



The provincial health authority has stated that outdoor activities are lower risk as compared to indoor activities and low contact sports are also a lower risk than contact sports. Though this is positive reinforcement of the eminence of cycling and cycling education, the health and safety of the public and staff is our top priority. Everyone has a responsibility to help prevent and slow the spread of Covid-19.

The following protocols will support efforts to maintain the health and safety of clients, staff and instructors. **Persons not adhering to these protocols may be asked to leave the premises.**

What We Are Doing to Manage Physical Distancing and Safe Hygiene:

- Registration and payment for all courses continues to be online. Participants will be required to complete a self-assessment COVID-19 screening document during the registration process.
- Courses that involve in-class and on-bike sessions will be delivered in a hybrid format: in-class sessions will be conducted with GoToMeeting, a free and easy-to-use virtual meeting software; on-bike sessions will be conducted outside with restrictions, as noted below.
- Our existing student to instructor ratio of 6:1 will remain and on-bike sessions course will be capped at six participants.
- To ensure the recommended 2 m of physical distance between participants parking lot paint lines will be used as guides; chalk lines will indicate direction of travel around the parking lot; and bikes themselves will be used as spacing guides, in particular during the road ride.
- BikeSense Manuals and cycling maps for participants will be placed in designated parking stalls at the beginning of the course.
- Instructors are not permitted to share tools and/or make adjustments on participant's bikes, for example pump to inflate tires, wrench to adjust saddle height, brake adjustments, etc.
- A hand sanitizing station will be available for instructors and participants.



- Washrooms at the teaching location on Jutland Rd will be cleaned before and after each course. Only one person permitted in the building at a time.
- Hi-Vis safety sashes are provided to participants before embarking on the road ride portion of a course. If they do not have their own reflective clothing. All loaned safety sashes will be returned into a paper bag, dated, placed into a plastic bag, and quarantined for three days. .
- Instructors are not required to wear a non-medical face covering unless first aid is required or another emergency situation.
- First aid: In the event first aid is required, such as small cut or scrape, the instructor will ask the injured person if they are able to administer first aid themselves. If they can, the instructor will sanitize hands, don PPE (gloves, non-medical face covering), place first aid materials on a surface 2 metres from the injured person and then guide them through their use. If an injury is more serious, the instructor will call 9-1-1 for assistance. All used PPE, packaging and waste materials will be bagged and double bagged and disposed of in a safe manner.
- All course materials will be quarantined for three days.
- If you miss an on-line session due to illness or required self-isolation you may participate in another online session of the same course at no charge. If you miss an on-bike session you have the option, on either be waitlisted to participate in another on-bike session for the same course, space allowing, at no extra charge; or you can register for another course for a 50% discount.

What We Are Asking Clients To Do To Help Us Stay Safe:

- Stay home if you have any symptoms, such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, as well as symptoms of allergies. If you have symptoms, please call 8-1-1 or use the BCCDC self-assessment tool.
- Stay home if you have been exposed to anyone with symptoms or have been told to self-isolate due to travel or possible exposure.



- If you have registered for a course and develop symptoms, stay home until you have no symptoms at all. See re-registration policy above.
- Please ensure your/your child's bike is in good working order before attending the course, in particular, functional brakes and properly inflated tires. Instructors are not permitted to make adjustments to participants' bikes.
- You are welcome to bring your own tools, and instructors will guide you through basic adjustments to your bike.
- Please wear brightly coloured clothing, and if you have it bring hi-vis reflective items, e.g. jacket, vest, sash, pant guards.
- Please arrive no earlier than 10-minutes before course start time.
- Keep a minimum of 2 metres apart from others who are not in your personal bubble as much as possible. Your bike is about 2 m in length – use it as a “yardstick”
- Please do not touch any course instructional materials, including cones, half tennis balls, chalk.
- Do not touch another participant's bike, helmet, or other personal items (e.g. water bottle, sunscreen).
- Washrooms will be available at Jutland location. Wash your hands with soap and water for 20-seconds. Use paper towel to exit without touching door handle. Use hand sanitizer upon exiting the building.
- You are encouraged to bring and use your own hand sanitizer and to avoid touching your face with unwashed hands.
- Face coverings are optional.
- At end of course, please do not linger or congregate near the entrance to the Jutland teaching space.