



# Thinking Driver COVID-19 Prevention Protocols

Effective May 21, 2020

Thinking Driver is committed to the safety and health of its training participants and instructors with regards to the COVID-19 pandemic.

During training or consulting activities, Thinking Driver staff will employ the necessary precautions to provide a safe and healthy training environment as prescribed by WorkSafe BC. Thinking Driver will also continue to monitor and follow the safety regulations and recommendations outlined by the Province of BC, the BC Health Minister and the BC Provincial Health Officer.

## **Office Protocols**

The Thinking Driver office, at 12601 54 Avenue, Surrey, BC is closed until further notice and all administrative staff will work from home.

## **Training Protocols**

While on-site at a client's workplace, Thinking Driver instructors shall familiarize themselves with and adhere to the client's COVID-19 safety plan. Notwithstanding any client COVID-19 safety plan, Thinking Driver instructors shall also observe and adhere to the following Thinking Driver protocols for the noted training environment(s).

### **Applicable to All Training:**

#### 1. Orientation/Briefing:

- Thinking Driver instructor to ask all participants if they are experiencing any flu like symptoms (including gastrointestinal) or if they have been in contact with anyone who has exhibited any symptoms. *The instructor(s) and participant(s) should reschedule their training should either feel sick or have recently been in contact with someone who has symptoms or has test positive for COVID-19.*
- Instructor to go over Thinking Driver Safety Protocols for training.
  - All participants to remain 2 meters (6 feet) from each other and the instructor.
  - Hand sanitizer, disposable paper masks and disposable gloves are available at all training.

- Instructor to point out all safety signage and where safety equipment (masks, hand sanitizer, gloves) are available (if needed) and where disposable items can be placed after training is completed.
- All used wipes, gloves, masks, etc. must be disposed of in the provide waste receptacle.
- All training paperwork must be signed by instructor and participant without sharing pens or pencils.
- All training paperwork will be kept in a closed and sanitized envelope by the instructor and returned to head office.

#### Additional Classroom Safety Protocols

1. Classroom load size may be restricted depending on space available in the room, to adhere to social distancing of 2 meters (6 feet) between participants.
2. All participants and instructor must use hand sanitizer upon entering and exiting the classroom.
3. The instructor and participant(s) are not required to wear face masks; however, it is strongly encouraged.

#### Additional In-Vehicle Driver Evaluations & Hazard Avoidance Training Safety Protocols

1. All vehicles must be sanitized. The instructor will sanitize the passenger side of vehicle prior to training. This includes, but is not limited to exterior door handle, interior side door and handles, seat belt and buckle, center console, dashboard, sun visor, mirrors.
2. The instructor and participant(s) must use hand sanitizer after cleaning the vehicle and prior to re-entering the vehicle.
3. The instructor and participant(s) are required to wear face masks when inside the vehicle.

#### Additional Safe Backing Safety Protocols

1. No Additional actions

#### Additional Trailer Towing Safety Protocols

1. All participants must have and wear work gloves.

Approved by:

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line and some smaller scribbles.

Spencer McDonald, President