



COVID-19 – ALL PROGRAMMING PROCEDURES

Employees' Personal Practices

- Employees must wear a mask at all times (preferably their own). Guidelines for using masks must be followed. Masks should be cleaned routinely.
- All employees will be required to wear face masks for the entirety of their shift if more than one employee is on site.
- All employees must wash their hands upon entering the building or upon finishing a programming event with soap and water for no less than 20 seconds.
- All employees will maintain 6 feet between all employees, program participants and their parents/guardians, volunteers or partner staff members
- Only employees will be allowed in the Freewheelin' buildings.
- Volunteers will only be allowed on site with permission or invitation secured before arriving.
- No employees should be onsite without a specific reason.
- Employees will not eat food or snacks in programming space.

Maintenance of Facility, tools and supplies

- No programming will be conducted inside the facility
- All high touch points (i.e. door handles, tools, keyboards, POS system, CC reader, laptops, ipad), should be disinfected rated to kill Coronavirus several times while employees are present and always at the end of the day.
- Staff will disinfect the tools, fleet bikes, helmets and any other equipment after every program event.
- Staff will ensure that outdoor facilities (porta potties, etc) will be disinfected after every program event.

Guidelines for Freewheelin' Program Participants, Volunteers and Partners

- Absolutely NO program participants will be allowed in Freewheelin' property.
- All program participants and their parents/guardians, volunteers and partner employees must maintain a six feet distance with one another. Failure to maintain an appropriate distance could result in a participant being asked to leave.
- All youth will be provided a mask and hand sanitizer by Freewheelin' Community Bikes. All youth participants will be required to wear a mask; all volunteers will be required to wear a mask when on the Freewheelin' property and interacting with others.
- All youth and volunteers will be asked to clean their hands prior to and after participating in a Freewheelin' activity or event.
- All youth will refrain from eating during programming unless required for dietary or other health reasons.