

**Addendum to Job Descriptions for
Bicycle Inter Community Art & Salvage (BICAS)
During COVID-19 Pandemic**

Adopted July 2020, Revised Feb 2021

The COVID-19 pandemic brings us conditions that are volatile, unpredictable, complicated, and ambiguous. This makes it hard to predict exactly how BICAS can best serve the public in the immediate future. It is certain we will need staff members who are comfortable with change and flexibility. Social distancing, and the adaptive change to job duties required to maintain social distancing, will likely be part of BICAS' safety precautions for the majority of the year, and quite possibly longer. Potential collective members need to be comfortable complying with appropriate risk management measures to decrease the likelihood of viral transmission. At present these include wearing masks, frequently washing hands, daily disinfecting of shop surfaces and commonly touched objects, and staying physically distant from other staff and the public whenever possible. Other precautions may evolve in the months ahead as local transmission rates change and/or more information about the virus and the way it is transmitted becomes available. Due to these precautions, the current job description may be subject to change in order to accommodate appropriate safety protocols.

In addition to our standard job descriptions, ideal candidates will also be required to display:

- Comfort with leading and participating in online activities and discussions, including committee and collective meetings
- Ability to communicate with the collective effectively and in a timely manner
- Reliable e-mail and texting capabilities
- Flexibility and patience with physically distant training techniques
- Understanding that operations at BICAS have been greatly impacted by COVID-19, and it will take time to return to our standard operating procedures - including our standard job descriptions

In addition to these additional qualifications, new hires will need to agree to, be compliant with, and be trained on all COVID-19 related policies and procedures. The below signed acknowledges the receipt of this addendum as well as agreement to comply with COVID-19 related policies and procedures.

Printed First and Last Name

Date

Signature