

COVID-19 SAFETY PLAN

National Tractor Trailer School, Inc. (“NTTS”) is committed to providing its students and personnel with a safe environment to work and learn. In connection with that commitment, NTTS has implemented the following COVID-19 Safety Plan, which is intended to comply with applicable federal and state guidance and to reduce the risk of COVID-19 transmission.

To address and minimize the risk of COVID-19 transmission, NTTS will take the following steps:

I. PEOPLE

A. Physical Distancing

- Personnel and students should remain six (6) feet apart at all times, unless safety or the core function of their work activity requires a shorter distance. This includes, but is not limited to, pre-trip and other instruction in the training yard.
- Any time personnel and students are less than six (6) feet apart from one another, they must wear acceptable face coverings. Face coverings must be worn any time personnel are performing any work that involves interaction with students, staff, or members of the public. As discussed below, acceptable face coverings will be supplied by NTTS. (see **Section II. A**, below). In addition, personnel may use their own acceptable face coverings.
- When permitted, prospective students and other visitors will be directed to an appropriate location upon arrival and must check-in (see **Section II. C**, below). Admissions must coordinate and stagger appointments to reduce the number of visitors at a given time. To the extent possible, all appointments should be limited to one visitor and a guest of the visitor. All admissions, financial aid, career service, and other staff should conduct meetings and interviews remotely, if possible, especially with prospective students.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings.
- Until restrictions are relaxed, the occupancy in any enclosed area will be limited to no more than 50% of maximum occupancy, as set by the certificate of occupancy.
- Social distancing markers that denote six (6) feet of space will be used in NTTS classrooms, as well as in common areas such as break rooms and reception areas.
- Whenever possible and as deemed appropriate, NTTS instruction, meetings, presentations, etc., will be conducted remotely, via teleconference or videoconference, until further notice. Further, for any instruction, meetings, presentations, etc., that cannot appropriately be conducted remotely, NTTS will limit attendance to allow for safe social distancing.

- Pick-ups and deliveries at NTTS will only be made at the front office reception desk or the maintenance repair shop.
- Additional social distancing measures will include:
 - Directional traffic flow will be established via one-way stairwells, hallways, in-room movement, and entrance/exits, where possible. Signage will provide clear direction.
 - Shift Adjustments: On-site attendance of any personnel who cannot work remotely will be staggered to reduce the number of people in NTTS facilities at the same time. Tools such as flex scheduling, staggered start times, alternating days/hours attendance may be used.
 - Travel Restrictions: Non-essential work-related travel is not permitted. Work-related travel that is essential to NTTS's operations may be permitted with approval from Bill MocarSKI. Personal travel is discouraged. All personal or essential work-related travel of 100 miles or more should be documented. After travel, personnel may be asked to work from home as their position allows or, if remote work is not possible, take leave for fourteen (14) calendar days and monitor their health, returning to NTTS facilities if required to do so and if they are not exhibiting any symptoms of illness.
 - Class restrictions: No more than ten (10) people will be allowed per class taking place on site at NTTS facilities. Until further notice, occupancy in classrooms will be limited to 9 students and 1 instructor at a time. Six (6) feet of social distance will be maintained between instructors and students at all times.
 - Truck Instruction: Hands must be sanitized prior to entering a truck and immediately after leaving a truck. Hand sanitizer will be available in all trucks. Until further notice, students and instructors must wear masks at all times while working together in trucks. No more than two people per truck will be permitted. For Range trucks, there will be a maximum 3:1 ratio of students per truck. For Road Trucks, no more than one student and one instructor will be in a truck at a time.

Between Truck Uses During the Day: The person exiting the truck must wipe down all touch points with a disinfectant, including the door handles, steering wheel, key, air airbrakes, seat belt buckle/latch, seat adjustment lever, gear shift lever, hazard light button, city horn, *etc.* See below touch point list for other items that may need to be cleaned between uses.

End of Day/Shift Truck Cleaning: All trucks used on a given day must be cleaned with the following process at the end of every shift/day:

First: Get a wet rag and clean/wipe down all touch points of dust and dirt.

Second: Apply sanitizer spray to all touch point areas. Leave sanitizer spray on surface untouched for a minimum of 20 seconds or simply let it dry. You can also saturate a rag with the sanitizer spray and wipe down the surface, as long as you can see the surface is left wet with sanitizer.

Following is the minimum list of touch points to be cleaned and then sanitized each time: outside door handles; driver side storage door and lever; entry grab handles; airline glad hands and electric pig tail; the full steering wheel; fifth wheel release handle; city horn; hood release latches; air horn cord; hand hold on front of hood used to pull open hood; inside door handles; seatbelt latches; driver seat, passenger seat, and all seats in bunk; seat adjustment levers; both driver and passenger doors; all vents; battery disconnect switch; shifter (auto or manual); all driver control knobs and switches; all keys and key chain; parking brake knobs; bunk area touch points; HVAC controls; and cabinet doors and latches.

- Office areas
 - Work Station Spacing: All workspaces will be arranged so personnel are able to maintain safe separation, *i.e.*, at least the required minimum six (6) feet apart. Personnel should limit or avoid (through remote work, staggered shifts, etc.) being in a shared office space with others when possible. If needed, use of vacant offices may be temporarily permitted to provide necessary separation, or furniture may be moved to create the required distance. If the required six (6) feet distance cannot be met, safety partitions between workspaces will be installed.
 - Face coverings: Personnel and students must wear face coverings in common areas including elevators, lobbies, and when traveling around the office.
 - Shielding: Partitions or barriers will be installed as needed in workspaces that include face-to-face customer or student service.
 - Meeting Rooms: Chairs and tables in any meeting room will be removed or arranged to support the minimum required six (6) feet physical distance. Visual cues (ex. colored tape on floor indicating correct chair position) will be added to help maintain accurate distancing space.

- Occupancy: Signage will be posted in all meeting rooms noting the maximum occupancy. Until restrictions are relaxed, no area shall exceed more than 50% of posted maximum occupancy.
 - Common/Shared Areas
 - Seating and Workstations: Common areas, including lobby spaces and break rooms, will be arranged to maintain at least the required six (6) feet minimum distance between individuals. This may include the removal of furniture. Visual cues (ex. colored tape on floor indicating correct chair position) will be added to help maintain accurate distancing space. In some instances, common areas may be closed for use and will be clearly marked as restricted.
 - Traffic Management: Directional traffic flow will be established via one-way stairwells, hallways, in-room movement, and entrance / exits, where possible.
 - Occupancy: Occupancy of any common space is restricted to current best practices, and signage will be posted noting the maximum occupancy. Until restrictions are relaxed, no area shall exceed more than 50% of posted maximum occupancy.
 - Restrooms: Restroom use must be based on the ability to maintain at least six (6) feet distance between individuals. Smaller bathrooms with limited space will be marked with signage and occupied by only one individual at a time.
 - Elevators: Only one person may use the elevator at a time, unless all occupants are wearing face coverings
 - These requirements will be communicated to personnel through email and departmental correspondence.

II. **PLACES**

A. **Protective Equipment**

- NTTS will provide all students and personnel with a face covering at no cost. NTTS will also maintain an adequate supply of coverings in case of replacement, which will be procured from national or local vendors. Personnel and students may use the NTTS provided face covering or their own appropriate face covering. Approved face coverings include but are not limited to cloth (homemade sewn, quick cut, bandana), surgical masks, and face shields.
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Cloth

masks should be washed daily. Cleaning of cloth masks will be completed by employee. Single use surgical masks should be discarded after each use.

- Personnel and students have been discouraged from sharing objects such as tools, laptops, notebooks, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces.

B. Hygiene and Cleaning

- NTTS will follow guidance from Federal and State governments and agencies regarding cleaning and disinfecting its facilities, including Guidance from the Centers for Disease Control.
- NTTS will maintain a cleaning log for each of its facilities, which will be maintained by the Director of Education and kept in their office. The cleaning log will identify the date, time and scope of each cleaning, including cleaning and disinfection that is performed following a positive or suspected case of COVID-19.
- NTTS will encourage good employee hygiene by providing the following:
 - Hand sanitizer for personnel to keep at their desk;
 - Disinfecting products in all break rooms, classrooms, bathrooms and meeting rooms;
 - Hand sanitizer stations at each building entrance; and
 - Hand soap and/or hand sanitizer in each break room, bathroom and meeting room.
- NTTS facilities will be cleaned and disinfected as appropriate daily by NTTS custodial staff. In addition, personnel will be provided a checklist of items that must be cleaned and disinfected at the end of each work day. Personnel will be given the cleaning supplies necessary to complete this task.

C. Communication

- NTTS will post signage throughout its facilities to remind students and personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- NTTS will communicate with its students and personnel via email, announcements, and memorandums.
 - Public Plans: NTTS's workplace safety plan will be made public on its website at nttts.edu. A copy of NTTS's workplace safety plan will also be maintained at the front office reception desk and the Training Department.

- Signage: Signage will be posted at entrances indicating how to proceed to enter NTTS's facilities. Signage will also be posted in classrooms, common spaces and other NTTS facilities indicating occupancy, use guidelines, proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfection.
 - Communication Plan: A clear ongoing communication plan using multiple channels (email, web, social media, signage) will be established to help students, faculty, staff and community members understand NTTS's plans to reopen and operating status, the health and safety measures NTTS will implement, and how NTTS will continue business processes. The plan may also include educational communications to share evolving best practices.
- Currently, NTTS is closed to visitors. However, once visitors are permitted at NTTS's facilities, all visitors must enter through designated areas. NTTS will maintain a log of all visitors to its facilities, which will be kept by the Director of Education and Front Office. The individual responsible for screening will complete an entry for each visitor in the visitor log. NTTS will also keep track of personnel working at its facilities on a daily basis. The visitor log will be kept and maintained by the Director of Education and Front Office.
 - Please see the Proactive Infection Plan for details regarding NTTS's response to personnel testing positive for COVID-19, including contact tracing and cleaning and disinfection protocols.

III. **PROCESS**

A. **Screening**

- Each day, upon arrival, students and staff will be subjected to a temperature check. If the results of that check are not acceptable, as per state and federal guidance, the person will be sent home immediately and subject to the other relevant terms and conditions of this plan. Such persons are hereby encouraged to seek immediate medical attention.
- Each day, before reporting to NTTS, all students and personnel will also be required to complete a questionnaire which asks whether they have had: (1) COVID-19 symptoms in the past 14 days, (2) positive COVID-19 test in the past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in the past 14 days. This questionnaire will be available _at the front office reception desk and with the training department.
- The Director of Education will review the questionnaires each day and document the review.
- NTTS has designated James Fairbank, Director of Education, as the site safety monitor, who will be responsible for continuous compliance with all aspects of this Workplace Safety Plan.

PROACTIVE INFECTION PLAN

This Policy sets forth the plan of action when any students or personnel: (1) tests positive for COVID-19; (2) exhibits symptoms of COVID-19; or (3) is exposed to COVID-19.

I. Student or Personnel tests positive for COVID-19

Any NTTS student or personnel who has a positive COVID-19 laboratory result is referred to as a “**Confirmed Case.**”

A. Student or Personnel Responsibilities

If any student or personnel is a Confirmed Case, they must:

- Notify the site safety monitor immediately;
- Remain out of the office or away from NTTS facilities until they are allowed to return based on the Return to Work/School in **Section I. C**;
- Provide the site safety monitor with information regarding their contacts at NTTS facilities during the fourteen (14) days prior to the positive test;
- Communicate regularly with the site safety monitor regarding their recovery.

B. NTTS Actions

When NTTS is notified about a Confirmed Case, it will:

i. Communication

- Communicate with the appropriate local health authority about the Confirmed Case;
- Communicate with other faculty, staff, students or visitors about the Confirmed Case as it deems necessary and appropriate; and
- Communicate with the Confirmed Case about symptoms, progress, recovery, and discussions with the local health authority and other employees.

ii. Contact Tracing

- The site safety monitor will identify instructors, staff, students or visitors who may have had close contact with the Confirmed Case in the fourteen (14) days prior to testing positive;
- The site safety monitor will work with New York State or local government contact tracers to complete the contact tracing;
- Communicate with the local health authority regarding its contact tracing and follow its guidance and recommendations; and
- The site safety monitor will notify personnel, students, and visitors about the Confirmed Case as necessary and appropriate, discuss recommendations of the local health authority, and determine whether exposed personnel or students will need to quarantine before they can return.

iii. Cleaning and Disinfection

- Close off the area(s) where the infected students or personnel were working and wait as long as possible before beginning disinfection, but no more than twenty-four (24) hours;
- Cleaning and disinfection will be performed by NTTS custodial staff of all areas where the students or personnel worked and any common areas where they would have been; and
- Depending on where the infected person has been, it may be necessary to close a floor and/or building until a time when it can be properly sanitized. The site safety monitor will make the decision whether to close the floor and/or office.

iv. Documentation

- Document all communication with the Confirmed Case and/or the local health authority; and
- Determine whether the infection should be recorded pursuant to OSHA regulations.

C. Return to Work/School

Confirmed Cases may only return to work or school at NTTS facilities with approval of the site safety monitor. At a minimum, Confirmed Cases will be required to complete fourteen (14) days of self-quarantine. At the conclusion of the fourteen (14) day self-quarantine, the site safety monitor will make a determination as to whether the Confirmed Case may return to NTTS facilities.

II. Students or Personnel are experiencing symptoms of COVID-19 but have not tested positive

- Students or personnel who are experiencing symptoms of COVID-19 must immediately report that they are experiencing symptoms to the site safety monitor.
- Students or personnel who are experiencing symptoms of COVID-19 are prohibited from coming to NTTS facilities.
- Students or personnel who present to NTTS facilities with COVID-19 symptoms or who develop symptoms while at NTTS facilities will be sent home.
- Students or personnel who are experiencing symptoms of COVID-19 will be directed to see their health care provider and obtain a COVID-19 test. If the student or personnel tests positive for COVID-19, they are a Confirmed Case and the steps identified in **Section I**, above, will be followed, including the procedure for “Return to Work/School.” If the student or personnel test comes back negative, they will be able to return to NTTS facilities after being fever free for seventy-two (72) hours without medication.

III. Student or Personnel are asymptomatic, but have had close contact with someone who tested positive for COVID-19

- Students or personnel who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing any symptoms must inform the site safety monitor immediately and must complete a 14-day self-quarantine. If the personnel is critical to the operation or safety of NTTS and not symptomatic, he/she should notify the site safety monitor of their need to return to work. The determination of whether exposed, asymptomatic personnel may continue working in the office will be made by the site safety monitor. Any exposed asymptomatic personnel who are permitted to continue working in the office will be required to undertake additional precautions, including but not limited to quarantine while not at work, regular monitoring for symptoms and temperature, required face covering at all times, and appropriate social distancing.