

# Progressive Return to Cycling Guidelines



Ontario Cycling Association

The information contained in this document is current as of June 29, 2021



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## Risk Mitigation

Participation in any organized activity carries with it some risk. It is important for participants in sanctioned activities to take the precautions necessary to protect themselves and others. The guidelines laid out in this document will help guide members, clubs and teams through the proper planning and execution of their activities. Some basic risk reduction methods include:

- Not participating in any group activities if you or any of the other group participants:
  - A. Exhibit any COVID-19 symptoms including:
    - Fever and/or chills
    - Cough
    - Difficulty breathing or shortness of breath
    - Muscle aches
    - Sore throat or difficulty swallowing
    - Runny, stuffy or congested nose (not related to seasonal allergies or other known causes)
    - Lost sense of taste or smell
    - Extreme tiredness
    - Any other symptoms as identified by health experts

<https://www.ontario.ca/page/covid-19-stop-spread#section-0>
  - B. Have been in contact with someone who is a confirmed or presumptive case of COVID-19 within the last 14 days
- Washing your hands frequently following the recommended guidelines for a minimum of 20 seconds
- Not touching your face/eyes/mouth with your hands
- Using an alcohol based sanitizer containing over 60% alcohol if soap and water are not available
- Practicing proper etiquette by covering your mouth and nose with your sleeve (not your hands) when coughing or sneezing, and washing/sanitizing your hands as soon as possible after
- Avoiding contact with sick people, as well as limiting close contact with people deemed “high risk”
- Keeping a MINIMUM distance of 3m (or most recent provincially identified distance from other individuals while engaged in sport or fitness activity.)
- Avoiding all physical contact including hugs, handshakes, high fives and fist bumps to people outside your household
- Limiting the risk of an emergency situation by ensuring you do not push yourself too hard or take any undue risks
- Ensuring you wash/sanitize all used clothing and disinfect all cycling equipment including, but not limited to: your helmet, sunglasses/protective lenses, handlebars, water bottle, etc.



## **COVID-19 Information**

**If you are displaying any symptoms related to COVID-19 you should NOT be participating in any activities.**

**Use the Ontario Government's Self Assessment Tool:**

**<https://covid-19.ontario.ca/self-assessment/>**

**to see if you should consult your appropriate medical professional or Telehealth Ontario.**

**Telehealth Ontario: 1-866-797-0000**

**Ontario Government COVID-19 website**

**<https://covid-19.ontario.ca/>**

**Download the COVID-19 Alert App**

**<https://covid-19.ontario.ca/covidalert>**



# Guidelines for Members

*All participants in club or team sanctioned activities should follow the Progressive Return to Cycling Guidelines along with the latest recommendations from the Ontario Government, Ontario Public Health, local public health units and medical experts prior to participating in any club or team activity.*

Do **NOT** participate in any group activities if you or any of the other group participants:

A. Exhibit any COVID-19 symptoms including:

- Fever, cough, difficulty breathing or shortness of breath, chills or muscle aches, sore throat or difficulty swallowing, runny, stuffy or congested nose (not related to seasonal allergies or other known causes), lost sense of taste or smell, extreme tiredness, or any other symptoms as identified by health experts and the Ontario Government (<https://www.ontario.ca/page/covid-19-stop-spread#section-0>)

B. Have been in contact with someone who is a confirmed or presumptive case of COVID-19 within the last 14 days.

Consider avoiding participating in group activities (club/team) if you:

A. Are considered vulnerable or at higher risk (elderly individuals, immunocompromised persons, individuals suffering from health problems including, but not limited to asthma, chronic bronchitis and other lung diseases, high blood pressure, diabetes, etc.)

- Abide by gathering size limits as per provincial/local protocols
- Practice safe physical distancing by maintaining a minimum 3m distance (or most recent provincially identified distance) between yourself and any other individual prior, during, and after your sanctioned activity
  - A. Note the above distancing requirement is applicable to any and all current sport and fitness activities in the province of Ontario.
  - B. Those participating in sport or fitness activities outside Ontario must follow the identified COVID-19 guidelines for sport and/or fitness activities for that area
- Do not share food or equipment (including water bottles) to prevent transmission of viruses and bacteria
- Clean **ALL** your equipment prior to heading out including wiping down your handlebars, glasses or protective lenses, and ensuring you have a clean water bottle
- Consider wearing an appropriate mask during lower intensity training/riding, making sure the mask covers both the mouth and nose
- Consider wearing gloves
- Confirm your bike is in good working order and that you are aware of the basic bike maintenance necessities, and are equipped with the appropriate tools prior to an activity
- Ensure you know and are following your club/team's approved Risk Management Plan for activities
- Avoid gathering after your activity
- If at any point you start displaying signs of COVID-19, members should:
  - A. Contact Telehealth Ontario and follow all instructions as provided
  - B. Contact the club to notify them of any symptoms or pending/confirmed test result



# Guidelines for OCA Affiliated Clubs & Teams

*These guidelines are for all OCA affiliated clubs & teams to review prior to launching in-person activities. Clubs & teams may implement even stronger measures to assure they are meeting the Ontario Government, Ontario Public Health, and local health unit recommendations and requirements during the COVID-19 situation.*

Format ALL planned activities to meet the most recent guidelines and recommendations of medical experts and provincial and local government and health units for the location the activity takes place at including:

- Conduct a screening of participants prior to the activity [e.g. Covid-19 symptom questionnaire]
  - Abide by physical distancing requirements for sport and/or fitness activities for the location your activity takes place in.
  - Abide by group size limits before, during, and after an activity (based on local area guidelines)
  - Modify activities to limit or eliminate contact between members. Modify activities to limit/eliminate group overlap, including staggering starts by a minimum of 15-30 minutes or choosing different routes for each group.
  - Confirm if there are any restrictions, limitations, or further regulations for the location where you are riding
  - Follow all protocols of any facility you may be using, this Progressive Return to Cycling document, as well as government regulations at all times
  - Review your current Risk Management procedures and ensure these can be followed under current conditions
  - Educate your members (especially those who are immunocompromised or are older) to the risks associated with COVID-19 and their participation
  - Develop a process to limit registrants of an activity to the amount permitted (pre-registration)
  - Keep a record of all participants in each activity. This may become necessary for contact tracing should an infected individual participate in an activity
  - Remind members to wash their hands and disinfect their equipment both prior and post activity
  - Ensure members, including Team Managers, Club Directors, Coaches, Ride Leaders and volunteers are aware of the symptoms associated with COVID-19 including, but not limited to:
    - Fever and/or chills
    - Cough
    - Difficulty breathing or shortness of breath
    - Muscle aches
    - Sore throat or difficulty swallowing
    - Runny, stuffy or congested nose (not related to season allergies or other known causes)
    - Lost sense of taste or smell
    - Extreme tiredness
    - Any other symptoms as identified by health experts
- <https://www.ontario.ca/page/covid-19-stop-spread#section-0>
- Continue to inform your members on various COVID-19 related items including local and provincial government updates, medical expert advice, and specific steps the club/team is taking

### **Prior to your sanctioned activity:**

- OCA sanctioned Group activity sizes are subject to the latest OCA Return to Sport Update (<https://www.ontariocycling.org/covid-19-information/>). Please be sure to check the OCA website and Provincial Government updates
- Consideration must be given to overall length of the group when on the road [as a result of physical distancing requirements]
- Clubs/Teams may sanction multiple activities, however, these should be updated with the OCA as the COVID-19 situation progresses, and should follow Government guidelines, provincial and regional Public Health Guidelines and the OCA's latest Return to Sport Update and these Progressive Return to Cycling Guidelines (<https://www.ontariocycling.org/covid-19-information/>).
- If a club decides to have multiple activities, they should be spaced out enough (both time and distance wise) to ensure no congregating/mixing of groups/activities. Failure to do this may result in the club/team's activity being pulled and its affiliation with the OCA being in jeopardy.
- Confirm your Ride Leader knows who has registered for the activity for contact tracing purposes.
- Ensure Ride Leaders carry PPE equipment (disposable gloves, mask or appropriate face covering, first aid kit, hand sanitizer) with them during rides to be prepared for any potential injury or mechanical situation
- Encourage participants to bring their own hand sanitizer, gloves, and/or face masks
- Remind registrants prior to the activity of the latest government and public health requirements (as well as any club specific rules or protocols)
- Confirm the 2021 membership status of each activity participant by requesting an electronic copy of their membership or confirming through your club's 2021 CCN member registration list
- Remind all participants prior to departing that if they are experiencing any COVID-19 symptoms they should NOT participate in the activity and should immediately return home and complete the Ontario Government's COVID-19 Self-Assessment Tool
- Let any youth athlete know they are allowed to have one parent/guardian accompany them to the activity however, should the parent/guardian wish to participate, they MUST be a member and counted in the participant number for the activity (unless acting in an official capacity as the Ride Leader/Coach/Sport Trainer.)

### **During your sanctioned activity:**

- If meeting on the street or in a parking lot, ask that cars be parked at least one spot apart from each other
- Ride Leaders should remind members to maintain the provincially required physical distance
- Remind participants:
  - DO NOT share food, water or equipment
  - Maintain a minimum 3m distance (or most recent provincially identified distance) from one another at all times including when approaching a stop or passing
  - If at any point you are not feeling well or comfortable on the ride to let your Ride Leader/Coach and fellow riders know **IMMEDIATELY**
  - **DO NOT SPIT OR CLEAR ANY AIRWAYS** outwardly

### **After your sanctioned activity:**

- Remind participants to sanitize their hands as soon as possible, and to disinfect their equipment, including cycling attire
- If any member notifies the club that it has developed symptoms or has been (or will be) tested for COVID-19 the club should consider:
  - Contacting the local public health unit for information on what process they should follow to notify potential exposure.
  - Suspending club activities for those individuals who have been in contact with this individual until they have been cleared





## Injury, Mechanical or Displaying Symptoms

- Any mechanical may only be worked on by ONE of two people; either the participant or the ride leader
- If a bike is to be serviced by a ride leader, it must be wiped down before and after with a sanitizing wipe or spray
- Anyone servicing a bike, or attending to an injured individual MUST use hand sanitizer before and after
- If there is an injury, the designated person providing medical aid must put on PPE before assisting the injured participant (masks, gloves, etc.)
- If a participant displays signs of any illness including COVID-19, the club should remove the individual from further participation. If the individual is incapable of returning home safely, their Emergency Contact should be notified. If the participant is under the age of 18, a parent/legal guardian should be contacted.





# Grassroots ITT Club & Team Activities

*These guidelines are for all OCA affiliated clubs & teams to review prior to launching any Individual Time Trial (ITT) activities. Any ITT activity should also take into account the General Guidelines section of this document, especially as it pertains to the allowable structure of an activity to limit risk and the safety precautions to take if there is a mechanical or injury during an activity.*

*Clubs & teams may implement stronger measures to assure they are meeting the Ontario Government, Ontario Public Health, and local health unit recommendations and requirements during the COVID-19 situation.*

Grassroots ITT activities that are organized by the affiliated club/team for its members may be permitted so long as physical distancing guidelines are followed AND the maximum number of participants (including athletes, volunteers, starters, timers, marshals, coaches, etc.) does not exceed the provincial guidelines at the time of publication.

## **Key Guidelines to Follow (UPDATED JUNE 29 – For Step 2 of Provinces Reopening Plan)**

### **Individual Timed Training Efforts (Time Trial)**

- Individual Timed Training Efforts overseen by a Sport Trainer (Ride Leader, Coach, Manager, Organizer, etc.) are not subject to a specific maximum amount of participants under the new Step 2 regulations but rather must meet the following criteria:
  - Services may not be provided, at one time, to more than the number of persons who can maintain a physical distance of at least three metres from every other person in the space where the services are provided.
  - Any person who is engaged in physical fitness or sports training activities must maintain a physical distance of at least three metres from any other person.
- For all Individual Timed Training Efforts, the Sport Trainer is responsible for:
  - Ensuring a Safety Plan is prepared and available during the activity,
  - Recording the name & contact information of every individual they are providing services to and maintaining this information for a minimum of one month (though we suggest longer),
- The Sport Trainer must actively screen individuals in accordance with the advice, recommendations and instructions of the Office of the Chief Medical Officer of Health before they engage in sports training activities
  - [EXAMPLE SCREENING FORM](#)

### **Prior to the Activity:**

On application, a club or team may run a grassroots ITT that is for the club/team's members ONLY as per club/team guidelines. The following items will need to be demonstrated as part of the application to host such an activity:

- **Online Registration Process**
  - Ensures the club/team can track how many people have registered, split participants into groups & assign appropriate start times, as well as for beneficial for contract tracing.
- **Non-Contact Timing & Online Results (Step 2 Onward)**
  - Avoid riders congregating at the end of their timed activity.



- **Club Designate (preferably the Starter)**
  - This person (whether the Starter or someone else) is responsible for the activity on site and will deal with any incidents that may occur.
- **Time Difference Between Starts**
  - Provide enough time between riders to limit potential passing
- **Fastest Participant Goes First**
  - Faster riders should start first to limit potential passing
- **Staggered Group Starts (If more than one group)**
  - Clubs may run multiple group starts to accommodate more participants.
  - Groups should be staggered far enough apart to avoid any congregation prior, during or post activity which would exceed provincial gathering limits.
  - See latest Return to Sport update for specific rules for that Step of the province's Reopening Plan.
- **ITT Guidelines/Rules Document**
  - A summary of the format and rules of the activity that is provided to participants. This should include safety measures that are being taken.

All of the above items are in addition to the regular requirements for sanctioning an activity which include providing the OCA:

- The date/day of the week the activity takes place
- The estimated start time and finish time of the activity
- A copy or link to the course map (required for all Time Trial Activities)

#### **Main Guidelines:**

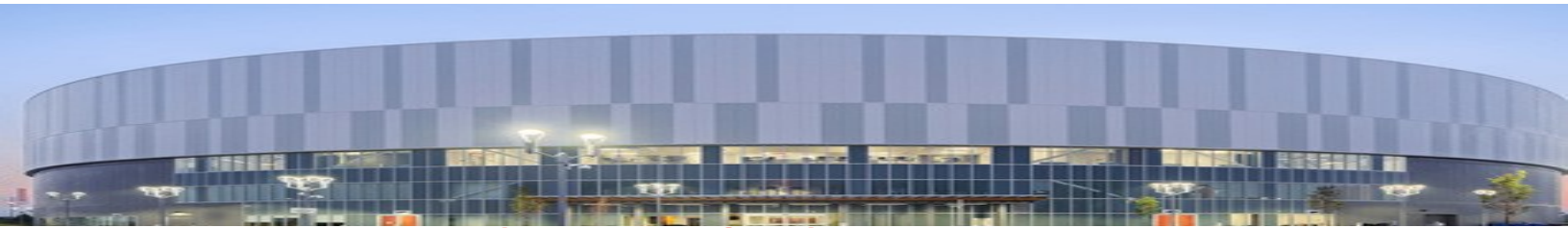
- Each participant in the activity must be a 2021 OCA Member, and a member of the hosting club/team.
- Clubs/Teams should remind members that if they are experiencing any symptoms of COVID-19 they should NOT be participating in any activities and to get tested and/or self-isolate.
- Limit your **Total Maximum** amount of participants in a club/team ITT to the maximum allowed in the latest Return to Sport Update (<https://www.ontariocycling.org/covid-19-information/>) (unless local restrictions dictate less) and follow the guideline for multiple groups if over the maximum.
- A participant is considered anyone actively involved with the activity (with the exception of 1 Sport Trainer per group):
  - Athletes/Para-athletes
  - Starters & Timers
  - Marshals
  - Volunteers
  - Etc.
- It is important to remind riders that once they are done their ride not to hang around or congregate with another group. This will help ensure the group size does not surpass the allowable number for the area.
- Clubs/Teams should ensure all riders in a group are well spaced out at their start location following the government restrictions on physical distancing.
- If assembling at a parking lot, clubs/teams should encourage riders to arrive no more than 5-10 minutes prior to their estimated start time and leave directly after the finish of their effort.
- It is recommended that clubs/teams consider having different meeting areas for multiple group to ensure that any rider



from a previous group does not have an interaction with an arriving group.

- With all private venues, clubs/teams should consider whether they are allowed to meet on the facility grounds prior to using that location. (IE. Ensure you are not deemed to be trespassing)
- Any capacity and physical distancing rules of the facility must be followed
- Any incident during the activity should be communicated to the Ontario Cycling Association as soon as possible by completing the [OCA Injury Report Form](#)





# Indoor Velodrome Use

*In addition to the **Guidelines for Members** and **Guidelines for OCA Affiliated Clubs & Teams**, the following additional guidelines have been created specifically for activities taking place at an indoor velodrome.*

## **Preparation for Your Activity:**

- Ensure awareness and compliance with facility specific protocols and restrictions (including mask requirements)
- Ensure training group size is compliant with provincial gathering limits
- Factor in that physical distancing of a minimum 3m (or most recent provincially identified distance) must be practiced at all times
- Design training sessions to focus primarily on individual efforts and skill work
- Communicate the process for entering, using, and leaving the facility
  - Masks are required at all times within facility with the exception of while athletes are in the pit and on track, as well as coaches who are in their designated coaching areas
- Spectators are not permitted [exception for parents/guardians under 18] – communication on parent/guardian viewing areas must be provided in accordance with the facility protocols/restrictions
- Communicate the training plan including gearing (if applicable), and remind athletes of being self-sufficient with changing wheel/gearing and tools required
- Athletes should be asked to come dressed in their cycling attire to avoid/minimize use of washroom/change facilities
- Athletes should be asked to bring their own hand sanitizer and disinfecting wipes/spray

## **During Your Activity:**

- Coach/Leader should arrive early to designate/identify athlete areas [pits] where only the designated athlete will be permitted to enter, warm-up, and store equipment during the training session [all areas must be a physically distanced]
- Equipment, tools, etc. should not be shared among participants
- Athletes [or parent designate] should work on the athlete's bike. A coach/mechanic, if required, may assist if the bike has been wiped [disinfected] and they are able to use their own tools
- Coach/Leader should coordinate athlete (one at a time) movements onto and off the track
- If multiple athletes are on the track, a distance of 3m (or most recent provincially identified distance) must be maintained at all times
- Use of assisted standing starts or track gates should be avoided unless those involved are from the same household/social bubble or proper protective equipment is being used [mask, shield, gloves]
- Track gates, rails and any other touchpoints should be cleaned/disinfected following use
- Athletes must return directly to their designated area [pit] following their efforts and remain in their area at all times during the training session [use of washroom facilities permitted in accordance with facility regulations]

## **After Your Activity:**

- Remind participants that they should wash their hands (or use hand sanitizer with a minimum 60% alcohol content), use disinfecting wipe/spray to clean equipment
- Athletes should be asked to clean (no garbage, empty water bottles, etc.) and wipe down their designated area [touch points is using pit rails] with disinfecting wipes/spray
- If any participants notify the coach that they have developed symptoms or has been (or will be) tested for COVID-19 the coach should consider:
  - Recommending the individual seek medical attention and follow Public Health Guidelines for the area
  - Suspending training activities for those individuals who have been in contact with this individual



### **In Case of Injury, or Mechanical or Participant Becoming Symptomatic:**

- Any mechanical may only be worked on by either the athlete [or parent] or the identified coach/mechanic
- If a bike is to be serviced by a coach/mechanic, it must be wiped down before and after with a sanitizing wipe or spray
- Anyone servicing a bike, or attending to an injured individual MUST use hand sanitizer before and after
- All coaches must have PPE equipment (disposable gloves, mask or appropriate face covering, first aid kit, hand sanitizer) with them during training sessions to be prepared for any potential injury or mechanical situation
- If there is an injury, the person providing medical aid must put on PPE before assisting the injured participant
- If a participant displays signs of any illness including COVID-19, the athlete must be removed from further participation in the activity and asked to return home. If the individual is incapable of returning home safely, their emergency contact should be notified. If the participant is under the age of 18, a parent/legal guardian should be contacted. The coach/leader may decide to end the training session at that time.
- If any participants notify the coach post activity that they have developed symptoms or has been (or will be) tested for COVID-19 the coach should consider:
  - Recommending the individual seek medical attention and follow Public Health Guidelines for the area
  - Suspending training activities for those individuals who have been in contact with this individual





# BMX Facilities

*In addition to the **Guidelines for Members** and **Guidelines for OCA Affiliated Clubs & Teams**, the following additional guidelines have been created specifically for activities taking place at a BMX Facility.*

## **Preparation for Your Activity:**

- Ensure awareness and compliance with facility specific protocols and restrictions
- Ensure training group size is compliant with provincial gathering limits
- Reminder that social distancing of minimum 3m (or most recent provincially identified distance) be practiced at all times
- Design training sessions to focus primarily on individual efforts and skill work, race simulations where minimum required physical distancing could be compromised are not permitted.
- Communicate process for entering, using, and leaving facility
- Spectators are not permitted [exception for parents/guardians under 18] communication on parent/guardian viewing area must be provided in accordance with facility protocols/restrictions
- Communicate training plan including gearing (if applicable), and remind athletes of being self-sufficient with changing wheel/gearing and tools required
- Athletes should be asked to come dressed in their cycling attire to avoid/minimize use of washroom/change facilities
- Athletes should be asked to bring their own hand sanitizer and disinfecting wipes/spray

## **During Your Activity:**

- The Coach/Leader should arrive early to identify and designate athlete areas where only the designated athlete will be permitted to enter, warm-up, and store equipment during the training session [all areas must be physically distanced]
- Equipment, tools, etc. should not be shared among participants
- Athletes [or parent designate] should work on the athlete's bike. A coach/mechanic, if required, may assist if the bike has been wiped [disinfected] and they are able to use their own tools
- The Coach/Leader should coordinate athlete (one at a time) movements into start gate or specific sections of the track and coordinate process for exiting the track
- If multiple athletes are on the track a distance of 3m must be maintained at all times
- Start gates will only be operated by the coach/leader [certified and experienced in the use of the start gate]. This person must remain a minimum of 3m (or most recent provincially identified distance) from any participants.
- The number of athletes within the start gate area will be established by the provincial protocols for distancing

## **After Your Activity:**

- Remind participants that they should wash their hands (or use hand sanitizer with a minimum 60% alcohol content), use disinfecting wipe/spray to clean equipment
- Athletes should be asked to clean (remove garbage, empty water bottles, etc.) and wipe down their designated area [if applicable] with disinfecting wipes/spray
- If any participants notify the coach that they have developed symptoms or has been (or will be) tested for COVID-19 the coach should consider:
  - Recommending the individual seek medical attention and follow Public Health Guidelines for the area
  - Suspending training activities for those individuals who have been in contact with this individual



## In Case of Injury or Mechanical or Participant becoming Symptomatic

- Any mechanical may only be worked on by either the athlete [or parent] or the identified coach/mechanic
- If a bike is to be serviced by a coach/mechanic, it must be wiped down before and after with a sanitizing wipe or spray
- Anyone servicing a bike, or attending to an injured individual **MUST** use hand sanitizer before and after
- All coaches must have PPE equipment (disposable gloves, mask or appropriate face covering, first aid kit, hand sanitizer) with them during training sessions to be prepared for any potential injury or mechanical situation
- If there is an injury, the person providing medical aid must put on PPE before assisting the injured participant
- If a participant displays signs of any illness including COVID-19, the athlete must be removed from further participation in the activity and asked to return home. If the individual is incapable of returning home safely, their emergency contact should be notified. If the participant is under the age of 18, a parent/legal guardian should be contacted. The coach/leader may decide to end the training session at that time.
- If any participants notify the coach post activity that they have developed symptoms or has been (or will be) tested for COVID-19 the coach should consider:
  - Recommending the individual seek medical attention and follow Public Health Guidelines for the area
  - Suspending training activities for those individuals who have been in contact with this individual





## **Additional Resources**

**Government of Ontario Stop the Spread**

<https://www.ontario.ca/page/covid-19-stop-spread>

**Ontario Area Assessment Centres**

<https://covid-19.ontario.ca/covid-19-assessment-centres>

**Ontario Self-Assessment Guidelines**

<https://covid-19.ontario.ca/self-assessment/>

**Ontario Public Health**

<https://www.publichealthontario.ca/>

**Telehealth Ontario**

1-866-797-0000

**Download the COVID-19 Alert App**

<https://covid-19.ontario.ca/covidalert>



# Ontario Cycling Association



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