

Bike Saviours Healthy Space Procedures

If you plan to be in the shop

1. Use the VolunteerSignUp sheet to communicate your intent to be in the shop.
 - a. If you plan to visit the shop for personal, unscheduled use let a staff member know.
 - b. This offers transparency to volunteers and helps avoid overcrowding.
 - c. It also serves as a log to facilitate contact tracing in case of a potential exposure.

Shop protocol

1. When arriving at the shop, your temperature will be taken by a second person.
2. A face covering is required at all times in the shop.
 - a. Both mouth and nose must be covered
 - b. Spare, disposable masks are available in the office
 - c. Face coverings may be removed for eating and drinking purposes, both of which should occur at a distance from others.
3. A maximum of 5 volunteers plus 2 staff members may be in the building at any given time, all observing at 6' of distancing.
4. Airflow
 - a. If there is anyone in the shop, the roll-up door in the shop should be cracked open and the Evap cooler should be running.
 - b. Several fans around the shop are used to circulate and promote air flow

Suspected Illness

- A staff member or volunteer is symptomatic or tests positive for COVID-19.
- Someone with whom a staff member or volunteer has contact with is symptomatic or tests positive for COVID-19.
- A suspected infection is defined as someone feeling one of the major symptoms (loss of taste/smell, cough, fever, shortness of breath,) and/or two of the minor symptoms (vomiting, diarrhea, body aches, fatigue, sore throat, runny nose).
- In general, if you feel any new symptoms of illness.

People and Communication

1. If you have symptoms, test positive, or are involved in a contact trace, notify a staff member. The Safer Space Agreement dictates that you may not enter the shop until you

and (where applicable) whatever members of your household who tested positive have tested negative.

1. In the case of a positive COVID test from an employee or volunteer, there will be a closure announcement through
 - a. Email to staff and board members
 - b. Notice on Website
 - c. Announcement posts on social media
 - d. Answering machine and voicemail
 - e. Signs on front and back entrances
2. An individual who has been exposed to COVID-19 may not return to the shop until after they have either completed 10 days of quarantine or after they have tested negative no sooner than five days after their most recent exposure.
3. An individual who is displaying one major or two minor COVID-19 symptoms may not return to the shop until after they have either completed 10 days of quarantine after they are no longer experiencing COVID-19 symptoms or after they have tested negative for COVID-19.

Cleaning and Reopening the shop:

1. If the information comes while we are open, operations cease *immediately* and details are communicated as/after everyone has safely left the space
2. In case of confirmed or suspected infection:
 - a. Operations cease immediately, Bike Saviours is closed up and everyone leaves.
 - b. We will do our best to contact all people who may have been exposed.
 - c. Communications go out to the public (Website and social media)
3. Bike Saviours remains closed until the potential exposure has been communicated and relevant contact tracing has been completed
4. Re-opening conditions and procedure:
 - a. Bike Saviours is closed to all for 24 hours
 - b. The following morning, spray high-traffic surfaces (e.g. Door Knobs, counters) with disinfectant, and wipe down surfaces
 - c. After the cleaning, **we reopen once contact tracing is complete and all potentially exposed parties are awaiting results. The goal is to avoid accidentally exposing others by reopening prematurely.**
5. What happens if these guidelines are violated?
 - a. **Being sick does not constitute a violation of the safe space agreement.**

Knowingly disregarding these guidelines does, and could result in penalties up to being asked not to return to Bike Saviours.

This document shall be revisited (and revised, as needed) at meetings.

Acknowledgement (sign name below):

I have read the above procedures and protocols and agree to uphold them. I will make sure that any guests I bring into Bike Saviours will uphold this agreement.

Name / Date