

Learner Driver Mentor Program



COVID-19 Protocols

State Growth Coronavirus (COVID-19)

COVID-19 SYMPTOMS

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate symptoms, including fever, tiredness, dry cough. Some people may experience aches and pains, nasal congestion, runny nose, sore throat and diarrhoea. On average, it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

LDMP PROTOCOL

LDMP Coordinators and volunteer mentors will not attend work if experiencing any COVID-19 symptoms or have been in close contact with people who have symptoms. They will seek medical attention for a fever, a cough, or difficulty breathing.

All LDMP Coordinators and volunteer mentors and learners are to provide a Health Declaration prior to the commencement of work that confirms:

- I have not travelled overseas in the last fourteen (14) days
- I do not have COVID-19 related symptoms
- I have not to my knowledge been in close contact with a confirmed COVID-19 case
- I am not required by any Government agency to be in self-isolation
- I, or someone close to me, does not have any known serious respiratory or underlying health condition that could be adversely affected by the COVID -19 virus
- I will advise Migrant Resource Centre Tasmania immediately if I do show flu-like symptoms or come into close contact with someone who has.



PREVENTION

COVID-19 is an enveloped virus, meaning it is easily compromised by proper cleaning and sanitizing. It is unknown how long COVID-19 can survive on surfaces, but it is recommended to regularly clean and sanitize high contact surfaces in the workplace and home. Everyone must practise good hygiene to protect against infection and prevent the virus spreading.

LDMP PROTOCOL

- Cover coughs and sneezes with your elbow or a tissue
- Put used tissues straight into the bin
- Wash hands often with soap and water, including before and after eating and after going to the toilet
- Use alcohol-based hand sanitisers
- Avoid touching eyes, nose and mouth
- Regularly clean and disinfect frequently used surfaces such as benchtops, desks and doorknobs
- Clean and disinfect frequently used objects such as mobile phones, keys, wallets and work passes

- Increase the amount of fresh air available by opening windows or adjusting air conditioning.

PHYSICAL DISTANCING

Physical Distancing is important because COVID-19 is most likely to spread from person to person through direct contact with a person, close contact with a person who coughs or sneezes and touching surfaces that infectious people have touched.

LDMP PROTOCOL

- Keep 1.5 metres away from others
- Avoid physical greetings such as handshaking, hugs and kisses
- Limit the number of people in rest areas and designated smoking areas
- Where possible, apply a one-way system in high traffic areas
- Prohibit hot-desking and office sharing, where possible or disinfect between occupants
- Prohibit social gatherings such as barbeques



ACCESS TO CENTRES

Access to auspicing centres should align to current health advice and Government regulations.

LDMP PROTOCOL

- Erect signage at the entrance doorway of the clearly advising people of current restrictions and changes due to COVID-19
- Hand sanitiser is placed at all access doorways to be used by everyone entering the building
- Where required, signage is visible advising volunteer mentors and learners where to meet
- Volunteer mentors and learners must complete a Health Declaration upon arrival
- A record of Health Declaration is kept by LDMP Coordinators
- Conversations to be had outside of the vehicle (in event of bad weather proceed to undercover area) and must comply with physical social distancing rules

SUPERVISED DRIVING

The LDMP Coordinator or volunteer mentor must only have access to the vehicle keys.

LDMP PROTOCOL

- The LDMP Coordinator or volunteer mentor must check the Cleaning Register to ensure the vehicle was sanitized before keys were returned
- The LDMP Coordinator or volunteer mentor must prepare the vehicle before the learner enters
- Air conditioning must be set to external airflow rather than re-circulation and/or windows open where possible
- Volunteer mentors should put on mask before greeting the learner and entering the vehicle
- All equipment should be stored in the vehicle prior to the learner entering i.e. extra clothing, sunglasses or bags
- Learner drivers personal items must be stowed in the boot of the vehicle by the learner and removed by the learner driver upon completion of the supervisory session
- Learners can choose to wear a mask during the supervised session
- See instructional video

Other considerations for good personal hygiene:

- Refraining from touching mouth and nose
- Avoiding close contact with anyone if you, or they, have a cold or flu-like symptoms (maintain a distance of at least 1.5 metres).
- If coughing or sneezing, covering your nose and mouth with a paper tissue or flexed elbow – dispose of the tissue immediately after use and perform hand hygiene
- Carry hand sanitiser/disinfectant wipes when travelling and using public or shared transport



VEHICLE CLEANING: GENERAL

It is unknown how long a virus may survive on all surfaces, so it is essential to regularly clean and sanitise high contact surfaces.

All LDMP Coordinators and volunteer mentors are to refer to the Vehicle Cleaning protocol prior to receiving the vehicle and when handing back the vehicle and keys.

LDMP PROTOCOL

- Do not remove your mask.
- Put on gloves
- Open doors and windows
- Use soap and water or alcohol solutions that contain at least 70 percent alcohol to thoroughly clean cabin interiors of all service vehicles
- Wipe or spray clean touch points such as:
 - Door handles (internal and external)
 - Internal handles above doors
 - Steering wheel
 - Seats
 - Dashboard
 - Seatbelts
 - Control buttons
 - Head rests
 - Gear stick
 - Grab handles
 - Cup holders
 - Window controls
 - Centre console
 - Boot lid
- Dispose of gloves and wipes in bin
- Sanitize hands or wash with soap and water for a minimum of 20 seconds

- Remove mask and place in bin
- Seal bin bag and deposit in the rubbish bin selected by your LDMP

PERSONAL PROTECTIVE EQUIPMENT

In situations where physical distancing is not possible or there is a high risk of cross-infection, it is mandatory a disposable P2 mask (correctly fitted to achieve a positive fit) or approved equivalent such as a N95 mask.

All LDMP Coordinators and volunteer mentors are to refer to the Correct Fitting of Masks protocol prior to receiving the vehicle and when handing back the vehicle and keys.

LDMP PROTOCOL

- LDMP Coordinators and volunteer mentors must be trained on correct use of face masks and other PPE and frequently reminded of protocols for use
- Dispose of masks that are wet, dirty or difficult to breathe through
- Ensure re-useable face masks are stored correctly between uses
- Face masks are never shared
- Always wash hands with soap and water before collecting and after removing PPE



RESPONSIBILITIES

Auspecting body

The Minimum Standards require all workplaces to:

- Manage the risks of a person contracting or spreading COVID-19 in the workplace
- Implement and maintain a cleaning schedule across the workplace
- Have good hygiene procedures and practices (such as washing and/or sanitising of hands)
- Ensure workers who have been instructed to quarantine or self-isolate don't come to the workplace
- Make sure physical distancing requirements are met by workers, contractors and other people entering, leaving or moving around the workplace.
- Provide information, training and supervision on how the risks of COVID-19 are to be managed and ensure all processes and procedures are applied by workers.
- Provide information and instruction to other people who attend the workplace about how they are to comply with your processes and procedures, and make sure they apply them.

LDMP Program Coordinator

- Manage the risks of a person contracting or spreading COVID-19 through interaction with mentor, learner or in the LDMP vehicle
- Provide information, training and supervision on how the risks of COVID-19 are to be managed and ensure all processes and procedures are applied by mentors and learners
- Ensure PPE is available to mentors and learners
- Implement protocols for wearing PPE and cleaning of vehicles
- Maintain a register of mentors, learners and vehicle cleaning

Mentor

- Manage the risks of a person contracting or spreading COVID-19 through interaction with learner or the LDMP vehicle
- Understands when and how to use PPE
- Undertakes protocols for wearing PPE and cleaning of vehicles
- Undertakes maintenance of register of mentors, learners and vehicle cleaning

Learner

- Manage the risks of a person contracting or spreading COVID-19 through interaction with mentor or the LDMP vehicle



A CONTAMINATED VEHICLE

If there is a confirmed case of COVID-19, Tasmanian Health Department will be notified by the medical professional who confirms the diagnosis. Upon being informed, the person in control of the business or undertaking must notify Workplace Health and Safety Tasmania that the case has been confirmed.

LDMP PROTOCOL

If you become aware that a person/s has been diagnosed with coronavirus (COVID-19) and has **recently driven** or has **been a passenger in a vehicle**, it's recommended the following steps are taken:

- Isolate the vehicle ASAP (make it unavailable by removing from service)

- Report it to your supervisor ASAP and inform your Fleet Administrator
- Hire a professional hygienist to clean and sanitise your vehicles.

HEALTH DECLARATION

| | |
|--|--|
| NAME | |
| DATE | |
| DECLARATION | |
| Are you diagnosed or suspected to have pneumonia or COVID-19 infection?* | |
| Have you been in contact with someone that is a suspected (being tested) or confirmed COVID-19 case in the past 14 days | |
| Do you currently, or have you recently, felt unwell with any of the following symptoms? (select all that apply)* <ul style="list-style-type: none">• Feverish, fatigued or aching• Cold or flu like symptoms such as runny nose, cough or sore throat• Shortness of breath• None of the above | |
| SIGNATURE | |

LDMP VEHICLE CLEANING PROTOCOL AND REGISTER

It is unknown how long a virus may survive on all surfaces, so it is essential to regularly clean and sanitise high contact surfaces.

All LDMP Coordinators and volunteer mentors are to refer to the Vehicle Cleaning protocol prior to receiving the vehicle and when handing back the vehicle and keys.

| | |
|--|--|
| Do not remove your mask. | |
| Put on gloves | |
| Open the doors and windows of the vehicle if you can | |
| Use soap and water or alcohol solutions that contain at least 70 percent alcohol to thoroughly clean cabin interiors of all service vehicles | |
| Wipe or spray clean touch points such as: | |
| ○ Door handles (internal and external) | |
| ○ Internal handles above doors | |
| ○ Steering wheel | |
| ○ Seats | |
| ○ Dashboard | |
| ○ Seatbelts | |
| ○ Control buttons | |
| ○ Head rests | |
| ○ Gear stick | |
| ○ Grab handles | |
| ○ Cup holders | |
| ○ Window controls | |
| ○ Centre console | |
| ○ Boot lid | |
| Dispose of gloves and wipes in bin | |
| Sanitize hands or wash with soap and water for a minimum of 20 seconds | |
| Remove mask and place in bin | |
| Seal bin bag and deposit in the rubbish bin selected by your LDMP | |

| | |
|-------|-----------|
| Date: | Time: |
| Name: | Signature |

HOW TO FIT A P2 MASK

Why use a P2 face mask? (also called N95)

Disposable P2/N95 face masks (also known as P2/N95 respirators) are able to filter out very fine particles from the air when worn correctly, and so reduce the risk of airborne transmission of infectious diseases when working in potentially contaminated areas.

P2/N95 face masks are widely available from hardware stores and other safety equipment suppliers.

Putting on and checking the mask

Take time to correctly identify which size and style of mask is suitable for you.

Each time a P2/N95 face mask is used it should be fit checked before entering an unsafe environment. Fit checks ensure that the mask is sealed over the bridge of the nose and mouth, and that there are no gaps in the seal between the mask and the face.

P2/N95 face masks should always be used in accordance with the manufacturer's instructions.

Procedure for putting on a P2/N95 face mask and conducting a fit check:

1. Remove glasses and hats. Tie back long hair so it does not become tangled in the straps of the respiratory protection
2. Put the mask on your face, ensuring the nose piece is at the top of the mask
3. Place the headband or ties over the head and at the base of the neck
4. Compress the mask against the face to ensure a seal across the bridge of the nose
5. Compress the mask to ensure a seal across the cheeks and the face; and
6. Conduct a fit check: check the seal of the mask by gently inhaling. If the mask is not drawn in towards the face, or air leaks around the face seal, readjust the mask and repeat process or check for defects in the mask. If

the mask still leaks you may need to try a different size or style of mask.

People with beards should shave before using a P2 mask as a good seal between the mask and the wearer's face cannot be guaranteed if they have facial hair.

Removing the P2 face mask

1. The surfaces of the mask will be contaminated so avoid touching them. Lean forward and remove the mask by pulling the straps from the back of your head forward.
2. Drop the used mask into a contaminated waste bin (or closable bin).
3. Wash your hands and arms thoroughly in soapy water, or use alcohol hand-rub.

Maintaining effective protection

- Change the mask when it becomes moist
- Wash your hands if you touch or dispose of a used mask
- Wait until you are outside the potentially contaminated area before removing the mask

Don't touch the mask while it is being worn

Don't reapply the mask after it has been removed (always use a new mask instead)

Don't leave the mask dangling around your neck or sitting on top of your head

Please note that this advice should not be used in place of existing personal protective equipment guidance for healthcare workers or other work sectors.

Learner Driver Mentor Program

COVID-19 Protocols – Checklist for learners

Mentors should help their learner read and complete this check list before each driving session.

Learners are responsible for following these protocols to help manage the risk of a person contracting or spreading COVID-19 through interaction with mentors or the LDMP vehicle.

Learners need to:

- Avoid hand shaking
- Sanitize hands before beginning driving session
- Avoid touching eyes, nose and mouth
- Have conversations with mentors outside of the vehicle (in event of bad weather proceed to undercover area) and must comply with physical social distancing rules
- Put their personal items (such as bags) in the boot and take their items out once the driving session is completed.
- Sanitize hands at the end of the driving session

Mentors will be required to wear a mask but learners do not have to do this, although learners can choose to wear a mask during the supervised session.

Learners will need to complete a Health Declaration before the driving session with the following:

- I have not travelled overseas in the last fourteen (14) days
- I do not have COVID-19 related symptoms (fever, cough, sore throat and/or shortness of breath)
- I have not to my knowledge been in close contact with a confirmed COVID-19 case
- I am not required by any Government agency to be in self-isolation
- I, or someone close to me, does not have any known serious respiratory or underlying health condition that could be adversely affected by the COVID -19 virus
- I will advise my LDMP immediately if I do show flu-like symptoms (fever, cough, sore throat and/or shortness of breath) or come into close contact with someone who has.

How to Properly Put on and Take off a Disposable Respirator

WASH YOUR HANDS THOROUGHLY BEFORE PUTTING ON AND TAKING OFF THE RESPIRATOR.

If you have used a respirator before that fit you, use the same make, model and size.

Inspect the respirator for damage. If your respirator appears damaged, DO NOT USE IT. Replace it with a new one.

Do not allow facial hair, hair, jewelry, glasses, clothing, or anything else to prevent proper placement or come between your face and the respirator.

Follow the instructions that come with your respirator.¹

Putting On The Respirator



Position the respirator in your hands with the nose piece at your fingertips.



Cup the respirator in your hand allowing the headbands to hang below your hand. Hold the respirator under your chin with the nosepiece up.



The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears. Do not crisscross straps.



Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.

Checking Your Seal²



Place both hands over the respirator, take a quick breath in to check whether the respirator seals tightly to the face.



Place both hands completely over the respirator and exhale. If you feel leakage, there is not a proper seal.



If air leaks around the nose, readjust the nosepiece as described. If air leaks at the mask edges, re-adjust the straps along the sides of your head until a proper seal is achieved.



If you cannot achieve a proper seal due to air leakage, ask for help or try a different size or model.

Removing Your Respirator



DO NOT TOUCH the front of the respirator! It may be contaminated!



Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator.



Discard in waste container.
WASH YOUR HANDS!

Employers must comply with the OSHA Respiratory Protection Standard, 29 CFR 1910.134 if respirators are used by employees performing work-related duties.

¹ Manufacturer instructions for many NIOSH approved disposable respirators can be found at www.cdc.gov/niosh/nppt/topics/respirators/disp_part/

² According to the manufacturer's recommendations

For more information call 1-800-CDC-INFO or go to <http://www.cdc.gov/niosh/nppt/topics/respirators/>



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How to fit and remove a surgical mask

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[How to fit and remove a surgical mask - PDF 139 KB](#)

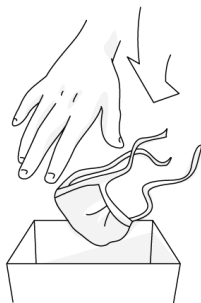
Fitting a surgical mask



Position mask over mouth and nose

Fasten ties or tapes above and below ears at back of head

Removing and disposing of mask



With clean hands, untie or break ties at back of head

Remove mask by only handling at the ties, then discard in appropriate waste

Wash hands