

Reopening Plan for Safe Roads Driving Academy Inc.

On May 18th the Governor released the four phased plan for reopening the economy and given this new guidance, with his Phase 2 including driver's education, Safe Roads will now re-open for in car lessons and observation hours.

In order to reopen safely, we have followed the State's requirements of developing a written control plan outlining the measures that are in place that comply with mandatory safety standards for operation in the COVID-19 reopening period. The Control Plan identifies safety protocols including measures to maintain social distancing, proper hygiene, training, posters, procedures for sick employees and students, and proper disinfecting and cleaning procedures for all vehicles. Attachment A details the Control Plan for Safe Roads Driving Academy. The following plans, rules, and procedures, are subject to change without notice based on guidance from the Massachusetts Registry of Motor Vehicles, Governor Baker, the Center for Disease Control, and State, Regional and National Professional Driver Education Associations.

As part of the reopening, all employees and students will be required to sign a Self-Certification Form. The Self-Certification Form outlines Standard Operating Procedures that must be followed to ensure the safety of all employees and students. The Self Certification Form can be found below as Attachment B.

We understand that students and families may have anxiety about returning to driving lessons and may have concerns. We respect the choice of the students not to begin their in-car lessons and any student and or parent and legal guardian that would like to hold the in-car lessons in abeyance please contact our office by phone (978-345-6200) or electronic mail at contact@saferoadsdrivingacademy.com.

The following are Personal Protective Procedures that will be followed to ensure the safety of all:

Students:

- A strict stay at home policy is in effect if you are sick.
- Any student that exhibit any of these symptoms associated with COVID-19 must stay at home and cancel their lesson and if they exhibit these symptoms while in the car they must immediately go home:
 - Cough
 - Shortness of breath, difficulty breathing
 - Sore throat
 - Chills, shaking with chills
 - Muscle pain
 - Headache
 - Loss of smell
 - Loss of taste
 - Fever
- If a students has unprotected exposure with someone that has tested positive for Covid-19, spent time within an area known to be considered a "hot zone" a geographical area or location that experiences a higher than average COVID-19 positive cases within the last

fourteen (14) days then their lesson will be cancelled.

- The Safe Roads Driving Academy Instructor will ask the student driver to approach the passenger side of the driver education vehicle at which time a visual screening and non-contact thermometer reading will take place.
- A temperature reading above ninety-nine (99) degrees will be considered a high temperature, at which time your lesson will be cancelled.
- Once the student driver has been cleared to enter the driver education vehicle your parent / legal guardian may leave.
- Upon entering the Safe Roads Driving Academy driver education vehicle the student driver will be provided with hand sanitizer to be used prior to the start and at the conclusion of each in-car behind the wheel lesson.
- At the conclusion of the in-car behind the wheel lesson the student driver will be provided a sanitizing wipe to disinfect the steering wheel, vehicle key, interior / exterior door handles, dashboard control, transmission gear selector lever, handbrake, seat controls and any interior surface touched by the student driver during the in-car lesson.
- Whenever possible and practical the driver education vehicle windows will be in the open position and the air conditioning will be utilized in the uncirculated air position.
- All students are required to wear a mask throughout their entire driving lesson. Students who cannot wear a mask due to a health issue **MUST** have a parent or legal guardian contact the Safe Roads Driving Academy office prior to the scheduled in-car lesson. For the health and safety of other students and staff, any student driver that refuses to follow Personal Protective Equipment protocol will be refused the in-car lesson.
- **No student will be allowed in a Safe Roads Driving Academy driver education vehicle without Personal Protective Equipment.**
- No food or drinks of any kind will be allowed in the Safe Roads Driving Academy Vehicles until further notice. Consuming food and or beverages requires the removal of Personal Protective Equipment and is not recommended by the Center for Disease Control at this time.
- Upon completion of the in-car behind the wheel lesson follow the instructor's direction on discarding any disposable personal Protection Equipment.
- Student Driver, "missed lesson" fees will be waived when in-car behind the wheel and or observation lesson was cancelled due to illness or symptoms of or possible exposure to COVID-19. The parent and or legal guardian must contact the Safe Roads Office to cancel the lesson prior to the scheduled pickup time.

- Any student who does not comply with the rules concerning the proper utilization of Personal Protective Equipment or the Safe Roads Driving Academy in-car sanitation procedures will not be allowed to complete any in-car lesson. The student driver will be required to arrange for a parent or legal guardian to immediately pick up the student as the in-car lesson will be refused and or terminated.
- Student Drivers that fail to adhere to the rules and regulation for the use of Personal Protective Equipment will not be allowed to schedule any further in-car lessons until the State of Massachusetts enters Stage Four of the Commonwealths Reopening Plan and or Personal Protective Equipment is no longer required by CDC guidelines.

Instructor

- A strict stay at home policy is in effect if you are sick.
- Any instructor that exhibit any of these symptoms associated with COVID-19 must stay at home and if they exhibit these symptoms while in the car they must immediately go home:
 - Cough
 - Shortness of breath, difficulty breathing
 - Sore throat
 - Chills, shaking with chills
 - Muscle pain
 - Headache
 - Loss of smell
 - Loss of taste
 - Fever
- Each driver education vehicle will be sanitized at the completion of the daily lessons.
- Instructors will be required to wear face masks, or face shields that comply with the CDC guidelines upon entering, exiting, and the duration of in-car lessons.
- Hand Sanitizer, disinfectant spray and or wipes, disposable gloves and disposable masks will be available in every drivers education vehicle.
- Each driver education vehicle will have a copy of the cleaning procedure that should be followed at the beginning and end of each in-car lesson by the student.
- Instructors will provide a self-health check in before the start of each day. Any instructor who has been exposed or experiences any symptoms will be required to self-quarantine for a minimum of fourteen (14) days and requested to seek medical guidance from a health care provider.

- Students and instructors will stop and get out of the car every hour so they may temporarily take their mask off if needed for fresh air.

Procedures and Infrastructure

The Safe Roads Driving Academy office will remain closed temporarily but when any staff members do utilize the office the following preventive measures will be adhered to:

- Masks will be worn by staff whenever a customer does enter the building and when maintaining social distancing is not possible.
- Hand Sanitizer, Disinfectant Spray and or Clorox Wipes, Disposable Gloves, and Masks will be available in office and classroom locations.
- The cleaning procedure that will be followed by office staff at the beginning and end of each day will be conspicuously posted near the entrance/exit door to the office.
- Work stations will be sanitized at the start and end of day or before and after any subsequent person the work station, including but not limited to pens and doorknobs, and bathroom areas.
- Office windows and doors will be opened whenever possible.
- All office personnel will provide a self-health check before the start of each day.
- Any office personnel that could have or has been exposed to COVID-19 or experiences any symptoms will be required to self-quarantine for a minimum of fourteen (14) days seeking the advice of health care provider before being allowed to return to work.
- All visitors should wear a mask when entering the office and use hand sanitizer immediately upon entering the building.