



### **COVID-19 HEALTH AND SAFETY PRECAUTIONS**

As we prepare for the reopening of driver training and examination, the health and safety of our students, their families and our employees is our top priority.

We are taking several precautions, in addition to any local, State and Federal mandates, to ensure our customers and staff stay safe and healthy while achieving their driving related goals.

Below is a detailed outline of the steps we're taking to ensure your safety.

#### **Customer Support:**

1. Staff are required to wear a mask at all times. If a staff member does not have a mask, one will be provided by management.
2. Customers are required to wear a mask at all times. If a customer does not have a mask, one will be provided by the driving school.
3. By appointment only or scheduled knowledge examinations.
4. Pre-pay prior to appointment.
5. Payment Processing (Credit Card Only).
6. Customer and Instructor/Examiner direct contact will be only to avoid an emergency situation.
7. When examinations or training are scheduled, staff will provide expectations for individuals who are requesting those specific services:
8. Examinations or training will not be provided to a student if exhibiting symptoms of illness.
9. Staff are responsible to post, in areas visible to all staff and customers, required hygiene practices and information about how to prevent the spread of COVID-19
10. Social distancing of at least six feet must be observed between all parties at all times.
11. Limit the number of students enrolled in a class to allow for six-foot separation.
12. Ensure six-foot separation by furniture placement, and by physical barriers and/or floor tape when needed.

### **Operations:**

1. Staff are required to wear a mask at all times. If a staff member does not have a mask, one will be provided by management.
2. Customers are required to wear a mask at all times. If a customer does not have a mask, one will be provided by the driving school.
3. Individuals are not to congregate with each other or staff.
4. Social distancing of at least six feet must be observed between all parties at all times.
5. Limit the number of students enrolled in a class to allow for six-foot separation.
6. Ensure six-foot separation by furniture placement, and by physical barriers and/or floor tape when needed
7. When customers arrive, staff must ask if they have had any symptoms of illness within the past 72 hours. Training or examinations will be rescheduled if necessary.
8. If a customer appears to be exhibiting symptoms of an illness at any time during the training or examination, the training or examination will be terminated and rescheduled as appropriate
9. Staff to staff direct contact will be only to avoid an emergency situation
10. A Daily Staff and Customer Contact Sheet will be required. Each day all staff and customers will fill out a contact sheet with the following information:
  - a. Date
  - b. First and Last Name
  - c. Phone Number
  - d. Email address

### **Facility and Classroom Activities Driver Licensing Knowledge Examinations and Training:**

1. Staff are required to wear a mask at all times. If a staff member does not have a mask, one will be provided by management.
2. Customers are required to wear a mask, if one is not brought, one can be provided by the driving school
3. Customers & exam applicants should bring their own writing utensils
4. 911 and Swerve will provide sanitizer in the classroom for student use
5. If a customer appears to be exhibiting symptoms of an illness at any time during the training or examination, the training or examination will be terminated and rescheduled as appropriate.
6. Staff are responsible for keeping facility surfaces disinfected and having handwashing facilities or sanitizing stations with hand sanitizer or wipes available.
7. Social distancing of at least six feet must be observed between all parties at all times.
8. Limit the number of students enrolled in a class to allow for six-foot separation.
9. Ensure six-foot separation by furniture placement, and by physical barriers and/or floor tape when needed

### **In-Car (BTW) Activities Driver Licensing Skills Examinations and Training:**

1. Staff are required to wear the following PPE:
  - a. Mask, surgical or cloth
  - b. Gloves
2. Customers are required to wear a mask at all times. If a customer does not have a mask, one will be provided by the driving school.
3. Customers are required to check in and complete the daily facility contact sheet. Once checked in, the customer must wait in their personal vehicle until notified by school staff.
4. Customers showing signs of illness should not come to their in-person skills examination. Customers should contact the school to reschedule.
5. All in car sessions will require one student to one instructor ratio. No other occupants are allowed at any time for any reason unless for an emergency situation.
6. During the on-road portion of in-car examination and training, the windows of the vehicle will be rolled down enough to create airflow through the cab of the vehicle.
7. Customer and Instructor/Examiner direct contact will be only to intervene in an emergency situation
8. For in-car examinations, examiners are required to clean and disinfect the interior of the vehicle after each usage.
9. Social distancing will be observed whenever practical. For example, during the pre-trip inspection and on road driving portions of examinations or training.

### **Employee Health/Symptoms**

1. Staff are required to stay home or leave the worksite when feeling sick or when they have been in close contact with a confirmed positive case. If a team member develops symptoms of acute respiratory illness, they must seek medical attention and inform the franchise owner immediately.
2. Staff are required to inform their supervisors if they have a sick family member at home with COVID-19. If a staff member has a family member sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the Washington State Department of Health.
3. Staff members are required to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.
4. Failure of staff to comply will result in employees being sent home and potential disciplinary action.
5. Employees who do not believe it is safe to work are allowed to remove themselves from the worksite and franchisees must follow the expanded family and medical leave

requirements included in the Families First Coronavirus Response Act or allow the staff member to use unemployment benefits, paid time off, or any other available form of paid leave available to the worker at the worker's discretion.

6. If an employee is confirmed to have COVID-19 infection, franchisee should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The Franchisee should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

### **State and Federal Best Practices and Guidelines**

#### **OSHA COVID-19 Guidance**

<https://www.osha.gov/Publications/OSHA3990.pdf>

#### **Washington State Department of Labor and Industry Guidance**

<https://www.lni.wa.gov/forms-publications/F414-167-000.pdf>

[https://www.lni.wa.gov/agency/\\_docs/workplacesafetyguidanceworkersbusinesses.pdf](https://www.lni.wa.gov/agency/_docs/workplacesafetyguidanceworkersbusinesses.pdf)

<https://lni.wa.gov/dA/36e85758be/DD170.pdf>

#### **Center for Disease Control Guidelines**

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>