

## Company Focus and Objective Of Plan:

Our company's commitment has always been safety. We are a Company that promotes and is committed to teaching safety on California streets for all drivers. We extend our focus and commitment to the health and safety of our customers and employees during this unprecedented time of the Covid-19 Pandemic and herein place these standards and practices into effect until further notice.



Inside Varsity Driving Academy's vehicles showing a see-through barrier for protection.

## **Work Limitations and Requirements:**

- All instructors should stay home if sick or feeling sick.
- All instructors should take their temperature prior to each day of employment and not report for work if the temperature is above 100 degrees.
- All instructors should wash hands with soap and warm water for at least 30 seconds prior to retrieving any keys for cars and entering a varsity car.
- All instructors must use the Company's supply of disinfectant to disinfect car surfaces before and after each lesson.
- All instructors should wear supplied gloves when getting gas and dispose of gloves after filling the car with gas to avoid touching anything in the Varsity car after touching any gas station surfaces.
- When instructors are required to enter the workspace to retrieve keys or paperwork or drop off keys or paperwork, shall keep a six foot distance and wash hands before leaving the office.
- All instructors shall stay at least 6 feet away from other instructors or employees in the home office.
- Instructors are given masks to wear. All instructors should wear a mask and highly recommend/encourage anyone in the car to wear a mask. Employees must wear masks in the car. Your name should be written on your own mask.
- All instructors will disinfect car keys and any other equipment such as clipboards that would be shared with any other instructor. Instructors are encouraged to not share clipboards, pens, or any other supplies with others.
- Instructors shall avoid touching their face.
- Instructors and employees shall maintain a safe distance of 6 feet and wear masks when talking to any parents or students or other varsity employees.
- Instructors should make sure the plastic barrier in each car is in place and secure prior to and after each lesson.

## Office Space Restrictions:



- There are only three office members in the office workspace; all desks are at least 6 feet.
- Markers of tape have been placed on the ground securing the customers entering the workspace, (which is highly infrequent since most business is conducted online/over the phone), stay at least 6 feet away from any employee in the workspace.
- A clear “sneeze” shield guard has been put in the desk to shield the reception person.
- No more than 10 people ever allowed in this workspace all of him must be 6 feet from one another.
- No instructors shall gather inside the office space at any time.

## Procedures Inside Varsity Cars:

- Prior to all behind the wheel lessons, each instructor shall wash hands with warm water and soap for at least 20 seconds.

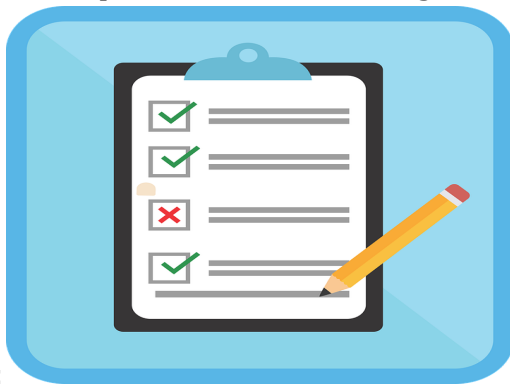
# WASH YOUR HANDS



- Prior to entering the vehicle, all surfaces will be disinfected by each instructor using the supplied disinfecting materials. This process should include the plastic barrier in each car and all surfaces shall be disinfected before and after each lesson.
- Instructors will try to maintain social distancing as best as possible by the use of a clear see-thru vinyl barrier that has been placed between the driver and the passenger in the Varsity car; this barrier has been placed in each Varsity car between driver and passenger while still allowing the driving instructor to reach the passenger's wheel for safety. Instructors shall make sure the barrier is properly and securely attached prior to each lesson. (See resource page)

## Employees Work Requirements and Student Precautions/Questionnaire on Health:

- All instructors and employees shall take their temperature daily at Varsity's office before proceeding to secure a Varsity car.
- If an employee/ instructor has a fever greater than 100, the instructor shall not report to work and will communicate with Owner of such.
- Each instructor shall review the Varsity questionnaire about the following screening questions before starting a new work day:



- With in the last 14 days as you or anyone in your family have any of the following symptoms:
  - Headache
  - Difficult or labored breathing
  - A cough
  - A fever greater than 100
  - Loss of smell or taste
  - Any other unusual symptoms
  - Has anyone in your home to your knowledge been in contact with anyone confirmed to have the coronavirus

- Have you or anyone in your home traveled through an airport or been on a cruise the last 14 days
- Do you have or need a mask?
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If the answers are “yes” to any of the questions above the instructor shall notify the business owner by phone and not proceed to work.

- Each instructor will bring the same questionnaire as above with him on lessons (sufficient to have each student) fill out the same questionnaire.
- If the student answers yes to any of the questions above, the instructor shall decline to allow the student to enter the car, and cancel the lesson and notify the business owner.
- Instructors shall also inform student drivers as follows:

“Hello, I am from Varsity Driving Academy, your instructor John Doe. To make this lesson the safest for both of us I would ask that you fill out the following questionnaire. We are trying our best to be socially distance inside the car and there will be a plastic barrier between you and me. However, I will still be able to grab the wheel and use the brake if I need to do so for our safety while driving. I would appreciate it if you would face forward at all times and wear a mask for both of our safety during the lesson. Each car is disinfected in between your entry and after you leave. Do you have any questions?”

## **Business Office Space Location Restrictions for Office**

### **Staff:**



- Maintain social distancing as marked off by tape within office space.
- Avoid physical contact with any instructors including hugs, handshakes, high-fives.
- Wear masks in the office.
- Daily sanitization using Lysol of workspace and telephones and doorknobs.
- Our business does not have group interaction or meetings as a matter of course but we will not be having any group interactions or meetings and any interactions will be via conference call for virtual.
- If a customer comes into the business the customer will be greeted behind a plastic “sneeze” guard and from a distance of at least 6 feet



- Inform customers in a polite way that there are markings on the floor to protect the customer and the employee from contracting any virus and make interaction is safe to experience.
- Clean counters before and after each instructor enter for any customer using the cleaning kit supplied for you by office staff.
- Disinfect all surfaces such as pens, computers, payment portals and telephones
- Also, disinfect the bathroom daily using Lysol spray.
- If customers need to pick up paperwork encourage mailing rather than in-person contact if possible.
- Do not allow customers to enter the office by offering to the best of your ability to drop their paperwork in the bottom portion of the office near the front door in an envelope.
- The same surface on the bottom portion of the office shall be sprayed daily with Lysol at the beginning and end of each day.
- The office is supplying cleaning kits at all workstations for proper disinfection using Lysol and Lysol type wipes that disinfect.
- In order to disinfect, use the spray everything allowing it to sit for several minutes before wiping down with a paper towel.



## Resources:

- In-Car Barrier:

[https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Guidance-Documents/Returning-to-Work-Rideshare-Taxi-Limo-and-other-Passenger-Drivers-for-Hire\\_GuidanceDocument.pdf](https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Guidance-Documents/Returning-to-Work-Rideshare-Taxi-Limo-and-other-Passenger-Drivers-for-Hire_GuidanceDocument.pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/rideshare-drivers-for-hire.html>

- Proper handwashing:

<https://www.youtube.com/watch?v=d914EnpU4Fo>

- Use of masks:

<https://www.youtube.com/watch?v=JwPWdkbyizw>

- Use of gloves:

[https://www.youtube.com/watch?v=YOWa\\_qWp6U](https://www.youtube.com/watch?v=YOWa_qWp6U)

- Use of hand sanitizer

<https://www.youtube.com/watch?v=4xC-7ZiQoY>



# COVID-19 Response Plan