

Education Team Pandemic Health and Safety Policy and Procedures

Partner Organization Copy

Purpose

To ensure the health and safety of our employees and program participants during the Covid-19 Pandemic.

Applies to

All employees in contact with external program participants during education programs.

About

BikeWalkKC is slowly restarting in-person programming at select partner sites. This policy guides our decision-making about when and where to conduct in-person programming, and the procedures we will follow to reduce the risk of virus transmission at work sites.

Relevant Authorities

As an employer located in Kansas City, MO, BikeWalkKC is subject to the health orders of the Mayor's Office and Health Department. Partner work sites are subject to health orders of the cities and counties in which they are located.

Policy & Procedures

Outside programs only

All in-person programs must be conducted outside for now. Exceptions to this policy require the approval of the Education Director and the Executive Director.

Health guidelines

Current physical distancing guidelines require people to remain six feet apart at all times, and to wear masks over the nose and mouth when the situation requires closer contact. Education team members should wear masks or face shields at all times when working with program participants, even when outside. Exceptions may be made when there are program participants that have trouble hearing and/or need to read lips.

Partner selection

Potential program partners and class sites are required to detail their health and safety procedures in writing before any programs will be scheduled. The details of each partner site's health and safety procedures will be shared with all instructors scheduled to work there, so they will know what to expect and can make decisions about their own health and safety.

Equipment Sanitizing Procedures:

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection. Clean visibly dirty surfaces with soap and water.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- Clean and disinfect all bikes and helmets after each class with an EPA approved disinfectant
 - Perform routine cleaning and disinfection of all frequently touched, non-porous surfaces on shared equipment (e.g. glass, metal and plastic)
 - Consider the type of surface and how often the surface is touched.
Prioritize disinfecting frequently touched surfaces.
 - Equipment unused for 7 or more days needs only routine cleaning.
 - Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keeping the surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Reporting Problems

Issues that arise with partner work sites must be reported immediately to the Education Program Manager. If they are not available, then report to the Education Director or Executive Director.

1. Partner work site health and safety concerns

Each site's health and safety procedures will be shared with instructors scheduled to work there. Significant deviations from, or non-compliance with, those procedures should be reported immediately. Any other concern to an employee's health or safety at a partner work site should also be reported immediately.

*Instructors who feel they need to remove themselves **from an unsafe situation** may do so and then notify the Program Manager immediately.*

2. Changes to partner work site status

Significant changes to partner work sites must be reported to the Program Manager and Education Director. Examples may include changes to health and safety procedures, quarantines, lockdowns, or changes to policies governing their relationships with external partners like BikeWalkKC.

3. Partner work site exposure to Covid-19 virus

Any confirmed or potential exposure of an employee at a partner work site must be reported to the Education Director immediately, or if unavailable to the Executive Director. This is crucial for determining if any other employees may have been exposed and need to seek testing.

Staff Health and Safety Tips:

Maintain safe behavioral practices

1. social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
2. frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
3. wearing cloth face coverings
4. avoiding touching eyes, nose, and mouth
5. staying home when sick
6. cleaning and disinfecting frequently touched objects and surfaces

I have read and been informed about the content, requirements, and expectations of the Pandemic Health and Safety procedures for employees at BikeWalkKC. I have received a copy of the procedures and understand my responsibility to provide a similar document outlining my organization's health and safety procedures guidelines as a condition of my partnership and to ensure the safety of all parties involved.

I understand that if I have questions, at any time, regarding the BikeWalkKC Pandemic Health and Safety procedures I will consult with the Education Director at Laura.Steele@bikewalkkc.org

Please read the BikeWalkKC Pandemic Health and Safety procedures carefully to ensure that you understand the procedures before signing this document

Partner Organization:

Partner Signature:

Partner Printed Name:

Date:

Receipt By: