



COVID Safety Policies Pit Stop Manager Version

The following are rules established for the benefit of maintaining public health safety for the Bike to Work Day regional event taking place on Friday, May 21, 2021.

All pit stops must strictly adhere to these policies.

Scaled Back Pit Stop Activities

Bike to Work Day has traditionally been synonymous with celebratory gatherings which enjoy camaraderie and, in some cases, has taken on a party-like atmosphere.

Bike to Work Day 2021 will need to be approached in a different fashion. The emphasis will be one of bicycling for exercise and mental well-being. Those still working from home offices may bike to a local pit stop for a free T-shirt and back home to begin work for the day.

Pit stops must be scaled back to that of “T-shirt pickup points” with just the basics to dissuade congregating and lingering. Participants may stay at the pit stop only for a few minutes, long enough to obtain a T-shirt and perhaps other limited items. Participants should leave the confines immediately after obtaining these materials. Avoid any measures that prevent participants to be on their way to their next destination. Activities and novelties that encourage otherwise should be eliminated.

The following will be prohibited:

- Music, entertainment, or niceties of any kind including but not limited to wellness demonstrations, and public speakers.
- Live raffles. Raffle selection should be conducted on a winner need not be present basis and done so the week following Bike to Work Day.
- Vendors and staff of vendors.
- Excessive swag.
- Activities that would lead to excessive conversations and lingering.
- Consumption of food or beverage on-site.

Food & Beverage Policy

Set up no-contact tables for small pre-packaged single-serving snacks and factory sealed beverages. This should be the extent of food and beverage offerings. Examples include breakfast bars or bananas/oranges and bottled water.

Pit Stop Hours and Staggered Arrival Times

While registering online, participants will select check-in times at 30-minute intervals (slots), capped at a default of 30 registrants per slot. Pit stop managers may request to set their cap at any number less than 30 registrants.

Pit stops may open for morning hours anytime starting 5:30 am and ending through 11:00 am. Pit stops may open for afternoon hours anytime starting 3:00 pm and ending through 7:00 pm.

Pit stops may request additional :30-minute slots at any time, should registration numbers dictate the need for expansion; so long as additional slots remain within the time windows of 5:30 am to 11:00 am and from 3:00 pm to 7:00 pm.

Pit stops with traditionally larger turnouts should give strong consideration to extending event hours and/or having both morning and afternoon time frames.

The chart below indicates how many bicyclists can be accommodated using a cap of 30 registrants per :30-minute slot.

Hours	# of :30 minute slots	maximum registered bicyclists
0.5	1	30
1	2	60
1.5	3	90
2	4	120
2.5	5	150
3	6	180
3.5	7	210
4	8	240
4.5	9	270
5	10	300
5.5	11	330
6	12	360
6.5	13	390
7	14	420
7.5	15	450
8	16	480
8.5	17	510
9	18	540
9.5	19	570

Convoys will not be organized by WABA in 2021 as they would complicate the staggered arrival time registration adherence.

Mask Enforcement - Zero Tolerance

In compliance with CDC guidelines for proper mask use, all pit stop staff, volunteers, and participants must wear masks covering their nose and mouth during set up, pit stop hours, and break down. Masks may not be removed until beyond the pit stop area, this includes removal for eating or drinking. Any consumption must be done outside of the pit stop area.

Have signage re-enforcing adherence to mask wearing requirements. This does not have to be professionally made; hand written Sharpie on cardboard is sufficient.

Social Distancing Requirements

A distance of 6 feet must be maintained between participants. The pit stop manager must strictly enforce this policy. Any person not following the social distancing policy must be told to leave the event space.

- Set up “one-way” traffic flows with marked entrances and exits to T-shirt tables. Use traffic cones, signs, etc.
- To expedite the check in process, have separate lines based on T-shirt sizes.
- Hand sanitizer stations should be set up at a minimum of two areas, upon entrance and upon exit. A person should be responsible for watching levels and refilling sanitizer when needed.
- 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.
- Establish “6 ft” markers to indicate where participants should stand while in line. Depending on surface, use sidewalk chalk, water dissolving paint, or ground markings using duct tape or painters’ tape,
- Have signage re-enforcing adherence to social distancing requirements. This does not have to be professionally made; hand written Sharpie on cardboard is sufficient.

Communication of Terms and Conditions

1. These policies will be posted on the Bike to Work Day website.
2. Before submitting to register online, participants must agree to read, understand, and adhere to the policies.
3. As part of the registration process, WABA will include the policies within the confirmation email.
4. One week and one day prior to the Bike to Work Day event, Commuter Connections will send a reminder email to all registrants regarding strict enforcement of COVID safety policies.
5. Signage at pit stops re-enforcing adherence to social distancing and mask requirements.