

PUKA^{UP}

2021 PukaUp Pedallers

Covid Safe Touring Protocols



How to tour in a Covid safe way

Covid Safe Event Operation

- 👉 The current Covid pandemic has required all businesses to rethink their operations and adapt to health restrictions for Covid Safe operations. Puka Up together with Cycle Plan have devised this Covid Safe Plan.
- 👉 Currently, under Victorian Covid Health restrictions, cycling tours have a cap limit of 150. However, there is a public gathering limit of 30 persons. Under our normal operations, Puka Up will operate these events in separate 'bubbles' of 30 persons each, adhering to the capacities under the Victorian regulations. This document will stipulate Puka Up's protocols for a cycling tour.

Tour Operations

The Tour is a predominantly outdoor corporate event, with limited indoor activity. Therefore, we will be operating in **completely 'sealed'** groups of 30 persons, whom will start as Covid free as possible (see regime procedures on page 4 for details), staying within their 'bubble' of 30 (named a Pod) which includes:


- 👉 1 x Pod's peloton of 25 riders (25 persons). Note: a peloton = an organised group of riders.
- 👉 3 x Pod's peloton car support crew (**4 persons**) = **2 x drivers + 2 x navigators.**
- 👉 1 x Pod's logistics support crew (**1 person**) in a 12 seater bus/van = **they are the Covid Safe Marshal for the Pod.**
- 👉 **Each Pod will have a medical and mechanic support within the above numbers, in the 30 persons.**


How to tour in a Covid safe way


Covid Safe Event Operation

 The Pod will operate solely within itself and not interact with other persons or Pods.

Tour Management and other logistics support

 This team will operate separately to the Pods, and, will be a minimal number of persons. This team is to arrange or facilitate the smooth operation and provide a 'distanced' handover for specific operation to each Pod's Logistics Support and Peloton Car support crew.

 All communications and operations are done digitally/verbally from a distance. No close interaction with the Pod of '30' allowed (unless in a medical emergency). See following pages for detailed procedures.

 The tour management team includes: Tour Director and other event staff and will operate as a separate 'bubble'. Other event staff will include:

- Self-catering staff (if applicable)
- Off-bike mechanic support
- Additional Logistics bike support (with a bike trailer)

How to tour in a Covid safe way

Overall Protocols

Hygiene and health protocols

- 👉 All team members to carry and use their own hand sanitiser AND sanitising wipes. The sanitiser and wipes must contain a minimum 60% alcohol level. Puka Up will provide additional spare stock for replenishment.
- 👉 All team members to stay within their Pods and NOT interact with the community or other Pods/team members.
- 👉 All team members to wipe down before AND after use, any common spaces or items including toilet facilities, tapware and handles.
- 👉 All team members to be Covid tested and adhere to compulsory requests, before arriving on tour.
- 👉 All team members to adhere to health and safety directives from the Puka Up **medical team** and event management.
- 👉 All team members to be temperature tested daily by the medical team.
- 👉 Any team member with any cold, flu or Covid symptoms are not to participate in the event. If encountering these symptoms during the event, please refer to the "Additional Medical Protocols" page for procedures.
- 👉 Operating in a Covid Safe manner is paramount and sits above normal Puka Up operational procedures.
- 👉 The peloton lead and rear car: front seat area and luggage/boot must only be handled by support crew. Riders can only open/close rear passenger doors, to place and retrieve their musette bags, or if they need to be transported.

Operating tours within Covid Restrictions (Victoria)

Category	70% of 16+ fully vaccinated Indicative date: 26 October 2021	80% of 16+ fully vaccinated Indicative date: 5 November 2021
Social gatherings, leaving home and visitors	Intrastate travel: Must not travel further than 25km except for permitted reasons Interstate Borders: May introduce new reduced quarantine arrangements for vaccinated residents returning from interstate Public gatherings: <ul style="list-style-type: none"> Fully vaccinated up to 10 people outdoors Unknown vaccination status: up to 5 people outdoors 	Intrastate travel: Allowed Interstate Borders: May exempt vaccinated residents from all domestic restrictions Public gatherings: <ul style="list-style-type: none"> Fully vaccinated up to 30 people outdoors Unknown vaccination status: no change from previous Remove mask for alcohol permitted
Face coverings	Required indoors and outdoors	Required indoors only
Entertainment and leisure	Entertainment venues: Fully vaccinated: Outdoor only, 50 cap	Seated indoor and non-seated indoor entertainment venues: Fully vaccinated: Indoors 150 cap per space. Outdoor seated entertainment: Fully vaccinated: Lesser of 25% or 5000 per venue
Hospitality	Food and drink facility Seated service only Fully vaccinated: Outdoor only, 50 cap	Food and drink facility Open for seated service only Small venues: up to 25 people if fully vaccinated before DQ applies Fully vaccinated: Indoors 150 cap, outdoors 500 cap
Cycling tours	Fully vaccinated: Outdoor only, 50 cap	Open Fully vaccinated: Indoors 150 cap, outdoors 500 cap

When 80% of 12+ are fully vaccinated (indicative date: 19 November 2021)
vaccinated residents will be exempt from all domestic restrictions.

Note:

All proposed easings from 80% fully vaccinated (indicatively 5 November) are dependent on the ability for venues and employers to confirm vaccination status of patrons and employees, respectively.

Dates of planned phases are subject to Public Health consideration of epidemiology at the time.

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How to tour in a Covid safe way – key elements

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Key elements for successful tour operations in a Covid restricted environment:

- 1.** Making sure the Team starts off Covid Free from the beginning.
- 2.** Keep the pelotons 'sealed' off from everyone, including catering staff.
- 3.** Have a proper health and hygiene regime at all times for all.

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Areas of possible transmission:

- 1.** Arrive to Tour - Covid Free.
- 2.** Logistics.
- 3.** Peloton/Riding.
- 4.** Meals/Catering.

Covid safe touring – arrive for Tour Covid free

It's absolutely key for the success of a Covid free Tour, if all team members arrive as Covid free as possible:

- 👉 Arriving Covid Free
- 👉 PLUS stay within each 'bubble' Pod of 30
- 👉 PLUS adhering to ALL the hygiene and medical processes

= extremely low Covid risk for the duration of tour.

Team members are to prepare and complete the following before arriving at the Tour:

- 👉 **Compulsory:** All participants must be double Covid vaccinated
- 👉 **Compulsory:** All team members to avoid bars, cafes, restaurants, communal/religious gatherings and public gyms for 14 days before tour
- 👉 **Compulsory:** Get Covid tested 4 days prior to tour, AND, forward the results to the Puka Up medical director
- 👉 **Recommended:** avoid shopping centres and shopping malls
- 👉 **Compulsory:** NO persons from Covid hotspots at the time, or returned overseas travel, in the past 14 days.

Upon Arrival

- 👉 **No 'Day 0' full team orientation. Orientation will be delivered digitally or at smaller Pod's of 30 persons prior to arrival.**
- 👉 The Pod of '30' to meet at a dedicated location, away from the other Pods.
- 👉 Tour Director will call each Pod separately to the start area, to begin their tour. Only 1 Pod at the start area, at any one time.

Covid safe touring – Tour logistics

To maintain the integrity of the 'bubble' Pod of 30 team members, all:

- 👉 Close contact logistics will only be carried out by each Pod's 1 x logistics support crew in a 12 seater bus/van.
- 👉 All other preorganised logistics and preparation will be carried out by Tour Management from a distance. OR, from a social distanced 1.5m with no direct contact with anyone in the 'bubble' peloton of 30, as communication is via digital platforms or verbal phone calls.

Equipment/Clothing handling

- 👉 Each Pod of '30' are to load/unload their equipment/clothing into their designated logistics vehicle. It will be the same vehicle and logistics personnel for the duration of the tour.
- 👉 If the logistics support crew need to move the bags themselves, they are to use disposable gloves and discard them into a designated garbage bag.

Transportation

- 👉 Each peloton (POD) has 2 vehicles designated to that POD for the whole tour (i.e. 2 peloton vehicles).
- 👉 Transported at all times by their Pod's 2 x vehicles (there is enough seating for all '30' over 2 trips).
- 👉 Logistics support crew to wipe down (with sanitiser) the interior of the vehicles after each transportation run.

Covid safe touring – Tour logistics

Off-bike mechanic operations

- 👉 Simple bike mechanic operations are done by each Pod's 'on-bike' mechanic. Any serious bike repairs will be conducted by the 'Off-bike' mechanic, whom is NOT within the Pod's 30 persons.
- 👉 The off-bike mechanic will be the person responsible for acquiring the necessary parts from Cycle Plan stock or from bike stores. They are not to operate close to any member of a Pod.

Covid procedures for Off-bike mechanic

- 👉 Rider or Pod's on-bike mechanic to **sanitise wipe** down the bike, and, place on the designated repair bike rack. No further handling of the bike by this person during repair process.
- 👉 Rider or Pod's On-bike Mechanic to stand outside the indicated area, and provide instructions to the Off-Bike mechanic. This person will be at least 2m away from the Off-Bike Mechanic at all times, by standing outside the off-bike mechanic area.
- 👉 Off-bike Mechanic to sanitise wipe the bike again, then complete the repairs.
- 👉 Off-bike Mechanic to sanitise wipe down the bike after repairs and place the bike back on the designated repair bike rack.
- 👉 Rider or Pod's On-bike Mechanic to pick up the bike from the rack only, staying outside the Off-Bike Mechanic's working area.

Bike Trailer operations

- 👉 Similar to the Off-Bike mechanic above. Social distancing and wiping down of bikes to be adhered to at all times.

Covid safe touring - – pelotons/ riding/on-road

Normal on-road operations naturally fits the Covid social distancing requirements. It is outdoors and the riding and bikes provide the team with measurements for positioning within the peloton. In addition, the peloton will operate within in the same Pod for the duration of the tour.

Peloton riding procedures:

- 👉 When in the '2-up' formation, riders to be 1.5m apart (side-by-side), while there is enough spacing of 1.5+m (fore & aft) due to the bikes.
- 👉 No dispensing of bodily fluid (i.e. mucus or spit) while riding. If needed, wipe nose onto riding gloves.
- 👉 If the rider is effected by hayfever, they are to ride at the very back of the peloton.
- 👉 As per normal procedure, riders to face forwards while talking.
- 👉 While stationary, in all scenarios, all peloton activities must be conducted with 1.5+m spacing (e.g. briefing and debriefings, or stopped at traffic lights).

Timings/Scheduling

- 👉 Pelotons to be spaced 30min to 45mins apart, to allow for appropriate Covid Safe operations at meal stops throughout the day.
- 👉 Currently, there will be no community activity or school visits in the current Covid environment.
- 👉 Ride leaders and support crew to lead a unified operation of the Covid Safe procedures, at all times. The whole Pod needs to move in unison to make sure there is no interaction with anyone outside of the Pod's '30'.

Covid safe touring - meal stops/catering

This is a key area of potential transmission and thus there are a number of procedures to reduce probability of transmission to almost zero.

Key catering Covid Safe points which must be adhered to:

Self-catered in an outdoor venue:

- 👉 Operational: 1 peloton/Pod at a time in the food service area. The Pod must hold position next to their bikes until food service area is clear and catering staff have completed the replenish.
- 👉 Operational: Catering staff will NOT service the food serving area while a peloton/Pod is in the area. They are to replenish the food service area, once the peloton/Pod has moved to their designated eating location and before the next peloton is called forward.
- 👉 Hygiene: Each team must sanitise hands prior to food service area and/or hydration. Covid Safe Marshal to set up and support crew to assist.
- 👉 Operational: NO coffee service provided directly from Vittoria van. All Pod's coffees are pre-ordered and prepared one lot, placed on trays for the Pod's support crew to pick up and deliver to the Pod in their designated food consumption area.
- 👉 Hygiene: Hydration is conducted only within the Pod's team and equipment. No communal hydration station. Pod's support are the only ones to operate the water drum's nozzle, and wipe down after use.

Catered venue

- 👉 To operate under the venue's Covid Safe plan for their staff, PLUS, the above hygiene requirements.

Covid safe touring - meal stops/catering

Morning Tea Procedures

- Each Pod's Covid Safe Marshal to prepare the area for the arrival of their Pod/Peloton.

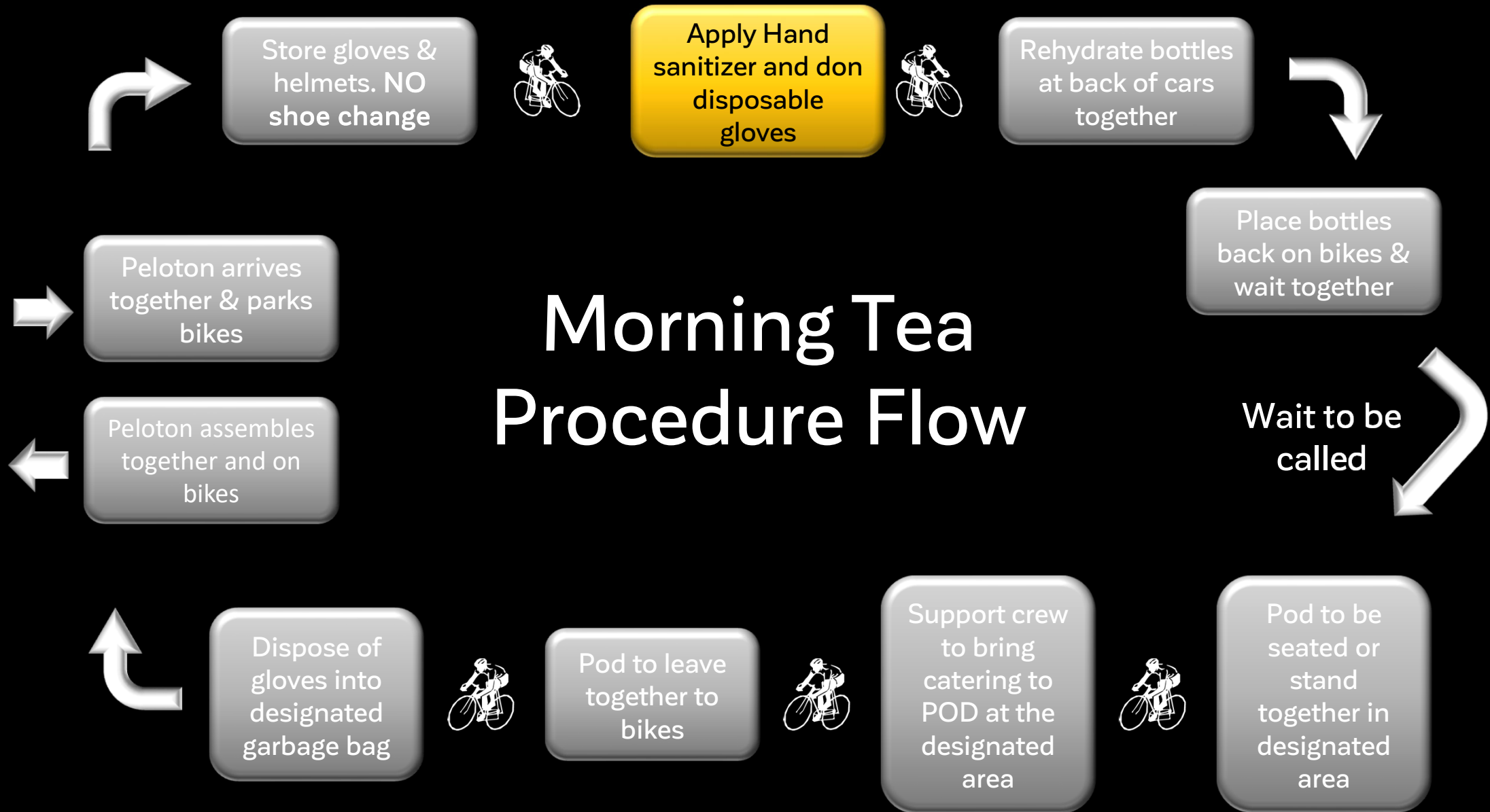
Timing

- Self-catered outdoor venue: Pelotons/Pods are scheduled to arrive at separate specific times.
- Catering venues: separate venues and separate timings, according to the venue's Covid Safe Plan.

Procedure

- Peloton arrives together and parks their bikes in their designated area.
- Riders to take off gloves and helmets and place with their own bike.
- Riders to walk together and replenish their water bottles at their Pod's hydration station (in vehicles). The riders to place their water bottle down. Then Pod's support crew only to use refill nozzle to dispense water. Support crew not to touch the bottles, and must wipe down nozzle after use.
- Assemble together and all Pod members to hand sanitise, THEN, put on disposable gloves over the sanitised hands. Pod support crew to provide sanitiser and gloves.
- Catering to be brought over to peloton/Pod by Pod's support crew. Pod's support crew will then pick up the pre-ordered coffees on trays and bring over to the Pod's designated consumption area.
- After completion of catered meal and hydration, peloton to assemble near parked bikes, place disposable gloves into the specially designated garbage bag then depart as per normal peloton procedures.
- The Pod's Covid Safe Marshal to assess areas and make sure all items are properly disposed off.

Morning Tea Procedure Flow



Covid safe touring - additional medical protocols

Prior to start of tour:

All team members need to adhere to the "Arrive for Tour Covid Free" protocols. If a team member:

- 👤 Has not completed all of the requirements: they will not be admitted to start the tour. **Puka Up management team to contact all individuals to make sure they have fulfilled their obligations. A document signed by each team member** is required prior to Tour start. Non compliance = no tour and no meeting team members at the start.
- 👤 Tests Covid positive days prior to arriving for tour: directed to self isolate at home. Puka Up **Medical Director** to follow up with DHHS if there are any other requirements for Puka Up to follow. **Medical Director** to follow up with team member at an appropriate time to monitor recovery progress.
- 👤 Arrives at the start with Cold, Flu or Covid symptoms: immediately self isolate, and direct team member to get tested. Team member to self drive to testing location, then immediately home. **Team member to be directed to turn on the team's WhatsApp tracking for 8 hours, so Tour management and Medical Director can monitor their movement to the testing location and subsequently thereafter.** Once testing result is sighted by Puka Up **Medical Director**, further instructions are to follow.

During tour:

If any team member shows any Cold, Flu or Covid symptoms:

- 👤 immediately self isolate, then Puka Up management provides a hire car for self drive to best testing centre.
- 👤 **Team member is to turn on Team's WhatsApp tracking for 8 hours, so medical team and tour management can monitor their movements.**
- 👤 Post testing, team member to be directed by Puka Up **Medical Director** on next movements (e.g. self isolate at home) until results are received.
- 👤 The other team members within the Pod, to stay isolated and await further instructions from Puka Up **Medical Director**. Self-isolation will be at least until receipt of Covid Testing results (24-48hrs).
- 👤 If there is a positive result, Puka Up **Medical Team** to provide DHHS and WorkSafe with all available contact tracing information and await further instructions for remainder of team
- 👤 All previous accommodation and catering suppliers will be notified by Puka Up Management and by DHHS.