



Safety Plan & Guide Addendum

Effective June 22, 2021

Since the beginning of the pandemic U.S. Truck Driver Training School, Inc. has followed the rules and regulations implemented & mandated by the state of Michigan, the U.S. Department of Education, our accreditor the Council on Occupational Education (COE), and the CDC. The COVID-19 pandemic was announced on March 12th, 2020. Since that time the institution's leadership has implemented an extensive safety plan for the duration of the pandemic.

As of June, 22nd 2021 the Governor of Michigan has rescinded the following emergency order that directly affects the institution.

1. Gatherings and Face Mask Order (signed on May 24, 2021; effective on June 1, 2021)

In light of this newly rescinded order our faculty, staff members, students, prospective students, and visitors are required to adhere to the following safety plan and procedures:

- **All faculty and staff members will continue to complete the daily symptom screener.**
- **After a negative screening, staff members will 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.**
- **Faculty & Staff members will be issued a dated, disposable, and color-coded wristband each day that identifies individuals who have passed all the screening checkpoints and are cleared to be on campus.**
- **Campus sanitation will occur throughout the day with deep sanitation occurring twice daily (afternoon and evening).**
- **Equipment (i.e. trucks) will be disinfected before and in between each student's repetition.**
- **Hand sanitizer will be readily available in all entryways, classrooms, offices, and reception areas.**
- **Classrooms will remain equipped to accommodate six feet of social distance with appropriately spaced acrylic team shield sneeze guards.**

- **Hand washing supplies and sanitation procedure posters have been placed around campus and in all restrooms.**
- **We will still continue to provide masks and PPE equipment to those that still would like to protect themselves.**
- **Any students experiencing symptoms should take the screener prior to entry in order to be referred for proper medical attention in the event of a positive screening.**

Campus Entry Procedures

1. Students, prospective students, and visitors do not have to 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, however it is recommended.

The QR Code is posted on the entry door and the link is posted on our website. The link is located on the bottom right side of the home page under consumer information ([Beaumont COVID-19 Safety Screener](#)). **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) and to seek medical attention.

2. **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.

Campus Operations Procedures POST ORDER RESCISSION

Safety has always been the institution's priority as it pertains to our students and staff members. Because of this priority, leadership continues to take extra precautions and continues investing 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 following procedures post order rescission:

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. 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 will still be equipped with the signage and 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 will remain in place 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 only to minimize student & faculty touch points. The institution can now operate at 100% capacity. However, we still recommend people maintain comfortable spacing with one another. Our primary classroom is rated to hold 28 people, but will remain equipped with acrylic safety dividers to provide a layer of protection for students, faculty, and staff.

- The institution has a total of two classrooms and one media center, all of which will remain equipped with acrylic safety dividers. We implemented a virtual classroom when the pandemic began which includes a streaming service so that students can participate in live classroom instruction while off campus on an ongoing basis.
- 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: As of June 22, 2021 Masks are not required for entry on campus, however the institution recommends it and has over 15,000 masks if a student or visitor requires protection.

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 2021/22/06 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.