

## WHEELER DRIVING SCHOOL, INC.

### **Coronavirus (COVID-19), Office and Classroom Safety Protocols**

In the interest of safety for everyone, the following Safety Protocols are to be implemented for all Office visitors and Classroom attendees.

**Instructors/Staff:** You may kindly refuse and/or ask anyone to leave who you feel is not well or for non-compliance with these safety protocols.

### **General Safety Protocols:**

1. Everyone is required to wear a face mask or bandana.
2. All Staff will self-evaluate to determine if "fit for duty." (re: screening questions)
3. Everyone is to maintain good hygiene at all times – hand washing and social distancing.
4. Clean and sanitize common surfaces throughout the day, at the close of business and prior to admitting students into the classroom before the start of each class.
5. Limit capacity to meet social distancing guidelines (6 ft of separation) and establish a max capacity at 50% of fire code).

### **Pre-Classroom Procedure:**

Each student will be provided the screening questions and must agree to the procedure in order for them to attend class. It will be required that both the instructor and all students wear a face mask or bandana for the duration of class. Classroom seating will be arranged in compliance with social distancing guidelines (6 ft. of separation).

### **Classroom Procedure:**

The primary way the virus is said to be transmitted is by picking it up off a surface and touching your face. The less likely way the virus is said to be transmitted is via the air. To mitigate both types of transmission, the following procedures will be implemented.

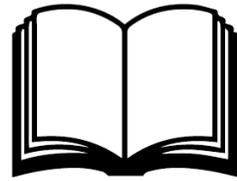
1. The classroom and restroom will be cleaned and sanitized prior to the start of class.
2. Students will be asked the required screening questions before being admitted into the classroom.
3. Each student will select a seat (no changing seats afterward) and remain seated (except to use the restroom, step outside at break, or to leave) for the duration of class.
4. Students will be required to bring their own pen or pencil and will be prohibited from sharing any personal items.
5. Social distancing (6 ft separation) will be required of everyone at all times.
6. Everyone is required to wear a face mask or bandana.
7. This notice shall be posted prominently in the classroom.

The fact is, this virus will always be with us. Wheeler Driving School, Inc. feels that these procedures can mitigate the exposure/spread between our instructors and students. Remember, we are responsible for our own wellbeing and that of our students and the greater community.

**I agree:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Student (print name) Student (signature) Date

**I agree** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Parent guardian (print name) Parent guardian (signature) Date

**WHEELER DRIVING SCHOOL, INC.**



CORONAVIRUS SCREENING QUESTIONS

**The following questions will be asked by the Instructor of each Student prior to the start of each Class.** *(The same will govern the instructor's eligibility to conduct any lesson(s) for that day)*

1. Was your temperature 100.4° F or higher when it was checked earlier today?
2. To the best of your knowledge, have you, or anyone in your household, been in contact with a person that is in the process of being tested for COVID-19?
3. To the best of your knowledge, have you or anyone in your household traveled outside the United States within the last two weeks?
4. To the best of your knowledge, have you or anyone in your household been advised to self-quarantine due to possible exposure to COVID-19?
5. Are you having trouble breathing or have you had any flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills or fatigue?

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).

All Classes attended by the student must be done so with the permission of a parent or guardian if the student is under 18 years of age.

Your signature indicates that you (the student) agree and have answered the above questions truthfully and to the best of your knowledge prior to the start of each Behind The Wheel lesson.

**PLEASE PRINT NAME (LEGIBLY), SIGN AND DATE**

1. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_ / \_\_\_\_ / \_\_\_\_
2. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_ / \_\_\_\_ / \_\_\_\_
3. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_ / \_\_\_\_ / \_\_\_\_
4. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_ / \_\_\_\_ / \_\_\_\_
5. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_ / \_\_\_\_ / \_\_\_\_
6. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_ / \_\_\_\_ / \_\_\_\_
7. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_ / \_\_\_\_ / \_\_\_\_
8. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_ / \_\_\_\_ / \_\_\_\_