



Community Bike Works COVID-19 Plan

Spring 2021

Updated April 12, 2021

PANDEMIC COORDINATOR: Dave Edinger, Deputy Executive Director

All students or families with pandemic-related concerns should contact Adonis Cannon (Madison Street Earn a Bike, 610.434.1140), James Williams (East Allentown Earn a Bike, 610.820.9927), or Hana Cannon (Junior Earn a Bike, 610.434.1140).

DEEP CLEANING & PHYSICAL ARRANGEMENT OF SPACE

- Prior to re-opening for in-person classes on April 19, staff will undertake a deep clean of both bike shops following CDC best practices.
- Each staff member will have an assigned work station. Staff will arrange the physical space so that both student workspaces and staff desk areas allow for distancing of 6 or more feet.
- Doors and windows should be kept open to the extent possible, considering weather and general safety, to encourage air flow.

GENERAL HEALTH & SAFETY:

- Staff and students should stay home if they are exhibiting symptoms or have been in close contact with someone who has COVID-19 or is exhibiting symptoms. Staff members who have a question about possible exposure should contact Dave Edinger before coming to the office. Students and families with a question about exposure should reach out to the contact person listed above for their programs.
- Each day on arrival, staff will self-screen for history of exposure and present symptoms, including a no-touch temperature check. Staff will also wash their hands for at least 20 seconds with soap and warm water upon arrival, before eating, after using the restroom, and before leaving for the day, and at other times as necessary.
- Staff will wear facial coverings at all times, including outside when students are on site. The only exception will be when staff are in a room by themselves for an extended period of time, in which case the mask can be worn around their chin/neck.
- Staff will coordinate temperature checks of each student as they arrive and will ensure every student washes their hands for at least 20 seconds. Students will also wash their hands before eating, after using the restroom, before leaving for the day, and other times as necessary.
- Students should wear facial coverings at all times, including outside. Disposable masks will be provided to students who do not arrive with them.
- Should a student begin to exhibit symptoms during the programming day, including but not limited to fever, cough, shortness of breath or difficulty breathing, the student will be directed to an isolation area and the student's family called for immediate pickup. Staff will disinfect the area following the student's departure, following possible exposure guidelines (below).
- Family members who are dropping off or picking up students should wear facial coverings. Family members should not come inside the bike shop. Instead, families should call or ring the bell to let staff know they are there. Staff will then send students outside.

Children at Higher Risk

- Students with additional health risks are advised to participate only in online programming. Please talk to staff to develop a plan that works for you.

Possible Exposure

- Should a staff member or student become ill with Coronavirus or be suspected to have Coronavirus, Community Bike Works will notify any staff or students who have been exposed to the person for 48 hours preceding their symptoms. Community Bike Works will then follow [PA](#) and [CDC steps](#) for cleaning and re-opening the space, including:
 - Closing off areas visited by the person who has a probable or confirmed case;
 - Opening outside doors and using ventilation fans to circulate air in the area;
 - Waiting several hours before cleaning and disinfecting the affected area;
 - Cleaning and disinfecting all shared areas such as offices, bathrooms, break rooms, shared electronic equipment used by the sick person.
- A staff member or student who has been or who may have been in close contact with an infected person should contact the Deputy Director for further guidance, and should not return to Community Bike Works until receiving physician clearance. Generally this will mean until receiving a negative test or completing a quarantine as advised by the CDC.

CHANGES TO PROGRAMMING

All Programs:

- To the extent possible, Community Bike Works will keep students together in small groups with dedicated staff and make sure they remain with the same group throughout the day. All students will be asked to remain 6 feet away from staff and other students at all times.
- All programs will take place outside to the extent possible, in Franklin and Keck parks. In the extent of extreme heat or rain, the Deputy Director will work with staff to determine whether to cancel classes or move indoors.
- Students will not sign in or out of programs. Instead, staff will keep attendance records.
- Each program staff will maintain a handwashing station at their outdoor location.
- Each program staff will maintain a portable first aid kit and ensure that kit is taken to the program site each day.
- Students may enter either bike shop to use the restroom. Signs will instruct students to wipe down the toilet, sink, and door handle following use, and to properly wash their hands before returning to programs.
- On the first day of programming, each student will be issued a water bottle marked with their name. Students should bring their water bottle, filled with water, to each day of summer programming.
- All programs will begin with a review of health and safety procedures.
- Community Bike Works will develop a back-up plan in the case of staff absences due to illness.

Earn a Bike and Junior Earn a Bike:

- Community Bike Works will offer both online and in-person options for Earn a Bike and Junior Earn a Bike. At any time, we may make the decision or follow public directives to suspend in-person classes and return solely to online classes.
- At each location, in-person classes will be limited to 6 students.
- Classes will be limited to 10 days, and will be offered as a camp model (5 days in a row for two weeks).
- Earn a Bike classes will take place outdoors to the extent possible, and for at least one hour per session.
- Work stations will be arranged so that there will be no more than one student per station.

Drop-In:

- Drop-in is currently on hold.

Meals and Snacks:

- All food will be provided as individually prepared servings. If lunches are to be served, they will be provided to students in paper bags with individual napkins.
- All food will be eaten outside or provided to students to eat at home.
- For food eaten onsite, students will be expected to dispose of their own garbage into receptacles provided by Community Bike Works.
- All utensils and other items used to prepare the meals will be sanitized after each use.

Bike Rides

- Students will generally be required to secure their own transportation to rides that do not begin at a Community Bike Works bike shop. If needed, staff may transport in the van no more students than may be seated 6 feet away from each other and the driver.
- Each staff, volunteer, and student rider will be required to have a mask to participate in a ride. Masks must be worn at the start and end of the ride, and at any point in which riders are not physically distanced. Masks may be worn around the neck during the ride when riders are physically distanced.
- Riders should not ride side-by-side. Riders should stay 20 feet behind the rider in front (about 4 bike lengths).
- Riders who must sneeze, cough, blow their nose, etc., must safely reposition themselves to ensure that no one is in their slipstream.

DAILY CLEANING

- Staff at each location will be responsible, on a rotating basis, for cleaning and disinfecting program areas at the end of each program day. Staff will follow CDC [best practices](#), and will pay special attention to high-touch surfaces including:
 - Work stations
 - Tools
 - Front and internal door handles
 - Light switches
 - Phones
 - Sink
 - Bathroom seat, handle, fixtures
 - Tables and counters
 - Alarm (Madison Street)
 - Handrailing to second floor (Madison Street)

CHANGES TO THIS PLAN

- Community Bike Works staff will closely monitor state and local directives and public health guidance, and make changes to these policies as necessary. Such a change could include the suspension of all in-person classes, and a move to online programming.

COMMUNICATION WITH STAFF, VOLUNTEERS, FAMILIES, & STAKEHOLDERS

- Posters on proper handwashing and mask wearing will be hung at each bike shop location.
- Each Earn a Bike and Junior Earn a Bike session will begin with instruction on proper handwashing, mask wearing, physical distancing, and properly using the restrooms.
- Community Bike Works will instruct all staff on the specifics of this plan.
- This written plan will be posted on the summer program's publicly available website prior to providing services to children, in both English and Spanish.