

Covid-19 Safety Protocol for Staff, Students & Visitors

ALL SAFETY REQUIREMENTS MUST BE ADHERED

As you know, there continues to be valid and serious ongoing concerns about COVID-19. We have carefully reviewed government mandates as well as CDC's policies, and best practices and have adopted some practices that intend to protect everyone from contracting or being exposed to the virus. We have scheduled outside cleaning services to periodically clean and disinfect our school and training vehicles. As such, our team has been instructed to continually use disinfectant products on frequently touched surfaces such as door knobs, entry door, and shared electronics, etc. throughout the day. We cannot guarantee they will be germ-free.

Our COVID-19 protocols for anyone to enter our facility or vehicles to cooperate and follow precautions listed:

TESTING Requirements

- A negative Covid-19 test for STAFF must be provided monthly
- A negative Covid-19 test for STUDENTS must be provided 7 days prior to class start date
- Visitors or vendors need to have cleared our safety practice before entering our facilities or vehicles
- Vendors are to provide for our records their Covid-19 Protocols practices to our office

On-SITE Requirements

- Everyone is required to wear a face mask (covering) at all times while in our facility or vehicles
- Everyone should maintain 6 feet and practice social distancing as training permits in the school vehicles
- Everyone must have their temperature checked prior to being allowed into the training facility or vehicles
- Use the hand sanitizer to clean hands when entering and exiting training areas
- Everyone must clean and disinfect their area in the training office areas & classroom, before and after use. (Wipe down desk, chair and shared electronic equipment)
- Everyone is to clean and disinfect the inside of the training vehicle, before and after use. (Wipe down door handles, steering wheel, seats, control panel, gear shift and mirrors)
- There will be no refrigeration of drinks and or foods, please bring your own food containers

DOCUMENTS & APPOINTMENTS Requirements

- All documents must be submitted electronically or via US mail
- If documents are delivered in person, you must stand behind the protective glass shield at entrance counter
- All appointments will be arranged by Phone, Zoom, etc.

SICK SYMPTOMS Requirements

- If you feel sick please do not come to the school or enter any vehicles. Stay home!
- If you have been diagnosed with a positive Covid-19 test, you must inform us immediately so we can respond with required safety precautions.

Thank you for being patient as we navigate these uncertain times. **BE SAFE AND PROTECT YOURSELF!**

(____) Staff (____) Student (____) Visitor/Vendor _____ Date ____/____/____

Print Name _____ Signature _____ 9.2020jwk