

COVID-19 STANDARD OPERATING PROCEDURE

Introduction

This procedure outlines the precautions **Tony L's Driving School** will take to provide protection as far as is reasonably practical from the risk of infection from COVID-19.

If guidance is updated by the DVSA or the UK government, revisions may be made and this document will be re-issued.

Before the Lesson

- Before returning to lessons and on a weekly basis, the tuition vehicle will be deep cleaned.
- All contact points, including the external door handles and training resources within the tuition car will be sanitised between lessons.
- We will sanitise our hands between lessons and wear a face mask or covering during lessons.
- You will need to wear a face mask or covering during lessons, unless there's a [good reason you cannot wear one](#). You will need to provide these. You can [make a cloth face covering](#) for use during your driving lessons.
- We will wear clothing that is suitable and covers as much as possible, including arms and legs. We recommend you do the same.
- If we've had any symptoms of the virus within the last 7 days or been in contact with someone who has within the last 14 days, we will not deliver training until we've been tested and received a negative result or completed isolation.
- We will send you a message on the day of your lesson to confirm whether or not you've had any symptoms of the virus within the last 7 days or have been in contact with anyone that is showing symptoms or has been doing so within the last 14 days.
- If you answer yes, the lesson will not go ahead and all lessons will be cancelled for two weeks or until you have been tested and received a negative result.
- If you have a driving test scheduled whilst isolating or waiting for a test result, you will need to rebook your test to a date and time convenient for us both.
- We will remind you to wash your hands for at least 20 seconds or use hand sanitiser immediately before leaving the house.
- If you wish to wear disposable gloves, you should put these on and your mask just before getting into the car.
- On arrival, we will assess whether you are well enough to start the lesson. If we have any doubts about your condition, the lesson will not go ahead.
- Until further notice, it will not be possible for parents, guardians or friends to sit in on any lesson.
- Please bring a drink with you.
- If paying in car, until further notice, we will not be accepting cash. You may pay for your lessons by using bank transfer, via the website or debit/credit card.

During the lesson

- You will need to keep all personal items, such as phones and keys in your pockets and not place them in storage areas or door pockets. Any bags must be stored in the boot.

- Weather permitting, windows will be open sufficiently to aid ventilation during the lesson. At times the inside of the vehicle may appear cooler than normal.
- Where possible we will avoid using the air conditioning system, however if it is used, we will not set it to recirculate.
- We should try to avoid directly facing each other when discussing scenarios. It is safer to face forwards in the vehicle to reduce the risk of infection.
- We will not share visual aids, pens etc. and will endeavour to minimise physical contact with the exception being a road safety critical situation.
- If we have to touch the controls during the lesson, we will ask you to stop when safe to do so, to enable the appropriate controls to be re-sanitised.
- If we give a demonstration drive, we will sanitise the controls before and after the drive.
- If required, we will take regular comfort breaks.
- Should either of us become unwell, or start to cough continuously during the lesson, the lesson will be stopped.

After the lesson

- Any devices, such as chip and pin readers will be sanitised before and after use.
- We will remind you to wash your hands for 20 seconds or use hand sanitiser as soon as possible after leaving the car.
- We will dispose of all waste that could be infected with COVID-19 in line with the Public Health England household guidance.

Theory and driving tests

- You must ensure that you follow the current DVSA guidelines when attending your [theory test](#) and/or [driving test](#).
- If a driving test candidate or driving examiner develops symptoms in the days after a test, the NHS Track and Trace service will use data the DVSA collects from the candidate to contact them. If you are contacted, you must advise **Tony L's Driving School** immediately.

Now you understand what we're doing to keep you safe, welcome back and enjoy your lessons!