



# **Covid-19 Mitigation**

# **Race Operations Manual**



## Contents

1. Purpose and Background
2. Procedures common to all cycling events
  - a. Permitting
  - b. Masks
  - c. Social Distancing
  - d. Food and drink
  - e. Spectators
  - f. Parking
  - g. Signage and Communication
  - h. Temperature checks / screening questions
  - i. Registration
  - j. Medical Plan
  - k. Sanitation
  - l. Post Event
  - m. Officials
3. Time Trials
  - a. Staging
  - b. Active Racing
4. Criteriums/Road Races/Gravelers
  - a. Staging
  - b. Active Racing
5. Cyclocross
  - a. Staging
  - b. Active Racing



## 1. Purpose and Background

### **Purpose**

The purpose of this operations manual is to help guide all the stakeholders in Colorado cycling events, so they may navigate the complicated and ever-changing nature of our state's response to Covid-19. What follows is not only a detailed explanation of what are best practices for running events in these times, but rather what the parameters are that will allow events to be run. Much work has been done between many government health agencies and cycling groups to establish what needs to be done in order to continue moving forward with organized events. The manual is divided into two parts – those procedures common to every event type and those common to specific disciplines.

### **Background**

The governor's office and the Colorado Department of Public Health and Environment (CDPHE) responded to the Covid-19 pandemic by working together to issue a series of Public Health Orders (PHO's). The State PHO is the default for how activities are allowed to proceed. Currently there are two broad levels used by the state – Safer at Home and Protect our Neighbors. Which one is used is based on the case load for Covid-19 in a given area. The link can be found below. The links will be updated, as well as this manual as things change.

<https://covid19.colorado.gov/protect-our-neighbors>

<https://covid19.colorado.gov/safer-at-home>



### Nature of the Default PHO

The next release of the PHO includes specific mention of organized cycling events and an acknowledgement of the nature of cycling. This was arrived at by work between the governor's office, BRAC, Bicycle Colorado, the CDPHE, USA Cycling, and a group of Colorado race and ride directors. The most important points of the default PHO are summarized below, and will be expanded on further in this manual:

- Group starts up to 25 are allowed. Event directors can use staggered start or other measures to attain this.
- Social distancing is to be maintained for everyone during the event, but riders are not subject to it during the active competition part of their race
- Masks should be worn by everyone at all times, except during the active competition.
- Spectators are discouraged from attending
- Maximum occupancy of the outdoor event is 175 per allowed activity areas



### County Variances

Many counties have requested and been approved for variances to the default PHO, motivated by the desire to make certain activities easier, such as dining, shopping, or recreation. A county can always be more strict than the state-mandated PHO, but if they want the rules to be more relaxed, they must apply for and receive a variance. Below is the link to the approved county variances:

<https://covid19.colorado.gov/public-health-executive-orders/local-orders-variances>

Each race or ride director will need to know what the situation is in the county or counties that his or her event uses.



## 2. Procedures Common to All Cycling Events

This section will describe the procedures to be adopted regardless of the cycling discipline involved.

### A. USA Cycling Permitting

The normal process of permitting an event is more involved now. While filling out the forms is the same, there is now an extra step in the process before the permit is approved. USA Cycling is now reviewing permit applications and flyers and requiring the event organizer to indicate how their event meets the applicable PHO. This may slow the process down, so all permits should be applied for earlier, and the organizer should be prepared to certify that the PHO mandates are going to be followed. In order for your USA Cycling permit and insurance to be valid, you must receive and maintain all permits and permissions required to hold your event, as well as follow any mandated regulations and guidelines. In the case of any questions, contact the events department at [eventservices@usacycling.org](mailto:eventservices@usacycling.org).

### B. Masks

The basic concept for all events is that everyone wears a mask 100% of the time, with only two exceptions:

- When they are at their private vehicle eating
- When a participant is actively competing



Riders need to wear them when warming up, whether on the road or on a trainer, when presenting themselves to the line, and when warming down or hanging out around their car. After staging, they will be told by the Chief Referee when they can remove their masks. They should be prepared to carry their masks with them, and not throw them on the ground where someone else will have to pick them up.

### C. Social Distancing

The default PHO's all mention two criteria for social distancing. One is the 6-ft rule, and the other is the 28 square feet per person rule. They both essentially are attempting to accomplish the same thing.

It is the intent of all of the protocols to keep all riders, staff, volunteers, officials, etc, separated by 6 feet on all sides at all times. The only exception, which was just recently granted, is that during the active competition, it is understood that there



will be times when that does not happen between competitors. Also, family members who traveled together are exempt from this rule as well.

#### **D. Food and Drink**

Until further notice, there should be no food and drink available. Every participant must bring their own. This includes water. Given that the virus is transmitted primarily through the nose and mouth, anything that is consumed on site must be viewed as being suspect. Even bottled water, if it were to be provided, had to be handled by someone else first.

#### **E. Spectators**

While we are trying to get events going again, this is a bad time for participants to bring anyone to the venue who is not participating in the event. All events have limits on how many people can congregate. Event Organizers must maintain the 28 square feet per person density at the venue. Every extra person represents a potential for going over this number. Please leave the non-riding family at home until further notice.

#### **F. Parking**

Parking represents a unique set of challenges, and no event is the same. We can consider parking from two perspectives:

##### Parking on side streets

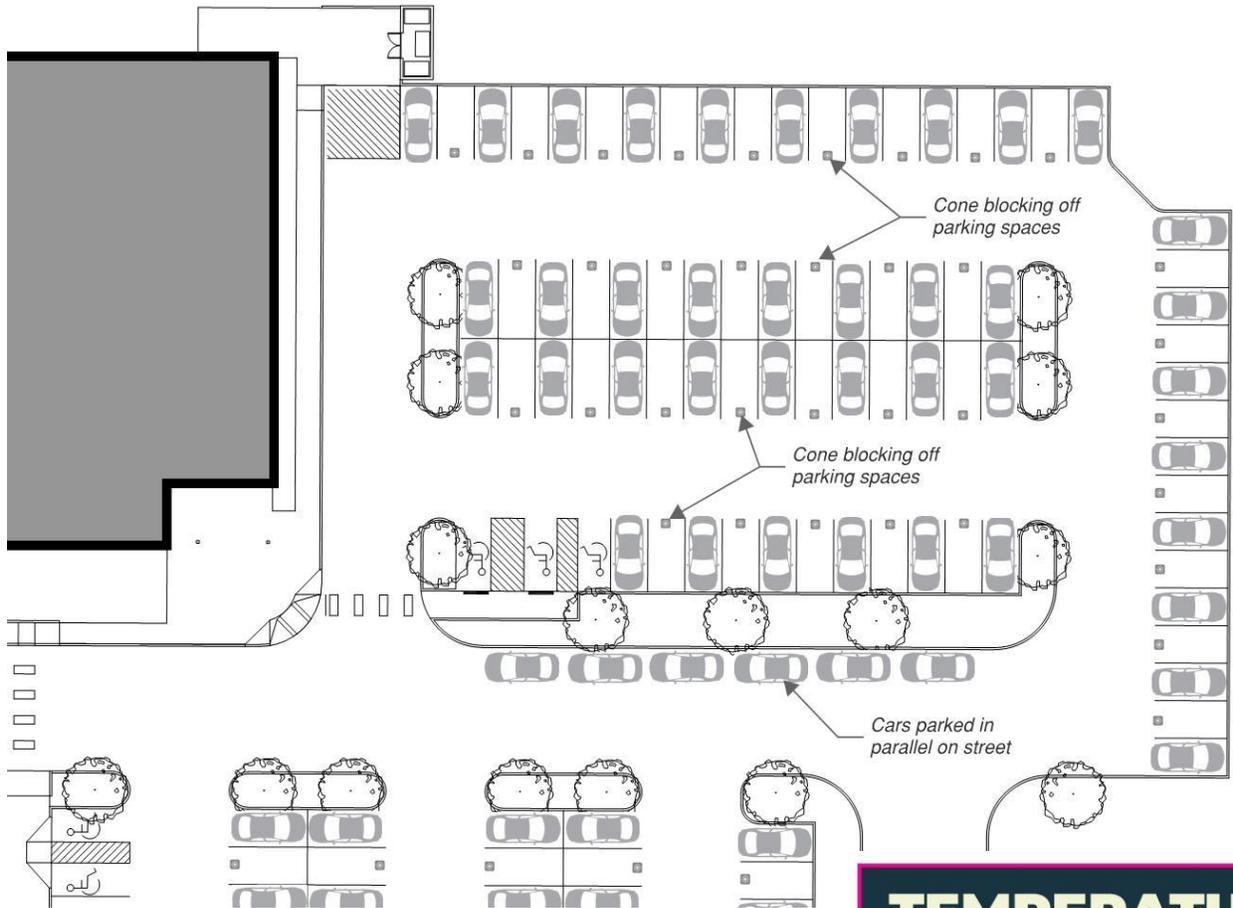
If the parking area is really just having everyone park on the side streets, then by its very nature, each car is automatically separated by six feet, so social distancing is maintained. Thus, little needs to be done logistically if this is the case.

##### Parking in a parking lot or a vacant lot

This type of parking is more difficult logistically. Best practices suggest that if you have a parking lot with painted spaces, you use only half of them. Therefore, each car is socially distanced by 6-feet side to side. There are several ways of accomplishing this:

- Cone off every other spot.
- Tape off every other spot with tape on the ground.
- Use dedicated parking attendants to place every car where you want it.

The third option would likely be the best if you have the staff to make it happen. Using radios, the first person an entering car meets could direct them down to the parking attendant, who will place the car where it should be. Once the lot is full, overflow can be directed to the side streets.



### G. Signage and Communication

#### Signage

Signs should be used everywhere to remind people of our new normal:

- Wear masks at all times
- Temperature Screening
- Stay 6-feet apart
- Enter here
- Exit here

BRAC has these signs in its race kit.





## Communication

All communications, whether in writing or verbally, need to remind people of these new norms. The same race flyer you used last year, will be insufficient this year. Flyers need to contain a Covid-19 section to specifically remind people to leave spectators at home, wear masks, stay distanced, etc.

Direct communications via emails and social media should also be used to continually remind the participants of the guidelines and their expected behavior.

### **H. Temperature / Question Screening**

A good practice is to have the first station a participant goes to be a temperature screening station. The laser thermometers are not expensive and can easily screen all participants very quickly. Be aware that data show if a rider has been standing in the sun for a while, their skin might be hot enough to give a false positive for a fever. Thus, the temperature screening station should be in a tent in the shade, and preferably with a fan.

At the same time, the person doing the screen can ask the participant about whether they have been in close contact with anyone who was ill, or if they have been feeling ill.

### **I. Registration**

#### Online Only is Best

All event organizers are strongly encouraged to offer online registration only. That is the best way to minimize contact with athletes, since they will then just have to be at registration briefly to pick up their numbers.

#### Packet Pickup / Registration

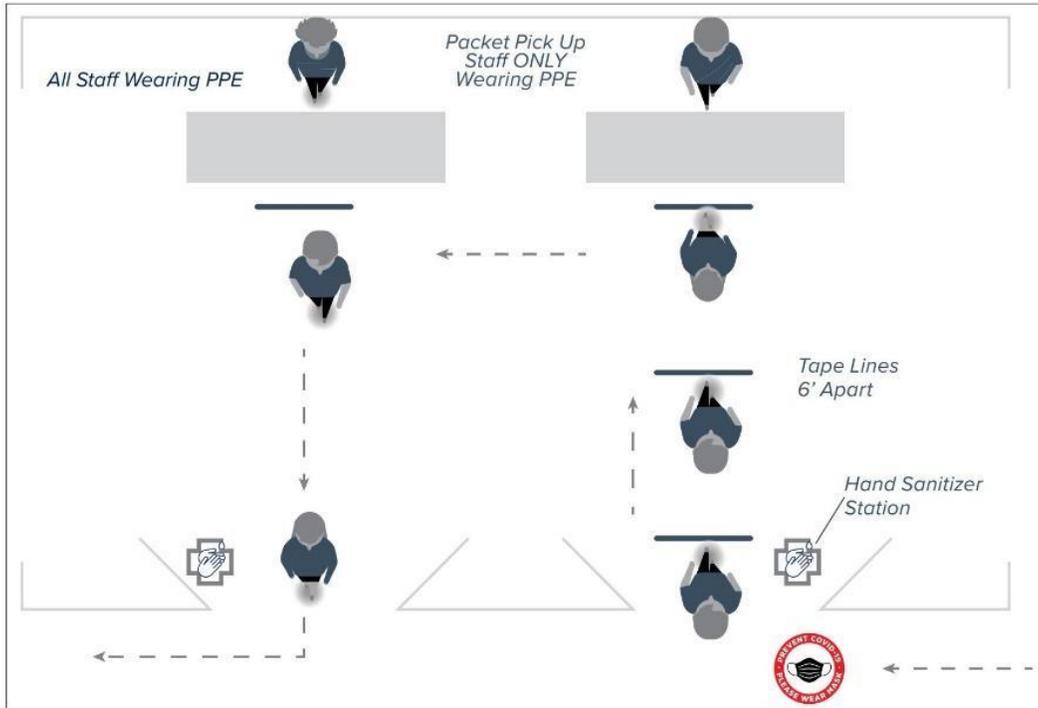
Whether it is just packet pickup or actual day of registration, the registration area needs to be well-organized. Here are some of the key components:

- One-way flow of participants
- Participants socially distanced at 6-ft apart while waiting in line
- All registration crew wearing masks and gloves at all times
- Registration crew stay behind cough shields. Note, BRAC has these in our race kit.
- Hand sanitation stations placed frequently
- Abundant supply of pens for signing of waivers, including a trays for new pens and used pens.
- Contactless onsite registration, such as having a displayed QR code that riders can just scan to pay via PayPal, Venmo, etc.



USA Cycling produced the following graphic to show one acceptable setup:

### *Indoor Registration/Packet Pickup*



*Properly setting up an indoor registration/packet pickup area reduces the risk to everyone involved.*

## **J. Medical Plan**

All Colorado races are required to have medical personnel on site. However, as they may not be familiar with our events, they too need to be reminded to wear masks at all times.

In addition, they should be aware of a potential role they play in Covid-19 mitigation, which is that of watching out for riders who appear to be ill. The CDPHE has a process referred to as “contact tracing.” This is one way the state monitors the level of new cases, and also works to find out who has been in contact with whom. To do so, they will need information that the registration crew and the medical crew may have. For this reason it is critical that you have solid lists of who raced, when they raced, what groups they were in, etc.



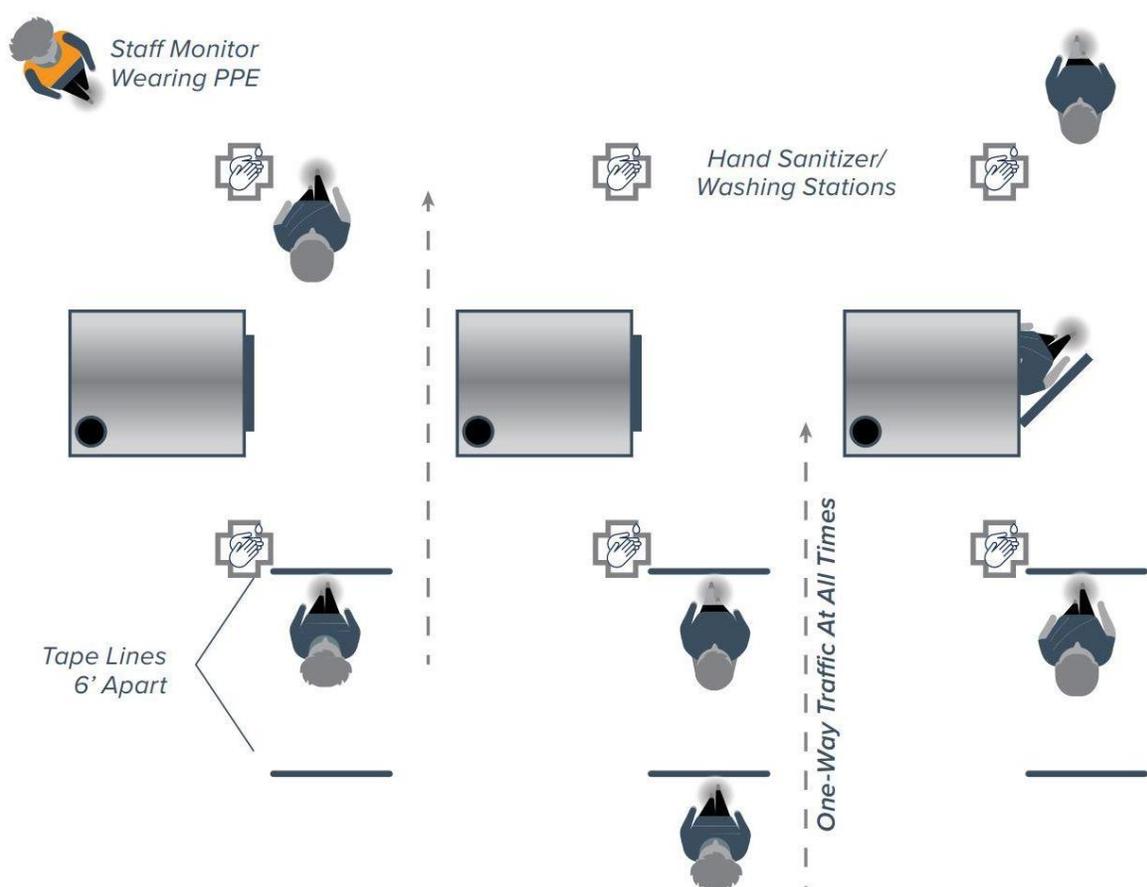
## K. Sanitation Stations

Before Covid-19, there was little consistency in the number or the organization of portalets and handwashing stations. Much more effort needs to go into those plans today. Here are the most important points

- Placement of portalets needs to augment the social distancing plan of the event, and thus cannot be side by side.
- Entrance and exit from the portalets needs to allow for one-way traffic of users so they don't ever have to backtrack and squeeze by others
- The event organizer is responsible for ensuring the portalets are sanitized on a regular basis.
- Hand washing stations need to be available so users can wash their hands before and after, and also sanitize the door prior to entry if that is their wish

USA Cycling has provided a graphic of an acceptable organization of portalets:

### *Portable Toilet Placement Utilizing Social Distancing*





Note the approach from one side and the exit going out the other. Note also the placement of handwashing stations.

There are other systems that would work too, as long as the principles are maintained.

## L. Post Event

### No Post-event Festivities is Best

The problem with post-event festivities is that it encourages people to remain at the venue, which is undesirable. We want everyone to race, and immediately depart. So, we strongly encourage event organizers to have no post-event process, such as a podium presentation or awards given out on site.

Also to be discouraged is standing around after the race talking about how you did, or cheering on other competitors.

### Awards but No Podium

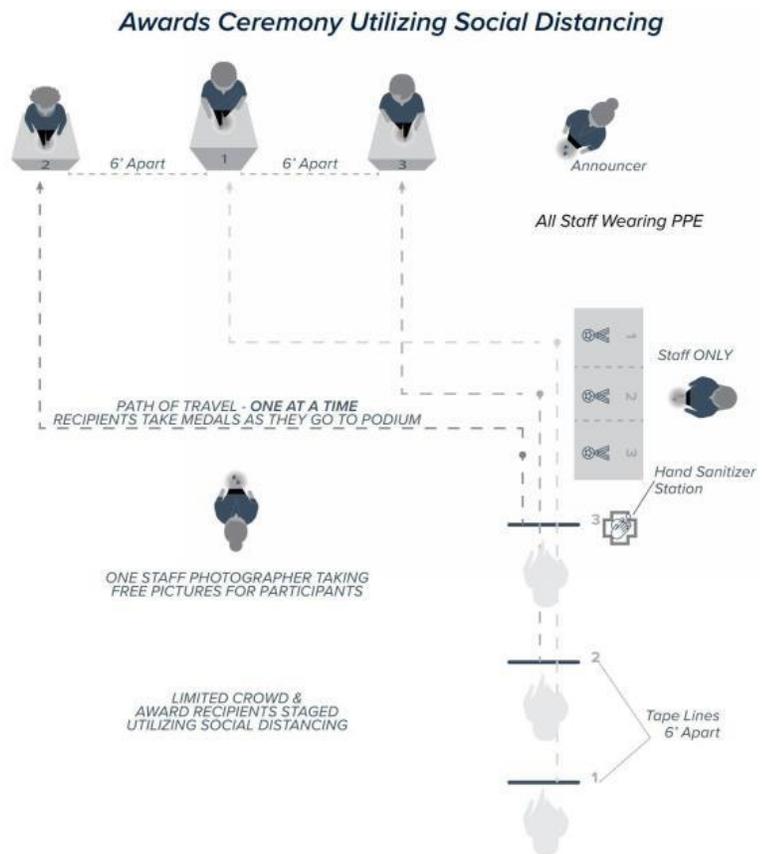
If for the good of the event awards must be provided, then any system that avoids congregations of people is better. To do that, instead of having a podium ceremony, present the awards on a separate table for pickup by the award recipients.

### Podium Presentation

Should the event organizer deem it essential to have a podium presentation, then USA Cycling has also provided a graphic of what it would look like:

Note the following in this plan:

- The podium blocks are 6-feet apart.
- The prizes/medals are already laid out, and nobody goes up to hang the medal around the winners' necks
- Everyone is socially distanced.
- The riders proceed one at a time, take their medal, and proceed to their podium block.





## M. Officials

Officials are present to judge and referee the sporting aspects of the race. In general, the event organizer is responsible for the design and enforcement of Covid-19 protocols. However, there will not be extensive overlap. As an example, it is not the responsibility of the officials to monitor how often the portalets are sanitized. However, the Chief Referee should work with the event organizer to discuss setting up staging so that it meets the guidelines.

If the state has mandated that all participants shall wear masks at all times, even while competing, then this should be in the race flyer. It then becomes a special race rule and is enforceable as a race rule. In such a case, the Chief Referee would be able to penalize a rider for failure to abide by a Covid-19-specific rule.

## 3. Time Trials

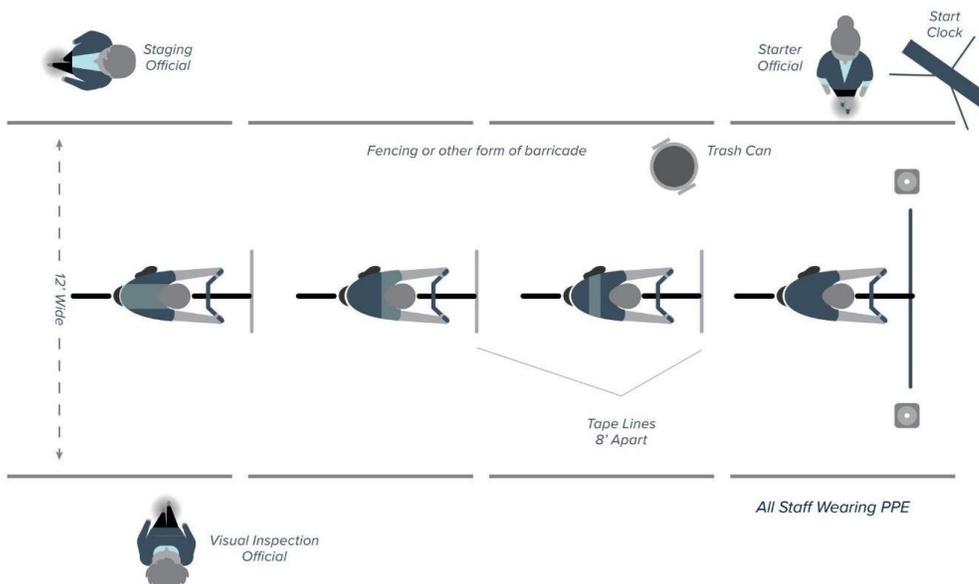
### A. Staging

Staging a time trial is clearly the easiest while maintaining social distancing. Here are the basics:

- Lines on the ground 8-feet apart for riders waiting to go to the start line.
- No holders. Every rider starts with one foot down
- Marshals and officials, including the starter, stay 6 feet away from the riders.

USA Cycling has provided the following graphic for how to stage a TT:

*Suggested Time Trial Start*





At some point, just before the start, the riders can remove their masks. We suggest a garbage can be placed right at the start in case the rider has a disposable mask and wants to toss it in the garbage. We do not want extra people there to pick up his or her mask, and we do not want any staff to have to handle it.

### **B. Active Racing**

This is easy, since the rules of time trialing preclude drafting, and passing must be done quickly and leaving a lateral distance of two meters.

## **4. Criteriums/Road Races/Gravelers**

### **A. Staging**

This is the biggest change to how we have traditionally started a massed-start event. Normally, there is a start line. It varied from a single lane to many lanes wide, and there was no control over it. However, under the new protocols, there will need to be much more control.

Here are the main points:

- Riders need to present themselves at the start wearing masks
- Riders need to be separated laterally by 6-feet at the start. This is the biggest difference.
- Great care and planning needs to go into effect to make the last bullet point happen.

Depending on the width of the usable road for staging, the race director will have to indicate somehow where riders should stage. This could be done with tape, with chalk, with cones, or with barriers of some sort.

By restricting the width of the usable staging area, it means that riders will be queued up much farther back, which could give the appearance of unfairness to those who are farther back. USA Cycling and BRAC are suggesting we use a system of a neutral start, with motorcycle referees enforcing the neutrality until a predetermined point. For a criterium, it could be after a full lap. For a road race, it could be for a set distance.

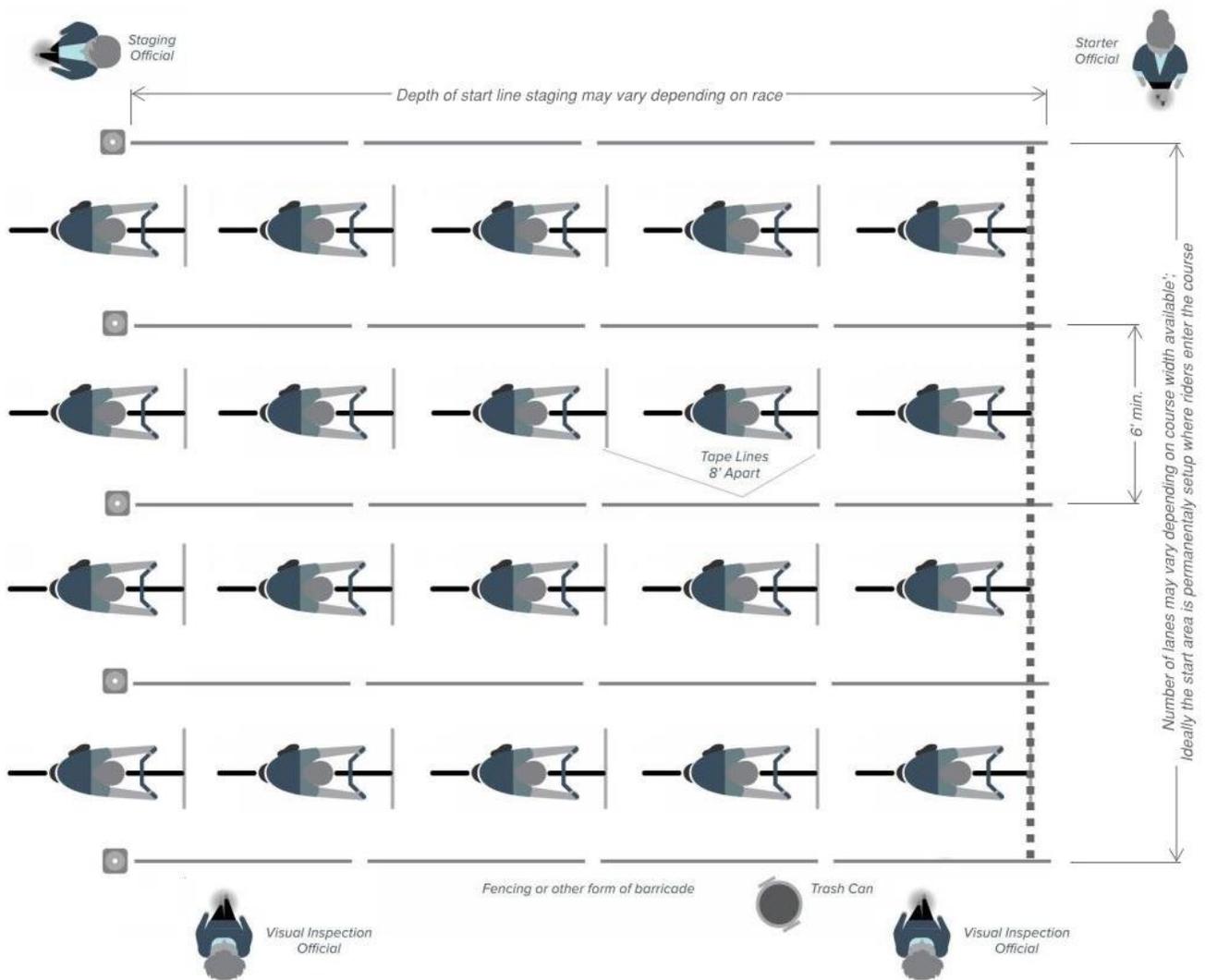
This will allow all the riders to get off the start line in a relaxed manner before the race truly starts, and allow for other oddities like taking off masks and getting them placed in pockets or wherever.

We also suggest that, whenever possible, the staging area be off of the main road on a race that is a short circuit. That way, if barriers or cones are used, they will not have to be removed quickly before the pack comes around at the end of the neutral or first lap.



Please see the graphic below for one way this could work:

*Suggested Criterium / Road Race / Graveler Starting Area*



**B. Active Racing**

Once the race gets going, it is game on as usual. The state PHO's are allowing drafting and pack riding during the active portion.

Spitting and snot rockets are not allowed at any time. Pre-race instructions should mention this. In a limiting extreme case, it could actually be an actionable offense on the grounds of a rider presenting a danger to other riders.



## 5. Cyclocross

### A. Course Design

Due to the potential need to limit groups to 25 or less in some locations, or even for other reasons, it would be acceptable to have courses that were longer than the typical 7-8 minutes per lap that is considered the gold standard in course design. If we want to get multiple groups on a course, then a larger course is more accommodating.

### B. Staging

Staging a cyclocross may look very different from previous traditional models, although there may be many variations dependent on the nature of the course. Just as in the massed-start races in section 4, riders need to be staged 6-feet apart. That is very different from a standard start grid of 8 riders in a 75 cm lane.

Unfortunately, reality is that if we want to have races, we have to make compromises. This will likely mean that in some races, there will not be 8 riders on the start line. It also will mean that if the riders in the first row do not quickly get their feet clipped in, they will be passed by riders in the second row, since there will be ample space. It also means that in some races there may be more than 8 riders in the front row. Each course is different, and the race director will have to decide how to set up a start grid for his or her course.

### C. Active Racing

A neutral lap won't work for a cyclocross, so once the whistle blows, it is game on. Fortunately, the upside is that riders will string out quickly, and there will be very little racing that is not socially distanced already by the nature of the length of a bicycle.