



## Best Practices to Mitigate the Spread of COVID-19 During New Driver Orientation

Clean and disinfect frequently touched surfaces such as workstations, tables, doorknobs, light switches, countertops, handles, desks, chairs, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them using detergent or soap and water prior to disinfection. To disinfect, most common Environmental Protection Agency (EPA) registered household disinfectants will work. See Centers for Disease Control and Prevention (CDC) recommendations [for household cleaning and disinfection](#).

In an attempt to stop the spread of COVID-19, the following information has been obtained from the Occupational Safety and Health Administration (OSHA), and the CDC.

### Recommendations for Employers:

- Create at least 6 feet between workers by staging/staggering attendees to prevent droplet spread.
- Keep classroom size to 10 or fewer individuals – further limit classroom size to accommodate 6 feet of separation for all participants.
- Provide soap and running water in all job areas for frequent handwashing. If that is impossible, provide hand sanitizer.
- Provide disposable wipes so that commonly-used surfaces (for example: doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- Clean and disinfect high-touch surfaces in offices frequently (for example: hand rails, door knobs, portable toilets) per CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- Develop an Infectious Disease Control Program to address the control and spread of diseases per CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

### Recommendations for Participants During New Driver Orientation:

- Do not report to class if you are feeling sick.
- Do not shake hands when greeting others.
- Stay 6 feet away from others during orientation, including all gatherings, meetings, or training sessions.
- Avoid contact with sick people.
- Do not share phones, personal tablets, or hand tools you normally would with other employees.
- Use disposable wipes so that commonly used surfaces (for example: keyboards, remote controls, desks) can be wiped down by employees before each use.
- If practical, wear rubber gloves that may be changed frequently and then properly discarded after use.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose with tissues if you cough or sneeze, or do so into your elbow.
- Clean your hands often by washing them with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer that contains 60%-95% alcohol. Soap and water should be used if hands are visibly dirty per CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

**Clean hands after going to the bathroom, before eating, and after coughing, sneezing, or blowing your nose.**