



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. [V. 6, Last Rev 05/2021]



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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