

**Public Safety DRIVING SCHOOL, INC.**  
**CORONA VIRUS 2020**  
**EMPLOYEE/Student 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 created guidelines that approved by the Board of Health in order 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, must document your reasons. Examples (high temperatures, exposure confirmed per questionnaire, Flu like symptoms, chronic cough or sneezing. Removing of mask without permission, touching of the face during driving. Removing gloves during the drive, talking on the phone or texting during the drive.**

**Pre-Lesson Procedure:** Each student will be emailed or text a copy of our screening questions (in advance), and must agree to the procedure in order for the Behind-The-Wheel Lesson to go forward. Students must submit a completed form 24 hours before each drive.

[CustomerCare@PublicSafetyDrivingSchool.com](mailto:CustomerCare@PublicSafetyDrivingSchool.com)

Instructors only will be provided a mask and wipes and gloves.

Students must have masks on, and plastic or rubber gloves.

Gloves should be placed on in front of the instructor.

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 in advance. Should we provide mask and gloves to students there will be an additional cost of \$10.00 for each time we supply mask/gloves. We will need to know in advance.

The second student will enter the vehicle when there is 30 minutes remaining on the clock for student one. Parents have the options to pick up there student before the second student enters the car at the location of the second students street. We will need to know in advance if you

would prefer to pickup your student in advance. The student in the back seat will undergo the same checks and will be required to keep on a mask and gloves.

**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 other schools who are working 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, then place all paperwork in the back trunk.**
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. Public Safety 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.**

**Public Safety DRIVING SCHOOL, INC.  
CORONAVIRUS SCREENING QUESTIONS.**

Students are required to repeat this step every drive.

The instructor will ask the following questions before each drive.

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? Instructor will randomly take temperatures of students using a no contact device.
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 and gloves on while driving.

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

IMPORTANT NOTES FOR STUDENTS

Touch free signing:

ID must be present before each drive. Student will hold the ID up for ten second so that the instructor may review without touching.

Students will no longer be allowed to pump gas. Instructors must pump gas.

A waiver must be filled out and notarized. A copy of this waiver will be required for each drive. Students must text a picture of the completed waiver to the instructor for each drive.