

# EVENT SAFETY PLAN

## Go by Bike Week 2020

### Overview

Health and safety measures for all activities associated with Go By Bike Week event from September 28<sup>th</sup> to October 4<sup>th</sup> will be designed and delivered following the Health and Safety Guidelines outlined by the Provincial & Municipal Governments at all times.

We, the Bike Victoria Society, understand the health and safety risks associated with organizing and hosting social, physically distanced, gatherings (celebration stations) during the Covid-19 pandemic.

For the first time in the history of Bike to Work Week, we have had to re-design the way in which we deliver and plan Bike to Work Week, now called Go By Bike Week.

This year, in response to the Covid-19 pandemic and the Health and Safety measures presented by Provincial Health Officer, Dr. Bonnie Henry, we will be limiting the number of attendants at one Go By Bike Week Celebration Station at once. In addition to limiting participation at one celebration station at one time to 50 people (including staff, volunteers, and vendors), we will also be offering a variety of online activities and challenges to encourage people to ride their bicycles during this time.

### Equipment List for Celebration Stations

Item Name	Number of Items	Location
Rope for organizing line up rows & stanchions	34 stanchions X 26 ropes for a 2m physical-distancing space for 4 line-up areas	At each C.S. line up area
Safety cones placed on the ground 2m apart to show physical distance in the line up	40 per Celebration Station	Within line up areas for marking 2m spacing distances
Hand sanitizer	One bottle for every vendor table & at the end of every roped off line-up	Will be distributed by a volunteer, sprayed into event participants hands while they wait in line for the vendor table
Anti-bacterial disinfectant, cloths, disinfectant wipes	5 containers of wipes, 5 sanitization spray bottles, 10 cloths	At each vendor table to wipe down any touch surfaces before and after each event participant as required

Face masks	200 per C.S. station	At every vendor table for participants to pick up as necessary. All vendors, staff, volunteers will be wearing masks throughout the duration of the event.
Disposable Gloves (alternative to using hand sanitizer, for those allergic to hand sanitizer or other reasons)	100+ per C.S. Station	Available in a box at the front of every C.S. vendor table for event volunteers, staff and vendors to wear while handling any shared contact areas/items.
Clipboard with Contact Tracing List	1 per line up area X4 line up areas for 4 tables/vendors	Volunteers or staff members (wearing mask and glove) will be responsible for collecting the names and contact information (on a contact tracing form attached to a clipboard) from every event participant attending a celebration station while they are in the line-up area for a vendor's table.
Signage (sandwich boards, posters, arrows to celebration stations, notice for health and safety expectations at C.S.)	5 signs total (1 sandwich board sign at beginning of line-up area, 1 sandwich board at end of line-up area in front of vendor tables, 2 sandwich boards nearby the C.S. on either direction on the road/pathway to station, Arrows/heart-shaped signs along the roped off area rope stands indicating 2m physical-distancing expectations)	At various locations nearby the celebration station.
Tents	5 tents for each C.S. vendor to adequately physically-distance: 1 BVS/GVCC table, 1 food table, 2 for sponsor separated tables, 1 bike mechanic table	At the celebration station main event area.
Waivers for Volunteers/Vendors	Waivers for Vols & Vendors to Sign upon arrival to C.S. to ensure all attendants/hosts identify as being healthy, with no signs or symptoms of C19, and are able to safely serve all event participants	Available at the Bike to Work Society table for volunteers, staff, vendors, to complete upon arrival to the site.

### **Summary of a Celebration Station Event Participant's Experience (including Contact Tracing):**

1. Participants either ride up, or leave their bicycle on the bike rack and walk up, to the Celebration Station line-up area, organized with stanchions and ropes.
2. Participants join the 25-person line-up area (with their bicycle or on foot) and wears a mask while waiting on a 2m physically distancing dot in line up area and wait for their turn to reach the table/vendor.
3. While in line-up, an event volunteer (wearing a mask and gloves), comes around to the people in the line-up and writes down all the event participants' names and contact information on a clipboard before the participant gets to the table/vendor area. This step is used to fulfill the 'contact tracing' requirement laid out by the Provincial Health authority in response to the covid-19 pandemic. The information provided in these contact-tracing documents will not to be disclosed for any purpose other than to ensure the safety of event participants and contact them individually, if an outbreak at a celebration were to occur. Event participant's information from these contact-tracing sheets will be stored safely in our Bike Victoria Society office for 60 days. After November 1 2020, all 'contact tracing documents' will be destroyed.
4. Once approaching the table, the event participant is greeted by another volunteer who sprays hand sanitizer on the participant's hands and another volunteer or vendor (wearing gloves) hands the volunteer an item or two of Go by Bike Week swag, including a sticker, packaged snack, stamp for their passport and any other prize giveaways for attending the station. This event participant can then also choose to re-line up for a bike mechanic tune-up in a new line or leave the station with their bicycle.
5. A volunteer with disinfectant spray will sanitize bike racks before an event participant/cyclist mounts their bicycle.

#### **\*BC Provincial H&S Protocol Resources for Reference:**

- <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>
- <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/reports-publications/covid-19-pho-class-order-mass-gatherings.pdf>
- <https://www.victoria.ca/EN/main/city/covid-19-response.html>

#### **Volunteer Training**

All volunteers will be required to attend our COVID-19 health and safety training session prior to assisting with any celebration station preparation, implementation, and event clean-up tasks. This training will be offered during the Celebration Station set-up time during Go by Bike Week 2020.

All volunteers will sign a Health and Safety CV19 Go by Bike Week 2020 Celebration Station Waiver. This waiver will ensure we document all volunteers present at the Celebration Station, their health status, and ability to serve the public at this event.

**\*Waiver for volunteers and staff hosting celebration station (to be checked by BVS volunteer lawyer)**

## **Vendors/Bike Mechanics Stations**

All vendors will be required to attend our COVID-19 health and safety training session prior to assisting with any celebration station preparation, implementation, and event clean-up tasks. This training will be offered during the Celebration Station set-up time during Go by Bike Week 2020.

All vendors and bike mechanics stations are required to bring their own PPE, including facemask, gloves, and hand sanitizer to protect their staff and other event participants, from any potential transmission of COVID-19.

Vendor tents and tables will be set-up 2m/6ft away from other vendors.

All bike mechanics tents will have a line of rope or a barrier of some kind courting off their work area to ensure physical distancing from event participants.

Vendors will sign the same volunteer waiver at prior to the public opening of the Celebration Station, stating that they do not have symptoms of COVID-19, have not been in contact with anyone who does COVID-19, and have not been out of the country in the last 14 days.

## **Risk Management & Restricting Participant Numbers:**

### **Limiting station to <50 people**

During the Celebration Station event, there will be between 8 – 10 vendors, volunteers, and staff supporting the station operations. In the event that there are 40 or more people approaching a Celebration at one time, our Bike Victoria Society staff will ask riders approaching the station to keep moving, do not stop at the station, and let them know that the station is at capacity, asking them to return in a few minutes. This will ensure that the event does not exceed capacity and follows the Provincial Health guidelines around safe physical-distancing measures including restrictions on gatherings.

All volunteers, staff, and vendor participants will be included in the max capacity number for a given gathering at a Celebration Station to ensure the Station does not exceed the 50-person capacity limit.

We will be counting participants at the Stations in order to monitor for 50-person maximum. We will also only be allowing 30 public participants in our line-up areas, organized by stanchions and ropes at one time. Additionally, we will have signage on sandwich boards restricting the number of public attendees to 40. We will have maximum 10 vendors/staff members on site at one time. We will ask people to return in a few minutes if we reach our 50-person limit of people on-site at one time. We will be advising people to leave the site immediately after they pick up their prizes or snacks. There will be no lingering after an activity, to ensure new people continue to arrive on site and can do so safely.

## **Pre-Event Messaging**

As described by the Provincial Health Authority, we will be following the new guidelines around contact tracing at our event. We will have a clipboard for staff and/or volunteers (wearing a mask and gloves) to gather contact information from participants in line-up as well as ask members to agree that: “they have not exhibited any symptoms or have been in contact with those who have symptoms or traveled outside of the country in the last two weeks.” We will also have signage on sandwich boards at the event around this, and pre-event messaging on our website and social media around this as well.

## **Physical Spacing at Celebration Stations**

Volunteers, staff and vendors expected to maintain 2m physical distancing from one another during the event, unless they live together or are already in regular close proximity within their self-identified social circle.

Staff and volunteers will be ensuring safe physical spacing of 2m squares within the event’s line-up area using pre-arranged stanchions and ropes for up to 25 people in a line-up at one time. These stanchions and ropes will be rented through Pedersen’s Rentals and will be set-up at every celebration station during Go by Bike Week 2020.

## **Contact Tracing**

Yes, we will be following the contact tracing guidelines at our event, and will be gathering a contact list for all volunteers, vendors and public participants with their name and contact information in case of a potential outbreak and the need for contact tracing. These contact lists will be kept for 30 days after the last day of our event (Oct. 4) in our Bike Victoria Society office, and destroyed for confidentiality of personal information after these 30 days.

## **Signage**

We will have safety cones placed on the ground in the 2m physical distancing line-ups instead of the decals to indicate where public participants may stand on the grass line-up area to ensure physical distancing. Sandwich board with clear signage around at-capacity (50 people) placed at the end of the line-up area to ensure our station does not exceed 50 people (including staff, volunteers and vendors).

## **Personal Protective Equipment**

At every Celebration Station, volunteers expected to wear Personal Protective Equipment during the event, including personal facemasks, using hand sanitizer/latex gloves before and after serving an event participant. The Bike to Work Society will provide safety equipment to staff, volunteers and vendors if they do not bring their own. Volunteers, staff, or event participants will not share facemasks and latex gloves at any time. Bottles of hand sanitizer will be shared between event participants, and event staff and volunteers.