



COVID-19 PREVENTION AND CLASSROOM PRACTICE GUIDELINES  
As of Sept. 1, 2020

To all students and instructors at Panhandle Driving School classes located at 410 S Division Sandpoint, ID 83864. As review of Idaho Governor Little's Rebound Idaho Guidelines we reopened May 2020 with added practices for everyone's safety in place. Now that we have successfully complete our spring and summer courses we are planning to continue as scheduled into the fall and winter. Following the recommendations needed to safe practices and giving parents/students the opportunity to choose to take this class. We will continue with our sanitizing practices and implement new procedures to keep all individuals safe to the best of our abilities while in our classroom and vehicles. We will continue with our courses unless notified otherwise by the State of Idaho. We will adhere to the Stage 4 guidelines of Rebound Idaho to carry us through.

We aim to maintain a safe teaching environment for our instructors and students. We ask you to review the following guidelines and sign below. Should you have any questions or concerns, please feel free to contact us at any time.

Employment during the Governor's order is voluntary. Employees who do not feel comfortable working are not required to come to work. Attending a driver education course is voluntary. Students who do not feel comfortable attending classes or in-car lessons at this time are not required to come in. Please communicate your plans for your student to us so that we can work with your family. If you need to switch to a later course or choose to remove your student indefinitely please let us know so that we can plan accordingly.

Thank you for supporting us in our effort to continue serving our community and maintaining a safe learning environment.

#### Instructor and Student Responsibilities

- Employees and Students who have symptoms (i.e., fever, cough, or shortness of breath) should notify us and stay home—DO NOT COME IN TO CLASS OR DRIVES.
- Sick employees and students should follow CDC-recommended steps. You should not return to class until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- If an employee or student who has been in contact with fellow students while in our classroom or vehicles is to test positive for COVID-19 he/she must report it to PDS so

other employees and students can be notified and tested. You will not be allowed to report to work or class for at least 14 days.

- If an employee or student suspects that he/she may have been exposed to COVID-19 he/she must report it to PDS. You will not be allowed to return to class or work for at least 14 days.
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick

#### General Class / In-Vehicle Practices

- No more than (2) Panhandle Driving School employees shall be present in the classroom or vehicle at the same time.
- All driving log books and binders in vehicles which are to be touched by (1) designated person per drive will be sanitized after each use.
- No more than (3) individuals in the vehicles during driving sessions. Weather permitting we will open windows for proper airflow.
- PDS employees will clean AND disinfect frequently touched objects and surfaces such as door handles, steering wheel, gear select lever, seat adjustment levers, and mirrors between each student driver. LPOSD will be practicing their extra sanitizing between class room use and PDS will be sanitizing our materials between each class period.
- Avoid using other student's phones, desks, pencils and text book when possible.
- Dispose of your own trash in designated trash bins after in-car or classroom meetings.

#### **ACKNOWLEDGEMENT OF COMPANY'S CURRENT RESPONSE TO OUTBREAK OF COVID-19**

I acknowledge that I have read the COVID-19 PREVENTION AND CLASS PRACTICE GUIDELINES that I understood it and agree to comply with it. I further acknowledge that I have been reminded of the Company's Health and Safety Policy and understand that it is my responsibility to be familiar with it and abide by its terms. This Response is not promissory and does not set terms or conditions of employment or create an employment contract.

Signature:

Printed Name:

Date: