



Community Bike Works COVID-19 Plan 2021-2022

Updated September 13, 2021

PANDEMIC COORDINATOR: Dave Edinger, Deputy Executive Director, 610.434.1140

The health and well-being of our students, staff, volunteers, and community are of utmost importance to Community Bike Works. All students or families with pandemic-related concerns should contact Adonis Cannon (Madison Street Earn a Bike, 610.434.1140), Hana Cannon (East Allentown Earn a Bike, 610.820.9927), or James Williams (Easton Earn a Bike, 484.655.4869).

VACCINATION

As of September 20, all Community Bike Works staff are required to be vaccinated to be on-site at Community Bike Works.

Staff who are unable to be vaccinated for medical or religious beliefs must apply to the Deputy Director for an exemption. Approval or non-approval of the exemption will be made by the Deputy Director and Executive Director.

All volunteers are required to be vaccinated to be on-site at Community Bike Works.

MASKING

Staff, volunteers, and students will wear masks during all Community Bike Works programming. This requirement includes outdoor programs, with the exception of rides (see below). This requirement also includes Community Bike Works programs that take place not at Community Bike Works but at a partner location, even if that partner location has less-stringent masking requirements.

Visitors to Community Bike Works must remain masked at all times, and staff must remain masked with visitors.

At times that the only people together in a building or on a floor are staff who regularly work together at one site, staff may agree to remove masks if all parties are comfortable with that decision.

HANDWASHING

Staff, volunteers, and students will 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.

PROGRAMS & TRAVEL

As of the fall of 2021, Community Bike Works will offer in-person options for Earn a Bike and Junior Earn a Bike. All classes will be limited in size, based on the capacity of each location and current

public health directives. At any time, we may make the decision or follow public directives to suspend in-person classes and return solely to online classes.

All programs will begin with a review of health and safety procedures. Programs may be held outdoors for improved safety. For indoor programs, doors and windows should be kept open to the extent possible, considering weather and general safety, to encourage air flow.

Program travel with students is generally on hold. The Deputy Director must approve any travel with students. For any vehicle travel, all passengers must remain masked and at least one window must be open at least halfway.

BIKE RIDES

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.

ILLNESS

Staff, volunteers, 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. Volunteers and students and families with a question about exposure should reach out to the contact person listed above for their programs.

Should a staff member or volunteer begin to exhibit symptoms while at Bike Works, including but not limited to fever, cough, shortness of breath or difficulty breathing, the person will be asked to leave for home immediately. Should a student begin to exhibit symptoms during the programming day, the student will be directed to an isolation area and the student's family called for immediate pickup.

A staff member, volunteer, or student who has symptoms or who has been or may have been in close contact with an infected person should not return to Community Bike Works until developing a plan with the Deputy Director. Generally this will mean until receiving physician clearance, receiving a negative test, and/or completing a quarantine as advised by the CDC.

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

CHANGES TO THIS PLAN

Community Bike Works staff will closely monitor state and local directives and public health guidance, and will make changes to these policies as necessary.

COMMUNICATION WITH STAFF, VOLUNTEERS, FAMILIES, & STAKEHOLDERS

Community Bike Works will instruct all staff and volunteers on the specifics of this plan. This written plan will be posted on the organization's publicly available website in both English and Spanish.