

TR Driver Training will be following the below protocols working in the **Covid-19 Protection framework setting of Red**; Our priority is ensuring everyone's safety.

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

- Vaccinations are mandatory for all trainees and trainers for all in-class and practical training.
- We request trainees bring face coverings with them. Masks are to be worn by trainees and trainers throughout the duration of all on-site training, in-class, and in-cab.
- We will use the vaccination passport app to verify vaccination status before entry to all TR Facilities. If unable to provide evidence trainees will not be able to enter our facilities and will be treated as a "no show" with no refund for course fees paid accordance with our cancellation policy.
- 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.
- Where practical, 1-m physical distancing is to be observed when moving throughout the branch.
- For all In-class training 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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