

HUB Cycling COVID-19 Safety Checklist & Plan

ON-SITE ENGAGEMENT

Checklist

- Do the [self-screening test](#) before participating in the engagement activity
- If you are experiencing COVID-19 symptoms, you must stay home and not engage with other staff/volunteers/contractors and our community/general public (i.e. in-person meetings or events) for at least 10 days, or longer if symptoms have not resolved.
- Please review your site-plan and adhere to the markers that space out 2 meters. It is your responsibility to adhere to 2 meter distance from other staff, volunteers, and contractors.
- When at an event, if handwashing is not available, use sanitizer. HUB Cycling will provide hand sanitizer.
- Volunteers, staff and contractors must wear masks while interacting with the public, and during set-up and take-down of engagement events. If you have your own please bring it with you, if not masks will also be supplied on-site.
- Limit the number of persons involved in set-up/take-down (this limits physical contact between volunteers and touch points)
- Avoid being inside or in a vehicle with multiple people for extended periods - try to plan the delivery of goods to be driven by one person
- If you've been given additional responsibilities (contact tracing and/or crowd management) please be aware of the principles related to those.

All staff and volunteers are required to know and adhere to this plan and attend a training session prior to the planned engagement activity.

OnSite Checklist

- Printed signage for distancing protocols and symptom reminder
- Hand sanitizers for participants and staff/volunteers
- Gloves for staff/volunteers
- Additional masks for participants and staff/volunteers
- Cones for physical distancing markets at event
- Arrows on the ground to show how attendees should move through the Resource HUB
- QR code with contact tracing link
- Take photos of all safety measures taken for municipality reporting
- Spray alcohol/sanitizer wipes for mechanics for bikes

Principles for on-site engagement

1. Staying Informed

Staff, volunteers and contractors are encouraged to stay up-to-date and informed on the pandemic and follow public health advice, as information may change from time to time. Refer to the [BC Centre for Disease Control website](#).

2. Self-Monitoring

Pre-mitigation, including reporting [and self-screening](#), will help to identify possible COVID-19 positive persons and proactively remove risks that they could inadvertently introduce coronavirus into the workplace.

- ***Do the [self-screening test](#) before participating in the engagement activity***
- ***If you are experiencing COVID-19 symptoms, you must stay home and not engage with other staff/volunteers/contractors and our community/general public (i.e. in-person meetings or events) for at least 10 days, or longer if symptoms have not resolved.***

You must also stay at home when sick to avoid spreading illness to others, even if symptoms are not consistent with COVID-19, as you may be non-symptomatic.

Common symptoms of COVID-19 likely include but are not limited to:

- Cough
- Shortness of breath
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

3. Physical Distancing

Physical distancing reduces the potential of coronavirus being transmitted through airborne droplets. There is a possibility that even non-symptomatic carriers of coronavirus may transmit

the virus in this manner, ***so physical distancing should always be observed, even in cases when people do not display symptoms of COVID-19.***

Physical distancing will be carefully considered in all engagement activities.

- ***Please review your site-plan and adhere to the markers that space out 2 meters. It is your responsibility to adhere to 2 meter distance from other staff, volunteers, and contractors.***
- ***All site set-ups will be done in a way that provides delineation between HUB Cycling staff/volunteer/contractors and the general public.***

4. Personal Hygiene

Staff, volunteers and contractors must practice proper [“hand hygiene” techniques](#) often, as it is the single-most effective way of reducing the spread of infection. Proper respiratory etiquette should also be followed (e.g covering your nose/mouth when coughing/sneezing). Touching your face, including eyes, nose or mouth must be avoided and hands washed or sanitized following such touching.

- ***When at an event, if handwashing is not available, use sanitizer. HUB Cycling will provide hand sanitizer.***
- ***Volunteers, staff and contractors must wear masks while interacting with the public, and during set-up and take-down of engagement events. If you have your own please bring it with you, if not masks will also be supplied on-site.***

5. Enhanced Cleaning / Disinfecting

Any program specific approach (for example for events and/or education activities) must be documented and followed.

6. Shared Workspaces / Equipment Including Vehicles

Volunteers/contractors and members of the public are discouraged from sharing equipment (i.e. pens, phones, other tools). Please help ensure that our events are as ‘low touch’ as possible.

When it is necessary to use common workspaces and/or equipment, staff are encouraged to disinfect before and after use. This includes shared mobility options such as Modo, Mobi, for work-related trips, as well as shared workspaces like the storage locker at HUB’s office (312 Main).

General guidelines:

- **Limit the number of persons involved in set-up/take-down (this limits physical contact between volunteers and touch points)**
- **Avoid being inside or in a vehicle with multiple people for extended periods - try to plan the delivery of goods to be driven by one person**

7. Personal Protective Equipment (PPE)

HUB Cycling requires volunteers and contractors to wear masks when in contact with the general public.

- **HUB Cycling will provide non-medical masks as needed or volunteers can use their own if preferred.**

Additional Responsibilities

8. Contact Tracing

HUB Cycling is required to keep track of all attendees that engage on-site.

- **There will be one delegated volunteer/staff responsible for contact tracing on-site.**
- **This will be done digitally and/or via sheet to track names and emails of participants and should be shared with HUB Cycling post event.**

9. Crowd Management

One volunteer/staff will be delegated responsible for managing the number of attendees on-site

- **Based on available space on-site, and taking into account 2 meter physical distancing, the maximum number of people at a time is calculated.**
 - **Please refer to your site-map**
- **If the responsible person counts more than the site capacity number, they should:**
 - **inform those to come back at a later time during the activation, providing hours of the activation and reason for the request (“Due to BCCDC guidelines we can only have X people present at a time in this space”).**
 - **If crowd and space management is not possible, the activation should be closed (temporarily until the crowd is managed or permanently).**

10. Communication

Staff are responsible for communicating this to participants before and during the event.

Before the event:

- Through social media, newsletter and website

At the event:

- Physical signage at event.