

**BCIU Early Childhood and Student Services
COVID-19 Response Health and Safety Procedures
Behind the Wheel**

The following guidelines outline the Health and Safety Procedures which are put in place in response to the COVID-19 pandemic. These procedures will be monitored and updated based upon the latest guidance from the Centers for Disease Control and Prevention (CDC), the Pennsylvania Department of Human Services (DHS), and other state, and local governing entities.

PREVENTION:

To prevent the spread of COVID-19, the Berks County Intermediate Unit will:

- Require staff and students to conduct self-wellness checks prior to participating in Behind the Wheel training. Question for self-wellness checks – Have you experienced any of the following in the last 24-48 hours:
 - Fever of 100.4°F (38.0°C) or higher
 - Shortness of breath
 - Chills
 - Dry cough
 - Contact with someone who has tested positive and/or under investigation for COVID-19
 - International travel within the last 14 days
- Require sick students and staff to stay home.
- Require anyone with COVID-19 symptoms to stay home. This includes:
 - Rash of any kind
 - Fever of 100.4°F (38.0°C) or higher
 - New cough
 - Shortness of breath
 - Complaint of headache
 - Complaint of sore throat
- Require all drop-off and pick-up of students be at the designated location for each building.
- Purchase adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces.
- Provide individualized supplies to avoid sharing of items.
- Schedule 15 minutes between appointments to allow time for disinfecting vehicle between lessons

To prevent the spread of COVID-19, our teachers and staff will:

- Wash their hands often with soap and water. If soap and water are not readily available, they will use an alcohol-based hand sanitizer with at least 60% alcohol.
- Conduct a screening prior to initiating the lesson which will include:
 - Temperature check - Persons who have a fever of 100.4°F (38.0°C) or above or show other signs of illness will not be admitted to BCIU programs. Please be on the alert for signs of illness and stay home when sick.
 - Daily symptom check which includes checking for COVID-19 like symptoms and exposure to a probable or confirmed case.

- Ensure that students’ hands are washed often with soap and water at the following times. If soap and water are not readily available, they will use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Before entering the vehicle
 - After exiting the vehicle
 - Any other times as needed
- Clean and disinfect frequently touched car surfaces including:
 - Steering Wheel
 - Console
 - Door handle (inside and out)
 - Gear shift
 - Blinker control
 - Seat adjuster
 - Rearview mirror
 - Car seat
 - Anything else touched by the student in the course of the lesson
- Wear masks at all times when they can’t maintain the recommended 6 foot social distance to protect the student
- Staff will use gloves when appropriate to prevent cross contamination
- Keep window at least partially open for additional ventilation, weather permitting
- Permit only the enrolled student and BCIU staff member inside the vehicle.

To prevent the spread of COVID-19, students will:

- Wash hands often with soap and water at the following times. If soap and water are not readily available, they will use an alcohol-based hand sanitizer with at least 60% alcohol
 - Before entering the vehicle
 - After exiting the vehicle
 - Any other times as needed
- Cover their mouth and nose with a cloth face covering as long as it doesn’t interfere with safe driving.
Masks must be provided from home.

A Sick Student or Staff Member:

- Any student or staff member that has a fever of 100.4°F (38.0°C) or shows symptoms of COVID-19 will be sent home immediately and the lesson rescheduled after the student is cleared by a physician to return to school. BCIU staff will isolate the student until a parent or designated person can pick them up if necessary.
- Sick students must be picked up within 30 minutes of being notified. Failure to pick up a student within that time frame may jeopardize contract for lessons.
- Any student or staff member that has been sent home with COVID-19 symptoms must perform home self-isolation in accordance with the CDC recommendations.
- A doctor’s note will be needed for the return of a student or staff member sent home with COVID-19 symptoms.
- If COVID-19 is confirmed in a student or staff member, the BCIU will connect with the Department of Health / CDC and follow their guidance regarding parent notification and program operations.

Acknowledgement:

My signature below indicates agreement to abide by this procedure:

Student/Guardian Signature

Date