

# ONTARIO

## Truck Driving School

A Division of Ontario Driving School of London Inc.



6/24/2020

### Ontario Truck Driving School Covid-19 Response Plan

Ontario Truck Driving School as a Designated Learning Institution (DLI) presents the following pilot plan in accordance with the Ministry of Colleges and Universities and the Postsecondary Education Health Measures Framework for Reopening documentation. As such, Ontario Truck Driving School has created a COVID-19 Response Plan which is referenced throughout this plan and is appended after this document.

This pilot plan will address how Ontario Truck Driving School intends to reopen all campuses to active and new students for in-person, practical training, while continuing to comply with all safety measures set forth by Chief Medical Officer of Health, local public health officials and this institution's COVID-19 Response Plan.

### Section #1: Pilot Plan Overview

#### **Section 1.1: Programs & Courses**

The following programs will be offered by all or some of the Ontario Truck Driving School campuses as part of the 2020 Pilot.

#### **Commercial Driving Programs**

- AZ Plus Tractor Trailer Driver
- AZ Program
- DZ Dump Truck Program
- Full BZ Program
- Full DZ Program
- Tractor-Trailer MELT

#### **Heavy Equipment / Commercial Driving Programs**

- 12 Week Construction & Transportation Equipment Operator
- 7 Week Construction & Transportation Equipment Operator
- 8 Week Construction & AZ Program
- 8 Week Construction & Transportation Equipment Operator
- AZ & 5 Piece Construction Fundamentals

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### Heavy Equipment Standalone Programs

- Backhoe Operator Training Course
- Bulldozer Operator Training Course
- Excavator Operator Training Course
- General Heavy Equipment Operator
- Grader Operator Training Course
- Heavy Equipment Operator Training Course
- Loader Operator Training Course
- Rock Truck Operator Training Course
- Scraper Operator Training Course

### ***Section 1.2: Student Participation***

The 2020 Pilot will be offered to any student whose training was suspended due to COVID- 19 as well as any student who registered during or after the Government-mandated shutdown. Below is a breakdown of student participation by Ontario Truck Driving School Campus.

### ***Section 1.3: Notification to Students***

All students will be notified by email or phone and provided with details regarding the re-opening of Ontario Truck Driving School campuses and the resumption of in-person training. Students will be advised to arrive 10-minutes early for their first rescheduled date so that they can be educated on the new policies and procedures as per the institution's COVID-19 Response Plan.

Further communication will be provided to employers whose employees are active students, so that they are also aware of the protection and response measures taken to keep their employees safe while training.

Students who are training through the Second Career program will be asked to notify their ministry representative prior to any rescheduled training (i.e. resumption of training).

### ***Section 1.4: Distance Learning***

When available, distance education will continue to be offered to all existing and new students. Distance education is available to any student enrolled in a program that requires theory training.



## **Section #2: Protection & Response Measures**

### ***Section 2.1: Enhanced Screening***

Included in the COVID-19 Response Plan and posted at the front door and throughout the campus (including in classrooms and washrooms) is signage that educates students, instructors and staff on the following:

- Cough etiquette
- Hand washing protocol
- COVID-19 signs and symptoms

All visitors are asked to refrain from entering a campus if they are experiencing COVID-19 related symptoms, have been diagnosed with COVID-19 or have been in contact with anyone diagnosed with COVID-19. Suspected COVID-19 exposure will automatically engage a 2-week suspension of training as per the COVID-19 Response Plan.

All instructors and students are asked to complete a pre-training health questionnaire before every scheduled training shift. The questionnaire requires responses to questions regarding health and symptoms, travel outside of Canada or contact with anyone diagnosed with or suspected to have COVID-19.

### ***Section 2.2: Hygiene and Cleaning Protocols***

As outlined in the COVID-19 Response Plan, all instructors and students will be asked to adhere to the following hygiene protocols.

- Wash hands thoroughly at the beginning, throughout, and at the end of each day.
- Come prepared and carry own appropriate training documents and required pens, rulers, etc.
- Use the provided alcohol-based hand rub, facial tissues, and disinfected wipes when available

In addition, each campus will be required to increase cleaning of door handles, light switches, phones, keypads and common areas such as washrooms, kitchens and classrooms.

All instructors will be required to adhere to the truck cleaning protocol and using the cleaning supplies provided, at the start of each session, students and instructors will clean frequently touched areas including but not limited to:

- Door handles
- Grab handles
- Steering wheel
- Shift lever
- Radio and climate controls
- Seat belts and seats
- Glad-hands



Once cleaning is complete, instructors will dispose of soiled cleaning materials in the provided plastic bag and dispose of it as soon as possible.

### ***Section 2.3: Physical Distancing***

The following measures will be taken by all campuses to ensure that physical distancing protocols as outlined in the COVID-19 Response Plan are met.

- Staggered scheduling (minimum 15-minute offset) ensuring a reduction in the number of people in any one area at a given time
- Limiting of group Yard instruction to 1:4 teacher-to-student ratio in open-air
- Limiting of in-cab instruction to 1:1 teacher-to-student ratio
- Capping in-person class sizes

### ***Section 2.4: Protective Measures***

All students, instructors, staff and visitors will be asked to wear a face mask continuously throughout training sessions or, when appropriate, throughout the day. Anyone wearing a mask will be asked to observe proper techniques for safely placing and removing a mask.

For specific guidelines on PPE usage, please see the Ontario Truck Driving School COVID-19 Response Plan (hereafter).

### ***Section 2.5: Tracking & Communication***

Ontario Truck Driving School will maintain a sign in sheet to keep track of anyone who enters a campus in order to track potential exposures in the event of an outbreak. In the event of a confirmed case on campus, Ontario Truck Driving School will shut down and carry out a thorough sanitation of the effected campus and contact the local health authorities and provide them with the sign in list of 48 hours prior and post contact. All staff members at the effected campus will be required to take a Covid-19 test. Staffs members will be allowed to return once the campus has been sanitized and upon providing a negative Covid-19 test result.

Ontario Truck Driving School will also communicate any outbreak informaton that effects any general campus area through the following methods:

- Signs on doors
- Website updates
- Social media posts



### **Section #3: International Students**

As a DLI, Ontario Truck Driving School also accepts international students. This section applies additionally to them.

#### ***Section 3.1: Pre-Arrival Requirements***

Each international student will be made aware of all relevant and up to date government regulations and protocols that apply to them. They will be encouraged to use the **ArriveCan** application prior to arrival.

#### ***Section 3.2: Arrival Requirements***

Upon arrival into Canada, International students and co-arriving immediate family members will be transported to a hotel for a 14 day self-quarantining period. International students will be transported to a Covid-19 Assessment Center on day 5 of their quarantine period to be assessed. International students will be able to begin their curriculum upon receiving a negative test result and after the 14 day self-quarantining period

A mask will be required to be worn for each trip and will be provided.

#### ***Section 3.3: Supports***

International students will be provided with food, medical care, and other necessities of life while in quarantine. They will be followed up with daily to ensure compliance with quarantine protocols and general well-being

They will also be provided a list of contact information for local health unit support lines. These supports will be available to them post quarantine as well in order to maintain health and safety.

#### ***Section 3.44: Additional Costs***

The additional costs associated with the above for mentioned will be disclosed in writing to each international student prior to their acceptance. Any student who decides to not proceed with the curriculum will be refunded any monies that have been paid to Ontario Truck Driving School.

#### **For more information:**

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#ua>



## COVID-19 Response Plan

Ontario Truck Driving School (OTDS) remains committed to preserving the health and safety of its students and employees. This document will provide guidance to staff and students regarding COVID-19 and the strategies that OTDS is implementing in order to minimize risk of infection while continuing to provide exemplary service and instruction.

### About COVID-19

The Corona Virus Disease – 2019 (COVID-19) is a virus that mainly spreads through direct contact with respiratory droplets from an infected person. It is also possible for a person to become infected with COVID-19 by touching objects/surfaces that have the virus on them and then touching their face giving the virus an entry point via the mouth, nose, or eyes.

### Common Safeguards

- **Physical Distancing** – Where possible, maintain a physical distance of at least six feet between yourself and others in order to minimize the spread of COVID-19.
- **Wear a Non-Medical Face Mask** – Where physical distancing is not possible, consider the use of a non-medical face mask or covering.
- **Frequent Hand Washing** – Wash hands with soap and water for at least 20 seconds at a time throughout the day. Where soap and water are not available, use an alcohol-based (60%) hand sanitizer.
- **Avoid Touching Your Face with Unwashed Hands.**
- **Cover Your Cough or Sneeze with Your Elbow or a Tissue.** If using tissues, immediately discard the tissue in the garbage after each use and wash your hands.
- **Stay at Home if You are Feeling Unwell.**

### OTDS Safeguards

- Increased cleaning of door handles, light switches, phones, keypads, common areas such as washrooms, kitchens
- Posting hand hygiene infographic in common areas
- Posting cough/sneeze infographic in common areas
- Posting of signs/symptoms infographic at entrance to all locations
- Continued provision of hygienic supplies to each campus such as hand sanitizer, facial tissues, disinfectant wipes, truck cleaning supplies
- Staggered scheduling (minimum 15-minute offset) ensuring a reduction in the number of people in any one area at a given time
- Creation of Truck Cleaning protocol – Refer to protocol page 2
- Limiting of group Yard instruction to 1:4 teacher-to-student ratio in open-air setting to allow for physical distancing
- Limiting of in-cab instruction to 1:1 teacher-to-student ratio
- Capping in-person class sizes to ensure physical distancing
- Provision of Personal Protective Equipment (PPE) for staff and students

### Staff Responsibilities

- Self-monitor for signs and symptoms of COVID-19 – If feeling unwell, stay home. Notify your direct-report immediately and be advised that you will return to work after a minimum of 14 days.
- Staff will sign declaration confirming that they exhibit no symptoms of COVID-19, have not travelled out of country in the last 14 days, and have not been exposed to anyone infected or returning from out-of-country travel in the last 14 days. Furthermore, staff will verbally confirm the above each day.
- Wash hands upon arrival.
- Office staff will collect the written declarations of students and instructors as well as conduct the daily confirmations.
- Consistent use of provided PPE.
- Upon request, management may provide additional PPE to staffer(s).
- Schedule training sessions for instructors and students using a minimum 15-minute offset.

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### Student Responsibilities

- Self-monitor for signs and symptoms of COVID-19 – If feeling unwell, stay home. Notify us to reschedule your session, and be advised that in-person training will be paused for a minimum of 14 days.
- Practice physical distancing whenever possible.
- Practice proper hand washing, cough and sneeze protocols.
- Consistent use of provided PPE
- Come prepared for your session. Carry your own appropriate vehicle schedule, pen, and ruler to avoid touching shared objects.
- Wash hands before each session.
- Adhere to the truck cleaning protocol. Refer below.
- Students are encouraged to report questions or concerns regarding health and safety measures to administration.
- Students will sign declaration confirming that they exhibit no symptoms of COVID-19, have not travelled out of country in the last 14 days, and have not been exposed to anyone infected or returning from out-of-country travel in the last 14 days. Furthermore, students will verbally confirm the above at the start of each training day.

### Instructor Responsibilities

- Self-monitor for signs and symptoms of COVID-19 – If feeling unwell, stay home. Notify your direct-report to reschedule your upcoming sessions, and be advised your in-person training will be paused for a minimum of 14 days.
- Practice physical distancing whenever possible.
- Practice proper hand washing, cough and sneeze protocols.
- Avoid sharing objects such as commercial vehicle schedules, pens, and rulers.
- Wear face mask continuously throughout sessions. Observe proper technique for safely placing and removing mask.
- Upon request, management may provide additional PPE to instructor(s)
- Wash hands before each session.
- Adhere to the truck cleaning protocol. Refer below.
- Open truck windows regularly to ensure open-air ventilation.
- Instructors will sign declaration confirming that they exhibit no symptoms of COVID-19, have not travelled out of country in the last 14 days, and have not been exposed to anyone infected or returning from out-of-country travel in the last 14 days. Furthermore, instructors will verbally confirm the above at the start of each training day.

### Truck Cleaning Protocol

- Using the cleaning supplies provided, at the start of each session, students and instructors will clean frequently touched areas including but not limited to:
  - door handles
  - grab handles
  - steering wheel
  - shift lever
  - radio and climate controls
  - seat belts and seats
  - glad-hands
- Once cleaning is complete, dispose of soiled cleaning materials in the provided plastic bag. Seal the bag and dispose of it as soon as possible.

### For further information regarding COVID-19 visit:

1. Government of Canada COVID-19 Prevention and Risks  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>
2. CDC Guidance on COVID-19 Hand Hygiene  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

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## COVID-19 Exposure Declaration

Ontario Truck Driving School remains committed to safeguarding the health of our students and staff. As part of our efforts to limit the threat of the COVID-19 virus, we are asking that you answer the following questions.

1. Do you have any of the following symptoms?

Symptoms	Yes	No
Fever (above 38°)		
Persistent Cough		
Loss of Sense of Taste/Smell		
Difficulty Breathing		

2. Have you recently returned from travelling out of Canada?

Yes	No

3. Have you or an immediate family member been exposed to anyone with a confirmed case of COVID-19 within the last 14 days or been exposed to anyone who has recently returned from out-of-county travel?

Yes	No

If you answered NO to all of the above, kindly provide your name, signature, date, and return this form.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_