



Community Bike Works Re-Opening Plan Summer 2020

PANDEMIC COORDINATOR: Dave Edinger, Deputy Executive Director

PANDEMIC TEAM: Kim Schaffer, Executive Director; James Williams, Special Projects Manager

All students or families with pandemic-related concerns should contact James Williams at 610.434.1140

PRE-OPENING: DEEP CLEANING & PHYSICAL ARRANGEMENT OF SPACE

- Beginning June 29, staff will generally report to their onsite location each day and resume normal hours of 10 am to 6 pm. Beginning July 6, onsite EAB classes and other programs will be held 12-2 pm and 3-5 pm.
- Prior to opening for summer students on July 6, staff at both locations will undertake a deep clean of both bike shops following CDC best practices.
- Staff will also arrange the physical space so that both student workspaces and staff desk areas allow for physical distancing of 6 or more feet throughout the day.
 - The Deputy Director will work with staff at both locations to determine the need for physical barriers in areas where it is difficult for individuals to remain at least 6 feet apart.
 - The Deputy Director will work with staff at both locations to provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and students remain at least 6 feet apart in lines and at other times.
 - Doors should be kept open to the extent possible, considering weather and general safety, to encourage air flow.
- Staff at each location will designate an isolation room or area to separate anyone who has COVID-19 symptoms.
- No more than 3-4 program staff should be in either bike shop at one time, and each program staff will have an assigned work station. The Program Director will split his time between downtown and East Allentown to facilitate separation.
- In order to facilitate separation and health among all staff, work from home will be extended to staff members who are not in a primarily program role. Program staff should necessarily expect to spend all or most of their time at the office, but should talk to the Deputy Director about times in which work from home might work for them.

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.
- Each day on arrival, staff will be screened 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 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 may be worn around their chin/neck. Staff will otherwise follow the health directives described elsewhere in this document.
- Upon arrival, students will have their temperature checked by staff and wash their hands for at least 20 seconds with soap and warm water. Students will also wash their hands before eating and before leaving for the day, and at other times as necessary.
- Students should wear facial coverings to the extent possible 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 the isolation area and the student's family called for immediate pickup. Staff will disinfect the area following the student's departure.
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- 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 Earn a Bike and related programs this summer. 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 is a probable or confirmed case of COVID19;
 - Opening outside doors and using ventilation fans to circulate air in the area;
 - Waiting at least 24 hours, or as long as practical, before cleaning and disinfecting the affected area;
 - Cleaning and disinfecting all shared areas such as offices, bathrooms, break rooms, shared electronic equipment (tablets, touch screens, keyboards, remote controls) and ATM machines used by the sick person.

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 Program Director will work with staff to determine whether to cancel classes or move indoors.
- Students will not sign in or out of any programs. Instead, staff will keep records of students' attendance.
- 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 at any time 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 this summer. At any time, we may make the decision or follow public directives to suspend in-person Earn a Bike and return solely to online classes.
- At each location, in-person Earn a Bike 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.
- Workbenches will be arranged so that there will be no more than one student per workstation each day.

Drop-In:

- At each location, in-person Drop-in will be limited to 6 students.
- Students will sign up for Drop-in ahead of time, by following procedures outlined by program staff at that site.
- Online Drop-in will be offered in cases of extreme heat or rain.

Summer Meals:

- All meals and snacks will be provided as individually prepared servings. Lunches will be provided to students in paper bags with individual napkins.
- All meals will be eaten outside or provided to students to eat at home.
- For meals 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

- Bike rides will be limited to 6 students per ride.
- 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.
- Volunteers who participate in bike rides will participate in the same health screening and precautions as staff.
- 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

- No programs will be held from 2 pm-3 pm and from 5 pm-6 pm each day. At these times, staff will disinfect workstations, tools and other materials following CDC [best practices](#).
- Staff at each location will be responsible, on a rotating basis, for cleaning and disinfecting program areas at the beginning and end of each day, and between classes. Staff will follow CDC [best practices](#), and will pay special attention to fixtures including:
 - Front and internal door handles
 - Light switches
 - Phones
 - Printer
 - Sink
 - Bathroom seat, handle, fixtures
 - Tables and counters
 - Alarm (Madison Street)
 - Handrailing to second floor (Madison Street)

PLANNING FOR A MOVE FROM YELLOW BACK TO RED, OR GREEN BACK TO YELLOW

- 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, mask wearing, physical distancing, and properly using the restrooms will be hung at each bike shop location.
- Each Earn a Bike and Drop-in session will begin with instruction on proper handwashing, mask wearing, physical distancing, and properly using the restrooms.
- Community Bike Works will hold professional development for staff and volunteers on 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.