

Dear Parents and Students,

At Excel Driving Instruction, health and safety is our core function. We strive to promote safe driving and to teach our students to lead healthy lifestyles. Because health and safety are so important to us, we wanted to express our concerns about the possibility of an upcoming pandemic flu and want to let you know what our plans are.

Since the flu is easily passed from one person to another, we are asking for your help in order to ensure the health of our students, our staff and their families. Maintaining good hygiene is crucial.

After each class, all desks will be wiped down and disinfected. After each drive, the inside of the car will also be sprayed with anti-viral disinfectant. We ask that students and staff please wash their hands as much as possible and use the tissue and wastebaskets provided. Numerous hand sanitizers are located throughout the office and classroom.

If any student or staff member begins to display any type of flu symptoms, we ask that they please do not come to class and/or cancel their scheduled drive(s). The following is a list of common flu symptoms:

- Fever
- Chest Discomfort
- Body Aches and Pains
- Headaches
- Tiredness/Weakness
- Sore Throat

Since the state requires that all students complete a minimum 30 hours of classroom instruction and 6 hours behind-the-wheel instruction, Excel Driving will be very accommodating when it comes to making up any classroom time or drives that were lost due to sickness. We will waive the \$20 “No Show” fee for any student who cancels a drive because of illness.

In a worst case scenario, Excel Driving Instruction may have to temporarily shut down if there are no High School classes or if we do not have enough healthy instructors to teach our classes and behind-the-wheel sessions. Typically, pandemics are not brief events. If students are in an ongoing class during the temporary shut down, their hours will be logged and will be transferred to a new class session once Excel reopens. If students are enrolled for a class that has not started, those classes will be put on hold and rescheduled. Priority will be given to students enrolled in a class that had already started and to older students who will be in need of a license sooner. If the new dates for the class do not fit your family’s schedule, we will be happy to provide a refund. Please check www.cancellations.com for information about cancelled and rescheduled Excel Driving Instruction classes.

It is our hope that a pandemic flu does not hit, and that our plan of action will not have to go into effect. However, if the flu does strike, rest easy knowing that Excel Driving Instruction has a plan to ensure the healthiest and safest learning environment for you and your family. Please visit www.pandemicflu.gov for more information on how to prevent the flu in your home and community. If you have any questions regarding this matter, please contact Excel at info@exceldriving.com or 219-528-2788. Thank you.

Sincerely,

Stu Summers
Vice-President