



STANDARDS AND BENCHMARKS FOR RE-OPENING

COVID-19 Steps Taken to Preparedness to Return to Work:

A. USC Safety Policy & Procedures:

- Created Infectious Disease Awareness;
- Hazard assessments for new protocols in compliance with **OSHA** and **CDC** rules;
- Working on updating existing policies and issues impacting remote work, leave of absence;
- Open lines of communication and regular updates to employees returning to work so that they are aware of the safety measures in place and how to comply with them;
- Making recommendations for proper personal protective equipment (**PPE**) and general cleaning materials and hand sanitizer; and
- Assignment of a Human Resource representative to handle **Right to Work** questions.

B. Classrooms/Offices/Evaluation Rooms/Proctor Testing Areas:

- Reduced class sizes;
- Contact Tracing – Seat assignments through Enrollment/Registration/Roster Control; and
- 6 feet Social Distancing demarcation in classrooms, hallways, lobbies, public areas.

C. Safety/Sanitization:

- Sanitization Training for All Employees;
- Placing Sanitization Kits in All Work Space Areas and Vehicles;
- Posting Posters and Signage to encourage Hygiene Practices and Safe Distancing Reminder;
- Sanitation Stations in public areas;
- Sneeze Guards and Partition placement in close contact areas;
- Client/Student COVID-19 Health Screening Declaration/Questionnaire administration before appointment;
- Temperature testing of All Employees and Students at Exit/Entry to USC locations (**Special Note: Implementation of this procedure pending availability of ordered Temporal Thermometers**);
- Availability of Personal Protective Equipment (Masks/Gloves/Wipes/Sanitizer)
- Encouraging students in Educational Classes to wear masks/facial coverings; and



D. DUI Services & Behavioral Mgmt Programs:

- DUI Evaluations by appointment only (Capacity Limit);
- Special Supervision Services and Ignition Interlock Services by phone appointment on a limited basis; and
- DUI Classes offered in Orlando and Melbourne, only.

E. Behavior Management:

- Classroom courses (Limited Basis);
- SCRAM M-F by appointment only; and
- Jail Installs available after hours by on-call appointment only.

F. Driver's Education:

- Phone Texting System in place for students attending Road Testing;
- Testing/Lessons by appointment only expected to begin 05/20/20; and
- Road Testing by appointment only expected to begin 05/18/20.

G. Driver's Education Fleet Cleaning and Student Contact:

- Each instructor shall wipe down their United Safety Council state approved driver's education vehicle at the beginning of each lesson. This includes the use of CS-190 for all hard surfaces as well as disinfectant spray for the seats and head liners. This is to be completed in front of the student and should be used as a teaching moment for the student to use in their own cars at home. CS-190 shall be sprayed on the entire interior at the conclusion of all lessons for the day;
- PPE is required for both the student and instructor during all lessons. This includes the use of facial masks. All PPE will be issued by the USC for instructors and will be available for students at a fee of \$1.00, should they not have a facial covering for the lessons. All students are required to wear facial covering; and
- When the student arrives for the lesson, they are to remain with the parent/guardian in their cars. They may text the Driver Education Representative to inform them of their arrival and the instructor will meet them at their car to begin the lesson.



H. Behind the Wheel Testing:

- All testing will only be conducted in a United Safety Council state approved and sanitized vehicle.
- PPE is required for both the student and instructor during all lessons. This includes the use of facial masks. All PPE will be issued by the USC for instructors and will be available for students at a fee of \$1.00, should they not have a facial covering for the lessons. All students are required to wear facial covering; and
- If a student or tester refuses to wear a PPE, training or testing will be discontinued.