



**BIKE TO WORK DAY 2021 EVENT STEERING COMMITTEE  
MEETING NOTES  
March 10, 2021**

**1. Introductions**

Committee members, guests, and other attendees introduced themselves by name and affiliation.

**2. Meeting Minutes Approval**

The minutes from the January 13, 2021 meeting were approved as written.

**3. Regional Sponsor Drive**

Commuter Connections has secured sixteen regional sponsors for Bike to Work Day 2021; Gold sponsors include GO Alex, ICF, and UrbanStems. Silver sponsors are BicycleSPACE, BikeArlington, Marriott, and Verra. Bronze sponsors include American Association of State Highway and Transportation Officials, American College of Cardiology, Fair Lakes, Giant, goDCgo, Maryland Department of Transportation, Potomac Pedalers, Virginia Department of Transportation, and Vision Zero Prince George's. As part of BicycleSPACE's sponsorship, three bikes are being donated for the regional raffle.

**4. Marketing Materials**

Additions and changes to last year's modified poster were reviewed with the Steering Committee. The mention of "Free refreshments & giveaways while supplies last." was changed to "Free refreshments & giveaways at participating locations, while supplies last." This was subsequently removed completely based on concerns voiced by Committee Members. For those still working remotely, the following sentence was added: "Still working from home? No problem! Bike to your local pit stop for your free T-shirt and back home again." The number of T-shirts mentioned on the poster were reduced from 20,000 to 15,000, due to lower registration expectations. The number of pit stops was removed as the count continues to fluctuate. Lastly, the following statement regarding COVID was added: "Staggered hours and a strict COVID policy will be in place." Distribution of the printed marketing materials is scheduled for approximately the first week of April. PDFs of the English and Spanish version flyers will be available on the Bike to Work Day website for download. A flyer and cover letter will be mailed to the regional employer database.

The Bike to Work Day 2021 registration opened on March 1, 2021 and was announced through a COG press release and on social media.

**5. Registration Reports**

Pit stop managers will be getting weekly registration report emails by the end of March and daily

reports beginning in May. Registration reports will indicate the thirty-minute time window that each bicyclist has registered for.

## **6. COVID Policy**

Registrants are required to agree to the Bike to Work Day COVID policy before submitting the registration form. Also, a link to the COVID policy is included within the confirmation email. Additionally, one week prior to the Bike to Work Day event, Commuter Connections will send a reminder email to all registrants regarding strict enforcement of the COVID policy. Other terms and conditions are listed on the Bike to Work Day website, which registrants are also required to agree to. These other terms and conditions include a privacy statement and Freedom of Information Act, a hold harmless clause, and photo release.

An internal COVID policy geared to pit stop managers was emailed to the Committee on February 2, 2021, and on February 24, 2021 a revised policy was posted to the Bike to Work Day meeting page on the COG website, as well as onto the Committee's SharePoint site. All pit stops must strictly adhere to and enforce the policy. The updated policy reflects expansion to allow as many as 9.5 hour's-worth of pit stop time. Pit stops can be open for as many as nineteen thirty-minute time slots, each time slot capped at thirty registrants. Pit stops have the choice to be open any time between 5:30 am and 11:00 am, and between 3:00 pm and 7:00 pm. Pit stops with traditionally larger turnouts should strongly consider extending event hours and/or having both morning and afternoon time frames. This 30/30 staggered time slot/cap format allows up to 570 bicyclists to register for one pit stop. Pit stop managers may request a lower cap, but not a higher one. Bicyclists may arrive at any time within their chosen thirty-minute window and may stay only long enough to obtain a shirt. As to not complicate the staggered arrival time set up, convoys will not be organized this year.

To discourage participants from lingering, pit stop activities should be scaled back dramatically. Pit stops are serving purely as "T-shirt pick up points" for the Bike to Work Day 2021 event and are being set up for bicyclists to have the opportunity to get exercise and mental well-being. Participants should stay only for a few minutes; long enough to check-in, get a T-shirt and any other limited items. Pit stop managers should avoid any measures that discourage participants to be on their way to their next destination. There should be no vendors, no entertainment, no wellness demonstrations, no speakers, no live raffles etc. at any pit stop. Raffles should be held the week following Bike to Work Day; winner need not be present. No consumption of food or beverage will be allowed at pit stops. Pit stops that have food and beverages available should set up no-contact tables and offer only pre-packaged single-serving snacks and factory sealed items.

All pit stop staff, volunteers, and participants must wear masks covering their nose and mouth at all times during set up, pit stop hours, and break down. Verbiage for signage to reinforce adherence to mask wearing and social distancing requirements will be provided to the pit stops. A distance of 6 feet must be maintained between participants. Pit stops are asked to establish 6 foot distance markers to indicate where participants should stand while in line. Set up of one-way traffic flows with marked entrances and exits to and from the T-shirt tables should also be visible at each pit stop. Hand sanitizer should be made available and be located at a minimum of two areas, upon entrance and upon exit. Pit stops should designate a volunteer to watch levels and refill sanitizer if needed. A volunteer should also serve as a COVID monitor and be the enforcer should any attendees linger too long or break any of the rules. To expedite the check in and pickup process, consider having separate lines based on T-shirt sizes. For pit stops that require check in of participants, setup self-check-in stations with pre-sanitized pens in one canister and used pens in another.

**7. T-shirt Sorting and Pickup**

There was some question whether ICF would accept the T-shirt delivery this year being that their Fairfax headquarters are closed to non-personnel, due to COVID. ICF has however come up with a plan to make it work by having their staff handle the sorting process. Consequently, no sorting volunteers will be needed this year. When picking up T-shirts, bike maps etc. ICF staff will bring the items to a designated pickup area (yet to be determined). It may be the loading dock, or it may be the front lobby.

**8. Progress Reports from Pit Stop Managers**

Pit stop managers provided brief updates on the planning status of their local Bike to Work Day events.

**9. Other Business**

Commuter Connections is producing a printed regional bicycle map and plans to make it available at ICF in time for the Bike to Work Day T-shirt pickup dates.

The Next Bike to Work Day Steering Committee meeting will be held on Wednesday, May 5, 2021, from 10:00 – 11:30 a.m.

*Reasonable accommodations are provided upon request, including alternative formats of meeting materials. Visit [www.mwcog.org/accommodations](http://www.mwcog.org/accommodations) or call (202) 962-3300 or (202) 962-3213 (TDD).*