

## HEIGHTS DRIVING SCHOOL, INC.

### CORONA VIRUS 2020

### EMPLOYEE PROCEDURES

To those Instructors who have opted to continue Behind-The-Wheel Training during this Coronavirus Pandemic:

In order to protect our employees and our students, we have joined forces with the Cleveland Clinic to come up with new procedures to be implemented during Behind-The-Wheel Lessons.

You may refuse any student who you feel is not well. Your pay will not be docked and no charges will be assessed to the student's account.

**Pre-Lesson Procedure:** Each student will be emailed our screening questions (in advance), and must agree to the procedure in order for the Behind-The-Wheel Lesson to go forward. We will require that each of you have wipes and wear a mask or bandana. If you do not have either, let us know so we can provide them to you.

#### **PROCEDURES in the Vehicle:**

The main way the virus is transmitted is by picking it up off a surface and touching your face. To mitigate this transmission we have, in collaboration with the Cleveland Clinic, come up with these procedures.

1. Wipe down the steering wheel, gearshift, signal levers, door handles (inside and out), and any other common areas that may have been touched before allowing the next student in.
2. Meet each student outside of the vehicle and ask the necessary questions before allowing him or her to get in. **Make sure they sign the form.**
3. If you share a vehicle with another Instructor, disinfect the interior and door handles (inside and out) before leaving it at the drop off location.
4. This Notice should remain in the vehicle.

The less likely way of transmitting the virus is via the air. To mitigate the transmission via air we, in collaboration with the Cleveland Clinic, have come up with the following procedures to follow.

1. Wear a face mask or bandana.
2. Turn on vehicle's vent fan during the lesson to draw fresh outside air into the passenger compartment.
3. Open the windows to help with flooding the passenger compartment with fresh outside air.

The fact is the virus will always be with us; yet, we all want to return to work and some sort of normalcy. Heights Driving School, in collaboration with the Cleveland Clinic, feels that these procedures can mitigate exposure to our employees and students. **Remember, we are responsible for our own well-being and that of our students.**

Daniel P. Cox

**HEIGHTS DRIVING SCHOOL, INC.**

**CORONAVIRUS SCREENING QUESTIONS**

Date: \_\_\_\_\_

The following questions need to be asked by the Instructor of each Student prior to starting Behind-The-Wheel sessions.

1. What was your temperature this morning?
2. To the best of your knowledge, have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
3. Have you or anyone on your family traveled outside of the United States within the last two weeks?
4. Have you been advised to self-quarantine due to possible exposure to COVID-19?
5. Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?
6. Students must have a bandana or mask to be in the vehicle.
7. Have you scheduled this session with the permission of your parents or guardian?

**STUDENTS PRINT NAME LEGIBLY**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

If a student replies "YES" to any of the above questions, that student must be REFUSED until:

- At least 7 days have passed since symptoms first began AND;
- Symptoms have improved for at least 72 hours AND;
- He/she is free of fever (without the use of medication) for at least 72 hours (three full days).