☑ CHECKLIST FOR TEXAS DRIVING SCHOOLS

Driving schools may operate up to 75% of their total listed occupancy for classroom instruction. Driving schools must ensure at least 6 feet social distancing between students and instructors except when receiving in-car instructions or if participating in a DPS road test. All employees and customers must wear a face covering (over the nose and mouth) wherever it is not feasible to maintain six feet of social distancing from another individual not in the same household.

The following are the minimum recommended health protocols for driving schools choosing to operate in Texas. Employers may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees, contractors, and customers.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Operators of driving schools should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Operators of driving schools should also be mindful of federal and state employment and disability laws, workplace safety standards, and accessibility standards to address the needs of both workers and customers.

Health protocols for your employees and contractors:

- ☐ Train all employees on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- ☐ Screen employees and contractors before coming into the business:
  - ☐ Send home any employee or contractor who has any of the following new or worsening signs or symptoms of possible COVID-19:
    - Cough
    - Shortness of breath or difficulty breathing
    - Chills
    - Repeated shaking with chills
    - Muscle pain
    - Headache
    - Sore throat
    - Loss of taste or smell
    - Diarrhea
    - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
    - Known close contact with a person who is lab confirmed to have COVID-19
  - ☐ Do not allow employees or contractors with new or worsening signs or symptoms listed above to return to work until:
    - In the case of an employee or contractor who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has *improvement* in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed *since symptoms first appeared*; or

TEXAS DRIVING SCHOOLS: Page 2 of 3

- In the case of an employee or contractor who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
- If the employee or contractor has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

☐ Do not allow an employee or contractor with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14-day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).

☐ Have employees and contractors wash or sanitize their hands upon entering the business.

☐ Have employees and contractors maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.

☐ If an employer provides a meal for employees and/or contractors, employers are recommended to have the meal individually packed for each individual.

☐ Contactless payment is encouraged. Where not available, contact should be minimized. Both parties should wash or sanitize hands after the payment process.

☐ Employees should cover their cough or sneeze with a tissue, dispose of the tissue in the trash, and wash or sanitize hands.

Health protocols for your facilities:

☐ If 6 feet of separation is not available between employees, contractors, and/or students inside the facility, consider the use of engineering controls, such as dividers between individuals, to minimize the chances of transmission of COVID-19

☐ Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.

☐ Disinfect any items that come into contact with students.

☐ Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees, contractors, and students.

☐ Consider placing readily visible signage at the business to remind everyone of best hygiene practices.

☐ For employers with more than 10 employees and/or contractors present at one time, consider having an individual wholly or partially dedicated to ensuring the health protocols adopted by the employer are being successfully implemented and followed.

TEXAS DRIVING SCHOOLS: Page 3 of 3

Additional protocols for in-car instruction and observation and DPS road testing:

- ☐ All staff and students should wash their hands with soap and water for at least 20 seconds prior to entering a Texas driving school vehicle. While the driving school should provide soap and water, students may choose to bring their own person alcohol-based sanitizer.
- ☐ Staff and driving school students must disinfect the vehicle prior to a driving lesson or road exam. Areas cleaned should include the steering wheel, turn signal levers, transmission shifter knob, and outside/inside door handles.
- ☐ When inside the training vehicle, the student may be accompanied by one member of the student's household, if any.