

Instructor Protocols & Checklist

Complete the **COVID-19 Daily Screening Questions** and ensure you have answered **NO** for all questions before entering the Facility **EVERY** time.

Wear disposable gloves for all tasks in the cleaning process, including handling trash. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. **Wearing a mask is strongly encouraged.**

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.

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

Ask **EACH** student at the **START of EVERY class**, if they have answered no to all of the **COVID-19 Daily Screening Questions**.

BEFORE CLASS:

Sanitize your hands immediately upon entering the Facility using Hand Sanitizer. Then wear disposable gloves to clean/disinfect and set-up equipment.

Open the overhead door and wear disposable gloves 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
- Light Switches
- Chairs & Tabletop
- Spray Bottles for Dog Accident Clean-up

BETWEEN CLASSES:

Open the overhead door and wear disposable gloves to clean/disinfect the following surface areas:

- Door knobs (inside entrance 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)
- Any surfaces you note may have been inadvertently touched by students and/or instructors

AFTER CLASS:

Open the overhead door and wear disposable gloves 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 inadvertently touched by students and/or instructors
- All equipment that has been used during class
- Empty any garbage bins as needed
- Spray Bottles for Dog Accident Clean-up

Sanitize your hands immediately before exiting the Facility using Hand Sanitizer.