 6-10 seconds between riders. Maintain clients to the correct route by discussing and employing trail communication (left, right, through, stopping)
- 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 space between the coach and the clients, if possible.
- If another trail user approaches, pull off the trail to provide space for them to pass.

References

- [Isolation and quarantine requirements](#)
- [Alberta Government Workplace Guidance for Business Owners](#)
- [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](#)