



Cycling

Standard Operating Procedure

Effective Date: 6-28-2021

Purpose

To provide staff with clear procedures to follow when working with groups on bikes

This SOP should be followed in conjunction with a safety assessment and guidance relating to COVID-19.

COVID-19 Guidance

- Vaccinated and unvaccinated volunteers are required to wear masks when inside and outdoors when they cannot maintain social distancing. Wear a mask during set up when in close proximity to other volunteers and when adjusting helmets and bikes in close proximity to students
- Volunteers should ensure there are opportunities for social distancing for themselves throughout the event
 - Briefings and debriefings should be done in a large grassy area to allow for social distancing
 - The group should be welcomed in a large grassy area so everyone can spread out
 - Volunteers should feel empowered to inform others that they're going to take a step back to ensure social distancing
 - Set guidelines for interactions at the beginning of the day so that all volunteers and program participants understand what is expected and include the guidelines in the briefings
 - The group will be broken up into squads for the ride
 - Squad size should be limited to 10 participants and 2 volunteers, all will have masks available during the visit, including the bike ride
- Equipment will be sanitized before each use
 - Bikes will be sanitized by wiping handlebars, seats and any commonly touched areas with a disinfectant wipe once the bike is moved from the garage to the staging area
 - Helmets will be sanitized *after* each use by spraying with a disinfectant (Lysol disinfectant spray for example) including chin straps and buckle so they can dry before the next day's use
- Food will be handled in a sanitary manner
 - All volunteers handling food will wear appropriate gloves on their hands
 - All food will be dispensed to participants in individual wrappings (bananas will be placed on the bike seat, mid ride snacks (string cheese and fig bars for example) will be kept in individual wrappers



- After the ride, hot dogs may be prepared and wrapped individually in a napkin or paper towel and placed in a serving tray. Participants may take a hot dog from the tray, maintaining social distance and return to the eating area
- School provided lunches (in lieu of hot dogs) may be dispersed by school supervisors using the school's protocol for field trip lunches
- No more than four student per picnic table to ensure adequate distance. Students will rotate picnic table use or sit in the grass at social distances if not enough tables are available

Note: This program is run by a park partner: Cycling Schools

Day of:

1. Volunteers arrive a few hours before the group to gather for a briefing, assign duties, and prepare bikes – this includes washing bikes down before the rides. The briefing should address COVID-19 Guidance listed above.
2. One volunteer will contact CUVA Communication Center with plans for the day
3. Volunteers will maintain social distancing and sanitize hands often
4. Volunteers should feel empowered to step back if social distancing isn't being observed
5. Bikes are set up in squads of 10 or less
6. Helmets are placed in the middle of the bikes
7. Two volunteers are assigned to each squad of 10, one at the front and one at the back
8. When students arrive, they gather in a semi-circle, staying 3 feet apart, to review safety rules
 - Everyone wears a helmet that fits, they can be adjusted
 - Make sure the bike fits you, they can be adjusted to your height
 - Walk your bike in the grass and when crossing roads
 - Ride in single file with enough room between you and the rider in front of you
 - Stay to the right of the trail
 - Be courteous. Call out “passing on your left” when passing runners, walkers, and other bikers
 - No horseplay
 - Keep both hands on the handlebars and both feet on the pedals
 - Yell “stopping” to signal those behind you that you are coming to a stop
 - When stopped, move to the grass on the side of the towpath
 - Watch for animals
 - Everyone must wear appropriate footwear
 - Tuck your shoelaces into your shoes and right pant leg into your socks or use a rubber band so they don't get stuck in the chains
9. One volunteer will stay at base camp to act as the Lead for the day
10. Squads will depart the briefing area with enough time between squads to ensure the squads have separation from other squads on the towpath and educational/restroom stops



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11. Upon returning to the garage, each squad leader will erase their number from the white board to help indicate which squads are still out on the towpath and turn in the corresponding numbered backpack
 12. Each rider will wipe down his or her bike upon returning to the garage
 12. Volunteers will have a debriefing and address any concerns
 13. Trash will be collected and removed, so the area is clean and ready for public use
 14. Once the building is secured a volunteer will contact CUVA Communication Center to let them know all staff is clear of the area