

# Guide for COVID-19 Response

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# How COVID-19 Spreads per the CDC

## Person-to-person spread

- The COVID-19 virus is thought to spread mainly from person-to-person.
- It is highly contagious and can be spread by people who are asymptomatic as well as symptomatic.
- The virus will spread between people who are in close contact with one another (within about 6 feet).
- The virus spreads through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

## Can someone spread the virus without being sick?

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

## Spread from contact with contaminated surfaces or objects

- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.
- There is no conclusive evidence, but it is possible that the virus can remain on surfaces for hours or even days.

## Symptoms

- Fever
- Cough
- Shortness of breath
- Aches and Pains
- Extreme fatigue

# Steps to Prevent Illness

## Take steps to protect yourself

- Clean your hands often
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- No more than 10 people should be congregating in one place at a time. This includes Dispatch and any common areas. Markings will be placed where appropriate to encourage people to stay apart
- Buses will be limited to a maximum of 9 students plus the driver.
- All ground school will be taught remotely.

## Feeling Sick

### **Employees and students must 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, see a doctor. Use the Company's video healthcare service first. 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.

## Body Temperature Testing

Employees or students who have symptoms of acute respiratory illness are required to stay home and not come to campus until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees or students should notify their supervisor or teams and stay home if they are sick.

- Flight Instructors and students will be temperature tested prior to every flight or simulator mission. Temperature logs will be maintained at each location.
- All other employees are asked to take their temperature at home prior to arriving at work. If an employee does not have a thermometer at home, they will be tested at work
- All international students will test daily in apartments prior to leaving for campus and their class leader will provide daily report of any symptoms of illness. Each apartment will have 1 thermal thermometer to ensure the tests occur.
- If an employee or student is found to have a fever of over 100.4 F, they will be sent home for 14 days unless they have a documentation from a doctor or Covid-19 testing service that states they can return to the campus.
- If an employee or student has someone in their home or who they have been in contact with who has a fever over 100.4 F, they will be sent home for 14 days, unless they have documentation from a doctor or CoVID-19 testing service that states they can return to the campus.

# Social Distancing Procedures

## No employee or student gatherings of more than 10 people in one physical place.

- All employees who can work from home, will work from home.
- No meetings with more than 10 people
- No ground school classes with more than 10 people per classroom. Most ground school classes will be conducted via Distance Learning
- Buses will carry a maximum of 9 students plus the driver
- Dispatch areas will be limited to a maximum of 10 employees and students. Markings will be placed in dispatch lines 6 feet apart to prevent contact in the dispatch lines
- Student lounges and campus study areas will be closed until further notice. Students are encouraged to study at home.
- Managers and employees will reinforce to students the importance of spreading out while waiting for dispatch, buses, etc.
- Facemasks will be provided upon request for employees and students.
- Group activities for International students have been cancelled until further notice. Distance learning will be deployed instead.

## Office Space Hygiene

- Regular wiping/cleaning all frequently touched surfaces in the workplace is required, such as workstations, countertops, and doorknobs. Specific cleaning agents have been identified for use in these areas. Employees and students should follow the directions on the label.
- Disposable wipes will be provided so that commonly used surfaces can be wiped down by employees or students before each use.
- Posters will be put up that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance of our workplace and in other workplace areas where they are likely to be seen.
- No-touch disposal receptacles have been provided for use by students and employees.
- Students and employees must clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Soap and water and alcohol-based hand rubs will be provided in the workplace. Adequate supplies will be maintained, and hand rubs will be placed in multiple locations or in conference rooms to encourage hand hygiene.
- Each campus has a professional cleaning service that cleans and disinfects each facility each evening. All cleanings service vendors have been instructed to use disinfectants recommended to combat COVID-19, i.e. bleach based products, EPA registered disinfectants, and alcohol-based products. Each vendor is to clean commonly touched surfaces, such as workstations, countertops, and doorknobs.

## Aircraft and Simulator Hygiene

- Before leaving dispatch to pre-flight the airplane employees and students must wash their hands or use hand sanitizer.
- Each campus will have isopropyl alcohol spray bottles along with blue paper towels out on the ramp in the orange bins.
- Each bin will have 10 spray bottles, employees and students will spray the blue paper towel and then wipe down all surfaces that are frequently touched in the aircraft.
- Do not spray the panel directly as over spraying can cause damage to the instruments.
- The employee or student must throw away the paper towel in the trash can inside the orange bin.
- Employees and students are not allowed to take the isopropyl alcohol spray bottle with them on flights or leave it in the airplane. The spray bottles are to be returned to the orange bin after each use.
- All commonly touched areas on simulators must be wiped with sanitizing wipes at the start of each mission.
- Before scheduled maintenance and after scheduled maintenance, mechanics will clean the airplane with isopropyl alcohol.

## Precautionary Steps for Students Arriving From Outside the US

- Incoming students will be quarantined by their airlines in their home country if possible, or they must be able to produce a negative COVID-19 test 3 days prior to travel to the US.
- If neither of the above is true, the new student must spend 14 days in self-quarantine in the US prior to training.

## Dealing with a Potential Sick Employee or Student

- CDC recommends that people who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be immediately separated from other employees and be sent home immediately.
- Student Services has a designated apartment to immediately quarantine non - U. S. students if they develop symptoms.
- Employees and domestic students are required to self-quarantine for 14 days if they develop symptoms.
- Managers will be tracking sick employees and students and providing a daily update to the Human Resources manager. The Human Resources Manager will update the CEO and CFO/Managing Director, International daily on this list of sick employees and students.

## Additional Measures in Response to COVID-19

- Employees or students who are well but who have a sick family member at home with COVID-19 should notify Human Resources and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- If an employee or student is confirmed to have COVID-19, the Company will inform fellow employees and students of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Employees and students exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

# Emergency Response Plan COVID-19

## **For International students needing to be taken to Urgent Care/Emergency Room**

- Per CDC guidelines, the employee must first put on a mask and gloves before interacting with the student.
- The masks and gloves provided to the employee are recommended from the CDC, nonsterile patient examination gloves the masks are NIOSH-approved.
- Employee must provide mask and gloves to the student.
- The employee will drive the student to Urgent Care/Emergency Room to get tested.
- If the student tests positive the student will have to abide by the health care provider rules.
- Once the results are in if the student tests positive for the virus the Student Service Employee will activate the Emergency Response Plan and the employee will follow COVID-19 workflow.
- The student will need to fill out survey with everyone he/she has been in contact with.
- The student will need to fill out a survey detailing everywhere he/she has been on and off campus.
- The roommates and instructors of infected student will need to be quarantined and tested immediately.

## **For international students that have a mild case and is told to self-quarantine at home**

- The student will stay in the quarantined apartment.
- The student will check-in daily with Student Services, i.e. text or phone call.
- Student Services will leave food, medication, and sanitary products outside of the apartment in a box and call the student to inform them supplies have been dropped off.
- Student will remain in doors with no contact with others.
- The student will remain quarantined until a doctor releases them.
- If symptoms get worse, the student will call 911 and Student Services for assistance. The student will have to be transported to the hospital by ambulance.

## **For Domestic Students and Employees**

- The employee or student must contact Human Resources to inform the Company of symptoms.
- The employee or student will need to go to Urgent Care/Emergency room to get tested.
- Once the results are in the employee or student will contact human resources to relay the results.
- If the student or employee test positive, they will have to abide by the health care provider rules.
- Human Resources will activate the Emergency Response Plan if an employee/student test positive for the virus and HR will follow COVID-19 workflow.
- The student or employee will need to fill out a survey with everyone he/she has been in contact with.
- The student or employee will need to fill out a survey detailing everywhere he/she has been on and off campus.
- The roommates and instructors of infected student will need to be quarantined and tested immediately.
- The roommates and students of employee will need to be quarantined and tested immediately.
- The student will remain quarantined until a doctor releases them.
- The employee will remain quarantined until a doctor releases them.

### **Facility Procedures when there is a known case of COVID-19**

- All areas or resources that have been used by an infected student or employee will be closed off or quarantined
- A cleaning service will be brought in to immediately disinfect areas that infected students/employees have been on campus. Specific vendors with expertise in disinfection have been identified. The list is maintained by the Head of Facilities.
- The Company will release a statement with specific direction to all employees and students
- The Company will inform the CDC and abide by all CDC recommendations

## Useful Resources

[https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fprevention-treatment.html](https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fprevention-treatment.html)

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

<https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>

<https://www.who.int/health-topics/coronavirus>

Contact the CDC at 800-232-4636