

COVID-19 Preparedness Guide



Rev. 3
23 June 2020

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Please note that these are fast-moving times, and the information provided is only accurate as of the day posted. The information provided does not, and is not intended to, constitute legal or medical advice; instead, all information is prepared and provided for general informational purposes only.

Prevention

North Star Aviation will remain open using modified operational and dispatch procedures. However, staff and students must remain vigilant. Below are a few rules for staff, students, customers, and visitors that will help keep our community healthy. Mask use and procedures for flight operations is outlined in Appendix A.

- Maintain 6 foot social distancing at all times, when possible. If a 6 foot distance is impossible, each person will wear a mask. Wearing a mask should not be a substitute for social distancing.
- Mask use is optional for flight crews in North Star Aviation airplanes. The PIC has ultimate authority on mask use inside the aircraft. (i.e. an instructor may require his/her student(s) to wear a mask)
- Individuals conducting solo flights should not wear a mask.
- If worn, masks should be removed if the use of a mask compromises safety of flight.
- Masks will be available upon request for crews and passengers arriving to the FBO.
- Maximum occupancies for specific areas are listed in Appendix A
- All students and staff must provide their own headset. Headsets will not be shared, and Dispatch will not be lending headsets.

All staff and students are required (all others highly encouraged) 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 lesson
- 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 North Star Aviation if a hand washing station or sink is out of soap and we will refill it as soon as possible. Hand sanitizer is provided throughout the facility and can be used to supplement hand washing but is not a replacement.

- Cover your cough with a tissue or cough into your elbow.
- Students and staff are required to report illness to a flight instructor or 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.
- Students and staff must regularly monitor their temperature to check for fever. Those with a fever should immediately report to the Safety Manager via email to brutt@flymankato.com and self-quarantine.
- Staff and students must notify North Star Aviation's Safety Manager of all travel. Deferral and quarantine requirements are found in a later section.
- Anyone, staff or student, must immediately report COVID-19 symptoms via email to brutt@flymankato.com and self-quarantine. No one with a fever is permitted on any facility at any time for any reason.

- All staff and students are asked to check and monitor their own temperatures daily. Refer to the Reporting and Self-Quarantine section of this document.

North Star Aviation asks that any employee that has other employment in a high-risk occupation cease that other employment until further notice. We respect your right to have other employment, but during the unprecedented times we hope you understand our reasoning behind this decision.

High-risk occupations include:

- Bartender
- Waitress/waiter
- Work in long term care facility
- Any other occupation where 6 feet of social distancing cannot take place.

Entry Procedures

The number of visitors to the terminal building will be limited to only those necessary. All individuals wishing entry will be screened for symptoms and/or exposure. If the visitor answers “yes” to any of the following questions he/she will not be permitted access to the facility (See Reporting and Self-Quarantine section):

- In the last 14 days, have you been confirmed positive for COVID-19?
- Are you currently experiencing, or have you recently experienced, any acute respiratory illness symptoms such as fever, cough, sore throat, or shortness of breath?
- Have you tested positive for COVID-19 regardless of symptoms?
- In the last 14 days, have you been exposed to a person likely to have or who has been confirmed positive for COVID-19? The FAA states that exposures of concern include:
 - a sick household member or intimate partner;
 - taking care of a sick person without using personal protective equipment (PPE); or
 - being within six feet of a sick person (including co-workers and passengers) for a prolonged period of time (i.e. 10 minutes or longer)
- Have you been in close contact with anyone who has traveled and is also exhibiting acute respiratory illness symptoms?
- List your recent travel.

Sanitation Responsibilities and Requirements

Below are sanitation responsibilities and requirements. Additionally, all staff should be proactive about cleaning their work area daily. Soap and hand sanitizer are readily available throughout the facility.

- Check in/out Area – Dispatch will clean twice per day (keyboards, hard surfaces)
- Dispatch Desk - Dispatch will clean twice per day (keyboards, hard surfaces)
- Pre-flight area- Dispatch will clean twice per day (keyboards, hard surfaces)
- Front desk area- Front desk staff will clean twice per day (keyboards, hard surfaces)
- Entry/exit door handles – Line service will clean twice per day
- Aircraft & Simulators –Line Service will provide sanitizing products to wipe down controls (yokes, handles, etc.). Only approved cleaners will be used inside the aircraft cabin. Additionally, Line Service will thoroughly disinfect each aircraft weekly with the product Clear Cabin (SDS found in Appendix B of this document).
- Bathrooms – cleaned daily by our staff & thoroughly disinfected
- Self-Service fuel - Line service will clean twice per day
- Instructor Cubes – cleaned daily by staff, disinfected after each lesson by CFI. The use of instructor cubes should be avoided except for required lessons and there will be no more than 10 individuals in the room at any given time.

CFI and Student 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.

- 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. No products containing ammonia may be used inside the cabin of the aircraft.
- If you need a mask for your scheduled training and do not have one, please notify the dispatch desk at the time of check-in and you will be provided with one.
- It is up to the student and the instructor to sanitize the aircraft prior to and after their flight including, but not limited to the following:
 - Seatbelts
 - Flap Handle/Trim Wheel
 - Parking Brake
 - Fuel Selector
 - Control Wheels
 - Throttle Quadrant
 - Electrical Switches
 - Environmental Switches
 - Buttons/Knobs on PFD/MFD
 - Door Latches
 - Buttons on Standby instruments
 - Glare shield
 - Cowl Flap levers(Seminole Only)
 - Fuel Caps/Doors
 - Oil Caps/Doors

- After the flight, students 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 wipes for a work area, contact the dispatch desk.
- Only required flight crew and authorized observers are permitted in the aircraft. Observers must be authorized by the Chief Flight Instructor.
- Pilot in Command (PIC) has the final authority on who may board the aircraft.

Remote Dispatch

Check out

Remote dispatching will require the student to check Talon and login to check the tail number they will be on. If the student is on the Temperature check, they will call the dispatch number when they arrive in the parking lot. Once their aircraft has arrived back, they will walk directly to the aircraft. Once at their aircraft they will call dispatch and cross reference the times remaining with Talon. The student will answer the questions laid out in the preparedness plan to the dispatcher on the phone. The instructor will authorize the lesson through Talon. Disinfection of the aircraft prior to the lesson will be dependent on the student and/or the instructor prior to flight.

Check In

Once the flight has been completed, a member of the flight crew will take a picture of the Hobbs/Tach times and send it to the dispatcher or call in to confirm end times. Student and instructor must then complete the activity via a smartphone or tablet. The device used will be immediately disinfected and both student and instructor will wash and/or sanitize hands. Students should proceed directly back to their vehicle. If students must come inside, he or she should have little to no interaction with the dispatcher. Personnel not assigned to work inside the building will complete whatever purpose for being inside, and then exit the building in the most expeditious manner.

Procedures for Cross Country Flights

General

Students and instructors are not permitted to exit the aircraft on cross country flights, except in an emergency. Planned fuel stops are only permitted for required long cross country flights, otherwise students and instructors shall ensure that the aircraft has adequate fuel for the planned trip without having the need to refuel until returning to Mankato

Flight Planning

If a fuel stop is required, student and CFI must review all information available for the airport and FBO to ensure fuel is available and to ensure compliance with local COVID-19 procedures. All planned stops must be approved by the chief flight instructor.

Students and instructors are not permitted to leave the FBO/airport at destination airports. Food may be delivered to the FBO if necessary. The use of courtesy cars are prohibited. Overnight stays are prohibited except in emergency situations, all of which will be communicated and coordinated through the Chief Flight Instructor.

Reporting and Self-Quarantine

Anyone, staff or student, must immediately report COVID-19 symptoms to the Safety Manager via email at BRutt@flymankato.com and self-quarantine. North Star Aviation staff must also notify the HR department at MHolt@flymankato.com. No one with a fever is permitted on our facilities at any time for any reason.

Reporting

Anyone exhibiting COVID-19 symptoms must report via email to management immediately at brutt@flymankato.com. In this report students/staff should include the following details:

- Name
- Symptoms exhibited and when they presented
- List all visits to the facilities in the last 14 days
- What areas of the airport 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

Anyone exhibiting symptoms of COVID-19 should consult a medical professional for diagnosis. The symptoms are cough, fever (100.4°F/38°C or higher), and shortness of breath. 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.

Deferral and Quarantine Requirements

North Star aviation has developed the following criteria to be followed after exposure to COVID-19.

- Positive COVID test result – Minimum 14-day self-quarantine
- Direct Contact: 14-day self-quarantine from date of last exposure.
- Indirect Contact: 7-day deferral
- 3rd Degree contact: Self monitor for symptoms

A direct contact is defined as any individual who was within 6 feet of an infected person for at least 10 minutes starting from 2 days before illness onset.

An indirect contact is defined as any individual who was within 6 feet of an individual who had come in direct contact with an infected person.

A 3rd degree contact is defined as any individual who was within 6 feet of an individual who had come in indirect contact with an infected person.

Mandatory 14-day deferral upon return after:

- Traveling outside the local area of your temporary or permanent residence*
- Travel by cruise ship
- Traveling by public transportation with seating capacity of 10 or more
- Travel to a level 3 country found [here](#)¹
- Coming in contact with someone who has done any of the above activities
- Showing symptoms including any of these:
 - Fever
 - Shortness of Breath
 - Cough or sore throat
 - Feeling ill

Travel by commercial airline will require a minimum 7 day deferral upon return. The length of the deferral period will be determined based on travel locations.

*Exemptions may be made on a case-by case basis

All of the above instances will also require a 14-day temperature check upon return to the airport.

In the instance a positive test result of either an indirect or 3rd degree contact, the deferral and or quarantine requirements will be adjusted accordingly.

Return to work/return to training

Anyone who requires deferral or self-quarantine may return to work and/or training under the following conditions:

- 3 days following a full recovery, and free of all symptoms
- 3 days following notification of negative test results

Temperature Check

A temperature check for those identified as requiring one, will contact the dispatch desk at **(507)386-2351** prior to arrival. Temperature will be taken and recorded before entering any airport facility or aircraft. If a temperature is 100.4°F/38°C or higher, the individual will be required to return home to self-quarantine.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html#travel-1>

Feeling Sick

North Star Aviation requires employees or students 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 students 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 Student or Staff were to be diagnosed with Covid-19. Post exposure cleaning would include the use of fogger for each aircraft that had been exposed. The product is used to disinfect and provide ongoing protection for 10 to 14 days depending upon its use. 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. Information regarding Minnesota's response and data for COVID-19 can be found here: <https://www.health.state.mn.us/diseases/coronavirus/index.html>. Management will discuss the COVID-19 situation daily to determine next steps and keep students, staff, and customers updated with any changes to policy or operations.

Appendix A

Mask Use and procedures for Flight Operations

General

- Masks must be worn in any situation where social distancing cannot occur.
- When appropriate, keep interior doors propped open to minimize door contact.

Always attempt to maintain 6 foot social distancing during ground lessons and office visits when possible.

Testing Rooms

- Limit 2 people per room
- All occupants must be scheduled for the oral activity.
- Observers are not allowed.
- Masks must be worn at all times 6 foot social distancing is not possible.

Redbird Simulators (ATD)

- Limit one instructor and one student per activity.
- Unless required for demonstration purposes, instructors should operate the ATD from the exterior and avoid sitting in the cockpit.
- Masks must be worn at all times when two occupants are inside the ATD.

Aircraft Activities

- Crews are permitted to wear masks in the cockpit during all activities where there is more than one crewmember. Mask use in the aircraft is optional, except as designated by the PIC.
- If a mask is worn, the mask can be removed if its use is negatively affecting the safety of flight. This includes (but is not limited to) the following:
 - The use of the mask negatively affects visual ability (fogs glasses or blocks visual field).
 - The use of the mask negatively affects communication between the crew and or ATC.
 - The use of the mask negatively affects the crewmembers ability to have sufficient oxygen.
 - The use of the mask induces fatigue caused by discomfort, heat, or other factors.
- If worn, masks can be removed temporarily to drink liquids.
- Solo activities should not wear the masks while operating aircraft.

Instructor Bay

- Masks must be worn when social distancing cannot be adhered to (6 feet). Limit to 10 people maximum.

Dispatch Desk

- Masks must be worn at all times when social distancing cannot be followed.

Dispatch Area

Limit to 5 people maximum at one time.

- Visitors entering must maintain 6 feet social distancing.
- Masks must be worn when social distancing cannot be followed.

Office Entrance Procedures

- All office visitors must stop short door threshold and announce their presence.
 - Unless required to enter for transactional reasons visitor should stay behind the threshold.

Office Limits and Mask Protocol

- Masks must be worn when social distancing cannot be maintained.

Standard size office

- Limit to 2 people maximum at one time (1 employee and 1 student/visiting employee at a time).
- Masks must be worn when social distancing cannot be maintained.

Assistant Chief Instructors Office

- Limit to 4 people maximum at any time.
- Masks must be worn when social distancing cannot be maintained.

Chief Instructor's office

- Limit to 3 people maximum at any time.
- Masks must be worn when social distancing cannot be maintained.

*Individual offices will follow the standard size office protocol.

FAA Testing Center

- **Reception area**
 - Limit to 2 people maximum at any time.
 - Masks must be worn when social distancing cannot be maintained.
- **Testing area**
 - Masks are available for testers if requested.
 - No more than 3 testers at any time.

Maintenance Office area

- Limited to 4 people maximum

Hangar Floor

- Masks must be worn when social distancing cannot be adhered to (6 feet).

Parts Room

- Follow standard size office protocol

Break room

- Must wear mask at all times social distancing cannot be maintained (when not eating).
- Limit 5 individuals at any time.

Appendix B

Safety Data Sheet

PRODUCT: PreventX 24/7 AVIATION SDS No: PX247

SECTION 1: GENERAL INFORMATION

COMPANY NAME JennsCo LLC	Telephone	615-496-7313
Address 1047 Luxborough Drive	In case of emergency call chemtrec:	1-800-424-9300
City, State, Zip Hendersonville, TN 37075	Outside of U.S.A.:	001-703-527-3887
	Date:	02-01-2020

SECTION 2 : HAZARD(S) IDENTIFICATION

Classification of the substance or mixture in accordance with 29 CFR 1910.1200 (OSHA HCS/GHS).

Signal Word: **Warning**



GHS - Classification

Eye Damage/Irritation (Category 2B)

Hazard Statement(s)

H320 Causes eye irritation

Precautionary Statement(s)

P264 Wash hands thoroughly after handling.
P280 Wear protective gloves/eye protection/protective clothing.
P305 + P351 + P338 IF IN EYES: Rinse cautiously with water for 15 minutes or more. Remove contact lenses, if present and easy to do. Continue rinsing.
P337 + P313 If eye irritation persists: Get medical attention
P501 Dispose of contents in container in accordance with local/state/federal/international regulations.

SECTION 3 : COMPOSITION/ INFORMATION ON INGREDIENTS

HAZARDOUS INGREDIENT	CAS#	PERCENTAGE
3-(Trimethoxysilyl) Propyl dimethyl Octadecyl Ammonium chloride	27668-32-6	1%

SPECIFIC CHEMICAL NAME(S) AND CAS NUMBER(S) MAY BE A TRADE SECRET AS ALLOWED BY 29 CFR 1910.1200

SECTION 4 : FIRST AID MEASURES

EYES: FLUSH EYES WITH WATER FOR AT LEAST 15 MINUTES, OCCASIONALLY LIFTING EYELIDS. GET MEDICAL ATTENTION.

SKIN: WASH EXPOSED AREAS WITH SOAP AND WATER. IF IRRITATION PERSIST, SEEK MEDICAL ATTENTION.

INGESTION: INDUCE VOMITING BY GIVING 2 GLASSES OF WATER AND PLACE FINGER DOWN THROAT. CALL A PHYSICIAN. NEVER GIVE ANYTHING BY MOUTH TO AN UNCONSCIOUS PERSON.

INHALATION: IF AFFECTED, REMOVE INDIVIDUAL TO FRESH AIR.

SECTION 5 : FIRE FIGHTING MEASURES

FLASH POINT: >200F

EXTINGUISHING METHOD: USE WATER, CARBON DIOXIDE, DRY CHEMICAL OR FOAM

SPECIAL FIRE FIGHTING PROCEDURES: USE SELF-CONTAINED BREATHING APPARATUS. WEAR FULL PROTECTIVE CLOTHING.

UNUSUAL FIRE FIGHTING PROCEDURES: NONE KNOWN.

SECTION 6 : ACCIDENTAL RELEASE MEASURES

PERSONAL PRE CAUTIONS: Ensure adequate ventilation. Keep people away from and upwind of spill/leak.

ENVIRONMENTAL PRECAUTIONS: Avoid subsoil penetration. Do not flush into surface water or sanitary sewer system. Advise water authority if spillage has entered water course or drainage system.

METHODS FOR CLEAN UP: Use mechanical handling equipment. Soak up with inert absorbent material(e.g. sand, silica gel, acid binder, universal binder, sawdust)

SPILL: VENTILATE AREA, PERSONS PERFORMING CLEAN-UP SHOULD WEAR ADEQUATE PROTECTION EQUIPMENT. CONTAIN MATERIAL BY DIKING THE AREA AROUND THE SPILL. IF THE PRODUCT IS IN A SOLID FORM, SHOVEL DIRECTLY INTO RECOVERY DRUMS. IF THE PRODUCT IS A LIQUID, IT SHOULD BE PICKED UP USING A SUITABLE ABSORBANT MATERIAL, THEN SHOVELED TO RECOVERY DRUMS. IF THE MATERIAL IS RELEASED INTO THE ENVIRONMENT, THE USER SHOULD DETERMINE WHETHER THE SPILL SHOULD BE REPORTED TO THE APPROPRIATE LOCAL, STATE AND FEDERAL AUTHORITIES.

SECTION 7 : HANDLING AND STORAGE

HANDLING AND STORAGE: MATERIAL SHOULD BE STORED IN ITS OWN CONTAINER AND SHOULD ALWAYS BE KEPT COVERED WHEN NOT IN USE. ALL CONTAINERS SHOULD BE RINSED THOROUGHLY 3 TIMES PRIOR TO DISPOSAL

SECTION 8 : EXPOSURE CONTROLS AND PERSONAL PROTECTION

ROUTES OF EXPOSURE: EYES, SKIN, INGESTION, INHALATION

Acknowledgement

This is to acknowledge that I have received a copy of the most recent COVID-19 Preparedness Plan and have read and understand the policies and procedures it contains as well as any revisions made to it by North Star Aviation. I will keep up to date on all future revisions. I understand that if I have any concerns or questions, I will ask my immediate supervisor or Human Resources.

By signing below, I am agreeing to abide by the plan. I understand that if I do not follow the plan or am found to be not truthful when self-reporting symptoms to the best of my abilities:

Employees – Disciplinary action up to and including termination.

Students – Disciplinary action up to and including suspension in flight training.

Employee/Student Signature

Employee/Student Name (Please Print)

Date