

Volunteer Manual



2023 edition

Call 911 for (and only for) emergencies.

Introduction

Welcome to the volunteer corps of Tour de Wyoming. When we're on duty, we become the riders' best friends. We provide a lift when they need it, look out for their safety, sometimes give directions, and provide cold water and a pretty good peanut butter and jelly sandwich.

We sometimes use the term "SAG" collectively, to include both volunteers who manage rest stops and those who drive the route, picking up riders and offering assistance. So don't take offence at being called a "SAG." It's a term of endearment. For clarity, however, in this manual we will usually use "SAG" to refer to mobile volunteers and "rest stop volunteers" for those attending the rest stops.

Excursus

So what does "SAG" really mean? Is it a word, an acronym, neither, or both? In the cycling world, it is pretty well agreed that it refers to a vehicle or location that provides support for riders. Depending on context, it can be a noun, verb, or adjective. Where the term came from is a matter of some debate. It has been suggested that it is an acronym for, among other things, "Support And Gear" or "Support Aid Group". Neither sounds very convincing. It may derive from a rider "sagging" off the back of the group. If you really need to know, just ask a rider. But ask only one. If you ask more than one person you'll get more than one answer and still won't know. Sorry.

Volunteers are the lifelines of the Tour. Take the job seriously, but don't forget to have a good time along the way. Surprisingly, many riders meet only a few other riders. You get to meet just about everyone.

******Important Safety Note******

State law requires all volunteers wear a bright orange vest when working within the highway right of way (ROW). Virtually all rest stops are within the ROW, so this applies to both roving and rest stop volunteers. The Tour will provide the vests for volunteers.

Organization

Three members of the Tour Planning Committee will be in charge of coordinating the Rest Stops, the SAGs and Water Supply. Other volunteer categories (food truck, sign picker-upper and advance team) will report to other planning committee members as assigned. The Tour Planning coordinators will help at the start of the tour and, as needed, throughout the week.

Each volunteer will be assigned as part of a crew. There are three rest stop crews (Rest Stop #1, Rest Stop #2, Rest Stop #3), one SAG crew, and one water crew. Each of these crews has an assigned Crew Chief except for water where there are just two members. The food truck, sign picker-upper, and advance team are individual tasks.

Responsibilities of the Tour Planning Committee leaders of each group:

- **Emphasize safety. If we do not run a safe operation, it won't matter much how well we do the other tasks.**
- Ensure all SAG drivers know what to expect and what is expected of them.
- Make sure all SAGs and rest stops have the necessary gear and supplies prior to the ride
- Verify all drivers are licensed, insured and instructed. No one may drive SAG without the approval of the SAG coordinator, including relief drivers along the way.
- Brief the drivers on these instructions prior to the first day of the ride.
- If you consider it necessary or beneficial, conduct a short meeting with the troops at the end of the day. Use this time to discuss and resolve problems as well as finalize plans for the next leg of the ride.
- Designate route assignments and rest stop volunteer assignments for each day and ensure everybody knows their assignments.
- Ensure everyone knows how to obtain supplies, food, ice, and water.
- Our goal is to have at least four adult volunteers at each rest stop and to have a minimum of four SAG drivers each day.

SAG Qualifications:

- SAG drivers must be at least 21 years old.
- Drivers must have a valid driver's license, proof of insurance, and a dependable vehicle. Roving SAGS should be able to transport at least two bicycles and riders.
- Vehicle must also be capable of using a flashing amber hood light (provided by the Tour).

Mandatory Safety Meeting (night before start of ride):

- The Tour Planning SAG coordinator and the rest stop coordinator will arrange a meeting with their volunteers immediately after the Tour's General Safety Meeting on the Saturday evening before the start of the ride.
- At the meeting, review the instructions for roving SAGS and rest stop volunteers.
- Show volunteers how to obtain supplies and how to set up the shade awning.
- Review the route; discuss potential problem areas.
- Make introductions - ensure everyone knows who is doing what and who to ask if they run into questions during the ride.
- Exchange cell phone numbers.

ROVING SAG INSTRUCTIONS

1. What you do:

- Stop for all riders who give the "SAG sign" (patting the top of their helmet with their hand). SEE BELOW FOR SPECIFIC INSTRUCTIONS ON HOW TO SAFELY STOP FOR RIDERS.
- Provide riders with water and other assistance as needed.
- Check in with rest stops as you come upon them. Someone there may need a lift.
- Stock vehicle with water each morning. Keep supplied with ice, water, and fresh fruit.
- Refuse service (except that of an emergency nature) to any person who is not a part of the tour. All Tour riders have wristbands and numbered bicycles.
- Save receipts for gas or other expenses and turn in at end of Tour for reimbursement. A form to fill in dates and amounts is provided so that a total is ready to give to the Tour Director for reimbursement.
- Attend daily staff briefing as called by the SAG coordinator.

2. Sick, Tired, or Injured Riders:

- If a rider is too sick to be left at the next rest stop, arrange transportation to camp. Note when you pick up someone, it doesn't mean you need to take them directly to camp, even if that is where they want to go. Explain to the rider you will certainly get them there eventually, but it may take a little while as you continue to sweep for more riders. Try to fill up a vehicle before going to the end destination unless a rider needs emergency treatment.
- If a rider requires or receives emergency medical treatment, or is transported to a medical facility, contact the Tour Director and your SAG coordinator. Report the details, including contact info, locations of the rider's bike and any personal belongings (helmet, etc.). Write down all pertinent information and, if it was an accident, describe what occurred.
- Take weary riders to the next rest stop. Most riders only need a breather. SAG drivers must continuously sweep the route. Don't let one tired rider monopolize your time. If you wish, they may ride along with you until another weary or injured rider needs the space.

Note: If a rider appears to have a pattern of using the SAG vehicles as a taxi service to shorten a day's ride, gently but firmly remind him or her, while we won't leave a rider stranded who becomes ill, has mechanical problems or is otherwise unable to finish a day's ride, SAG transport is reserved for riders whose health or safety is at risk or a bicycle has serious mechanical problems. Simply getting tired doesn't count. Some judgment will be required here. You may want to err, at first, on the side of compassion. But the Tour is neither equipped nor obligated to transport tired or "mechanically challenged" riders for multiple days. Sick, injured, or habitually tired riders should make arrangements to leave the tour if they can't continue under their own power. In borderline or ambiguous cases, consult with your roving SAG coordinator.

3. Inclement Weather:

If the weather is rainy or otherwise nasty some riders may decide not to continue on the road, and request transportation. SAG drivers should warn them they might have to give up their seats and resume cycling if the space is needed to pick up a person with mechanical or physical problems.

4. First Aid:

- Do not administer first aid unless you are qualified to do so. Do not move an injured person unless necessary for their safety. Moving an injured person can easily make the condition worse. Call for emergency help and keep the patient comfortable.
- Before the tour begins, check the contents of the first aid kit to see what's in there. Do not recommend or dispense medicines or other items from the first aid kit. You may make the kit available to riders and let them pick out what they need. Kits typically include ibuprofen, insect bite ointment, antiseptic topical ointments for cuts and scrapes, and basic bandages.

- If necessary, replenish first aid kit supplies before the next day's duty. Contact our medic coordinator if you need help with this.
- If a rider is seriously ill or seriously injured, your top priority is to get professional help.

In an emergency, 911 is your first choice. If you can't get cell phone service, look for a building that might have a land line.

5. **Vehicle Rules:**

- Tour de Wyoming is not responsible for damage to your vehicle or for any moving violations or parking tickets you may receive.
- When you stop, get completely off the road. Stop only where there are good sight distances in both directions. If cyclists coming up behind you must go into the lane of traffic to get past you, you aren't over far enough. If there is no safe area to pull off and if the assistance is not a medical emergency then pull ahead until you have room to pull over. Have the cyclist come up to you for assistance.
- Check behind you for cyclists before opening your door and before starting off again.
- Drive with headlights and flashing hazard lights on and display the provided flag while on duty. Also SAGs use the flashing amber hood light.
- **USE EXTREME CAUTION WHILE YOU ARE ON THE ROUTE AND BE SURE YOU DON'T BECOME A HAZARD TO TRAFFIC.**

6. **Important Tips:**

- Don't stop at the bottom of a hill.
- Stop on the same side of the road the cyclists are traveling, i.e., don't make a rider cross the road to get to you.
- The purpose of headlights and flashing lights on SAG wagons is to help riders identify the SAG from a distance, as well as alert motorists that something unusual is happening on the roadway.
- Give cyclists a full lane when you pass them. Don't let traffic stack up behind you. Pull over when it is safe to let traffic pass.
- Observe speed limits and all other traffic laws.

- DO NOT become the hazard on the road. If you are driving slow and a line of cars is behind you, pull over to let them pass. Often SAG vehicles can be more of a hazard to motorists than the cyclists.

Roving SAGs should have the following equipment and supplies as a minimum:

Cell phone	Bicycle tire pump
Phone list of staff numbers	Food and water
Route map and rider list	
First aid kit	

Lead and Sweep SAGS

Ideally, we will have a lead SAG and a sweep SAG each day. The lead SAG goes out early; the sweep SAG goes late and stays close to the last of the riders.

Lead SAG:

- The lead SAG will leave camp about the same time as the first rest stop opens. Rest stop schedules are shown in the cue sheet distributed at tour registration.

Sweep SAG:

- Riders will be told the hours that SAG service will be available. The last SAG sweep will contact each remaining rider on the road and tell them they are now riding unsupported, and see if they need anything. Give them a ride if they prefer to call it quits. **THEY ARE FREE TO KEEP RIDING BUT THEY MUST UNDERSTAND THEY ARE ON THEIR OWN.**
- The sweep SAG will leave camp in the morning after the last rider is on the road, or will at least be aware of who and how many riders are still there when he/she leaves. Work with luggage staff to be sure area is left clean.
- For the 2023 Tour we have a designated Sign Picker-upper. This volunteer will collect the signs after the riders have passed.
- The sweep SAG will keep the rest stop crews advised of how many riders remain on the road yet to come into the stops, approximately how far behind the stop they are, and advise if there appear to be any problems.

REST STOP VOLUNTEER INSTRUCTIONS

1. What you do:

- The majority of rest stops are on highway pull-outs with high variability in size. If you wonder how a site was chosen, keep an eye out as you drive and you'll likely notice there isn't a lot to work with. Distances between rest stops is highly due to the availability to suitable setup sites.
- Orange cones are available to mark off your area if you choose to use them.
- Set up your operation at the designated site, which will be marked with a "REST STOP" sign (or an arrow and "BIKES" when we run out of rest stop signs) just ahead of the site. Set up as far off the road as possible. Note some sites are small and will be difficult to set up. Use your ingenuity and imagination, but stay off private property unless your instructions make it clear permission has been obtained for the Tour to use a particular site off the right of way.

Note: All but one of the stops for 2023 are on the right side of the road in the direction the riders are moving. Rest Stop #3 on Day 2 is a cross-over (meaning on the opposite side of the highway), but it is a low traffic area.

- At the days end (no earlier than the published closing time for your site unless assured by SAG that all riders have passed), pack up your supplies and clean up the site. Unless there is a suitable trash receptacle at the site, you will have to pack your trash to the overnight stop. There will usually be a dumpster or other suitable container at the overnight facility. Leave the site clean - don't leave any Tour trash lying around.
- Greet riders as they come into your stop. This is a great opportunity to meet people and get to know riders from all over the U.S. and beyond. Of course, when it gets really busy you won't have much time to socialize, but keep up a welcoming attitude.
- Set out an assortment of food for the riders. We generally provide fresh fruits, energy bars, cookies, and peanut butter and jelly sandwiches. Check out the food available in the food truck each evening. After the first day you will have a pretty good idea of what the riders like the most.
- Assign a rest stop team member to get ice each morning for the water coolers. If ice is purchased, keep the receipt so you can be reimbursed at the end of the Tour.

Be sure to read and heed the flyer "Rest Stop Food Safety", which is included as an appendix to this manual.

You may need to ration the food to be sure there will be enough for those who come at the end of the ride. When riders see a lot of food in front of them, they tend to eat more, so ration it out (don't set it all out at once). Often those dragging in at the end are most in need of food.

- If someone cannot continue and requests a ride, have them wait at your stop until a ride is available.
- Stock your vehicle with water and food for the next day each evening.
- Refuse goodies to any persons riding without being registered. Look for the wrist bands that all our riders must wear and the numbers on their bikes.
- Save receipts for gas or other expenses and turn them in at end of Tour for reimbursement.
- Attend daily staff briefing as called by the rest stop coordinator or your crew chief.

2. **Sick, Tired, or Injured Riders:**

- If a rider is too sick to get to the next rest stop, arrange transportation to camp. Examples of available transportation could be roving SAGS, or luggage, food, or water trucks if they happen to be at the stop at the opportune time. If no transportation is available and the situation seems to warrant it, you may have to dispatch a rest stop volunteer to provide transportation.
- If a rider received emergency medical treatment, or is transported to a medical facility, contact the Tour Director as soon as possible and report the details, including location and condition of the rider, contact information, and location of the rider's personal belongings.

Also, write down the rider's personal information, i.e., name, address, contact information and emergency contact information. Find out if they have other family or friends on the tour and how to contact them. Note where and how they were transported; for example: emergency room, (name and location of hospital), by emergency medical service.

3. **First Aid:**

- Do not administer first aid unless you are qualified to do so. Do not move an injured person unless necessary for their safety. Moving an injured person can easily make the condition worse. Call for emergency help and keep the patient comfortable.
- Before the tour begins, check the contents of the first aid kit to see what's in there. Do not recommend or dispense medicines or other items from the first aid kit. You may make the kit available to riders and let them pick out what they need. Kits typically include ibuprofen, insect bite ointment, antiseptic topical ointments for cuts and scrapes, and basic bandages.
- If necessary, replenish first aid kit supplies before the next day's duty. Contact our medic coordinator if you need help with this.

- If a rider is seriously ill or seriously injured, your top priority is to get professional help. In an emergency, 911 is your first choice. If you can't get cell phone service, look for a building that might have a land line.

4. Vehicle Rules:

When driving to or from your rest stop, you may need to function as a SAG. In such an event, the same rules apply as listed above for SAG drivers.

Rest Stops should have, as a minimum, the following equipment and supplies (provided by the Tour except for cellphones):

- Bicycle pump (dual head)
- First aid kit
- Sunscreen
- Water supply (at least two 10-gallon coolers to start the day)
- Food
- Cooler - to keep ice in
- Cutting boards
- Knife
- Plates, etc.
- Plastic gloves for handling food
- Cellphone if you have one
- Route map and Rider List
- Camping chairs and tables *
- Awning – these might require an engineering degree the first time you set them up but, once you get it down, they go up fairly easily. The first rest stop of the day may not need an awning since they tend to be done before it gets too hot.

* The Tour has a limited number of camping chairs and tables. If you can bring some from home to provide a bit of comfort for a few more people, it will be hugely appreciated. Same for ice chest type coolers.

WATER SUPPLIERS:

Having sufficient water at all rest stops is crucial. It gets even more important as the day wears on and temperatures rise. We have two water supply vehicles and it is the responsibility of the team to maintain sufficient communication prior to each day's ride to keep rest stops supplied with water. Check in with the Advance Team volunteer (Riki Haukaas) to find out where the water source is located at each nighttime stop.

The Tour Staff member will ensure that the drivers know where they can get suitable water and he/she will ensure that the drivers are aware of proper cleaning and handling of the water and water tanks. Keeping a safe water supply is critical.

Note: On some days it is possible the water supply vehicle will also need to pick up riders. Please be prepared to as needed.

- Before the Tour, the tanks and hoses will be disinfected. A Tour Planning Committee member will be in charge of making sure that all water tank volunteers know the procedures for safe filling of water tanks.
- Fill tanks daily from approved public water supply sources.
- Use the Tour's hoses. Do not use hoses you find at the water source.
- Keep ends of hoses off the ground and away from contact with anything that is not sanitized. If hose ends or any part of the system is contaminated, disinfect the affected parts of the system.
- Do not immerse any part of the hose in the water in the tank being filled. Maintain an air gap of a few inches to prevent backflow and contamination.

SIGN PIKER-UPPER

This individual will pick up a list of signs that have been put out on the course from the Tour Director. Check the message board for a folded note with "signs" on it – this is the sign list.

The difficult part of this position is in knowing when it is time to pick up signs. There are always a few late riders as well as very slow riders. There is a SAG sweep vehicle to make sure all riders get to the destination but the signs might be picked up before the last riders are to town, but use best judgement on when to pick up the signs. Note there are NO SIGNS in towns.

Once back to our overnight site, put the signs in or next to the food truck (Rose Fry's truck). It is best to not fold them up until the last day. The bulk of signs are large orange signs provided by the Wyoming Department of Transportation. We also have some metal signs for rest stops that are wired to delineator posts. The Tour Director marks the course the afternoon before the ride passes so there is always a chance that a sign might be blown off the delineator post. Just do your best to find and pick up all signs.

ADVANCE TEAM

The advance team arrives at the next day's overnight location by 9 a.m., if possible. They determine the layout and make any necessary contacts with facility staff and coordinate with the Tour Planning Committee Host Team. It is best to talk with the Host Team the night before to know what is being planned at each facility.

The Advance Team puts all signage at the facility to direct riders on where to camp, shower, etc. All signs must be picked up by the next morning.

FOOD TRUCK

The food truck driver stops at all rest stops to ensure they have what they need. Once that is done, the driver is free for the rest of the day.

LUGGAGE

- Riders are responsible for loading their luggage on the trailer by 8 a.m. Before leaving for the day, work with Sweep Sag to be sure the overnight site is left clean. If this becomes a problem, make the SAG coordinator aware of it.
- On the first day, if a piece of luggage appears to be close to the limit, weigh it. Riders will need to bring overweight bags down to the weight limit.
- Luggage needs to be at the day's destination no later than 2 p.m.
- If you stop along the route, it is best to park it at a rest stop. Use stops only where there is sufficient room to ensure the vehicle is safely off the road and poses no danger to riders by blocking visibility of potential hazards.

Emergency numbers

Call **911** for emergencies.

If you can't get thru on 911, or if it is not an emergency, contact the Tour Director, your volunteer coordinator, or a tour committee member. In addition, the following numbers are provided:

Wyoming Highway Patrol 800-442-9090

Tour Administrative numbers

- | | | |
|--------------------------|-----------------|--------------|
| 1. Tour Director | Amber Travsky | 307-760-6595 |
| 2. Medic | Jim Waters | 307-200-9696 |
| 3. SAG Coordinator | Keith Koenig | 307-214-0806 |
| 4. Rest Stop Coordinator | Tamara Bretting | 307-760-6488 |
| 5. Water Coordinator | Alan Moore | 307-760-3913 |
| 6. Advance Team | Riki Haukaas | 307-679-5629 |

Appendix: Rest Stop Food Safety

It is everyone's responsibility to maintain a sanitary and healthy environment during the Tour. If you feel sick at any time during the tour, please notify a medic, your SAG coordinator, or the Tour Director immediately.

Important: Please do not join the Tour de Wyoming if you have or are recovering from the flu or other potentially contagious illness.

As you may know, in 2006 a bicycle tour in a nearby state experienced an outbreak of food poisoning. At least 12 riders (of a total of about 850) were affected. The 12 subsequently tested positive for norovirus; one of them also tested positive for rotavirus. (Source: [Kansas City InfoZine](#), June 22, 2006.)

Local health authorities attributed the outbreak to food served at rest stops, specifically to contamination passed from rider to rider through contact between riders' unwashed hands and the food presented at the rest stops. While the Tour de Wyoming has not experienced any such outbreaks, we consider our colleagues' experience as a wake-up call. Many of their practices, which may have led to the problem, may sound familiar:

- Food was presented in a way that allowed riders' hands to come in contact with food that was subsequently eaten by others.
- Rest stops were in remote locations where the volunteers had little or no opportunity to wash hands or to frequently clean and sanitize utensils and food preparation surfaces.

Norovirus infection causes gastroenteritis, which is an inflammation of the stomach and the small and large intestines. The symptoms of gastroenteritis are nausea, vomiting, and/or diarrhea accompanied by abdominal cramps. Some people also complain of headache, fever/chills, and muscle aches. Symptoms are usually brief and last only 1 or 2 days. However, during that brief period, people can feel very ill and vomit, often violently and without warning, many times a day. Symptoms usually begin 24 to 48 hours after ingestion of the virus, but can appear as early as 12 hours after exposure. There is no evidence that sick persons can become long-term carriers of the virus, but the virus can be in the stool and vomit of infected persons, from the day they start to feel ill to as long as 2 weeks after they feel better.

People can become infected with the virus in several ways, including:

- *eating food or drinking liquids that are contaminated with norovirus;*
- *touching surfaces or objects contaminated with norovirus, and then placing their hand in their mouth;*
- *having direct contact with another person who is infected and showing symptoms (for example, when caring for someone with illness, or sharing foods or eating utensils with someone who is ill).*

(Source: Centers for Disease Control)

Also note that in addition to norovirus, there are lots of bacterial as well as other viral illnesses that can be transmitted through the same means, and prevented through the same precautions.

We do not want to replicate their experience. We ask rest stop volunteers at the Tour de Wyoming to observe the procedures listed below. It is true that every year there are dozens of bike tours with thousands of participants which have had no health issues at all. Unfortunately, that didn't help the 2006 tour. We also concede that these procedures may be difficult, and in some cases impossible to implement under field conditions. Please do the best you can.

1. Food Protection:

-Frequently wash serving trays that have had contact with riders' hands.

-Place food (peanut butter sandwiches, cut fruit, unwrapped cookies, etc.) on trays or plates with separation between the pieces to minimize contact between riders' hands and adjacent servings.

-Where possible, try to hand the food directly to a rider instead of letting the rider pick it off the serving tray. Use of tongs may help, but the tongs must be kept clean and sanitized, particularly if they fall on the ground, or if the business end of the tongs is touched by riders' hands or otherwise contaminated.

-Use disposable gloves when preparing or serving food. (But see discussion below about disposable gloves.)

2. Site Cleanliness

- Frequently wash utensils, cutting boards, and serving trays with soap and water. Rinse with water mixed with bleach (1 teaspoon liquid bleach per gallon of water) and wipe dry with paper towels. Wash anything that has come in contact with unsanitized objects.
- Wash all fruits before cutting and serving. If you cut bananas, keep the exposed fruit away from unsanitized surfaces.
- Stow foods and utensils in boxes at least 6 inches above the ground. The ground at a typical rest area is loaded with visible and microscopic vermin looking for an opportunity to share their viruses and bacteria. The cardboard boxes in which we typically store food may not be much of a barrier. Putting some distance between the ground and our food improves our odds.

3. Water and Ice (See also “Special Instructions for Water Truck Volunteers”, below).

- Wash and sanitize beverage coolers and coolers used to store ice daily, using the bleach mixture.
- When transferring ice into beverage coolers, do not let the outside of the ice bag to come in contact with ice or any liquid in the beverage cooler. Clean your hands before transferring ice.
- When mixing powdered drink mix in a beverage cooler, use a long-handled spoon to keep your hands out of the beverage. Clean your hands and the spoon before using. And wear fresh gloves.

4. Personal Hygiene

- Handwashing: The Tour will provide handwashing stations at rest stops. Volunteers who handle food or beverages should wash hands frequently: before handling food, after using the bathroom, after basting with sunscreen, when changing tasks, when hands come in contact with contaminated surfaces, etc. The handwashing stations are also available to riders. When you have the chance, encourage riders to use them.

Handwashing is the single most effective thing you can do to prevent the spread of disease. Wash 'em frequently.

- Waterless Instant Hand Sanitizer is an alcohol-based product intended to kill bacteria without washing or wiping. While possibly better than nothing, it is not a substitute for soap and water. Anything on your hands before you use the sanitizer is still there afterwards. While it may kill some bacteria (some products claim 99.9%) it is not effective against viruses, such as those which caused misery in the tour mentioned above.
- Antibacterial Wipes may be marginally more effective than sanitizer liquids or gels (because of the friction of wiping and disposal of the wipes). But, they are still not a substitute for vigorous washing with soap and water.
- Disposable Gloves, used together with hand sanitizer or wipes, provide some protection if used correctly. One problem with gloves is that they may lead to the false conclusion that the hand sanitation problem is solved. While they may provide a measure of protection, they need to be used with caution. If your hands are already contaminated, it will be difficult to put on the gloves without also contaminating them. Wash your hands before handling the gloves.

After the gloves are on, they will be contaminated by contact as easily as bare hands, so they must be changed frequently; at least as often as you would have washed your hands. Gloves provide a warm, moist environment which any pathogens that survive the hand washing, hand sanitizer or wipes will love – another reason to change them frequently.

Immediately after you remove gloves, you should wash/disinfect your hands due to all the growth that will have taken place in that warm and moist environment inside the gloves. The two most important times to wash hands are immediately before putting gloves on (to minimize the bacteria that will start growing in that warm moist environment inside the gloves) and immediately after removing the gloves (when the population of critters inside the gloves is highest).

You cannot wash your hands too much. There is no record of too-frequent handwashing causing spread of disease!

In Summary:

- Serve food in a way that minimizes contact from riders' hands or gloves. Keep foods covered and protected from contamination.
- Maintain a clean and sanitary site, including utensils, work surfaces, and containers.
- Use due care to prevent contamination of ice and beverages.
- Wash foods that are to be eaten skin and all.
- Keep your hands clean. Wash with soap and water when possible; otherwise use hand sanitizer. Use disposable gloves; change gloves frequently; clean hands between changes.

Thanks for your help. If you have any other ideas, suggestions or questions, let us know.

EMERGENCY/ACCIDENT DETAILS FORM

Name of person filling out form: _____

Date and time of accident: _____

Person(s) injured: _____

Names and contact info for any witnesses: _____

Describe injuries and accident details: _____
