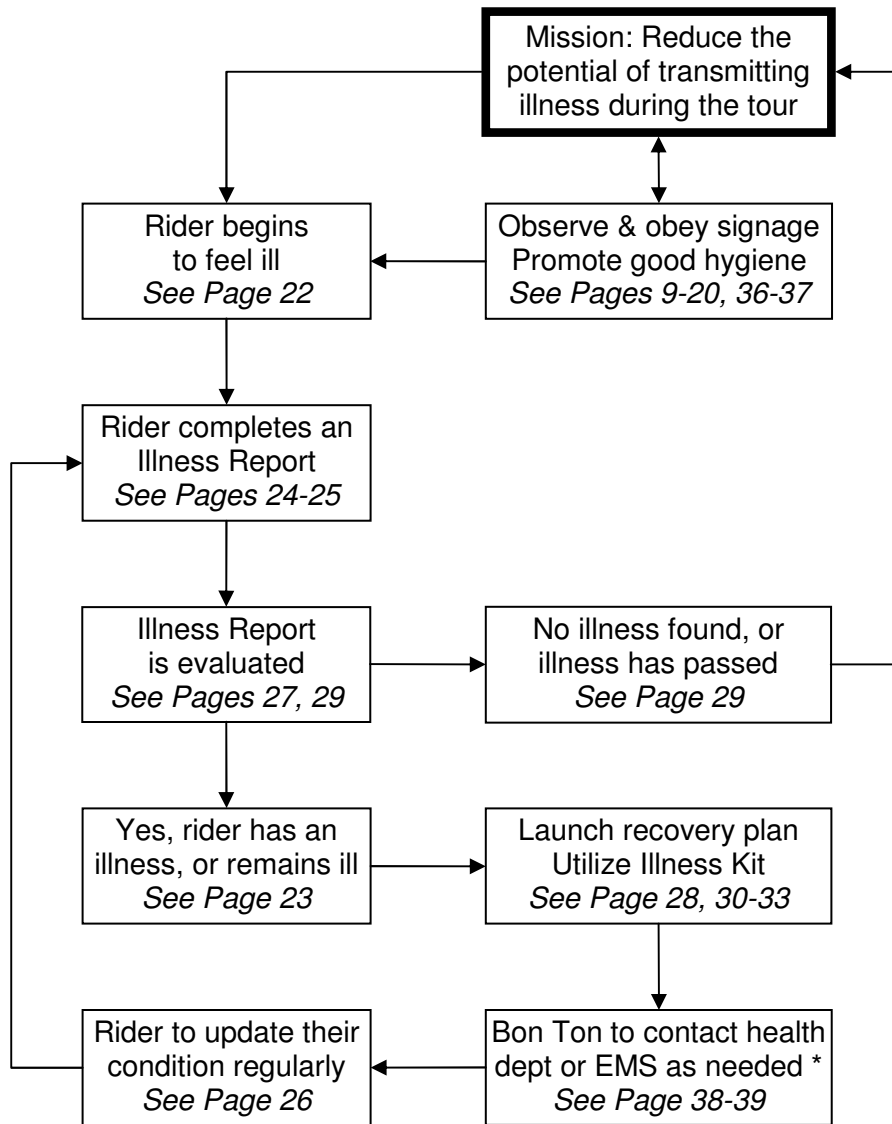


Illness Preparedness Plan – Quick Reference



* – Bon Ton Roulet officials may require a participant with symptoms of an illness to consult a physician through their health coverage provider before continuing with the tour. Furthermore, the Bon Ton Roulet does not preclude, preempt, limit, supersede, or otherwise infringe on anyone's right to seek medical attention on his or her own at any time.



The Bon Ton Roulet Illness Preparedness Plan[©]

Volunteer Handbook

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Bon Ton Roulet Illness Preparedness Plan written by Robb D Bonilla 2007

1.0 – Mission Statement

Reduce the potential of transmitting illness during the tour.

This plan is intended for reference in matters related to illness preparedness. Volunteers are asked to familiarize themselves with its contents. Contact the Bon Ton Roulet Ride Director to discuss questions regarding this plan or illness in general.

2.0 – Scope of Illness Preparedness Plan

(Definitions and Key Responsibilities)

For the purposes of this Illness Preparedness Plan **only**, the following definitions and key responsibilities have been provided.

2.1 – Bon Ton Roulet Personnel – In general, includes any person who volunteers or dedicates his or her time in efforts related directly toward benefiting the Bon Ton Roulet tour. Such persons include the following;

- Bon Ton Roulet Ride Director
- Director of YMCA-WEIU of Auburn, New York
- Director of YMCA of Cortland, New York
- Bon Ton Roulet Committee Members
- Registration Volunteers
- Information Area Volunteers
- Route Supervisors
- SAG Vehicle Volunteers
- SAG Bicycle Riding Volunteers
- Gear Vehicle Volunteers
- Bike Assembly/Disassembly Volunteers
- Host Community Coordinators
- Merchandise Pick-Up Volunteers
- Shuttle Service Volunteers
- Special Delivery Volunteers
- Rest Stop Volunteers

2.11 – Bon Ton Roulet Personnel key responsibilities include;

- Provide reasonable means to prevent the transmission of illness or stem the spread of illness.
- Encourage compliance of good hygienic practices for everyone involved with the tour wherever applicable, possible, or practical- as detailed in this preparedness

plan. Encouragement may include proper signage, repeated reminders, offering reference materials, even active enforcement (see “Enforcement”)

- Ask questions.
- Answer questions.

2.2 – Bon Ton Roulet Provided Accommodations – In general, includes host-sites, equipment, or services coordinated for use by the tour. Such Bon Ton Roulet provided accommodations include;

- Food & Beverage Coolers
- Ice Coolers
- Water Spigots
- Portable Hygienic Areas (Sink, Toilet, Shower, Etc.)
- Bon Ton Roulet Merchandise Area
- Information Area
- Tire Pumps
- Rest Stops
- Snacking Areas
- Gear & SAG Vehicles
- Support Vehicles
- Shuttle Service Vehicles

2.21 – Bon Ton Roulet Host-Site accommodations include;

- Host-Site Food & Beverage Serving & Dining Areas
- Host-Site Camping Areas
- Host-Site Hygienic Areas (Sink, Toilet, Shower, Etc.)
- Host-Site Shelters & Buildings
- Host-Site Pool & Swimming Facilities

2.22 – Accommodation’s key responsibilities include;

- Host-sites to provide a clean, hygienic environment and common hygienic products suitable to aid in the prevention of illness transmission or stem the spread of illness.
- Host-sites to comply with hygienic practices as contracted, requested, or required by local, state, or federal law.
- All Bon Ton Roulet provided accommodations to comply with good hygienic practices wherever

applicable, possible, or practical- as detailed in this preparedness plan.

2.3 – Vendors – In general, includes any person who provides independent services for the tour, is approved to act in concert with the tour, or supports the host-site facilities, equipment, or grounds used by the tour. Vendors are typically paid staff that do not garner wages directly from the Bon Ton Roulet, and do not volunteer their time directly for the tour, but may provide a service that supports the general enjoyment of the tour. Vendor personnel includes;

Host-Site Catering Staff
Host-Site Shelter or Building Staff
Host-Site Grounds Keeping Staff
Host-Site Maintenance Staff
Host-Site Custodial Staff
Non-Bon Ton Roulet Provided Food or Beverage Staff
Non-Bon Ton Roulet Provided Snack Provider Staff
Non-Bon Ton Roulet Merchandisers
Portable Shower Staff
Portable Toilets & Sinks Staff
Local Information & Tourism Support Staff
Massage & Support Staff
Entertainment & Support Staff
Bike Repair / Detailing Staff
Tent Set-Up / Take-Down Service Staff
Camping Comfort Service Staff
Swimming Facility or Lifeguard Staff
Bussing Staff
Associated Vendor Staff
Contracted Service Provider Staff
Paid Service Providers

2.31 – Vendor’s key responsibilities include;

- Provide a reasonable means to prevent the transmission, or stem the spread of illness.
- Comply with hygienic practices as contracted, requested, or required by local, state, or federal law.
- Vendors who are experiencing the symptoms of illness are asked to fill out an Illness Report (see “Illness Report”)

- If the potential of illness is established on the tour vendors may be required to comply with the efforts to prevent the spread of illness at their expense (see “Addressing Established Illness” & “Addressing Potential Illness Outbreak”).
- It’s recommended that each vendor have an Illness Kit available during the tour, minus the administrative items (see “Illness Kit”).
- Obtain a copy of, and comply with the Illness Preparedness Plan as it pertains to the Bon Ton Roulet’s efforts to prevent illness on the tour.
- Ask questions.

2.4 – Participants – Includes those individuals who ride their bicycle, or support those who ride their bicycle in the Bon Ton Roulet Bicycle Tour. Such persons include the following;

Active riders
Non-active riders (injured, sick, etc.)
Personal SAG’s

2.41 – Participant’s key responsibilities include;

- Negotiate alternative illness prevention measures prior to the start of the tour if personal, religious, cultural and/or medical issues conflict with this plan.
- Maintain good hygienic practices wherever possible.
- Observe and obey all signage.
- Participants are not precluded, preempted, limited, superseded, or otherwise infringed from seeking medical attention on his or her own at any time through their health coverage provider.
- Ask questions.

2.5 – Route Attractions – In general, includes the hundreds of restaurants, stores, shops, stops, and attractions along the tour. The Bon Ton Roulet offers no expectation of compliance in reference to hygienic practices at these places, except as required by local, state, or federal law.

3.0 – Areas of Concern for Potential Transmission

The following have been identified as key areas of concern for the transmission of illness. Included to the right is the abbreviation for the signage required in each area (see “Signage”);

3.1 – In areas where there are consumables, including...

Ice Coolers	<i>Glove, Ice, No Ice, No Store</i>
Food or Beverage Coolers	<i>Glove, Beverage, No Store</i>
Water Spigots	<i>Glove, Water</i>

3.2 – In areas where food is prepared or dispensed, including...

Food or Beverage Serving Areas	<i>Glove, Food</i>
Fruit Paring/Food Prep Areas	<i>Glove, Food</i>

3.3 – In areas provided for dining, including...

Breakfast & Dinner Dining Areas	<i>Glove, Food</i>
Rest Stop Dining Areas	<i>Glove, Food, Beverage</i>
Snack Dining Areas	<i>Glove, Food, Beverage</i>

3.4 – At personal hygiene areas, including...

Toilets	<i>Glove</i>
Showers	<i>Glove</i>
Sinks	<i>Glove, Water</i>

3.5 – In areas where people gather or where gratis services are provided, including...

Information Area	<i>Glove,</i>
Tire Pumps	<i>Glove, Tire</i>
Gear Trucks	<i>Glove</i>
Merchandise (rs)	<i>Glove</i>

4.0 – Signage

(Required text)

Clearly displayed signage should be posted (see “Areas of Concern”) wherever applicable, possible, or practical and should bare the specific text noted below. All signs are to be observable, obeyed, and enforced. Sign abbreviations are noted on left. Some text may be combined onto a single sign where applicable;

Glove	GLOVE OFF ZONE Please remove gloves and sanitize your hands.	Food	FOOD & BEVERAGE SERVICE GLOVE OFF near food & beverage service Hands MUST be sanitized
	–Write the contents of each cooler here– BEVERAGE COOLER GLOVE OFF near coolers Hands MUST be sanitized NO “hand wading” Ice is NOT for packs or eating		Water
Ice	CONSUMABLE ICE COOLER GLOVE OFF near coolers Hands MUST be sanitized ALWAYS use the ladle	Tire	TIRE PUMP GLOVE OFF near tire pumps Hands MUST be sanitized
No Ice	NON-CONSUMABLE ICE COOLER GLOVE OFF near coolers Hands MUST be sanitized ALWAYS use the ladle DO NOT eat this ice	Reserved	RESERVED USE Use of this area/ facility/ equipment has been RESERVED. Please find alternate means
No Store	STORING PERSONAL ITEMS IN COOLERS Due to potential health risks we cannot store personal items in any of our coolers.	Illness Kit	ILLNESS PREPAREDNESS KIT Hands MUST be sanitized Contains Illness Reports –Write the contents here–

5.0 – Transmission Prevention

This section outlines the responsibilities of both the participants and the Bon Ton Roulet for each given circumstance. Participants are encouraged to observe & obey, and encourage other to observe & obey the following common hygienic practices.

5.1 – General Hygiene

Participant Responsibilities:

- 5.11 – Sanitize hands often with antibacterial soap or hand-sanitizing liquid, but do not *replace* hand washing with hand-sanitizing liquid.
- 5.12 – Comply with *Glove Off Zones* wherever posted.
- 5.13 – Do not consume food or beverages while wearing gloves.
- 5.14 – Report any unsafe hygienic practices.
- 5.15 – Do not come in contact with refuse or the trash container when disposing refuse in the trash.
- 5.16 – Frequently wash clothing and equipment.
- 5.17 – Do not use an area, facility, or equipment that has been labeled “RESERVED USE” unless asked by Bon Ton Roulet personnel.

The Bon Ton Responsibilities:

- Encourage participants to observe & obey hygienic practices.
 - Clearly display signage where applicable, possible, or practical.
 - Provide bulk hand-sanitizing liquid near the applicable location where sinks with soap are not available.
-

5.2 – Communal Hygienic Areas

(Sink, Toilet, Shower, Etc.)

Participant Responsibilities:

- 5.21 – Sanitize hands often with antibacterial soap or hand-sanitizing liquid, but do not *replace* hand washing with hand-sanitizing liquid.
- 5.22 – Comply with *Glove Off Zones* surrounding sinks, toilets, shower, or any other hygienic areas.
- 5.23 – Sanitize hands after using the rest room.
- 5.24 – Do not consume food or beverages while using, or near communal hygienic areas.
- 5.25 – Do not come in contact with refuse or the trash container when disposing refuse in the trash.
- 5.26 – Frequently wash items such as towels, cloths, cups, brushes, make-up cases, or any other person hygiene items.
- 5.27 – Avoid placing personal containers or hygienic products on surfaces near communal hygienic areas such as sinks, toilets, or showers.
- 5.28 – Do not use communal hygienic areas labeled “RESERVED USE” unless asked by Bon Ton Roulet personnel.

The Bon Ton Responsibilities:

- Encourage participants to observe & obey hygienic practices.
 - Clearly display signage where applicable, possible, or practical.
 - Provide bulk hand-sanitizing liquid near the applicable location where sinks with soap are not available.
-

5.3 – Gathering or Gratis Service Areas

(Information, Tire Pumps, Gear Trucks, Etc.)

Participant Responsibilities:

- 5.31 – Sanitize hands often with antibacterial soap or hand-sanitizing liquid, but do not *replace* hand washing with hand-sanitizing liquid.
- 5.32 – Comply with *Glove Off Zones* in areas where people gather.
- 5.33 – Sanitize hands before retrieving daily information sheets, utilizing the tire pump, browsing merchandise, approaching the gear truck, or performing any other activity where people gather or where gratis services are provided.
- 5.34 – Keep the lost & found items outside of the *Glove Off Zones*.
- 5.35 – Do not come in contact with refuse or the trash container when disposing refuse in the trash.
- 5.36 – Do not use gratis service areas or items labeled “RESERVED USE” unless asked by Bon Ton Roulet personnel.

The Bon Ton Responsibilities:

- Encourage participants to observe & obey hygienic practices.
 - Clearly display signage where applicable, possible, or practical.
 - Provide bulk hand-sanitizing liquid near the applicable location where sinks with soap are not available.
 - Provide a box away from the *Glove Off Zone* for lost & found items.
-

5.4 – Personal Beverage Containers

(Water Bottles, Cups, Etc.)

Participant Responsibilities:

- 5.41 – Sanitize hands often with antibacterial soap or hand-sanitizing liquid, but do not *replace* hand washing with hand-sanitizing liquid.
- 5.42 – Comply with *Glove Off Zone* surrounding beverage dispensaries.
- 5.43 – Wash personal containers frequently with an antibacterial soap and allow to air dry thoroughly before filling.
- 5.44 – Avoid taking personal containers near communal hygienic area such as sinks, toilets, or showers.
- 5.45 – Always cleanse drinking surfaces prior to drinking.
- 5.46 – Do not drink directly from a personal container if it has come in contact with foreign matter, including rain and road dust.
- 5.47 – Do not consume beverages while wearing gloves.
- 5.48 – Do not consume beverages that have been opened for extended periods.
- 5.49 – Do not store fluid in personal containers for extended periods.
- 5.410 – Do not share personal containers or cup with others.
- 5.411 – Only consume beverages that originate in pre-packaged containers, or known municipal water sources.
- 5.412 – Do not use beverage containers labeled “RESERVED USE” unless asked by Bon Ton Roulet personnel.

The Bon Ton Responsibilities:

- Encourage participants to observe & obey hygienic practices.
 - Clearly display signage where applicable, possible, or practical.
 - Provide bulk hand-sanitizing liquid near the applicable location where sinks with soap are not available.
 - Provide fresh water for cleansing.
-

5.5 – Beverage Dispensed from a Tap

(Spigot, Water Fountain, Etc.)

Participant Responsibilities:

- 5.51 – Sanitize hands often with antibacterial soap or hand-sanitizing liquid, but do not *replace* hand washing with hand-sanitizing liquid.
 - 5.52 – Comply with *Glove Off Zone* surrounding beverage dispensaries.
 - 5.53 – Sanitize hands before engaging the on/off mechanism that dispenses beverages.
 - 5.54 – Do not allow personal containers or hands to come in contact with the spigot or fountain dispensary, only the on/off mechanism.
 - 5.55 – Do not consume beverages while wearing gloves.
 - 5.56 – Only consume beverages that originate in pre-packaged containers, or known municipal water sources.
 - 5.57 – Wherever possible, allow servers wearing food-safe gloves to dispense or distribute beverages.
 - 5.58 – Never consume water directly from lakes, springs, wells, roadside beverage stands, or reservoirs.
 - 5.59 – Do not dispense beverages from taps labeled “RESERVED USE” unless asked by Bon Ton Roulet personnel.
-

The Bon Ton Responsibilities:

- Encourage participants to observe & obey hygienic practices.
 - Clearly display signage where applicable, possible, or practical.
 - Provide bulk hand-sanitizing liquid near the applicable location where sinks with soap are not available.
 - Provide servers wearing food-safe gloves to dispense or distribute beverages wherever possible or practical.
-

5.6 – Beverage Dispensed from Opened Top Container

(Carafes, Pitchers, Etc.)

Participant Responsibilities:

- 5.61 – Sanitize hands often with antibacterial soap or hand-sanitizing liquid, but do not *replace* hand washing with hand-sanitizing liquid.
 - 5.62 – Comply with *Glove Off Zone* surrounding beverage dispensaries.
 - 5.63 – Sanitize hands before touching an opened container.
 - 5.64 – Do not consume beverages while wearing gloves.
 - 5.65 – Do not consume beverages that have been opened for extended periods.
 - 5.66 – Only consume beverages that originate in pre-packaged containers, or known municipal water sources.
 - 5.67 – Wherever possible, allow servers wearing food-safe gloves to dispense beverages from carafes, pitchers, bottles, or other type of opened top containers.
 - 5.68 – Do not use opened containers labeled “RESERVED USE” unless asked by Bon Ton Roulet personnel.
-

The Bon Ton Responsibilities:

- Encourage participants to observe & obey hygienic practices.
 - Clearly display signage where applicable, possible, or practical.
 - Provide bulk hand-sanitizing liquid near the applicable location where sinks with soap are not available.
 - Provide servers wearing food-safe gloves to dispense or distribute beverages wherever possible or practical.
-

5.7 – Beverage Dispensed from Coolers

(Bottles, Cans, Cartons, Etc.)

Participant Responsibilities:

- 5.71 – Sanitize hands often with antibacterial soap or hand-sanitizing liquid, but do not *replace* hand washing with hand-sanitizing liquid.
 - 5.72 – Comply with *Glove Off Zone* surrounding beverage coolers.
 - 5.73 – Sanitize hands before opening coolers.
 - 5.74 – “Hand wading” through coolers is not allowed.
 - 5.75 – Do not consume beverages while wearing gloves.
 - 5.76 – Do not consume beverages that have been opened for extended periods.
 - 5.77 – Do not share opened beverages.
 - 5.78 – Only consume beverages that originate in pre-packaged containers, or known municipal water sources.
 - 5.79 – Wherever possible, allow servers wearing food-safe gloves to dispense or distribute pre-packaged beverages.
 - 5.710 – Due to potential health risks never store personal items in Bon Ton Roulet coolers.
 - 5.711 – Do not use beverage coolers labeled “RESERVED USE” unless asked by Bon Ton Roulet personnel.
-

The Bon Ton Responsibilities:

- Encourage participants to observe & obey hygienic practices.
 - Clearly display signage where applicable, possible, or practical.
 - Provide bulk hand-sanitizing liquid near the applicable location where sinks with soap are not available.
 - Provide servers wearing food-safe gloves to dispense or distribute beverages wherever possible or practical.
-

5.8 – Consumable Ice Dispensed from Coolers

Participant Responsibilities:

- 5.81 – Sanitize hands often with antibacterial soap or hand-sanitizing liquid, but do not *replace* hand washing with hand-sanitizing liquid.
 - 5.82 – Comply with *Glove Off Zone* surrounding ice coolers.
 - 5.83 – Sanitize hands before opening coolers.
 - 5.84 – “Hand wading” through coolers is not allowed.
 - 5.85 – Do not consume ices while wearing gloves.
 - 5.86 – Always use the ladle to dispense ice into personal containers.
 - 5.87 – Never allow the ladle to come in contact with personal containers.
 - 5.88 – Never scoop ice using personal containers.
 - 5.89 – Only consume ice from coolers that are designated consumable ice.
 - 5.810 – Due to potential health risks never store personal items in Bon Ton Roulet coolers.
 - 5.811 – Do not use ice coolers labeled “RESERVED USE” unless asked by Bon Ton Roulet personnel.
-

The Bon Ton Responsibilities:

- Encourage participants to observe & obey hygienic practices.
 - Clearly display signage where applicable, possible, or practical.
 - Provide bulk hand-sanitizing liquid near the applicable location where sinks with soap are not available.
 - Provide a clean ladle in each cooler with consumable ice.
-

5.9 – Non-Consumable Ice Dispensed from Coolers

(Icepack, Beverage Chilling, Etc.)

Participant Responsibilities:

- 5.91 – Sanitize hands often with antibacterial soap or hand-sanitizing liquid, but do not *replace* hand washing with hand-sanitizing liquid.
 - 5.92 – Comply with *Glove Off Zone* surrounding ice coolers.
 - 5.93 – Sanitize hands before opening coolers.
 - 5.94 – “Hand wading” through coolers is not allowed.
 - 5.95 – Always use the ladle to dispense ice into personal containers.
 - 5.96 – Never allow the ladle to come in contact with personal containers.
 - 5.97 – Never scoop ice using personal containers.
 - 5.98 – Do not consume non-consumable ice.
 - 5.99 – Due to potential health risks never store personal items in Bon Ton Roulet coolers.
 - 5.910 – Do not use ice coolers labeled “RESERVED USE” unless asked by Bon Ton Roulet personnel.
-

- The Bon Ton Responsibilities:
 - Encourage participants to observe & obey hygienic practices.
 - Clearly display signage where applicable, possible, or practical.
 - Provide bulk hand-sanitizing liquid near the applicable location where sinks with soap are not available.
 - Provide a clean ladle in each cooler with non-consumable ice.
-

5.10 – Bon Ton Roulet Provided Food Services & Dining Areas

(Breakfast, Dinner, and Snack)

Participant Responsibilities:

- 5.101 – Sanitize hands often with antibacterial soap or hand-sanitizing liquid, but do not *replace* hand washing with hand-sanitizing liquid.
 - 5.102 – Comply with *Glove Off Zone* surrounding food service & dining areas.
 - 5.103 – Sanitize hands before food service or dining areas.
 - 5.104 – Obtain new utensils, dishware, and/or napkins with each visit to the food service area.
 - 5.105 – Only use clean dishware and utensils that are pre-wrapped or dispensed by a server wearing food-safe gloves.
 - 5.106 – Allow server wearing food-safe gloves to dispense all buffet-style foods in food service lines.
 - 5.107 – Ask a server to replace his or her food-safe gloves if observed doing any unsafe food service activities.
 - 5.108 – Do not consume food or beverages while wearing gloves.
 - 5.109 – Do not share food or beverages with others.
 - 5.1010 – Only consume beverages that originate in pre-packaged containers, or known municipal water sources.
 - 5.1011 – Do not come in contact with refuse or the trash container when disposing refuse in the trash.
 - 5.1012 – Do not use food service or dining areas labeled “RESERVED USE” unless asked by Bon Ton Roulet personnel.
-

The Bon Ton Responsibilities:

- Encourage participants to observe & obey hygienic practices.
 - Clearly display signage where applicable, possible, or practical.
 - Provide bulk hand-sanitizing liquid near the applicable location where sinks with soap are not available.
 - Provide servers wearing food-safe gloves to dispense all buffet-style foods in food service lines wherever possible or practical.
 - Provide a clean food service and dining areas, as well as clean utensils, dishware, and napkins.
-

5.11 – Bon Ton Roulet Provided Rest Stops Services

(Morning Rest Stop and Afternoon Rest Stop)

Participant Responsibilities:

- 5.111 – Sanitize hands often with antibacterial soap or hand-sanitizing liquid, but do not *replace* hand washing with hand-sanitizing liquid.
- 5.112 – Comply with *Glove Off Zone* surrounding food service & dining areas.
- 5.113 – Sanitize hands before food service or dining areas.
- 5.114 – Obtain new utensils, dishware, and/or napkins with each visit to the food service area.
- 5.115 – Allow server wearing food-safe gloves to dispense all whole & pared fruit, fountain-style and contained beverages.
- 5.116 – Ask a server to replace his or her food-safe gloves if observed doing any unsafe food service activities.
- 5.117 – Do not consume food or beverages while wearing gloves.
- 5.118 – Do not consume beverages that have been opened for extended periods.
- 5.119 – Do not share food or beverages, or whole and pared fruit with others.
- 5.1110 – Only consume beverages that originate in pre-packaged containers, or known municipal water sources.
- 5.1111 – Do not come in contact with refuse or the trash container when disposing refuse in the trash.
- 5.1112 – Do not use food service or dining areas labeled “RESERVED USE” unless asked by Bon Ton Roulet personnel.

The Bon Ton Responsibilities:

- Encourage participants to observe & obey hygienic practices.
 - Clearly display signage where applicable, possible, or practical.
 - Provide bulk hand-sanitizing liquid near the applicable location where sinks with soap are not available.
 - Provide servers wearing food-safe gloves to dispense whole or pared fruit.
 - Provide a clean food service and dining areas, as well as clean utensils, dishware, and napkins.
-

Notes:

6.0 – Addressing Illness

The following section details the Bon Ton Roulet’s plan to recognize, report, establish, track, and address illness during the tour. While this is a guide, it does not preclude, preempt, limit, supersede, or otherwise infringe on anyone’s right to seek medical attention on his or her own at any time.

6.1 – Recognizing Illness

Participant Responsibilities:

6.11 – Giardia, E. Coli, Salmonella, Brucella, Cryptosporidium, and Norwalk are just some of the names referring to illnesses that can adversely affect human health. While not exclusive, here are some symptoms that may be caused by the onset of illness;

- Nausea and vomiting
- Abdominal cramps
- Diarrhea
- Chills or fever
- Weakness
- Headache

6.12 – Physical exertion, inclement weather conditions, eating diverse foods or beverages, changes in sleep patterns, or even a simple change in daily habits can trigger symptoms that mimic the onset of illness. **DO NOT pre-judge a participant’s condition.** Always err on the side of caution and report participant’s symptoms as soon as they occur.

6.13 – People who are experiencing the symptoms of illness are encouraged to drink plenty of replenish fluids to prevent dehydration.

The Bon Ton Responsibilities:

- Encourage participants to observe & obey hygienic practices.
 - Observe the general health of riders, and record any symptoms noted as the potential onset of illness.
-

6.2 – Communicating the Symptoms of Illness

Open communication is key in reducing the potential of illness.

6.21 – It is the policy of the Bon Ton Roulet to provide general information to fellow participants and vendors regarding the potential presents of illness on the tour, without devolving the personal health information of those who are ill.

6.22 – Health professionals and/or Bon Ton Roulet personnel may review and privately discuss information found on an Illness Report in an effort to address illness appropriately.

6.23 – To prevent the spread of illness ANYONE who is experiencing the symptoms of illness is **strongly encouraged** to fill out an Illness Report, designed to track and help prevent the spread of illness (see “Illness Report”). This includes the following people;

- Bon Ton Roulet Personnel
- Vendors
- Participants

6.24 – In cases where five or more individuals appear to exhibit similar symptoms a health professional may be contacted to assess the potential illness (see “CHD/LFD”). Contact the Bon Ton Roulet Ride Director.

Participant Responsibilities:

6.25 – The Bon Ton Roulet does not preclude, preempt, limit, supersede, or otherwise infringe on anyone’s right to seek medical attention on his or her own at any time.

6.26 – Reporting illness should continue until the participant is no longer exhibiting the symptoms of illness and has been informed that they no longer need to report.

The Bon Ton Responsibilities:

- Contact the Bon Ton Roulet Ride Director to discuss the illness.
 - Encourage participants to observe & obey hygienic practices.
 - Provide an Illness Report, encourage details, and fill out the portion labeled “Official Use” (see “Illness Report”).
-

6.3 – Illness Report

(Required Text)

The Illness Report is a separate detailed health questionnaire that should bare the specific text noted below. This includes the header and subsequent questions. All Illness Reports, blank or completed, are kept at the Information Area.

Participant Responsibilities:

- Participants who are experiencing the symptoms of illness are **strongly encouraged** to fill out an Illness Report fully. Participants are asked to circle their answers, print clearly, and reply NA if the answer is unknown.
- Participants are required to fill out a new Illness Report for each update. ❷ & ❸ are not required for subsequent reports.

❶ Rider No.	■ Please provide your <u>name</u> , <u>address</u> , and <u>cell number</u> on the back. ❷	
	■ List all pertinent medical conditions, medications and allergies on the back. ❸	
Date/Time: ❹	Return Update Date/Time: ❩	
Official use ☀ ☁ ☔ ☕ Notes: High Temp Miles Ridden Today Today's Weather: ❻ ❻ ❼		
Illness Reports ❸	Number of 2-10 "Yes's": ❹	Bon Ton Volunteer: ❺

1 Your symptoms began...*
Before or After / Breakfast / Rest Stop / Lunch / Dinner

2 Are you feeling nauseous?
No / Yes, started ____ hrs ago

3 Have you vomited?
No / Yes, I last vomited ____ hrs ago

4 Do you have abdominal cramps?
No / Yes, started ____ hrs ago

5 Do you have diarrhea?
No / Yes, started ____ hrs ago

6 Are you experiencing weakness?
No / Yes, started ____ hrs ago

7 Do you have a headache?
No / Yes, started ____ hrs ago

8 Do you have chills?
No / Yes, started ____ hrs ago

9 Do you have a fever?
No / Yes, started ____ hrs ago

10 Were you exposed to illness prior to tour?
No / Yes, ____ hrs before I arrived.

11 Do you know others who have these symptoms? *
Not Sure / Yes, I know of ____ number of people.

12 Today's fluid intake in fl-oz (drink can = 12fl-oz) *

Water, sport drink...	12-24	24-48	Beer, wine, soda...	12-24	24-48
	48-72	72+		48-72	72+

13 Please note your age range below. *

18-25	26-35	36-45	46-55	56-65	66-80+
-------	-------	-------	-------	-------	--------

14 Compare today's ride to your normal exercise. *

Less then I normally do	1	2	3	4	5	More then I normally do
-------------------------	---	---	---	---	---	-------------------------

15 Rate how you're feeling right now.

Mildly Ill	1	2	3	4	5	Severely Ill
------------	---	---	---	---	---	--------------

16 Rate this tour's response to your illness. *

Very Un-satisfied	1	2	3	4	5	Very Satisfied
-------------------	---	---	---	---	---	----------------

* Questions 1, 11, 12, 13, 14, & 16 help to establish supporting information about potential illness.

- ❶ – Write the rider number in bolt print.
- ❷ – For privacy, provide pedigree information on back of report.
- ❸ – For privacy, provide medical information on back of report.
- ❹ – Write the current date and time.

The Bon Ton Responsibilities:

- Encourage participants to observe & obey hygienic practices.
- Tell participant that health professionals and/or Bon Ton Roulet personnel may review and privately discuss information found on an Illness Report in an effort to address illness appropriately.
- Reporting illness by completing an Illness Report should continue until the participant is no longer exhibiting the symptoms of illness and has been informed that they no longer need to report.
- ⑤ – Place your initials in this box.
- ⑥ – Circle the weather condition that existed the longest that day. Include any related observations in the “Notes” area, and the high temperature of the day.
- ⑦ – Write in the mileage that the rider actually biked that day.
- ⑧ – Write in the number of Illness Reports that exist for each participant in this box (example 1st, 2nd, 3rd, etc.)
- ⑨ – Write the number of “Yes” answers noted for questions 2-10.
- ⑩ – Participants are required to return to the Information Area to update their condition. Their return time is per the chart below.

<i>If...</i>	<i>...plus...</i>					<i>...then.</i>
Total “Yes’s” to questions 2-10...	Question 15 scale rating...					**Participant returns to update their condition in...
1 or 2	1	2	3	4	5	18-hrs
1 or 2	1	2	3	4	5	18-hrs
1 or 2	1	2	3	4	5	12-hrs
1 or 2	1	2	3	4	5	8-hrs
3 or 4	1	2	3	4	5	12-hrs
3 or 4	1	2	3	4	5	12-hrs
3 or 4	1	2	3	4	5	8-hrs
3 or 4	1	2	3	4	5	4-hrs
4+	1	2	3	4	5	4-hrs

** Assign a volunteer for participants to contact, or assign a time that compliments the Information Area’s regular hours.

6.4 – Establishing Illness

Symptoms do not automatically establish illness. The Bon Ton Roulet is responsible for determining if an individual has an established illness based on a review of all available data, or if a health professional deems their condition to be an illness.

The Bon Ton Responsibilities:

- Contact the Bon Ton Roulet Ride Director to discuss the illness.
- The following chart helps to establish illness given a completed Illness Report. Illness may also be established if a health professional deems their condition to be an illness.

<i>If...</i>	<i>...plus...</i>					<i>...then.</i>
Total “Yes’s” to questions 2-10 is...	Question 15 scale rating...					Is Illness established?
1	1	2	3	4	5	Not ill
1	1	2	3	4	5	ILL
2	1	2	3	4	5	Not ill
2	1	2	3	4	5	ILL
3	1	2	3	4	5	Not ill
3	1	2	3	4	5	ILL
4+	1	2	3	4	5	ILL

Also...

- Provide general information to participants and vendors regarding the potential presents of illness on the tour, without devolving the personal health information of those who are ill.
- In cases where five or more individuals appear to exhibit similar symptoms a health professional may be contacted to assess the potential illness (see " CHD/LFD"). Contact the Bon Ton Roulet Ride Director.

6.5 – Illness Kit

It is **strongly encouraged** that an Illness Kit be available at the Information Area during the tour. Its contents are intended to help establish illness and track the spread of illness, and help prevent the transmission, or stem the spread of illness.

6.51 – Administrative items should include;

- Illness Reports (blank and filled out)
- Illness Preparedness Plan – Volunteer Handbook
- Illness Preparedness Plan – Rider Reference
- Notebook, Stapler, Disposable Pens & Pencils
- Masking Tape & Duck Tape
- “RESERVED USE” Signs
- Additional Signage (see “Signage”)

6.52 – Illness prevention products should include;

- | | |
|------------------------|----------------------|
| Sanitizing Spray | Facial Tissue |
| Sanitizing Wipes | Disposable Cups |
| Anti-Bacterial Soap | Absorbent Cat Litter |
| Hand Sanitizing Liquid | Thermometers |
| Small Disposable Bags | Food-Safe Gloves |
| Trash Bags | Health Safety Gloves |
| Paper Towels | |
| Toilet Paper | |

6.53 – This kit should **NOT** contain items or products used to medically treat, attempt to cure, or remedy an illness or its symptoms without approval or guidance of a health professional.

The Bon Ton Responsibilities:

- Dispense Illness Reports upon request (see “Illness Report”).
- Dispense illness prevention products to participants only.
- Encourage participants to observe & obey hygienic practices.
- Observe the general health of riders, and record any symptoms noted as the potential onset of illness.
- Provide general information to participants and vendors regarding the potential presents of illness on the tour, without devolving the personal health information of those who are ill.

6.6 – Establishing the Passing of Illness

Participant Responsibilities:

Reporting illness by completing an Illness Report should continue until the participant is no longer exhibiting the symptoms of illness and has been informed that they no longer need to report.

The Bon Ton Responsibilities:

- Contact the Bon Ton Roulet Ride Director to discuss the illness.
- The following chart helps to establish if illness appears to have passed, based on sequential Illness Reports. Please note that this chart assumes that illness has already been established, therefore it errs on the side of caution. Illness may also be established if a health professional deems their condition to be an illness.

<i>If...</i>		<i>...plus...</i>										<i>...then.</i>
Total “Yes’s” to questions 2-10 is...		Question 15 scale rating...										Has illness passed?
Prior Report	New Report	Prior Report					New Report					
1	0 or 1	1	2	3	4	5	1	2	3	4	5	Still ILL
1	0 or 1	1	2	3	4	5	1	2	3	4	5	Not ill
1	0 or 1	1	2	3	4	5	1	2	3	4	5	Not ill
2	2 or less	1	2	3	4	5	1	2	3	4	5	Still ILL
2	2 or less	1	2	3	4	5	1	2	3	4	5	Not ill
2	2 or less	1	2	3	4	5	1	2	3	4	5	Not ill
3	3 or less	1	2	3	4	5	1	2	3	4	5	Still ILL
3	3 or less	1	2	3	4	5	1	2	3	4	5	Still ILL
3	3 or less	1	2	3	4	5	1	2	3	4	5	Not ill
4+	4 or less	1	2	3	4	5	1	2	3	4	5	Still ILL

Also...

- Encourage participants to observe & obey hygienic practices.
- Contact the Bon Ton Roulet Ride Director to discuss the illness.

6.7 – Addressing Established Illnesses

(Individual or Small Groups)

Participant Responsibilities:

Individuals or small groups who have an established illness are **strongly encouraged** to help participate in following activities designed to aide in their recovery and help prevent the spread of illness;

- 6.71 – Individuals who are experiencing illness are **strongly encouraged** to fill out an Illness Report designed to track and help prevent the spread of illness (see “Illness Report”).
- 6.72 – More frequently wash hands with an antibacterial soap or otherwise sanitize hands using hand-sanitizing liquid.
- 6.73 – Report health condition more frequently.
- 6.74 – Limit physical contact with others.
- 6.75 – Camp in a designated “RESERVED USE” area.
- 6.76 – Use designated “RESERVED USE” hygienic facilities (toilets, showers, sinks, etc.).
- 6.77 – Frequently wash clothing and equipment.
- 6.78 – Spray all camping and personal gear bag surfaces with disinfectant spray prior to loading them onto a gear truck.
- 6.79 – Bon Ton Roulet Personnel may require a participant with symptoms of an illness to consult a physician through their health coverage provider before continuing with the tour. Furthermore, the Bon Ton Roulet does not preclude, preempt, limit, supersede, or otherwise infringe on anyone’s right to seek medical attention on his or her own at any time.
- 6.710 – People who are experiencing the symptoms of illness are encouraged to drink plenty of replenish fluids to prevent dehydration.

The Bon Ton Responsibilities:

- Contact the Bon Ton Roulet Ride Director to discuss the illness.
- Encourage participants to observe & obey hygienic practices.
- Expand the *Glove Off Zone* to include the entire overnight stay area including buildings and related structures.

Illness Report

- Provide an Illness Report, encourage details, and fill out the portion labeled “Official Use” (see “Illness Report”).
- Tell participant that health professionals and/or Bon Ton Roulet personnel may review and privately discuss information found on an Illness Report in an effort to address illness appropriately.
- Upon refusal to provide detailed information on the Illness Report a participant with symptoms of an illness may be asked to consult a physician through their health coverage provider before continuing with the tour. Contact the Bon Ton Roulet Ride Director.
- Reporting illness by completing an Illness Report should continue until the participant is no longer exhibiting the symptoms of illness and has been informed that they no longer need to report.

Reserved Use

- Define a suitable “RESERVED USE” area for campers, an area that is at least 25-yards away from other campers and applicable Bon Ton Roulet utilized accommodations. Post proper signage.
- Designate an appropriate number of toilets and gratis service items, including coolers, for exclusive use by placing “RESERVED USE” signs in a manner that clearly defines exclusive use.
- Provide a “RESERVED USE” section in all dining areas. Where this is difficult to do so, provide an alternate mealtime for people with established illnesses. This mealtime should follow the mealtime for those who are not ill. Post signage with mealtimes.
- Provide trash bags for exclusive use in “RESERVED USE” area. Post proper signage.

Disinfectant for Bon Ton Roulet Accommodations Only

- Provide food-safe gloves for participant to use.
- Provide disinfectant to each group that is camping in one tent.
- Provide disinfectant for all camping and personal gear bag surfaces prior to loading it into a separate gear truck. Contact the Bon Ton Roulet Ride Director.

Transportation

- Provide bussing for sick individuals through a pre-established bussing company if deemed appropriate. Contact the Bon Ton Roulet Ride Director.
- Provide a separate gear truck through a pre-established company if deemed appropriate. Contact the Bon Ton Roulet Ride Director.

6.8 – Addressing Potential Illness Outbreak

(Large Groups)

Participant Responsibilities:

In the event that a health professional deems the condition of more than one person to have an established illness of similar origin, affected individuals are **strongly encouraged** to participate in following activities designed to help prevent the spread of illness;

- 6.81 – Individuals who are experiencing illness are **strongly encouraged** to fill out an Illness Report designed to track and help prevent the spread of illness.
- 6.82 – More frequently wash hands with an antibacterial soap or otherwise sanitize hands using hand-sanitizing liquid.
- 6.83 – Report health condition more frequently.
- 6.84 – Camp in a designated “RESERVED USE” area.
- 6.85 – Refrain from physical contact with others.
- 6.86 – Use designated “RESERVED USE” hygienic facilities (toilets, showers, sinks, etc.)
- 6.87 – Use designated “RESERVED USE” dining and food service facilities.
- 6.88 – Frequently wash clothing and equipment.
- 6.89 – Spray all camping and personal gear bag surfaces with disinfectant spray prior to loading them onto a gear truck.
- 6.810 – Bon Ton Roulet Personnel may require a participant with symptoms of an illness to consult a physician through their health coverage provider before continuing with the tour. Furthermore, the Bon Ton Roulet does not preclude, preempt, limit, supersede, or otherwise infringe on anyone’s right to seek medical attention on his or her own at any time.
- 6.811 – People who are experiencing the symptoms of illness are encouraged to drink plenty of replenish fluids to prevent dehydration.

The Bon Ton Responsibilities:

- Contact the Bon Ton Roulet Ride Director to discuss the illness.
- Encourage participants to observe & obey hygienic practices.
- Expand the *Glove Off Zone* to include the entire overnight stay area including buildings and related structures.

Illness Report

- Provide an Illness Report, encourage details, and fill out the portion labeled “Official Use” (see “Illness Report”).

- Tell participant that health professionals and/or Bon Ton Roulet personnel may review and privately discuss information found on an Illness Report in an effort to address illness appropriately.
- Upon refusal to provide detailed information on the Illness Report a participant with symptoms of an illness may be asked to consult a physician through their health coverage provider before continuing with the tour. Contact the Bon Ton Roulet Ride Director.
- Reporting illness by completing an Illness Report should continue until the participant is no longer exhibiting the symptoms of illness and has been informed that they no longer need to report (see “Establishing the Passing of Illness”).

Reserved Use

- Define a suitable “RESERVED USE” area for campers, an area that is at least 25-yards away from other campers and applicable Bon Ton Roulet utilized accommodations. Post proper signage.
- Designate an appropriate number of toilets and gratis service items, including coolers, for exclusive use by placing “RESERVED USE” signs in a manner that clearly defines exclusive use.
- Provide a “RESERVED USE” section in all dining areas. Where this is difficult to do so, provide an alternate mealtime for people with established illnesses. This mealtime should follow the mealtime for those who are not ill. Post signage with mealtimes.
- Provide trash bags for exclusive use in “RESERVED USE” area. Post proper signage.

Disinfectant for Bon Ton Roulet Accommodations Only

- Provide food-safe gloves for participant to use.
- Provide disinfectant to each group that is camping in one tent.
- Provide disinfectant for all camping and personal gear bag surfaces prior to loading it into a separate gear truck. Contact the Bon Ton Roulet Ride Director.

Transportation

- Provide bussing for sick individuals through a pre-established bussing company if deemed appropriate. Contact the Bon Ton Roulet Ride Director.
- Provide a separate gear truck through a pre-established company if deemed appropriate. Contact the Bon Ton Roulet Ride Director.

7.0 – Enforcement

This section outlines appropriate enforcement measure, separate from occasional reminders, but is intended to both encourage compliance of this plan and to reduce the potential of illness.

- 7.1 – Encouraged Reminder – In the event that any individual requires an inordinate number of verbal reminders to comply with common hygienic practices, Bon Ton Roulet Personnel are approved to take the following course of actions to encourage compliance:
- Verbally remind the potential offender of their need to comply with common hygienic practices
 - Post proper signage
 - Direct the potential offender’s attention to signage
- 7.2 – Encouraged Compliance – In the event that any individual either refuses to comply with this plan and its requirements, and/or continues to require an inordinate number of reminders to comply with common hygienic practices, Bon Ton Roulet Personnel are approved to take the following additional actions;
- Offer reference materials to the potential offender for them to review and keep. Reference materials may include an Illness Preparedness Plan, Rider Reference, and/or an Illness Report
 - Bon Ton Roulet Personnel should make every attempt to document a potential offender’s acceptance or denial of reference materials
- 7.3 – Active Request – In the event that an individual continues non-compliant behavior subsequent to repeated reminders and documented acceptance or denial of reference materials, Bon Ton Roulet Personnel are approved to take the following additional actions:
- Privately discuss non-compliant issues with the potential offender in a **stern** manner with one other Bon Ton Roulet Personnel member present
 - Bon Ton Roulet Personnel should document non-compliance and details of the private discussion
 - Contact the Bon Ton Roulet Ride Director to discuss documented non-compliant activities

The following actions are reserved for the Ride Director, Director of the YMCA, or appointed Bon Ton Roulet Personnel.

- 7.4 – Health Safety Factors – Before any further action is taken, the following factors regarding an individuals non-compliant activities should be discussed in detail:
- Review any prior negotiated illness prevention measures that may exist with the potential offender
 - Review all documented non-compliant activities
 - Assess the risk of a potential offender’s activities to transmit illness to other people on the tour
 - Review contractual agreements
 - Review of all relevant data
 - Seek, consider, and/or review advice from a health professional
 - Seek, consider, and/or review advice from the local County Health Department
- 7.5 – Final Encouraged Compliance – The following actions mark the final measures to encourage compliance only after considering the previous factors:
- Privately discuss non-compliant issues with the potential offender in a **stern** manner with one other Bon Ton Roulet Personnel member present
 - Bon Ton Roulet Personnel should document non-compliance and details of the private discussion
 - Require an individual to consult a physician through their health coverage provider before continuing the tour
- 7.6 – Removal – Following continued non-compliance and exhausting all options, a person may be asked to discontinue and/or disassociate with the activities, accommodations, or other amenities provided Bon Ton Roulet tour.

8.0 – Rider Reference

(Required Text)

The Rider Reference is a separate flyer that is supplied to the participants, and should bare the specific text noted below.

Welcome to the Bon Ton Roulet A Festival on Wheels through the Finger Lakes!

Cruise ships, restaurants, even other bicycle tours can suffer from rapidly spreading illnesses. These are challenging to prevent, but even harder to stop once they begin spreading. The Bon Ton Roulet has compiled this health safety **DO's** and **DON'Ts** list to help reduce the potential for illness:

DO List:

- DO wash your hands often using antibacterial soap.
- DO use hand-sanitizing liquid, verses not washing hands.
- DO clean your water bottle mouthpiece before drinking.
- DO eat whole & pared fruit served from food-safe gloves.
- DO keep hydrated.
- DO comply with hygiene signage wherever posted.
- DO obtain a new plate with each visit to the food buffet.
- DO report any unsafe hygienic practices you observe.
- DO report any symptom of illness immediately.

DON'T List:

- DON'T eat while wearing bicycle gloves.
- DON'T replace hand washing with hand-sanitizing liquid.
- DON'T “hand wade” in the coolers.
- DON'T store personal items in Bon Ton Roulet coolers.
- DON'T share fruit or other personal consumables.
- DON'T assume you're not sick if you have symptoms.

Please negotiate alternative illness prevention measures with the Bon Ton Roulet Ride Director prior to the start of the tour if

personal, religious, cultural and/or medical issues conflict with generally accepted hygienic practices.

Stomach “bugs”, as these illnesses are often called, can turn your leisurely tour of the Finger Lakes into a race to the... finish! Here are some symptoms that you need to be aware of that may be caused by the onset of illness;

- Nausea and vomiting
- Abdominal cramps
- Diarrhea
- Chills or fever
- Weakness
- Headache

Physical exertion, inclement weather conditions, eating diverse foods or beverages, changes in sleep patterns, or even a simple change in daily habits can trigger symptoms that mimic the onset of illness. **DO NOT** pre-judge your condition. Always err on the side of caution and report your symptoms as soon as they occur.

The Bon Ton Roulet has developed a simple, 5-minute Illness Report to track and help prevent the spread of illness. Anyone who is experiencing the symptoms of illness is strongly encouraged to fill out an Illness Report found at the Information Area.

Dehydration is a key concern for most digestive track related illnesses. You are encouraged to drink plenty of replenish fluids to prevent dehydration if experiencing the symptoms of illness.

Bon Ton Roulet officials may require a participant with symptoms of an illness to consult a physician through their health coverage provider before continuing with the tour. Furthermore, the Bon Ton Roulet does not preclude, preempt, limit, supersede, or otherwise infringe on anyone's right to seek medical attention on his or her own at any time.

For further information about the Bon Ton Roulet Illness Preparedness Plan[®], contact a Bon Ton Roulet volunteer.

9.0 – County Health Dept / Local Fire Dept (CHD/LFD)

Below are phone numbers for the Health Departments in each respective county. Some towns are listed for geographic reference. The location of the main office is underlined. Office hours vary, but generally are opened weekdays 9:00am – 4:00pm. In an emergency, dial **911**.

County and the towns within	Weekday Phone	Emergency or After Hours
Cayuga <u>Auburn</u> Aurora	Montezuma Moravia Owasco	315-253-1560
Cortland <u>Cortland</u> Homer	McGraw Preble	607-753-5036
Onondaga Borodino Marcellus	Skaneateles <u>Syracuse</u> Otisco	315-435-3280
Ontario Honeoye Geneva	<u>Canandaigua</u> Naples	585-396-4343
Schuyler Burdett Mecklenburg	Wayne <u>Watkins Glenn</u>	607-535-8140
Seneca Ovid Romulus	Seneca Falls <u>Waterloo</u>	315-539-1920
Steuben <u>Bath</u> Pulteney	Hammondsport	607-664-2438
Tompkins Dryden Groton	<u>Ithaca</u> Trumansburg	607-274-6674
Yates Branchport Dundee	<u>Penn Yan</u> Rushville	315-536-5160

The following indicates the location of local fire departments within the tour region, listed under their respective counties. This information is for reference only. In an emergency, dial **911**.

Cayuga County

Auburn FD
Aurelius FD
Aurora VFD
Cayuga FD
Fleming FD
Genoa FD
King Ferry FD
Montezuma FD
Moravia VFC
New Hope FD
Owasco FD
Poplar Ridge FC
Port Byron FD
Scipio VFD
Throop FD
Union Springs FD
Weedsport FD
West Niles FC

Cortland County

Cincinnatus FD
Cortland (City) FD
Cortlandville FD
Harford FD
Homer FD
Marathon FD
McGraw FD
Preble VFD
Truxton FD
Virgil FD
Willet FD

Onondaga County

Borodino FD
Elbridge VFD
Jordan VFC
Marcellus VFD
Mottville FC
Navarino VFD
Skaneateles FD
Otisco FD

Ontario County

Bristol VFD
Canandaigua FD
Cheshire VFD
Crystal Beach VFD
E Bloomfield Holcomb
Geneva FD
Gorham FC
Hall FD
Hopewell VFD
Naples FD
North Side FC
Seneca Castle FC
Stanley FD
Varick VFD
West Lake Road FA

Schuyler County

Bradford VFC
Burdett FD
Mecklenburg VFC
Montour Falls FD
Tyrone VFDC
Valois/ Logan/ Hector
Watkins Glen FD
Wayne FD

Seneca County

Border City FD
Canoga VFD
Fayette VFD
Interlaken VFD
Junius FD
Magee VFD
Romulus VFD
Seneca Falls FD
Ovid FD
Waterloo Fire FD

Steuben County

Hammondsport FD
Pulteney VFC

Tompkins County

Cayuga Heights FD
Enfield VFC
Etna VFD
Freeville FD
Groton FD
Ithaca FD
Lansing FD
McLean FD
Dryden, Neptune FC
Trumansburg FD

Yates County

Bellona FD
Benton VFD
Brnchprt/ Keuka Park
Dresden VFD
Dundee FD
Himrod FD
Penn Yan FD