



COVID-19 Health and Safety Guidelines

The following health and safety guidelines must be implemented at all times:

- Wash hands regularly at least 20 seconds with soap and water, use hand sanitizer if no soap and water is available.
- Maintain physical distance of at least 2m (6 ft) from others, when possible. When physical distancing is not possible, personal protective equipment (PPE) must be worn at all times.

Health Screen

COVID-19 outbreak assessment tool

Conduct the [COVID-19 outbreak assessment tool](#) with the instructor / instructor candidate to screen the individual.

- If instructor/instructor candidate **PASS** the COVID-19 outbreak assessment screening, proceed with the assessments.
- If instructor/instructor candidate **DO NOT PASS** the COVID-19 outbreak assessment screening, they will be denied of assessments and will need to reschedule at a later date.

Administrative tasks

Maintain 2m (6ft) physical distance when completing administrative tasks such as student records reviews or pilot course evaluations at a school office or classroom. Avoid meeting instructors or school employees at their home locations.

Assessment Officer Evaluations

Maintain 2m (6ft) physical distance between the driver school inspector and the assessment officer assessing a student (e.g. during their motorcycle skills or airbrake assessment). Compare notes after the assessment at a 2m (6ft) physical distance. If 2m (6ft) physical distance cannot be maintained, both driver school inspector and assessment officer must wear a mask.

ITC Assessment Officer will conduct the instructor candidate assessment and act as a student driver to minimize the number of individuals in the vehicle. Vehicles used must be a mini-van style to increase physical distance. SUV vehicles will not be accepted.

Ride along Assessments

When performing ride along assessments, the driver school inspector and the instructor / instructor candidate are unable to maintain 2m (6ft) physical distance. In this situation, PPE must be worn at all times. For circumstances where more than two occupants are in a vehicle (such as during Instructor Challenges), the same vehicle requirements as ITC AO evaluations will apply.

Driver School Inspector:

Mandatory:

- surgical grade mask, and
- one of the following: face shield, goggles, or approved safety glasses

Optional (at DSI discretion):

- Sunglasses (to wear under face shield), reusable cartridge respirator (in place of mask) may be provided at DEs expense.

Instructor/Instructor Candidate

Mandatory:



- surgical mask

Optional:

Instructor/Instructor candidate may provide their own reusable cartridge respirator in place of the ICBC-provided mandatory surgical mask

Personal Protective Equipment

Masks (Surgical Grade)

Driver School Inspectors and Instructor/Instructor Candidate **MUST** wear a surgical grade mask at all times during ride along assessment.

Your mask will be the first PPE to be put on and the last PPE to be taken off.

- Wash your hands for at least 20 seconds with soap and water (use hand sanitizer if no soap/water available) and ensure your hair is away from your face before putting on your mask.
- Check your mask for damage before you put it on:
 - Any punctures to the front of the mask.
 - Torn or broken straps.
 - Metallic nose strip is in place

Never touch the inside of the mask and if there is damage, **DO NOT USE**, replace with a new one!

To put on your mask:

1. Position the coloured side of the mask outward.
2. Ensure the metallic strip at the top of the mask is positioned against the bridge of your nose.
3. Hold the mask by both ear loops and place one loop over each ear.
4. Place the mask over your nose and mouth.
5. Mold the bendable metallic strip to the shape of your nose by pinching and pressing down on it with your fingers.
6. Be sure the mask fits and is covering your nose and mouth.
7. Do not touch the mask once it is in position.

Masks can be used for consecutive ride along assessments (if left on) but **must be removed** and discarded prior to any breaks (coffee, lunch). Replace the mask if the front is visibly dirty, splashed on, or has become difficult to breathe through.

To take off and dispose of your mask:

1. Remove the mask without touching the front of the mask as it may be contaminated.
2. Remove the mask by unhooking both ear loops and holding the mask by the ear loops.
3. Dispose of the mask in the garbage. Do not store or reuse it. Perform hand washing for at least 20 seconds using soap and water (use hand sanitizer if no soap/water available).

Face shield / Goggles / Approved Safety Glasses

Face shield, goggles or approved safety glasses must worn at all times during the ride along assessment. If required, use anti fog wipe/spray on the protective eye equipment prior to using.

Put on the face shield **after** you have put on your mask.

- Adjust to ensure it is secure and comfortable, then wash your hands thoroughly for at least 20 seconds using soap and water (use hand sanitizer if no soap/water available).
- If you are wearing gloves, **BEFORE** removing your face shield, **refer to glove removal first**.
- At the end of each shift, clean the face shield with surface disinfectant and/or disinfectant wipes.



Face shields, goggles and approved safety glasses must be disinfected and stored in a designated clean area (e.g. specific drawer/counter in the office) at the end of your shift. As an additional safety measure, you should disinfect the items before each use (start of your shift).

Pre-trip Inspections

Before performing pre-trip inspections, PPE must be put on, do not remove PPE until the pre-trip is complete.

If possible, maintain 2m (6ft) physical distance at all times when conducting pre-trip inspection of the exterior vehicle and system components. When conducting airbrake inspection, physical distance may be able to be maintained within the vehicle (e.g. bus or class 4 unrestricted vehicle).

If possible, provide verbal feedback to the instructor / instructor candidate while maintaining physical distance outside the vehicle. Make sure to speak loudly and clearly and be prepared to repeat instructions. Advise instructor/instructor candidate they may need to speak louder than usual and both will indicate if you are not able to hear each other clearly.

Advise instructor/instructor candidate you will need to disinfect the passenger side and common touch points of the vehicle **before** beginning the ride along assessment, such as:

- Door handles, grab bars, and other points of contact before entering the vehicle
- Seat belts
- Emergency brake
- Steering wheel

During Ride along Assessment

- If the mask is causing any communication difficulties, make sure the instructor / instructor candidate is able to provide feedback on communication difficulties.
- Provide directions well in advance to allow time for clarification.
- Be prepared to repeat your directions more than once.

Debrief of Ride along Assessment

- When ride along assessment has finished, inform the instructor/instructor candidate to exit the vehicle to conduct the debrief.
- Must keep all PPE on and maintain physical distance 2m (6ft) during the debrief.

Post Assessment PPE Removal

Follow the procedures for correctly removing your PPE in the following order:

1. Perform hand washing for at least 20 seconds using soap and water (use hand sanitizer if no soap and water is available) and **BEFORE** removing any PPE.
2. Face shield / goggles / approved safety glasses – use disinfectant wipes to clean and store in a clean designated area.
3. Mask – remove mask and discard and perform hand washing for at least 20 seconds using soap and water (use hand sanitizer if no soap/water available) afterwards.

Other equipment (i.e. clipboards, pens, etc.) that have been used during the ride along assessment test should be cleaned regularly using surface disinfectant and/or disinfectant wipes.

Handling Documents

According to BC CDC, the risk of COVID-19 transmission by documents is low and is expected to be similar to other common surfaces such as doorknobs and handrails. It would be advisable to wash your hands frequently (or use hand sanitizer) before eating, touching your face, etc.