

Brampton/Caledon Bike Hub

“Safe Workplaces” Plan

Effective July 10, 2020, based on regulations as of this date

Anecdotally, we have seen a significant uptick in cycling activity along the trails and other cycling infrastructure in both Brampton and Caledon during the spring and early summer of 2020. This increase is creating challenges regarding trail etiquette and trail safety. Cyclist education is one way to avoid potential points of conflict between cyclists and other trail/road users.

At this time of increased bicycle usage, access to bicycle repair services is becoming more restricted with the pending closure of Brampton Cyclepath at the end of June. Many bikes are in need of minor repairs to keep them safe and comfortable for their users.

To partially address this need as COVID-19 restrictions are eased, the Brampton/Caledon Bike Hubs plan to begin running outdoor BikeWrX cycling workshops combined with small group rides (maximum 5 participants including a mentor, even once size limitations are increased).

This Workplace Safety Plan was created to comply with Provincial regulations **Phase 1 Outdoor, Seasonal or Recreational sector guidelines** <https://www.ontario.ca/page/reopening-ontario-stages>. The plan follows the guidelines and includes hygiene and sanitation standards, physical distancing protocols and an emergency preparedness plan. Staff and volunteers will be trained in accordance with this plan.

<https://www.ontario.ca/page/resources-prevent-covid-19-workplace> (Outdoor recreation and drive-in/drive thru entertainment)

Hygiene and sanitation standards

- Hand sanitizer to be available and patrons will be advised to use it before and after moving into the workspace area
- Tools and work stands will be sprayed with chlorine bleach solution and wiped down after each service
- Staff and patrons must wear at least a non-medical grade mask. Anyone not wearing a mask will be refused service
- Disposable gloves will be provided. Bin to be provided for glove disposal

Physical distancing

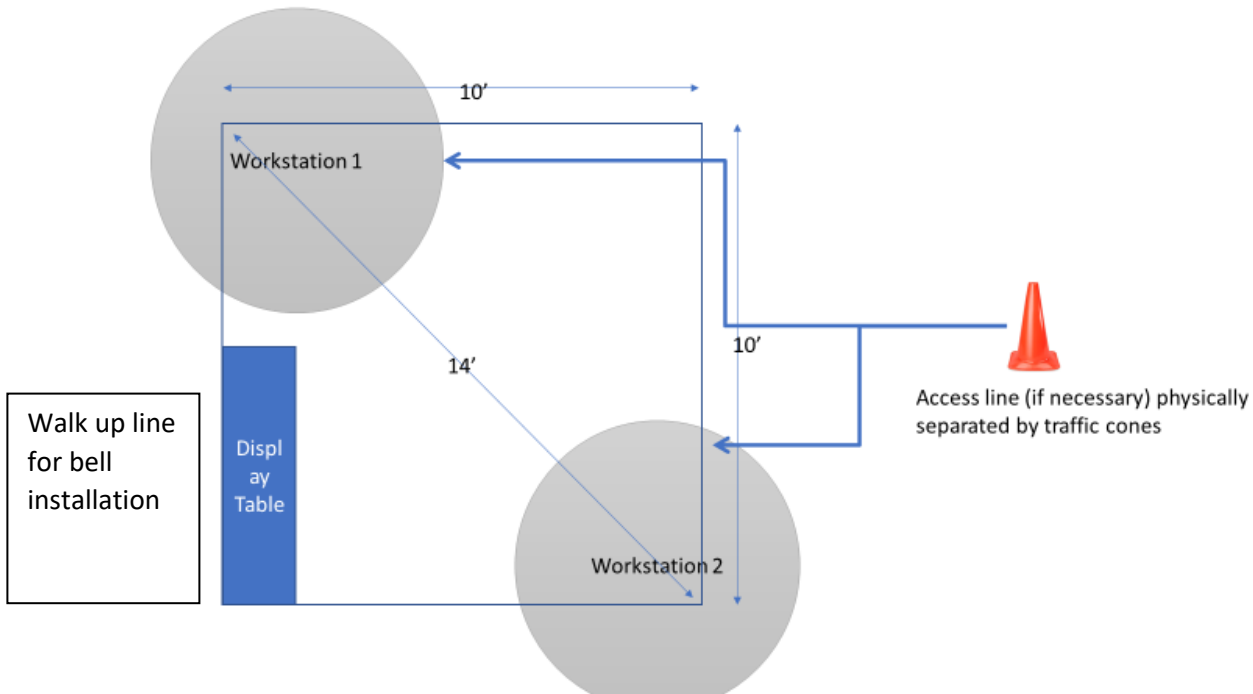
- No physical touching
- Workstations are physically separated by at least 2 meters
- Marked area around each work stand to ensure physical separation
- No passing of tools or parts unless they are sanitized
- Marked areas in front of stand to ensure physical distancing of those waiting to be serviced

Business Emergency Preparedness Plan, Business Continuity Plan

- Designated person in charge at each event who will decide if conditions become unsafe at any time to cease operations, pack up and go home
- All patrons must register with at least an email to facilitate contact tracing in the event of a reported case of COVID-19

Physical Distancing:

We have purchased a 10x10 event tent that allows for two bike repair workstations to be set up that are separated by more than the requisite two meters.



Participants will access the stations from one side. Line is controlled by physically distanced safety cones. They exit from a point perpendicular to or opposite from their entry point, depending on where the tent is located. A bike mechanic will be on hand to offer advice, to demonstrate tool use and provide small parts and consumables as needed.

There will be no more than 5 people under the tent at any one time with a maximum of another 5 lined up outside, (on separated markers) waiting for a free station.

The walk-up line will be similarly controlled with one person at a time stepping forward to interact with the volunteer for literature or for bells. For bell installation, bike will be leaned against the table, the volunteer will take the bike behind the table for bell installation and then return it to the other side of the table where the participant will pick it up again. Physical distancing will always be maintained.

Masks and PPE

Bike mechanics, and volunteers will wear non-surgical masks or face shields. Participants will be asked to wear a mask if they enter the repair workstation. If they don't have a mask, one will be provided.

Used masks will be disposed of in a garbage bag in the centre of the tent.

Sanitization

Participants will be asked to use hand sanitizer before and after using the tools and before signing in. Tools and stands will be wiped down with a diluted bleach solution between each use. Mechanics and volunteers will use hand sanitizer after each participant.

Participant Registration

All participants must sign in with an email or phone number for contact tracing. Participants receiving a bell or using the bike repair tools and stands must additionally sign a liability waiver.

Insurance

Our staff and volunteers are covered as part of the CCP insurance policy provided through PCHS.

Booth manager

A booth manager is assigned for every event. The booth manager is responsible for COVID-19 protocol adherence. The booth manager has the authority to suspend service to an individual participant or to shut down the event completely if crowds become too large, people are not complying with proper physical distancing or the situation is deemed to be unmanageable in any way.