

TR Driver Training will be following the below protocols working in the **Level 3.2 restrictions or above**; Our priority is ensuring everyone's safety.

#### **Protocol for COVID-19 Notice for Trainees**

- Vaccinations are not mandatory, however unvaccinated trainees and trainers will be required to wear masks.
- We will use the vaccination passport app to verify vaccination status. If unable to provide evidence, masks will be mandatory.
- NZ COVID Tracer QR code posters will be at our main entry points for each person entering the facility to scan the QR code.
- A register of trainees will be held in our learning management system. In the event of a COVID-19 case, we can quickly complete contact tracing of people who may have been in contact with an infected person.
- We request trainees bring face coverings with them when attending on-site training. Face coverings are a personal choice; however, we do need them for the sign in process. Where practical, 1-m physical distancing is to be observed when moving throughout the branch.
- Face coverings for trainers will be mandatory for all in-cab training.
- In-class training is limited to 10 people or less dependent on branch size. Each group is considered a 'bubble' and should not interact with any other student/staff bubbles. Seating will be set up to allow 1-m physical distancing.
- The main defence against catching the virus is common hygiene including hand washing, covering the mouth while sneezing, and coughing into your elbow/tissue. We ask that you wash your hands when arriving and leaving the building.
- All trainees are to avoid contact and handshakes on greeting.
- We have put in place an increased cleaning and sanitising plan; shared surfaces and equipment will be regularly sanitized.
- Trainers will follow the standard operating procedure for cleaning our vehicles before and after hires
- Anyone who feels unwell cannot attend training. (Irrespective of symptoms) This is key to everyone's well-being.
- If any trainee on a course presents any symptoms, the trainer is required to discontinue their attendance on the course immediately.

Thank you for your support in helping us carry out these practices.

#### **The Team at TR Driver Training**

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