



# Aviation Academy

## COVID-19 Response Guide

### Table of Contents

Prevention.....	2
Sanitation Duties.....	3
Reporting and Self-Quarantine.....	4
Reporting .....	4
Diagnosis and Symptoms .....	4
Testing.....	4
Quarantine .....	4
Local COVID-19 Situation Resources.....	5

# Prevention

US Aviation will remain open for training. However, staff and students must remain vigilant. Below are a few rules that will help keep our community healthy.

1. All staff and students are required to wash their hands with warm water and soap for at least 20 seconds EVERY TIME you do the following:
  - a. Entering AND exiting the Academy
  - b. Before AND after each ground school
  - c. Before AND after each flight
  - d. 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 US Aviation 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.

2. Cover your cough with a tissue or cough into your elbow.
3. Students and staff are required to report illness to a manager. The most common symptoms are fever, cough, and shortness of breath.
4. Please avoid all crowded venues and events including concerts, sporting events, and festivals. Social separation will reduce opportunities for the disease to spread. The Academy will limit each area to no more than 50 people.
5. Students 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. There will be random checks at dispatch.
6. Keep calm. There are no reported cases in the North Texas area. Do not hoard cleaning supplies.
7. Staff and students must notify management of all travel. Quarantine requirements will be determined on a case by case basis.

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

Anyone, staff and student, must immediately report COVID-19 symptoms to management via email and self-quarantine. No one with a fever is permitted on campus 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.

## DTO

- Staff Break Room – Maggie Sykes will clean twice per day, no further action needed
- Student Break Room – Maggie Sykes will clean twice per day, no further action needed
- Weather Room – Dispatch will clean twice per day (keyboards, hard surfaces)
- Dispatch Desk - Dispatch will clean twice per day (keyboards, hard surfaces)
- Aircraft & **Simulators** – note that we are adding sims. Dispatch will provide a paper towel wetted with sanitizer to wipe down controls (yokes, dashboard, etc.)
- Bathrooms – cleaned daily by janitorial service & thoroughly disinfected, no further action needed
- US Aviation limits the number of persons in each *area* of the building to 50 or less, in accordance with CDC recommendations.

## GYI

- Staff Break Room – Dispatch will clean twice per day (hard surfaces, appliances)
- Student Break Room – Dispatch will clean twice per day (hard surfaces, appliances)
- Weather Room – Dispatch will clean twice per day (keyboards, hard surfaces)
- Dispatch Desk - Dispatch will clean twice per day (keyboards, hard surfaces)
- Aircraft & **Simulators** – note that we are adding sims. Dispatch will provide a paper towel wetted with sanitizer to wipe down controls (yokes, dashboard, etc.)
- Bathrooms – cleaned daily by janitorial service & thoroughly disinfected, no further action needed
- US Aviation limits the number of persons in each *area* of the building to 50 or less, in accordance with CDC recommendations.

## CXO

- Staff Break Room – Dispatch will clean twice per day (hard surfaces, appliances)
- Student Break Room – Dispatch will clean twice per day (hard surfaces, appliances)
- Weather Room – Dispatch will clean twice per day (keyboards, hard surfaces)
- Dispatch Desk - Dispatch will clean twice per day (keyboards, hard surfaces)
- Aircraft –Dispatch will provide a paper towel wetted with sanitizer to wipe down controls (yokes, dashboard, etc.)
- Bathrooms – cleaned by janitorial service & thoroughly disinfected, no further action needed
- US Aviation limits the number of persons in each *area* of the building to 50 or less, in accordance with CDC recommendations.

# Reporting and Self-Quarantine

Anyone, staff and student, must immediately report COVID-19 symptoms to management via email and self-quarantine. No one with a fever is permitted on campus 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. In this report students/staff should include the following details:

- Name and Position
- Symptoms Exhibited and When They Presented
- List All Visits to the Academy 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 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. Please either use Teledoc services (available to all employees) or call medical office before visiting so they can prepare and minimize others' exposure.

## Testing

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

## Quarantine

Staff are requested to self-quarantine at home. Students in US Aviation housing will be moved to a quarantine apartment immediately. Those who a medical professional believes may have COVID-19 must stay in quarantine for 14 days after symptoms abate.

## 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 North Texas area has been less affected than some other areas.

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

<https://txdps.maps.arcgis.com/apps/opsdashboard/index.html#/28ba1555d2834e159bfcbf835ff3f5f7>

Information on cases, testing, and Denton (KDTO) local policy is available through the County website:

<https://dentoncounty.gov/Departments/Health-Services/Denton-County-Public-Health>

Information on cases, testing, and Grayson (KGYI) local policy is available through the County website:

<https://www.co.grayson.tx.us/page/hlth.covid-19>

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.