

Infection Prevention and Control

ICON Drive Services

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Contact person: _____

Contact person phone: _____

Guidance	In the event of: Action to mitigate the introduction and spread of an Infection
Hygiene	
Provide hand sanitiser for use on entering the vehicle, or as requested, and ensure adequate supplies of are available.	<i>Prior to commencement of lessons, the instructor and student are advised to use hand sanitiser when entering the vehicle.</i> <i>If required or requested, the student or instructor may elect to use hand sanitiser during the lesson.</i>
Where possible, enhance airflow through the vehicle by opening windows and adjusting air conditioning/heating.	<i>During lessons, the instructor may request that the student pull to the side of the road, open the windows of the vehicle to allow fresh air to enter. Where possible, a window will be adjusted allowing air flow through the vehicle.</i> <i>When using the air-conditioner or heater, the air flow will be set to take fresh air from outside the vehicle. The recirculation control will not be used, unless driving through freeway tunnels, smoke, or where air quality is compromised. This should only occur until the air quality is deemed acceptable.</i>
In the vehicle, and as directed or mandated, ensure all persons wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available.	<i>A facemask will be used in the vehicle if deemed necessary to prevent the spread of an infection, and will be mandatory for all persons within the vehicle. This will also apply if directed or mandated by a government service, unless a lawful exception applies.</i> <i>The instructor may elect to wear appropriate gloves, however, the gloves should in no way hinder the instructors ability to take control of the vehicle if required.</i> <i>The instructor will ensure an adequate supply of facemasks is available in the event a student does not have one. The instructor will provide additional PPE as required. Eg: Gloves, cleaning items, anti-bacterial wipes</i>

Guidance	In the event of: Action to mitigate the introduction and spread of an Infection
Provide training on the correct use and disposal of face coverings and PPE, and on good hygiene practices to slow the spread of an infection.	<p><i>All instructors are trained in the use and disposal of facemasks and PPE. Instructors are required to follow the protocols as mandated by ICON Drive Services.</i></p> <p><i>At all times instructors will follow good hygiene practices, by regular washing of hands, use of hand sanitiser, disinfectants, and any required PPE.</i></p>
Sanitise all high-touch areas and surfaces within the vehicle.	<p><i>Instructors are required to disinfect high touch areas within the vehicle before and after each lesson. These high touch areas are:</i></p> <ul style="list-style-type: none"> • <i>Steering wheel</i> • <i>Gear selector</i> • <i>Indicator and wiper arms</i> • <i>Door handles (Inside and out)</i> • <i>Mirrors</i> • <i>Internal buttons dials and gauges</i> • <i>Seat belts, buckles, and seats</i> • <i>Consoles and door rests</i> • <i>Window switches and locks</i> • <i>Keys and remote entry pads</i> • <i>Lights and hazard light switches</i>

Guidance	In the event of: Action to mitigate the introduction and spread of an Infection
Cleaning	
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<p><i>As required, Instructors will carry and maintain adequate supply of cleaning, sanitising, and disinfectant products within the vehicle at all times. This includes:</i></p> <ul style="list-style-type: none"> • <i>Hand sanitiser</i> • <i>Spray and wipe disinfectant</i> • <i>Disposable paper towel or cloths</i> • <i>Disinfectant glass and mirror cleaner</i>

Guidance	In the event of: Action to mitigate the introduction and spread of an Infection
Physical distancing and limiting workplace attendance	
Establish a system to screen students and any person in the vehicle, before conducting a lesson.	<p><i>As required, Instructors will ask the following questions prior to each lesson. If any answer is 'Yes', then the lesson will be cancelled and rescheduled to a later date:</i></p> <ul style="list-style-type: none"> • <i>Do you feel unwell, or feel that you are sick and it may be contagious?</i> • <i>Is anyone in your family unwell, or feel sick and it may be contagious?</i> • <i>Have you or anyone in your family come into contact with anyone that has been sick or unwell?</i> • <i>Have you or your family come into contact with anyone that has been diagnosed or being treated for a contagious disease?</i>

Guidance	In the event of: Action to mitigate the introduction and spread of an Infection
Minimise the number of people within the vehicle, or waiting prior to lessons.	<p><i>As required, Instructors will structure lessons times to allow for sanitisation, screening questions, and general questions.</i></p> <p><i>The number of people allowed within the vehicle will be determined by the activity.</i></p> <p><i>General Lessons – 2</i></p> <p><i>License Test – 3</i></p> <p><i>OT Assessments - 3</i></p> <p><i>Parents of students will not be allowed in the vehicle, unless for specific medical or exemption reasons.</i></p>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of students, family members of students, or any other person joining a lesson.	<p><i>Student details will be recorded in a diary, and include anyone joining the lesson, or in close contact with the student.</i></p> <p><i>In the event that a student, or other person that joined a lesson, becomes unwell, the details will be recorded, and appropriate action taken as per stipulated guidelines from a designated authority.</i></p>

Guidance	In the event of: Action to mitigate the introduction and spread of an Infection
Response to a suspected or confirmed infection outbreak	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<p><i>In the event that a student or close contact reports that they have been found to be positive to an infection, then the following will apply:</i></p> <p><i>All driving lesson and activity will be suspended immediately</i></p> <p><i>Impacted persons will self isolate immediately</i></p> <p><i>Impacted persons will be tested as soon as practicable</i></p> <p><i>Impacted persons will continue to self isolate for the required days irrespective of test outcome</i></p>
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<p><i>All records of lessons and close contacts are to be forwarded to the relevant authority as soon as practicable.</i></p>
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<p><i>Vehicle(s) are to be cleaned, sanitised, and disinfected immediately.</i></p>