

# COVID-19 Response Guide

## Table of Contents

- 1. Prevention 2
- 2. Sanitation Duties 3
- 3. Reporting and Self-Quarantine 4
- 4. Reporting 4
- 5. Diagnosis and Symptoms 4
- 6. Feeling Sick 4
- 7. Testing 5
- 8. Quarantine 5
- 9. Cleaning Post Exposure 5
- 10. Local COVID-19 Situation Resources 6

# Prevention

American Flight Schools will remain open using modified operational and dispatch procedures. However, staff and members must remain vigilant. Below are a few rules that will help keep our community healthy.

1. All staff and members are required to wash their hands with warm water and soap for at least 20 seconds EVERY TIME you do the following:
  - Entering AND exiting the facility
  - Before AND after each ground school
  - Before AND after each flight
  - Before and after eating
  - After using the restroom

This means you will be washing your hands many times every day. Please stay vigilant and continue to wash your hands thoroughly at each of the check-points mentioned above. Notify American Flight Schools if a hand washing station or sink is out of soap and we will refill it as soon as possible. Sanitizing hand gel can be used to supplement hand washing but is not a replacement.

- Cover your cough with a tissue or cough into your elbow.
- Members and staff are required to report illness to a manager. The most common symptoms are fever, cough, and shortness of breath. If you have any symptoms, do not enter the facilities and please self-quarantine.
- Please avoid all crowded venues and events including concerts, sporting events, and festivals. Social separation will reduce opportunities for the disease to spread.
- Members and staff must regularly monitor their temperature to check for fever. Those with a fever should immediately report via email to management and self-quarantine.
- Keep calm. Do not hoard cleaning supplies.
- Staff and members must notify management of all travel. Quarantine requirements will be determined on a case by case basis.

Members and staff may wear masks, but per CDC recommendation they are not required for those not demonstrating symptoms.

Anyone, staff or member, must immediately report COVID-19 symptoms to management via email and self-quarantine. No one with a fever is permitted on any facility at any time for any reason. Anyone may be tested for fever without cause at any time. Refer to the Reporting and Self-Quarantine section of this document.

# Sanitation Duties

Below are sanitation duties listed by location. Additionally, all staff should be proactive about cleaning their work area daily. Soap and hand sanitizer are readily available at all locations.

- Briefing Area – Dispatch will clean twice per day (keyboards, hard surfaces)
- Dispatch Desk - Dispatch will clean twice per day (keyboards, hard surfaces)
- Lounge Area- Dispatch will clean twice per day (keyboards, hard surfaces)
- Aircraft & Simulators –Dispatch will provide a paper towel wetted with sanitizer to wipe down controls (yokes, dashboard, etc.)
- Bathrooms – cleaned daily by janitorial service or our staff & thoroughly disinfected, no further action needed
- American Flight Schools limits the number of persons in each area of the building to current CDC or local health department recommendations.

## CFI and Member Additional Procedures

To reduce the risk of infectious disease transmission within our aircraft and ATDs, we have implemented the following dispatch procedures to mitigate the risk to clients and instructors.

- Cleaning and disinfecting supplies are in the after hours box.
- When the aircraft or ATD keys are dispatched, you should be offered disinfecting wipes and a screen wipe. Disinfecting wipes may be used to clean major surfaces, controls, and knobs that may be touched during the flight. **ONLY APPROVED SCREEN CLEANERS** may be used on radio screens, touch screens, and EFIS displays. We are currently using CleanTex AllScreens Computer Screen Cleaner (833) wipes and CleanTex Phone Wipes (806) (or equivalent) to clean screens. They are essentially the same cleaning product with a different size cloth which we have tested on radio and EFIS screens. (CleanTex brand or equivalent)
- It is up to the member and the instructor to determine the flight deck surfaces to wipe down prior to and after their flight.
- After the flight, members and instructors must also ensure that all trash is removed from the airplane as is our normal practice.

Immediately dispose of used tissues and wipes in garbage. If you need an additional disinfecting wipe for a work area, contact the dispatch desk.

# Reporting and Self-Quarantine

Anyone, staff or member, must immediately report COVID-19 symptoms to management via email at [HR@americanflightschools.com](mailto:HR@americanflightschools.com) and self-quarantine. No one with a fever is permitted on our facilities at any time for any reason. Anyone may be tested for fever without cause at any time.

## Reporting

Anyone exhibiting COVID-19 symptoms must report via email to management immediately at [HR@americanflightschools.com](mailto:HR@americanflightschools.com) . In this report members/staff should include the following details:

- Name
- Symptoms exhibited and when they presented
- List all visits to the facilities in the last 10 days
- What classrooms did you go to?
- Who did you talk to or interact with?
- What planes did you fly or work on?
- Did you visit anyone else's office?
- Where you will self-quarantine and your plans to contact medical professionals. This information will be used to sterilize areas and quarantine others at high risk of infection.

## Diagnosis and Symptoms

All exhibiting symptoms of COVID-19 should consult a medical professional for diagnosis. The symptoms are cough, fever, and shortness of breath. Fever is generally defined as a temperature above 99.5 F. If you show any signs of Covid-19 self-quarantine and/or call medical office before visiting so they can prepare and minimize others' exposure.

## Feeling Sick

American Flight Schools requires employees or members to stay home if they are sick.

- Cover coughs and sneezes
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- If you think you may be sick, leave work immediately.
- If you have symptoms, contact a doctor. Going to a doctor's office will expose you and to other ill people, and others to you.
- If you go to a doctor's office, you should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's

office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room.

## **Testing**

A medical professional will determine if your symptoms are indicative of COVID-19 and if testing is required.

## **Quarantine**

Staff and members are requested to self-quarantine at home. Those who a medical professional believes may have COVID-19 must stay in quarantine until advised otherwise by medical professionals.

## **Covid-19 Cleaning Post Exposure**

If a Member or Staff were to be diagnosed with Covid-19. Post exposure cleaning would include the use of Bacoban fogger for each aircraft that had been exposed. See link for greater details on the use of Bacoban : <https://www.frasersaerospace.com/product/bacoban-for-aerospace-aircraft-cabin-antibacterial-cleaner/>

Bacoban is currently being used for disinfecting aircraft for Frontier Airlines, Children's Hospital, Flight For Life, Denver Air Life, NetJets, Flexjet, and numerous other clients.

Bacoban once used, is a disinfectant which combines sterilization with long term residual protection. The product is used to disinfect and provide ongoing protection for 10 to 14 days depending upon its use. It is our intent to provide the ongoing use of Bacoban in facilities depending upon availability. At this time, this includes all Colorado locations. We will use this technique on both the facilities and aircraft at manufacture recommended frequencies, until the threat passes.

## **Local COVID-19 Situation Resources**

The United States Center for Disease Control (CDC) will be putting out regular updates to policy and guidance for the nation. These can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

However, the COVID-19 situation varies drastically across the United States. Currently the Denver area has been less affected than some other areas.

Information on cases and testing in Colorado is available at the website below:

<https://covid19.colorado.gov/>

Information on cases and testing in Nebraska is available at the website below:

<https://www.nebraskamed.com/COVID>

Information on cases and testing in Oregon is available at the website below:

<https://govstatus.egov.com/OR-OHA-COVID-19>

Information on cases and testing in California is available at the website below:

<https://www.nbcbayarea.com/news/coronavirus/live-blog-latest-coronavirus-updates/2255826/>

Management will discuss the COVID-19 situation daily to determine next steps and keep students, staff, and customers apprised of any changes to policy or operations.