



USTDTS Safety Timeline and Plan Guide

Timeline and Overview

The institution temporarily closed on March 23, 2020, due to the Stay-at-Home order issued by Governor Gretchen Whitmer.

On March 21, 2020, in anticipation of the shutdown, a letter was sent to the governor, outlining the essential services provided by the institution.

The institution received an email on March 30, 2020, stating that the Michigan Department of State considers our institution/organization critical to the transportation and logistics sectors.

Although the institution's licensing and critical infrastructure training is considered essential by the State of Michigan (SoM), a collective decision was made to remain temporarily closed. This decision was not made lightly and was largely based on the safety of our students and staff members. Additionally, the institution required time to adopt the appropriate policies and procedures before reopening its doors.

Throughout the duration of the closure; the institution began making preparation to alter its educational delivery methods, to acquire sufficient stockpiles of Personal Protection Equipment (PPE), to implement advanced sanitation protocols, and to have weekly check-ins with employers to ensure there was adequate employment demand. We continued our placement services throughout the shutdown to help graduates find employment that had been licensed prior to the Stay-at-Home order. In some instances, graduates had been licensed, but had yet to convert their certificate to a hard copy license. We matched them with employers that would accept the temporary waiver issued by the Federal Motor Carrier Safety Administration (FMCSA).

As an Institution of Higher Learning, we are required to obtain approval for any change of 25% or more to our curriculum or delivery method. Our governing bodies include the State of Michigan (SoM), the Council on Occupational Education (COE), and the Department of Education. Prior to submitting the application for distance education, we researched over 20 Learning Management Software (LMS) companies to begin the development of our hybrid delivery method. This was all done to ensure that the institution maintains social distancing guidelines, promotes the use of technology, and meets public and employer demands; including the ability to broadcast a virtual classroom.

Our institution decided that Schoology LMS ([click here](#)) was the best fit because it is widely known for its work with grades K-12 in public school systems. School districts throughout Michigan used this platform to deliver distance education while the Stay-at-Home order was in place. Students have ability the participate in classroom sessions, complete and submit homework assignments, and complete assessments, all from their own homes. Instructors can grade assignments, take attendance, and communicate with students in real time. Students can also participate remotely in discussion boards with their classmates.

After extensive research and many hours of implementation testing of Schoology LMS, we officially submitted our application to have the ability to offer distance education. On April 22, 2020, we received temporary approval to offer distance education for all accredited programs from our national accrediting body, the Council on Occupation Education ([COE](#)). This approval is in accordance with the guidelines handed down from the U.S. Department of Education.

On May 4, 2020, our faculty and staff members were invited back to work. We had a 100% return in Full-Time Employees (FTE). From May 4 to 11, 2020, our faculty and staff members participated in a series of professional development sessions to acclimate to our new delivery methods and COVID-19 protocols. We also worked closely with the Secretary of State to implement an appointment-only system to allow students to obtain their Commercial Learner's Permits and graduates to convert their certificates to hard copy licenses.

On May 11, 2020, the institution had its soft opening, where currently enrolled students were invited back to refresh their skills and to continue/complete their programs of study. Since that time, we have continued to provide service to our currently enrolled students and limited the enrollment of new students. This effort is to ensure that students enrolled prior to the stay-at-home order are appropriately serviced and not left behind, but also to gauge the newly implemented distance education policies and procedures. Since making the changes to accommodate social distancing, we have received nothing but positive feedback not only from students enrolled prior to the shutdown, but also from newly enrolled students.

Effective July 13, 2020

As COVID-19 cases spike in the state, Michigan Gov. Gretchen Whitmer has signed a new Executive Order requiring masks to be worn in indoor public spaces and crowded outdoor spaces. A willful violation of the order is a misdemeanor subject to a \$500 criminal penalty.

Executive Order 2020-147 takes effect at 12:01am on Monday, July 13, 2020 and reiterates that individuals are required to wear a face covering whenever they are in an indoor public space. It also requires the use of face coverings in crowded outdoor spaces, where proper social distancing cannot be maintained, with limited exceptions.

Under the governor's order, those who are exempt from wearing a mask in Michigan businesses include people younger than five years old, those who cannot medically tolerate a face covering, those who are eating or drinking while seated at a food service establishment and other exemptions detailed below.

The requirement to wear a face covering does not apply to individuals who:

- a) Are younger than five years old, though children two years old and older are strongly encouraged to wear a face covering, pursuant to guidance from the Centers for Disease Control and Prevention ("CDC").
- b) Cannot medically tolerate a face covering.
- c) Are eating or drinking while seated at a food service establishment.
- d) Are exercising when wearing a face covering would interfere in the activity.
- e) Are receiving a service for which temporary removal of the face covering is necessary to perform the service.
- f) Are entering a business or are receiving a service and are asked to temporarily remove a face covering for identification purposes.
- g) Are communicating with someone who is hearing impaired or otherwise disabled and where the ability to see the mouth is essential to communication.
- h) Are actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel.
- i) Are officiating at a religious service; or
- j) Are giving a speech for broadcast or an audience.

Since the beginning of the pandemic the institution has invested over \$40,000.00 in computers, software, a virtual receptionist, PPE, signage throughout the establishment (i.e. walls, floors, doors), and sanitation stations at all entry points, Acrylic Team Shield Sneeze Guards, an infrared body temperature detector at the Main Entrance (which all staff members, faculty, students, prospective students, and visitors are required to pass through and be scanned by, prior to entry), and partnered with Beaumont Urgent Care by WellStreet's *Return to Work-Safe Symptom Screening Tool (COVID-19 Symptom Screener)*. This program requires all faculty, staff members, students, prospective students, and visitors to complete a COVID-19 Symptom Screener prior to entry. The program's *Symptom Bot Screening* results will be shared with the institution and screening failures will be referred directly to Beaumont's Urgent Care center for COVID-19 Testing.

An example of a failed screening is displayed below:

"Person's Name, you have completed your screen on 2020/07/09 at 07:48:17am and have screened POSITIVE. You should not proceed without further evaluation.

Click on the link below to start a virtual visit with Beaumont Urgent Care and get tested.

<https://www.solvehealth.com/book-online/pjMmJA>

Faculty, staff, and students may not return to campus until they have tested negative for COVID-19. Written proof must be submitted to the institution. Verbal verification will not be accepted.

Staff members, faculty, students, prospective students, and visitors will be issued a color-coded band each day. The bands identify individuals that have passed all the screening check points and are cleared to be on campus.



Safety Plan Guide

As an accredited institution, we must follow the guidelines handed down from the U.S. Department of Education, our accreditor COE, the CDC, and the SOM. Since the first case of COVID-19 was announced on March 12, the institution's leadership has implemented an extensive safety plan for the duration of this pandemic. Our faculty, staff members, students, prospective students, and visitors are required to adhere to the following safety plan and procedures:

Campus Entry Procedures

1. Faculty, staff members, students, prospective students, and visitors must utilize the Beaumont Urgent Care by WellStreet's *Return to Work-Safe Symptom Screening Tool* ([COVID-19 Symptom Screener](#)) prior to entry to the building.

Faculty, staff members, and current students will receive a web link that they must reuse daily prior to entering the building. A notification will be sent to administration and the individual completing the screening. **Negative screening results will allow access to the building.** After completing the Beaumont symptom screening, the institution will get a notification of a positive or negative screening. Anyone testing positive on the Symptom Screener will not be granted access. An alarm will sound for anyone that is not within the CDC-accepted temperature range. The individual will be isolated and referred to Beaumont Urgent Care for COVID-19 testing ([Beaumont Urgent Care](#)).

2. **STUDENT & VISITOR ACCESS:** Once in the building entry hall, the student, prospective student, or visitor must follow the additional safety guidelines listed below:

- A. Once the institution receives a negative screening notification, students, prospective students, and other visitors will access the main entry where they will request access to the building through the security bell. Students and visitors must show identification and be buzzed in. Once they are buzzed in, they must place their wrist in front of the infrared body temperature detector – a touch-free temperature reading utilizing the Safe Check infrared body temperature detector located at the main entrance. [Click here](#) to see a demonstration.
- B. After verification that the individual is within the accepted temperature range, they must then use the contactless check-in service – the virtual receptionist ([The Receptionist](#)). This touch-free device alerts the appropriate department of the individual's arrival. The virtual receptionist is for students, prospective students, and other visitors only; faculty and staff members of the institution do not use the virtual receptionist. A code can also be sent to the student or visitors' phone in the parking lot. Once checked in, an institutional representative will greet the individual in the lobby and issue the individual their daily symptom clearance bracelet. Bracelets are disposable, color coded, and dated to eliminate confusion. The Maintenance & Fleet Manager will check in students and the Front Desk Officer will check in visitors. See additional instructions for checking-in with the virtual receptionist. See video for demonstration ([click here](#)). Wear a mask! If you do not have one, please take one from the lobby. Masks are placed on the wall next to the virtual receptionist along with tissues, gloves, and sanitizer.

3. FACULTY & STAFF ACCESS: Once in the building, the faculty and staff will have their temperature taken by the touch free temperature device by [ThermoHealth](#). This device is located next to the time clock. If the device is not available, the Faculty Supervisor also has a handheld, no-touch infrared thermometer. Any staff member that does not clear the symptom check survey or has a temperature outside of the acceptable range will be referred to Beaumont Urgent Care for COVID-19 Screening.

The appropriate faculty or staff member will be notified of the visitor's arrival and will greet the visitor in the lobby.

Campus Operations Procedures

Safety has always been the institution's priority as it pertains to our students and staff members. Because of this priority, leadership has taken extra precautions and invested in equipment, supplies, technology, and personnel to keep everyone as safe as possible throughout the course of this pandemic and beyond.

U.S. Truck Driver Training School has a unique campus environment that features classroom instruction as well as practical hands-on training. As part of the institution's ongoing effort to maintain a safe and healthy educational environment, we have developed the following procedures:

Campus cleaning sanitation and disinfecting procedures: Campus sanitation is required to be performed twice each day – after breaks and at the end of the day. The campus sanitation encompasses restrooms, classrooms, door handles, and all common areas. The institution's classroom desks, tables, and chairs are sanitized during student breaks. Students are assigned seats for the classroom portion of their program and must use the same assigned seats for the duration. The institution's media center has a full-time instructor that oversees the use of campus computers and media resources. Computers, keyboards, mice, and headphones are sanitized in between each use. Additionally, the instructor assigned to the media center ensures that social distancing measures are maintained. The institution maintains a six-month inventory of disinfecting and cleaning supplies. The institution employs a full-time custodian who is responsible for sanitizing and cleaning the entire building. Instructors are responsible for sanitizing and cleaning all trucks.

- A full inventory of disinfecting and cleaning supplies maintained on campus and in equipment (i.e. truck).
- Campus sanitation occurs twice daily.
- Equipment (i.e. truck) is disinfected before and in between each student's repetition.
- Each entryway is equipped with sanitizer dispensers.
- Classrooms are set up to accommodate six feet of social distancing with appropriately spaced acrylic team shield sneeze guards. Additionally, classroom instructors are also protected behind an acrylic team shield sneeze guard.
- Offices, classrooms, common areas, and entryways are marked with social distancing posters and posted protocols.
- Hand washing supplies and sanitation procedure posters have been placed around campus and in all restrooms.

Trucks: Trucks are sanitized before and in between each student's repetition. Instructors are required to disinfect the inside the trucks and sanitize the steering wheel, door handles, dashboard, and truck components before the next student begins their repetition. The institution has a six-month inventory of disinfectants and a two-month inventory of disposable Scott rags.

Handwashing: "A guide to washing your hands" posters are posted in all student and staff member restrooms. The institution has a six-month inventory of antibacterial hand soap and paper towels to ensure that students and staff members have all the necessary supplies to properly wash their hands to stop the spread of germs and viruses. Hand sanitizer is readily available in all classrooms, offices, and reception areas.

Social distancing policy: Social distancing signs are placed throughout the campus. This includes doors, entry ways, walls, classrooms, and floors located in all campus common areas. Hands-on training is scheduled by appointment to limit the number of students on campus and ensure the practice of six feet of social distance. With the regulations handed down by the SOM, the classroom can have 10 people occupying it at one time; our classroom is rated to hold 28 people; therefore, our main classroom can accommodate six feet of social distance.

- The institution has a total of two classrooms and one media center, all of which are appropriately arranged to accommodate social distance. We have also implemented a virtual classroom which include a streaming service so that students can participate in live classroom instruction while off campus.
- Hands-on yard training is conducted outdoors and features a maximum of three students to one instructor ratio, in which one student operates the vehicle, while the other two students observe and practice pre-trip inspections. The instructor teaches from outside the vehicle.
- Hands-on road training features a maximum of two students to one instructor ratio, in which one student drives, the instructor advises and observes from the passenger seat, and one student observes from the bunk area when utilizing a sleeper cab equipped truck. Day-cab trucks feature a one driver (the student) to one passenger (the instructor) ratio.

Personal Protection Equipment (PPE) usage: Per Governor Gretchen Whitmer's executive order 2020-147 issued on July 10, 2020, all students and staff members are required to wear a mask while indoors. Classrooms are set up with shields and socially distant seating arrangements. Students training outdoors in the yard are encouraged to wear masks, but the open air and ample spacing provides an adequate area for social distance. Road training occurs in-cab and requires students and instructors to wear masks. Additional PPE such as gloves and face shields are optional and made available to any individual requesting them. If a student cannot wear a mask or a face shield due to a medical reason, a doctor's note will be required. Students that do not have their own mask can receive one upon request in the reception area before proceeding to their scheduled session.

Personal Protection Equipment (PPE) Disposal: All PPE must be disposed of in designated areas. Trash cans are conveniently located around campus, indoor and outdoor. Students or staff members caught throwing PPE on USTDTS grounds are in violation of policy and may be subject to termination and/or dismissal from campus.

Reduced cohort sizes: The institution was not required to reduce cohort sizes with the implementation of the LMS and the revised student to instructor ratio for hands-on training segments. Students spend four hours on campus receiving hands-on training and four hours off-campus completing online coursework. If a student does not have access to a computer, our media center is available during specified hours where they can utilize one of the institution's computers to complete daily assignments and assessments.

Protocol for Individuals Experiencing Symptoms: The institution has partnered with Beaumont Urgent Care by Wellstreet to utilize the *Return to Work-Safe Symptom Screening Tool*. This program requires all faculty, staff members, students, prospective students, and visitors to complete a COVID-19 symptom screen prior to entry.

COVID-19 Symptoms include:

- Fever
- Dry cough
- Shortness of breath

The program's symptom bot screening results will be shared with the institution and screening failures will be referred directly to Beaumont's Urgent Care center for COVID-19 testing.

An example of a failed screening is displayed below:

"Person's Name, you have completed your screen on 2020/07/09 at 07:48:17am and have screened POSITIVE. You should not proceed without further evaluation.

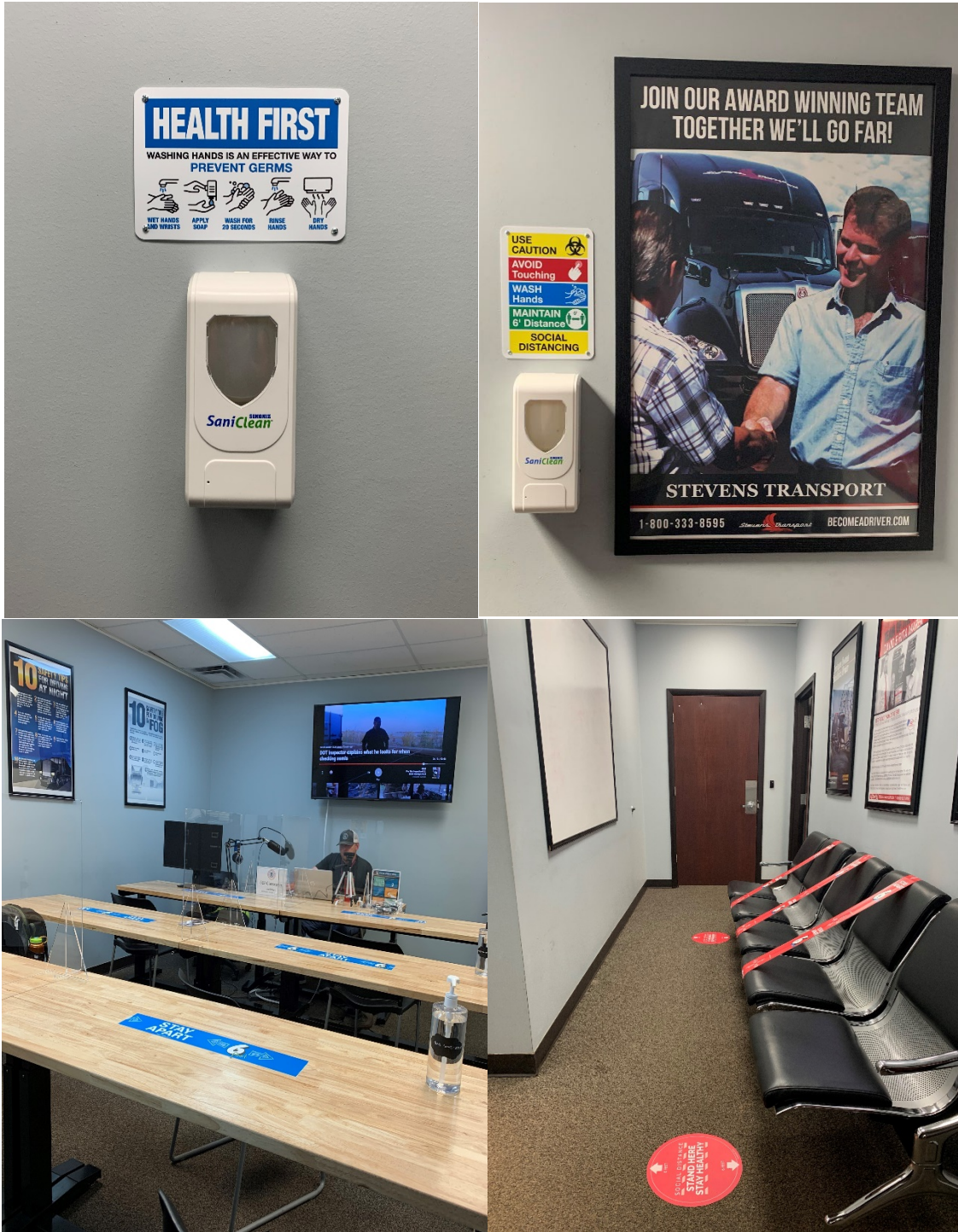
Click on the link below to start a virtual visit with Beaumont Urgent Care and get tested.

<https://www.solvehealth.com/book-online/pjMmJA>

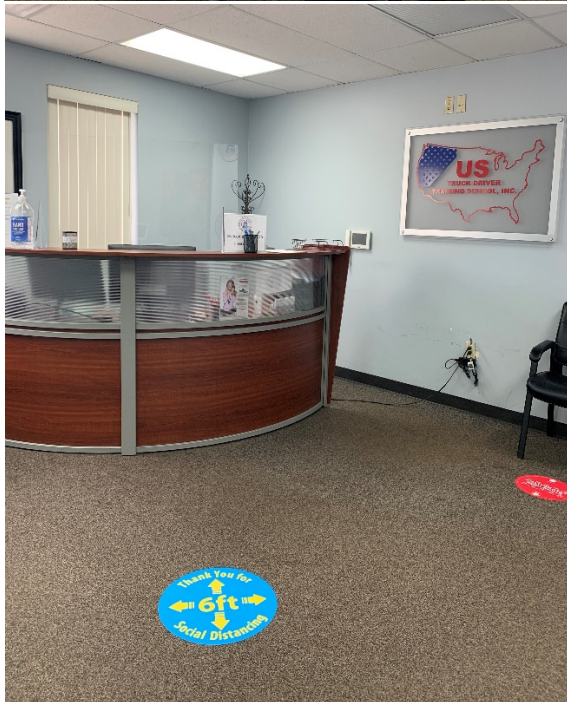
Faculty, staff, and students may not return to campus until they have tested negative for COVID-19. Written proof must be submitted to the institution. Verbal verification will not be accepted.

The COVID-19 pandemic is an ongoing global issue that the institution will continue to monitor. The institution will update and adjust processes and procedures as the situation progresses. The institution will continue to send out timely correspondences regarding adjustments to this plan. If you have any questions or concerns, please reach out to the institution's leadership.

US TRUCK DRIVER TRAINING SCHOOL SAFETY TIMELINE AND PLAN GUIDE



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