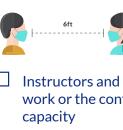
### DRIVING AND FLIGHT SCHOOLS

## MA COVID-19 Checklist





#### SOCIAL DISTANCING

#### Ensure >6ft between individuals

Instructors and students should maintain distances of six feet in buildings, unless this creates a safety hazard due to the nature of the work or the configuration of the workspace. Limit class sizes so that classroom occupancy does not exceed 40% of maximum room capacity
If any non-classroom work areas cannot be spaced out, physical partitions must separate workstations (partitions must be at least 6 feet in height)
Limit class sizes and reconfigure spaces to ensure 6 feet of social distancing, and encourage remote participation
Close or reconfigure any other common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)
Cafeterias must practice physical distancing and appropriate hygiene measures and may reopen for take-out food only; self-serve, unattended buffets, topping bars, drink stations and other communal serving areas must remain closed
To the extent possible, use online learning to replace in-person classroom instruction
Improve ventilation for enclosed spaces where possible (e.g., open doors and windows), including keeping windows open during invehicle instruction in automobiles
Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies
Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)
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HYGIENE PROTOCOLS Apply robust hygiene protocols  Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative  Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, desks and chairs, door handles, and restrooms  Avoid sharing use of materials / equipment or disinfect equipment between use (e.g., telephones, computers, touch screens)



#### **STAFFING & OPERATIONS**

#### Include safety procedures in the operations

- ☐ Establish and communicate a worksite specific COVID-19 Prevention Plan for all locations, including
  - Contact information for local health authorities, including the MA Department of Public Health, and your local Board of Health
  - Regularly evaluate all workspaces to ensure compliance with all Federal, State and Local Guidelines
  - Isolation, Contact Tracing, and Communication plan for if staff is diagnosed as positive with COVID-19, or comes into close contact (within 6 feet for 10 minutes or more) with an individual diagnosed with COVID-19
- $\Box$  Driving lessons should be by appointment only and only allow for one student and one instructor in the car at a time
- Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
  - Social distancing, hand-washing, proper use of face coverings
  - Self-screening at home, including temperature or symptom checks
  - Reinforcing that staff should not come to work if sick
  - When to seek medical attention if symptoms become severe
  - Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus

## DRIVING AND FLIGHT SCHOOLS

# MA COVID-19 Checklist





#### **STAFFING & OPERATIONS**

#### Include safety procedures in the operations

Instructors, students and staff must wear face coverings, except where unsafe due to medical condition or disability
Encourage the use of electronic payment
Sharing of materials such as books, notebooks, pads, pens and pencils, headsets, view-limiting devices, or kneeboards is not allowed. Require students and instructors to use their own items
Encourage windows to be open when operating automobiles, weather permitting
Workers may not appear for work if feeling ill
Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control should be encouraged to stay home or managers should arrange an alternate work assignment that reduces in-person interaction with other workers and students
Encourage workers who test positive for COVID-19 to disclose to the employer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and work with the LBOH as reasonably requested to advise likely contacts and workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
Post notice to workers and customers of important health information and relevant safety measures as outlined in the Commonwealth's <u>Mandatory Safety Standards for Workplace</u>
Keep a daily log of all students in every class and all student and instructors in vehicles. Log everyone who comes in contact with site to enable contact tracing, including temporary visitors (e.g., those doing material drop-offs)
Students and instructors must be screened (questioned about) symptoms of COVID-19 which can include fever, cough and sore throat, shortness of breath, fatigue, fever, cough and sore throat, shortness of breath, fatigue, body aches, headache, new loss of taste or smell, congestion or runny nose, nausea or vomiting and diarrhea before each shift (for staff) and before the appointment (for students). Staff with any symptoms shall be instructed not to appear for work. Students with any symptoms must be rescheduled
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