



## **Washington State Commercial Driver Licensing In-Cab Training and Testing COVID-19 Requirements**

***Effective May 5, 2020, in-cab driver training and testing for commercial driver license applicants in Washington State may take place under the conditions outlined in this document. Adherence to these requirements will be strictly enforced.***

This written plan is to be used for all in-cab driver testing and/or training, all training and testing. This plan includes policies regarding the following control measures: PPE utilization, sanitation, and COVID-19 safety training. A copy of the plan is to be available at each training and/or testing location and available for inspection by state and local authorities. The requirements in the plan must be provided in writing to trainees.

Coleman Oil will comply with the following COVID-19 worksite-specific safety practices, as outlined in Washington State Governor Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor and Industries General Coronavirus Prevention Under the Stay Home, Stay Healthy Order (DOSH Directive 1.70: <https://www.lni.wa.gov/safety-health/safety-rules/enforcementpolicies/DD170.pdf>).

### **Personal Protective Equipment (PPE) and Supplies**

1. Instructors must use the following PPE and supplies and receive training on their proper use:
  - ☐ Gloves
  - ☐ Masks (surgical or cloth)
  - ☐ Fitted safety glasses or goggles.
  - ☐ Anti-viral cleaning products/ disinfectant.
2. Instructors must ensure trainees have the appropriate face covering for use during testing or training. Training or testing will be rescheduled if necessary.

### **Additional safety requirements**

3. During the on-road portion of in-cab testing and training, the windows of the vehicle will be rolled down enough to create airflow through the cab of the vehicle.
4. When testing or training is scheduled, the instructor will provide expectations for Trainees who are testing or training:

- Trainees are to check in and then wait in the vehicle until training or testing begins.
  - Trainees are not to congregate with each other or other employees.
  - Trainees will be told they cannot report to testing or training if exhibiting symptoms of illness.
5. Social distancing will be observed whenever practical. For example, during the pre-trip inspection and driving portions of the testing.

### **Sanitation**

6. Instructors are responsible for keeping facility surfaces disinfected and having handwashing facilities or sanitizing stations with hand sanitizer or wipes available.
7. For in-cab testing, trainees are required to clean and disinfect the interior of the vehicle under direction of the instructor.
8. Instructors are responsible to post, in areas visible to all employees and trainees, required hygiene practices and information about how to prevent the spread of COVID-19.

### **Student and Test Subject Health/Symptoms**

9. When trainees arrive, instructors must ask trainees if they have had any symptoms of illness within the past 72 hours. Training or testing will be rescheduled if necessary.
10. If a trainee appears to be exhibiting symptoms of an illness at any time during the training or test, the training or test will be terminated and rescheduled as appropriate.

### **Employee Health/Symptoms**

11. Coleman Oil has a policy which encourage employees to stay home or leave the worksite when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform Coleman Oil. See Coleman Oil COVID-19 Information / policy.
12. Employees are to inform their supervisors if they have a sick family member at home with COVID-19. If an employee has a family member sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the Washington State Department of Health.
13. Employees are to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the employee should be immediately sent home. If symptoms develop while the employee is not working, the employee should not return to work until they have been evaluated by a healthcare provider.

14. Failure of employees to comply will result in employees being sent home during the emergency actions.
15. Employees who do not believe it is safe to work will be allowed to remove themselves from the worksite and Coleman Oil follow the expanded family and medical leave requirements included in the Families First Coronavirus Response Act or allow the worker to use unemployment benefits, paid time off, or any other available form of paid leave available to the worker at the worker's discretion.
16. If an employee is confirmed to have COVID-19 infection, Coleman Oil will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Coleman Oil will instruct fellow employees about how to proceed based on the CDC [Public Health Recommendations for Community-Related Exposure](#).

These practices are required as long as the Washington State "Stay Home, Stay Healthy" Gubernatorial Proclamation 20-25 is in effect or if adopted as rules by a federal, state, or local regulatory agency.

Workplace safety and health complaints may be submitted to the L&I Call Center: (1-800-423-7233) or via email to [adag235@lni.wa.gov](mailto:adag235@lni.wa.gov). General questions about how to comply with workplace safety practices can be submitted to the state's Business Response Center at <https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5>. All other violations related to Proclamation 20-25 can be submitted via at: <https://bit.ly/covid-compliance>.