

Driver Education Behind the Wheel COVID-19 Preparedness Plan

Administration will:

- Review plan with all Driver Education Staff specifically on the policies and procedures surrounding safety protocols and practices.
- Post plan at the Community Education office and on the website. Have a copy of the plan in each vehicle.
- Remind staff do not report to work if sick.

Self Screening questions:

Per CDC guidelines, the following health screening questions should be asked and the data collected needs to be protected under the ADA. If an employee answers yes to any of these questions, they should be sent home.

- A new fever (100.4°F or higher), or a sense of having a fever?
- A new cough that you cannot attribute to another health condition?
- New chills that you cannot attribute to another health condition?
- New shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
- A new headache that you cannot attribute to another health condition?
- New loss of smell or taste that you cannot attribute to another health condition?

Review and follow the requirements in the checklist below.

file:///Users/kcarlson/Desktop/employer_preparedness_plan_requirements_checklist.pdf

<https://www.health.state.mn.us/diseases/coronavirus/index.html>

Driving Instructor will:

- Inform students/parents of the steps being taken for their protection to mitigate the spread of COVID 19
- Use your assigned vehicle only
- Self screen health before coming to work- use the questions provided above in the admin section
- Wash hands and/or use hand sanitizer between BTW students
- Wear mask- wash or use a new one daily

Tips for wearing facemasks or cloth face coverings:

Wearing a facemask or cloth face covering helps protect others in case you're infected but don't have symptoms.

- Wash your hands before putting on your mask and after taking it off.
- Cover your nose and mouth and try to fit it snugly against the sides of your face.
- Keep the mask on your face the whole time you are out. Don't put the mask around your neck or on your forehead.
- Make sure you can breathe easily. Children younger than 2 years or anyone who has trouble breathing, or is unable to remove the mask without assistance should not wear a mask.
- Wash your mask after each time you wear it.
- Don't buy or wear surgical or N95 masks.

<https://www.health.state.mn.us/diseases/coronavirus/schools/masks.html>

- Gloves optional- change between students
- Sanitize vehicle before and after each BTW hour- including but not limited to; blinkers, steering wheel, door handle, gear shift, turn signals, seat belts, mirrors and all touched surfaces
- When sanitizing the car between sessions opening the car doors
- Consider the practice of cracking the windows when performing behind the wheel to increase ventilation.

Student will:

- Self screen health- using the questions provided above in the admin section
- Use hand sanitizer before entering the vehicle
- **Must wear a mask- must bring your own**, if they do not have a mask they will be unable to drive (will we charge a no show fee?)<https://www.health.state.mn.us/diseases/coronavirus/schools/masks.html>
- Gloves optional- must bring own (or we will have for \$1 while supplies last)
- No additional passengers allowed in car
- Parents must stay in cars and/or practice social distancing 6ft apart during drop off and pick up times

Cars contain:

Wipes

Masks- For staff

Hand Sanitizer

Spray bottles with "Solution 19" and paper towels

Box of gloves

Preparedness Plan

Garbage bags