



ABSTRACT

Disaster Management Act, 2005 – Guidelines on Preventive Measures to Contain Spread of COVID-19 for Driving Schools – Approval of Standard Operating Procedure (SOPs) – Issued

REVENUE AND DISASTER MANAGEMENT (D.M.II) DEPARTMENT

G.O.(Ms) No.415

Dated :10.08.2020

சார்வரி ஆடி 26 ,
திருவள்ளூர் ஆண்டு 2051,

Read :

1. G.O.(Ms)No.172, Revenue and Disaster Management (D.M.II) Department, dated:25.03.2020 and addendums issued thereon.
2. G.O.(Ms)No.217 Revenue and Disaster Management (DM II), Department, dated:03.5.2020 and amendments issued thereon.
3. G.O.(Ms)No.245 Revenue and Disaster Management (DM II), Department, dated:18.05.2020 and amendments issued thereon.
4. G.O.(Ms)No.262 Revenue and Disaster Management (DM- II), Department, dated:31.05.2020.
5. GO.Ms.No.324, Revenue and Disaster Management (DM II), Department, Dated: 30.06.2020 and amendments issued thereon.
6. GO.Ms.No.396, Revenue and Disaster Management (DM II), Department, Dated: 31.07.2020 and amendments issued thereon.
7. Hon'ble Chief Minister's Press Release No.144, dated 08.08.2020.
8. GO.Ms.No.413, Revenue and Disaster Management (DM II), Department, Dated: 08.08.2020
9. From the Principal Secretary/Commissioner of Revenue Administration, letter No.OCI/563/2020 dated: 09.08.2020

ORDER:

In the Government orders 1 to 7th read above, the Government have issued orders with regard to the guidelines to be followed during lock down period in adherence to the notifications issued by Ministry of Home Affairs, Government of India from time to time.

2. In the order 8th read above, orders were issued to permit the Driving Schools throughout the State of Tamil Nadu by adhering Standard Operating Procedures (SOPs)

3. Accordingly the Principal Secretary/Commissioner of Revenue Administration in the letter 9th cited has sent draft Standard Operating Procedures prescribing guidelines for operating Driving Schools.

4. The Government after careful examination hereby issue Standard Operating Procedures (SOPs) prescribing guidelines for operating Driving Schools in the **Annexure.**

(By order of the Governor)

**K.SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT.**

To

✓ The Principal Secretary/ Commissioner of Revenue Administration,
Chepauk, Chennai-05.

The Principal Secretary/Transport Commissioner, Chepauk, Chennai-5.

The Commissioner, Greater Chennai Corporation, Chennai - 03.

All the District Collectors.

Copy to:

The Chief Minister's Office, Chennai-9.

The Special PA to Hon'ble Minister for Revenue and Disaster
Management and Information Technology, Chennai-09.

The Private Secretary to Chief Secretary to Government, Chennai-9.

The Private Secretary to Additional Chief Secretary to Government,
Home and Prohibition and Excise Department, Chennai-9.

/Forwarded By Order/

Shanmugam
10/12/20
SECTION OFFICER.

Annexure
Standard Operating Procedure (SOP)
Guidelines on Preventive Measures to Contain Spread of
COVID-19 in Driving Schools

General Guidelines:-

The Driving Schools shall observe the procedure outlined below and ensure that all the necessary steps are taken to avoid spread of Covid-19 while carrying out their activities with effect from 10.08.2020.

- i. All driving schools in the containment zones shall remain closed. Only those outside containment zones will be allowed to open up.
- ii. Observance of social distancing, wearing of masks and other COVID-19 related protocols, as prescribed by Central, State and District Health authorities from time to time should be ensured by the Driving Schools.
- iii. Persons above 65 years of age, persons with co-morbidities and pregnant women are advised not to attend driving classes. Organizations managing the driving schools shall advise all the instructors / trainers, trainees, staff members & visitors accordingly.
- iv. The entrance of the Driving Schools to have mandatory hand hygiene (sanitizer dispenser/hand washing with soap) and thermal screening provisions.
- v. All persons entering the Driving Schools should be carefully screened and the temperature, mobile numbers/Aadhar card should be recorded in Special Register for every person on daily basis. This Register will be shown for all Government Inspecting Authorities. Installation of CCTVs is advised.
- vi. Only asymptomatic persons (including staff) should be allowed in the driving school premises and in the training imparting vehicle.
- vii. All persons to be allowed entry only if using face cover/masks.
- viii. Posters/standees on preventive measures about COVID-19 to be displayed prominently in the premises of the Driving School.
- ix. Proper crowd management in the parking lots, in corridors and in elevators – duly following social distancing norms shall be organized.
- x. Staggering of trainees/ visitors to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of premises.
- xi. There should be sufficient time gap between the consecutive theory Classes. Lengthy classroom sessions should be avoided.

Reading Materials and case studies, etc. should be made available in advance to the trainees so as to reduce the classroom time.

- xii. As far as possible, training programs should be conducted in digital online/virtual mode. Wherever it is necessary to conduct training in physical mode, the duration of the training session should be reviewed carefully to make it more compact by separating the training curriculum into digital and physical mode. Further, the maximum capacity per learning session in the learning classrooms should be calculated based on the floor space available and the number of persons per training session should be restricted by strictly adhering to the social distancing norms.
- xiii. Group exercises or group classes may be encouraged to be held in online/virtual format.
- xiv. All Class rooms, Staff Rooms, Offices, Training Class Rooms, Traffic Education Rooms, Common areas, Washrooms and all other frequently touched surfaces (door knobs, handles etc.,) should be thoroughly cleaned/ disinfected using clinically approved disinfectants after each session.
- xv. On best effort basis, the Driving Schools should ensure that the Arogya Setu app is downloaded and installed by the trainees/other staff and faculty having compatible phones.
- xvi. Staff residing in the containment zone shall not attend to work till containment zone is de-notified
- xvii. Housekeeping staff to be informed & trained about norms for waste management & disposal
- xviii. The institute should Promote card based/contactless payment for all financial transactions.
- xix. All employees who are at higher risk i.e. older employees above 65 years of age, pregnant employees and employees who have underlying medical conditions be advised not to come to the institute or otherwise take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the clients.
- xx. Sufficient ventilation should be ensured in the lecture halls/classrooms and Air Conditioners should be avoided.
- xxi. If any trainee/faculty exhibits symptoms including fever/ cough/sore-throat/influenza like symptoms, the concerned institution should observe the following additional precautions:-
 - a. Place the ill person in a room or area where they are isolated from others.
 - b. Provide a mask/face cover till such time he/she is examined by a doctor.

- c. Immediately inform the nearest medical facility (hospital/clinic) or call the State or district helpline.
- d. A risk assessment will be undertaken by the designated public health authority (district Rapid Response Team /treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
- e. Disinfection of the premises to be taken up if the person is found positive.

Important Instructions to Driving Schools for In-Vehicle Training:-

- i. All instructors/trainers and trainees should clean their hands thoroughly with hand sanitizers before they enter the training imparting vehicle.
- ii. All driving instructors/trainers and trainees must wear face masks and hand gloves for every training session. The management of the Driving schools shall ensure that hand sanitizer, face mask, hand gloves, etc. are available in all training imparting vehicles.
- iii. All training imparting vehicles should be cleaned before and after every learning session with the clinically approved disinfectants.
- iv. Thermal Screening shall be done to all the trainees before allowing them into training imparting vehicle and in case, if the trainees are found to be sick they should not be permitted to enter the training imparting vehicle.
- v. Staggering of trainees to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of vehicles.
- vi. The windows of the training imparting vehicle should be kept open during the learning session and air conditioners should be avoided.
- vii. Only Three Persons, including the Instructor, should be allowed inside the training imparting vehicle to take part in the Driving Classes.

K.SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT.

/True copy/

deejms
19/8/20
SECTION OFFICER.