



COVID-19 Pandemic Safety Plan

11 June 2020

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Introduction

BIKEast have developed this Safety Plan to help create and maintain a safe environment for our Cycling Without Age Australia (CWAA) Program volunteers and customers. The plan has been completed in consultation with our volunteers and it has been shared with them. The aim is to help slow the spread of COVID-19 and reassure our customers that they can safely participate in our activities. The plan will be updated in the future, as restrictions or advice changes.

This plan is based on the following documents:

- Public Health Orders, as published in the Government Gazette of the State of NSW, Number 113, 29 May 2020.
- Examples of Covid-19 Safety Plans for General Business, Restaurants and Cafes, and Camping Grounds and Caravan Parks available from the following website:
<https://www.nsw.gov.au/covid-19/safe-workplaces/employers> (last visited 10 June 2020).
- CWAA Draft Covid-19 Safety Plan, dated 2 June 2020.
- Various ABC news reports and other public information.
- Visits to Prince of Wales Hospital during the Covid-19 crisis.
- Visits to restaurants during the Covid-19 crisis.

Background

This plan specifically focusses on the trishaw-ride services offered by BIKEast to aged care and similar facilities as an affiliate of CWAA Cycling Without Age Australia. The service includes four aspects:

- Pilot training – commencing 12 June 2020.
- Rides with the BIKEast owned trishaw offered to aged care and similar facilities.
- Rides with trishaws owned by aged care facilities – commencing on request of specific facilities.
- Rides for the general public, eg at events – commencing when government restrictions permit these.

It is noted that other than at public events, all participants are known to BIKEast or its partner organisations. Pilot training requires pre-read preparation as well as registration.

Wellbeing of volunteers and customers

- Check with each individual participant for potential contact with a COVID-19 positive case including:
 - returned from overseas travel (or a cruise ship) in the last 14 days
 - any close contact with a COVID-19 positive case.
- Check the wellness of participants by asking each individual about:
 - Flue like symptoms such as fever, cough, sore/scratchy throat and shortness of breath
 - Other symptoms such as loss of smell, loss of taste, runny nose, muscle pain, joint pain, diarrhoea, nausea/vomiting and loss of appetite.



- Dismissing participants who report such contacts or symptoms and recommending they get tested.
- Temperature readings are not widely used and are not considered necessary for the BIKEast trishaw services.

Physical distancing

- All activities will be outside.
- Pilot training will be limited to maximum 10 participants in total, including trainers, trainees, observers, etc.
- Staggered bookings will be made if there more than 10 participants.
- All participants will be at least 1.5m apart when gathering outside the vehicle (trishaw).
- Vehicle (trishaw) occupation will be restricted to 1x (trainee) pilot plus 1x passenger (Note Schedule2, Clause 2, NSW Government Gazette).
- Any other participants, say on a second bicycle, will keep clear of the trishaw by at least 1.5m.

Hygiene and cleaning

- BIKEast will supply hand sanitiser for all participants and adequate stock for resupply.
- All participants will bring and wear their own face mask (BIKEast may have some spare masks)
- Surgical gloves are not widely used and are not considered necessary for the BIKEast trishaw services.
- BIKEast will provide spray sanitiser / disinfectant of appropriate strength and quantity, and multiple towels to clean the pilot seat and handlebars and the passenger seating area including all frequently touched surfaces before and after each ride.
- BIKEast will supply and wear surgical gloves during the cleaning process. Soap and water are not available following the cleaning procedure and hand sanitiser will be used instead.
- The standard leg cover supplied with the trishaw cannot be used during Covid-19 restrictions. Passengers will bring their own equipment to keep warm such as gloves, jackets, scarfs and blankets. The size of blankets, scarfs, etc is limited so that they won't be caught in the trishaw wheels and chains, etc.

Record keeping

- BIKEast will keep a record of the name, date and a mobile number or email address for all participants for a period of at least 28 days.
- BIKEast will make all participants aware of the COVIDSafe app and its benefits to support contact tracing if required.
- BIKEast's CWAA Sydney Chapter Community Captain is responsible for compliance.

Signed on behalf of BIKEast



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