

## **Instructor Protocols & Checklist – Updated March 13, 2022**

Wearing a mask is MANDATORY through to April 8, 2022. As of April 9, 2022, wearing a mask is STRONGLY RECOMMENDED.

Physical distancing is always an option (2m or 6ft).

Ventilation. Ensure the Overhead Door is Open during all cleaning process times to allow for ventilation, but ensure you close the door before class starts. This includes BEFORE, BETWEEN, and AFTER each class.

Please remind participants to sanitize when they enter class

Use the products provided by NADA Inc to clean and disinfect. Store and use chemicals out of the reach of pets.

### **BEFORE CLASS:**

Complete the COVID-19 Screening Questionnaire

Sanitize your hands immediately upon entering the Facility

Ventilation. **Ensure the Overhead Door is Open during all cleaning process times** to allow for proper ventilation, but ensure you close the door before class starts. **This includes BEFORE, BETWEEN, and AFTER each class.**

Please remind participants to sanitize when they enter class

Use the products provided by NADA Inc to clean and disinfect. Store and use chemicals out of the reach of pets.

### **DURING CLASS:**

Hand Sanitizer will be available at the front, back and mid-Facility for your use. Store and use chemicals out of the reach of pets.

Dispose of any paper towels used into the Garbage.

### **AFTER CLASS:**

**Open the overhead door and proceed to clean/disinfect the following surface areas:**

- Door knobs (inside entrance, overhead door latch, and inside/outside bathroom)
- Gate latch and areas where people touch to open and close gates (including front wooden gate, folding white gates, and visual barrier gates)
- Faucets, Sink, Toilet Seat, and Toilet Handle
- Any surfaces you note may have been touched by students and/or instructors
- All equipment that has been used during class (students may assist with tear-down and cleaning of equipment)
- Empty any garbage bins as needed
- Spray Bottles for Dog Accident Clean-up