CMSC Leadership Statement

“At Central Mass Safety Council we know that safety includes health. We respect the wellness of one another, our students, and all of our families. As we cautiously return to our office and road lessons, we pledge to follow CMSC's Prevention Protocol and practice this infection control until it becomes habit--ours and our students.”

Jake Cooney, General Manager, CMSC Auto School- May 19, 2020
CMSC Prevention Committee, Contact Information

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Commonwealth of MA, Phase II

- On Monday, May 18th, Massachusetts Governor Charlie Baker welcomed the beginning of Phase I of the state reopening. Each phase will be a minimum of 3 weeks in length.
- In-vehicle training and observation will begin in Phase II, no earlier than June 8, 2020. Strict infection control guidelines will be instituted.
CMSC Instructors will understand:

- Factors related to coronavirus transmissibility
- Proper use and disposal of personal protective equipment (PPE)
- CMSC protocols for implementing a safe return to in-vehicle driver instruction
Section 1: Novel coronavirus
Novel Coronavirus information

• Transmitted by person to person contact via touch and/or shared air
• Causes a range of symptoms including but not limited to: wet or dry cough, fever, muscle aches, diarrhea/gastrointestinal pain, loss of smell/taste, “COVID toes,” and Multi-System Inflammatoty Syndrome in children/teens (MIS-C)
• Presumed to be more infectious than the flu (research pending)
• Range of complications including death for individuals with pre-existing conditions including compromised immune systems, heart disorders, breathing disorders, diabetes, and advanced age
Respiratory droplets

- When a person talks, yells, sings, sneezes, or coughs, a fine mist leaves their nose and/or mouth.
- Droplets (potentially carrying virus particles) have a range of approximately six feet surrounding the individual and land on all surfaces including the surfaces of our eyes, noses, mouths, and lungs if we are not protected.
- PPE will diminish this contact, but only if used properly.
Surfaces

• If a person has virus particles on his/her hands, shoes, or clothing, these particles will be transmitted to all surfaces they have contact with.
• These surfaces then become the method of virus transmission when another person touches them and then his/her face (eyes, nose, mouth).
• The virus can linger on our clothing and bodies long enough to transfer to our own cars, offices, and to surfaces and humans within our homes.
Section One: Thought Questions

1. Why is it important to avoid touching one’s face?
2. How might frequent adjustment of PPE affect one’s risk?
3. What solutions can be used to sanitize surfaces?
1. Why is it important to avoid touching one’s face?

Hands, even with gloves on, will transfer microorganisms to any surface they touch. The eyes, nose, and mouth are entryways for the virus. Frequent use of hand sanitizer can help to decrease our risk but avoiding touching our faces is important.
2. How might frequent adjustment of PPE affect one’s risk?

Adjusting eyeglasses, goggles, facemasks, and ponytails all cause us to touch our faces. If we have recently touched a surface that has virus particles on it, the virus will be transmitted to our faces and to the PPE we have touched, making us more likely to be infected. This is also why reusable PPE should be cleaned properly after every use.
3. What solutions can be used to sanitize surfaces?

Solutions of at least 60% ethanol or 70% isopropyl alcohol are required. Effective products include: Lysol disinfectant spray and Lysol wipes or generic versions; Purell or generic hand sanitizers containing the above; Bleach solution works but will damage clothing and vehicle surfaces. Soap and warm water will work on clothing and reusable masks but masks with elastic fasteners should not go in the dryer. Exposure to sunlight is effective after washing.

On hands, soap and water work nearly as well as alcohol-based products because the soap molecules surround the virus particles and lift them away from the skin. The water then rinses the particles down the drain. 20 full seconds and attention to all parts of hands and wrists is required. Instructors will be allowed in the building to use the restroom, but students/families will not.
Section 2: Infection Prevention
Personal protective equipment

- Masks
- Goggles and/or face shields
- Seat covers
- Sanitizing gel, spray, and/or wipes
- Gloves (on request, but discouraged)

If used, gloves should always be latex-free due to severe allergy for some individuals.
Which PPE will you use? Why?

- Mask?
- Face shield or goggles?
- Seat cover?
- Gloves?
- Sanitizing gels, sprays, wipes?
Availability of PPE

Instructors will **not** perform in-vehicle training sessions in the absence of a *minimum* of PPE including:

- Masks
- Sanitizing agents for hands and surfaces
- Goggles or face shield (if the instructor desires)
Protocols

• PPE and sanitizing agents do not help us if we do not strictly adhere to safety protocols

• Members of the CMSC Prevention Committee will be providing mandatory, in-person infection control training for all Instructors next week. We are also working on a video to share these protocols with staff and the public

• Each instructor will educate each student and family about our protocols at the beginning of each session
Adherence to Protocols

• Any student or family member wishing to discuss issues of protocol will be directed to Jake Cooney and/or to a member of the Prevention Committee.

• Any instructor encountering a student/client who will not or cannot adhere to protocol will immediately end the lesson at the designated pickup/drop-off location, excuse him/her from the vehicle, collect PPE, provide hand sanitizer, and contact the parent/guardian.
Vision and PPE

Masks, goggles, and face shields must allow for adequate peripheral and central vision. Frequent need to adjust PPE indicates that the equipment is not appropriate for the individual. Instructors may require students to use CMSC provided equipment if a student’s own PPE is interfering with vision or is inadequate in any other way.
Section two: Thought Questions

1. What if I disagree with CMSC protocols?
2. What if I run out of PPE?
3. How do I clean goggles and/or face masks?
1. What if I disagree with CMSC protocols?

CMSC protocols have been carefully chosen and communicated and should be followed closely. If you have feedback or suggestions, please contact Jake Cooney or one of the members of the prevention team. Any staff member deliberately disregarding protocols may face disciplinary action.
2. **What if I run out of PPE?**

   Each instructor will need to take inventory of their PPE. Do you have enough disposable masks and gloves to last until you return to the office? Never reuse gloves. A single mask can be reused over the course of the day if you limit your handling to only the elastic/ties. Clean masks between shifts.

   If your supply of PPE is insufficient, you must call your students to reschedule.
How do I clean goggles and/or face masks?

Avoid the use of alcohol-based cleansers on plastic equipment, as alcohol can partially dissolve the plastic, leading to fogginess/poor visibility. At breaks and at the end of your shift you should use warm, soapy water to clean this PPE.
Section Three: Procedures
Instruction time

- To preserve RMV hourly requirements, CMSC instructors will be given 75 minutes for each 60-minute lesson to provide PPE and infection control education prior to each session.

- CMSC will follow evolving state protocols regarding the allowance of observers in the back seats of our vehicles.
Student belongings

• Because virus particles can remain active on paper and other materials (pens, PPE), students will show their learner’s permit at the beginning of the lesson and then put it in their pocket. Students are encouraged to bring their own face masks and pens.

• Students will be allowed to bring a wallet or a small bag containing all their personal belongings. A single drink container with a cap or other closure will be allowed (no open drinks or drinks with straws).

• All other student belongings (backpacks, sports equipment) will be kept in the trunk of the vehicle.
Instructor belongings

- Instructors will be issued a string-bag containing PPE and sanitizing materials. The PPE and hand sanitizer should not be left in the vehicle due to the possibility of heat/sun damage.
- Clipboards are not allowed.
- Instructors are required to use the CMSC software on a phone or tablet. Resealable plastic bags are recommended. CMSC is purchasing alcohol wipes to disinfect devices.
- Instructors may have a single drink with closure (no straws). Eating should take place outside of the vehicle only.
Vehicle tidiness- the role of the instructor

• All CMSC vehicles have been cleaned out! Extra “stuff” provides increased surfaces for virus particles to land. Needing to sift through the “stuff” to get to your hand sanitizer increases your likelihood of contamination.

• Please keep your vehicle tidy.
Paperwork and Trash Storage

- Each vehicle will have a washable container for signed paper documents which will be kept in the back seat. Documents will be removed daily (to the office) and the box will be sanitized at the end of the shift.

- Each vehicle will have a washable container for the daily trash bag kept in the trunk. Trash will be emptied daily by the instructor and the container will be sanitized at the end of the shift.
Further recommendations for instructors

• Closed-toe shoes required

• Individuals with long hair are recommended to tie hair back to avoid tendency to touch face (hair ties, headbands, hats)

• Fingernails should be kept short to prevent accumulation of microorganisms. Limit hand/wrist jewelry to wedding rings only.

• Prompt showering and removal of clothing when arriving at home is recommended
Lesson procedures - Greeting

- Student/guardian will not enter the CMSC building for any reason.
- Beginning of session is used to obtain student or parent signatures as needed and to introduce/review infection control protocols.
- Student and parent will wear masks during conversation and maintain 6ft distance as possible. Paper passing will be kept to a minimum. Families encouraged to bring their own pens. Prior electronic signatures whenever possible.
- Student, wearing mask, will hold up their permit and stow in pocket or wallet, and sanitize hands. (Students should never laminate a permit!)
Lesson procedures - Greeting

• If available, a non-contact thermometer will be used (cutoff 99F)
• Screening questions will be asked including symptoms, known COVID-19 infection, exposure to those with diagnosed COVID-19, or visit to a prison, hospital, or nursing home in past 14 days.
• Lesson will proceed at the discretion of the instructor (student is asymptomatic and no recent contacts).
• Instructor will obtain contact info for parent/caregiver.
Lesson procedures - Greeting

• Instructor will don mask and goggles/face shield if used, then sanitize hands.

• Student and guardian will observe the instructor to wipe down the vehicle beginning with keys and exterior door handle and proceeding to interior door handle and controls, seat cover, seatbelt, seat controls, steering wheel, all primary and secondary controls, and visors.
Lesson procedures- the lesson

- Air flow/ventilation will be enabled by opening windows to 3 inches and use of air conditioner on flow-through mode. Air will never be “re-circulated.”
Lesson procedures- the lesson

• Instructor will review and demonstrate donning of PPE at beginning of session and doffing at end of session.

• Plans reviewed to pull over and use hand sanitizer any time either individual touches their face or if the instructor needs to grab the wheel. The instructor will ensure that this occurs in a timely fashion but does not put the occupants of vehicle at risk for crash.
Lesson Procedures- the lesson

- Resealable bags may be used to contain instructor’s cell phone or tablet.
- The instructor may take notes on the device and share with student via email later in the day. No paper will be passed.
Lesson procedures- completion

• At end of lesson, used PPE will be collected by the instructor and hand sanitizer will be offered.

• Instructor will follow protocol to properly dispose of the soiled PPE and will use hand sanitizer.

• Students will be asked to use public restrooms, rather than CMSC facilities.
Section Three: Thought Questions

1. Why should the interior of the vehicle be rid of clutter?
2. Under what circumstances would the student be refused entry to the vehicle?
3. Under what circumstances would a lesson be terminated early and what would be the protocol?
4. Why shouldn’t instructors use clipboards in the current environment?
1. Why should the interior of the vehicle be rid of clutter?

With fewer things to touch, there are fewer opportunities to leave and spread virus particles.
2. Under what circumstances would the student be refused entry to the vehicle?

- Symptomatic: cough, sneeze, runny nose, fever

- Recent contact (14 days or less) with someone COVID positive

- Individual or family member has visited a hot spot (hospital, prison, nursing home) within 14 days.
3: Under what circumstances would a lesson be terminated early and what would be the protocol?

Student/client unable to comply with protocol for any reason:
- mask too itchy; feels they cannot breathe in a mask
- coughing/sneezing
- bad attitude/sarcastic/noncompliant with protocols
Why shouldn’t instructors use clipboards in the current environment?

Clipboards represent another surface that can accumulate virus particles. Paper is porous and difficult to sanitize properly.
Next Step:
Mandatory Small Group Practice Sessions

- Practice educating students/guardians/each other
- Don/doff PPE
- Sanitize vehicle
- Manage paperwork and trash
- Intro to vehicle management/flow in CMSC lot

SIGN UP NOW FOR NEXT TUES 6/2, WEDS 6/3, or THURS 6/4 9-5