

## **Resumption Procedures and Plan**

We are thrilled to announce our reopening plan and procedures that we have carefully and strictly developed in order to resume our driving (in car) classes. By June 10<sup>th</sup> 2020, Global driving Academy will resume in car driving lessons.

### **Protocols to follow**

- Masks must be worn by the instructor and student. Students should bring their own mask. Masks will be provided by the instructor if student is unable to provide one.
- Instructor and student must wash their hands with sanitizer (alcohol gel sanitizer) at the beginning of the driving lesson or during if necessary.
- Instructor will be wearing a plastic face shield to prevent droplet between instructor and the student.
- Only the student will be allowed in the car during lesson. There will be no third person (parents, friends, etc.) ride along during the lesson.
- No sharing of items will be allowed during driving lesson.
- All control surfaces; door handles, steering wheel, arm rests, control levers, etc. will be disinfected and wiped after each lesson.
- Prior and during the driving lesson, if there is any sign of symptoms shown by the student or the instructor, the lesson will be cancelled and the student can reschedule the lesson at later time.
- Sanitizing products will be equipped in each car. (spray, masks, alcohol gel and wipes)
- Prior to each driving lesson there will be a Pre-lesson questionnaire which will be administered and filed by the instructor. This form will be kept in the students record.

## Pre-Lesson Screening Questionnaire

1. Do you have a fever?
2. Have you attended any large group functions more than 50 persons?
3. Have you had any of the following symptoms within the last two weeks: fever, fatigue, dry cough, altered taste, altered smell, trouble breathing, productive cough (mucous in cough), or muscle pain?
4. Do you have a mask to wear during the driving lesson?  
(If no, you agree to wear the mask provided by the instructor)
5. You understand that when you participate in the driving lesson today, you will be within less than the TWO METERS social distancing recommendation?
6. Have you been in close contact with anyone who may have contracted COVID-19?
7. Have you travelled outside Canada within the last 21 days?
8. You know that the instructor is authorized to end the lesson if questions about your health condition arise during this time?
9. The Instructor will now ask the student to sign this questionnaire electronically and by signing this form the student agrees that:

**“I affirm and certify that all the information and answers to questions herein are complete, true and correct to the best of my knowledge and belief and there is no reason preventing me from participating in the driving lesson. I also understand that I am able to reschedule this lesson at later time if I don’t qualify to take the lesson today.”**

**Recommendations by the Academy**

In order to safeguard our instructors, our students, and the rest of our community, we ask that you attend the driving lesson wearing a facemask.

If you are experiencing any symptoms related to COVID-19, we ask that you do not come to the driving lesson at this time. Symptoms are indicated below:

Cough, shortness of breath, or difficulty breathing

Or any two of the following:

Fever

Chills

Repeated shaking with chills

Muscle pain

Headache

Sore throat

New loss of taste or smell

**Please note that the Academy office will be closed throughout the Pandemic time.**

## Important Notice

- The Academy office will be closed throughout the pandemic time so we will be not able to host our clients in the Academy's office. Thank you for your understandings.
- We can be reached by phone/text at 7785547740, school's email: [admin@gloda.ca](mailto:admin@gloda.ca) or the chat box at our school website: [admin@gloda.ca](mailto:admin@gloda.ca)
- There might be some instances where students are paired with different instructor in the driving lesson.
- Only the student will be allowed in the car during lessons. Parents or friends can't ride along.
- Global driving academy appreciate our clients understandings of the current pandemic situation and we are going to enforce the new protocol strictly for the safety of our clients, instructors and the community.