

# COVID-19 Preparedness Plan



**North Star**  

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**A V I A T I O N**

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## Disclaimer:

The COVID-19 pandemic is an ever-changing situation. This policy contains a selection of the most current information at the time of publication. It is impossible to cover every situation and new development, policy, and update. This plan is to be used in conjunction with all other information and resources available.

## About COVID-19

- COVID-19 is an infectious disease.
- The disease is caused by a coronavirus not found in people before.
- It causes viral respiratory illness.
- We are still learning about the new virus. We do not know yet:
  - How sick it may make different people.
  - How well it passes between people.
  - Other features the new coronavirus may have.

## Variants of COVID-19

Viruses constantly change through mutation, and new variants of a virus are expected to occur over time. Sometimes new variants emerge and disappear. Other times, new variants emerge and persist. Multiple variants of the virus that causes COVID-19 have been documented in the United States and globally during this pandemic.

Public health officials are studying these variants quickly to learn more to control their spread. They want to understand whether the variants:

- Spread more easily from person-to-person
- Cause milder or more severe disease in people
- Are detected by currently available viral tests
- Respond to medicines currently being used to treat people for COVID-19
- Change the effectiveness of COVID-19 vaccines

## How it spreads

- People can spread the COVID-19 disease to each other.
- The disease is thought to spread by nose and mouth droplets when someone who is infected coughs, sneezes, or exhales.
- The droplets can land in the mouths or noses of people nearby. It may be possible for people to breathe the droplets into their lungs. It is important to stay 6 feet away from other people in public. At home, someone who is sick should stay alone, in one room, as much as possible.
- Droplets can land on surfaces and objects that other people then touch. It is important to wash your hands before you touch your mouth, nose, face or eyes. Clean surfaces that are touched often. Clean surfaces often if someone in the house is sick.
- Infected people may be able to spread the disease before they have symptoms or feel sick.
- A person can also spread the disease if they have no symptoms. Research has shown that around 40-50% of people infected do not develop symptoms.

## Severity

- Many people with COVID-19 have mild illness. However, anyone can become severely ill from this virus.
- Based on current information and experience:
  - Risk for severe illness increases with age. For example, people in their 50s are at higher risk for severe illness than people in their 40s. Similarly, people in their 60s or 70s are, in general, at higher risk for severe illness than people in their 50s. The greatest risk for severe illness from COVID-19 is among those aged 85 or older.
  - People of any age who have serious underlying medical conditions may have a greater risk of getting very sick from COVID-19.
  - See [CDC: People Who Need to Take Extra Precautions](#) for guidance for people at increased risk or who should be extra careful.
- Ask your health care provider if you have greater risk of getting sicker.
- For more information, see:
  - [Managing Chronic Conditions during COVID-19](#)

## Treatment

- COVID-19 has no known specific treatment.
- Rest and drink lots of liquids.
- If your symptoms get worse and you need a doctor, call your clinic or an emergency room before you go there.

## Many Unknowns

As doctors and scientists continue to gather new information, it is important to take COVID-19 seriously. We know some of the negative effects it can have, but we do not yet know all of the negative effects it may have. It is important to keep working to slow the spread of the virus by staying home when you can, staying 6 feet away from others, wearing a mask, covering your coughs and sneezes, and washing your hands often and well.

(Above information from <https://www.health.state.mn.us/diseases/coronavirus/basics.html>)

## Vaccines

Getting vaccinated against COVID-19 will be one of the best ways to protect yourself and everyone around you. The more people who get vaccinated against COVID-19, the better it is for everyone. More people vaccinated means that there will be less disease in our communities.

Getting vaccinated against COVID-19 is one of the most important steps to protect yourself and your community. By stopping the spread of COVID-19, we can keep businesses, schools, and other venues open. Stopping the spread of COVID-19 gets us closer to the end of the pandemic.

It is important to continue to follow all public health guidance to reduce the spread of COVID-19 even after you are fully vaccinated. This includes wearing a mask, staying 6 feet from others, washing your hands, getting tested for COVID-19 when needed, and following quarantine and isolation requirements (see Deferral and Quarantine Requirements section on page 10).

**NOTE: The FAA requires a 48 hour waiting period after each dose of a COVID-19 vaccine (including boosters) before returning to safety sensitive aviation duties, such as flying.**

### If you have been fully vaccinated:

- You can gather indoors with fully vaccinated people without wearing a mask.
- You can gather indoors with unvaccinated people from one other household (for example, visiting with relatives who all live together) without masks, unless any of those people or anyone they live with has an increased risk for severe illness from COVID-19.
- If you have been around someone who has COVID-19, you do not need to stay away from others or get tested unless you have symptoms.

### Approved Vaccines

The following COVID-19 vaccines are currently authorized for emergency use by the Food and Drug Administration:

- Pfizer-BioNTech,
- Moderna
- Johnson and Johnson [J&J]/Janssen

For more information on COVID-19 vaccines go to: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>

On Aug. 11, 2021, Governor Walz announced that state employees are required to either show proof of full COVID-19 vaccination or be tested weekly. As contactors for the Minnesota State system, North Star Aviation will comply with the State of Minnesota policy and implement a proof of vaccination requirement for all employees. (See Policy in Appendix C)

## 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.

- Anyone, staff or student, must immediately report COVID-19 symptoms via email to [brutt@flymankato.com](mailto:brutt@flymankato.com) and self-quarantine. No one with a fever is permitted on any facility at any time for any reason.
- Masks are not required for fully vaccinated individuals, but strongly recommended for non-vaccinated individuals.
- Maintain 6 foot social distancing at all times, when possible.
- The Pilot-in-Command has ultimate authority on mask use inside the aircraft.
- If worn, masks should be removed if the use of a mask compromises safety of flight.
- Individuals conducting solo flights should not wear a mask.
- 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 staff and students are 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 after each of the activities 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.
- Deferral and quarantine requirements are found in a later section.
- All staff and students are asked to 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 seriously consider the added risk of exposure to COVID-19 while working in those environments. We respect your right to have other employment, we simply ask to be aware of the increased risks and implications of assuming such risk.

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 self-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 10 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 that cannot be attributed to any other health condition?
- Have you tested positive for COVID-19 regardless of symptoms?
- In the last 10 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 is exhibiting acute respiratory illness symptoms?
- Are you or any household members awaiting COVID-19 test results?

**By entering North Star Aviation facilities and/or aircraft, it is implied the individual has undergone the above self-screening, has answered “no” to all screening questions.**



## 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 – Front desk personnel 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 3 times weekly & thoroughly disinfected
- Self-Service fuel - Line service will clean twice per day
- Instructor Cubes – cleaned 3 times weekly 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 18 individuals in the room at any given time.

The entire terminal area including entry and exit points are disinfected weekly with a product called Bacoban. SDS can be found at [https://www.globalappearanceproducts.com/wp-content/uploads/2020/03/MSDS\\_BacobanWB\\_EN.pdf](https://www.globalappearanceproducts.com/wp-content/uploads/2020/03/MSDS_BacobanWB_EN.pdf)

## 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.
- Pilot in Command (PIC) has the final authority on who may board the aircraft.

## Dispatch

### Check out

When you arrive for a lesson, you will first contact dispatch in person thirty minutes prior to the scheduled lesson. The dispatcher will perform a function called “Ops Check In” in Talon, and they will assign you an aircraft type. You will then fill out the appropriate paperwork, and you are expected to have it completed 15 minutes prior to the start of your lesson. At that point you will receive your tail number from the dispatcher and go to pre-flight. It is both the student and instructor’s responsibility to ensure any maintenance inspections are not over flown. This is done by asking the dispatcher on duty how much time is left until the next inspection, writing it on the Weight and Balance sheet, and signing saying that your flight will not exceed the flight time remaining. If requested alternative dispatch procedures can be arranged VIA phone.

### 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 cell phone (507-508-0706). Student and instructor must then complete the activity via a smartphone, tablet, or desktop workstation. The device used will be immediately disinfected and both student and instructor will wash and/or sanitize hands.

## Procedures for Cross Country Flights

### General

Students and instructors should try to mitigate any potential COVID-19 exposure on all flights. Students and instructors should attempt to accomplish flights without entering FBOs for fuel and/or services. This is not always practical, in which case time inside the FBOs should be limited, and social distancing should be maintained.

Students and instructors may leave the FBO/airport at destination airports. Students and Instructors must follow local policies and state orders. Overnight stays should only be considered in extenuating circumstances, all of which will be communicated and coordinated through the Chief/Assistant Chief Flight Instructor.

### Flight Planning

It is the responsibility of the student and CFI to review all information available for any planned airport and/or FBO to ensure compliance with local COVID-19 procedures.

## Reporting and Self-Quarantine

Anyone, staff or student, must immediately report COVID-19 symptoms, direct contacts\*, and pending tests to the Safety Manager via email at [Brutt@flymankato.com](mailto:Brutt@flymankato.com) and self-quarantine. North Star Aviation staff must also notify the HR department at [Mholt@flymankato.com](mailto:Mholt@flymankato.com). No person with COVID-19 symptoms is permitted in our facilities at any time for any reason. Students and MSU faculty/staff should also report confirmed positive COVID-19 test results to the MSU COVID reporting line at 507-389-2030

## Reporting

Anyone exhibiting COVID-19 symptoms must report via email to management immediately at [brutt@flymankato.com](mailto: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 3 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.

**\*A direct contact** is defined as any individual who was within 6 feet of a confirmed COVID-19 positive, or unconfirmed symptomatic person or a person awaiting COVID-19 test results for at least 10 minutes starting from 3 days before illness onset (or, for asymptomatic individuals, 3 days prior to positive specimen collection) until the individual is isolated.

Mandatory deferral after showing COVID-19 symptoms including, but not limited to, any of these:

- Fever or chills
- New Shortness of Breath you cannot attribute to any other health condition.
- A new Cough or sore throat you cannot attribute to any other health condition.
- A new loss of taste or smell you cannot attribute to any other health condition.
- New muscle aches you cannot attribute to any other health condition, and that are not caused by a specific activity (such as physical exercise)
- A new Headache you cannot attribute to any other health condition.
- Vomiting or diarrhea that you cannot attribute to any other health condition.

## Diagnosis and Symptoms

Anyone exhibiting symptoms of COVID-19 should consult a medical professional for diagnosis. The symptoms can include cough, fever (100.4°F/38°C or higher), chills, muscle pain, fatigue, loss of taste and smell, 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, Isolation, and Quarantine Requirements

CDC is shortening the recommended time for isolation from 10 days for people with COVID-19 to 5 days, if asymptomatic, followed by 5 days of wearing a mask when around others. The change is motivated by science demonstrating that the majority of COVID 19 transmission occurs early in the course of illness, generally in the 1-2 days prior to onset of symptoms and the 2-3 days after. Therefore, people who test positive should isolate for 5 days and, if asymptomatic at that time, they may leave isolation if they can continue to mask for 5 days to minimize the risk of infecting others.

For people who are unvaccinated or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted, CDC now recommends quarantine for 5 days followed by strict mask use for an additional 5 days. Alternatively, if a 5-day quarantine is not feasible, it is imperative that an exposed person wear a well-fitting mask at all times when around others for 10 days after exposure. Individuals who have received their booster shot do not need to quarantine following an exposure, but should wear a mask for 10 days after the exposure. For all those exposed, best practice would also include a test for SARS-CoV-2 at day 5 after exposure. If symptoms occur, individuals should immediately quarantine until a negative test confirms symptoms are not attributable to COVID-19.

Isolation relates to behavior after a confirmed infection. Isolation for 5 days followed by wearing a well-fitting mask will minimize the risk of spreading the virus to others. Quarantine refers to the time following exposure to the virus or close contact with someone known to have COVID-19. Both updates come as the Omicron variant continues to spread throughout the U.S. and reflects the current science on when and for how long a person is maximally infectious.

Mandatory deferral after showing COVID-19 symptoms including, but not limited to, any of these:

- Fever or chills
- New Shortness of Breath you cannot attribute to any other health condition.
- A new Cough or sore throat you cannot attribute to any other health condition.
- A new loss of taste or smell you cannot attribute to any other health condition.
- New muscle aches you cannot attribute to any other health condition, and that are not caused by a specific activity (such as physical exercise)
- A new Headache you cannot attribute to any other health condition.

Vomiting or diarrhea that you cannot attribute to any other health condition.

## If you Test Positive for COVID-19

### Everyone, Regardless of Vaccination Status

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
- Continue to wear a mask around others for 5 additional days.

*If you have a fever, continue to stay home until your fever resolves.*

## If You Were Exposed to Someone with COVID 19

### If You:

Have been boosted

**OR**

Completed the primary series of Pfizer or Moderna vaccine within the last 6 months

**OR**

Completed the primary series of J&J vaccine within the last 2 months

**OR**

Have recovered from COVID 19 within preceding 3 months (date of symptom onset or positive test if no symptoms)

- Wear a mask around others for 10 days.
- Test on day 5, if possible.

*If you develop symptoms get a test and stay home.*

### If You:

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted

**OR**

Completed the primary series of J&J over 2 months ago and are not boosted

**OR**

Are unvaccinated

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- If you can't quarantine you must wear a mask for 10 days.
- Test on day 5, if possible.

*If you develop symptoms get a test and stay home.*

### Return to work (Employees)

Any Employee who requires deferral or self-quarantine may return to work under the following conditions:

- Positive test result
  - no symptoms: 5 days have passed since collection of positive test
  - Symptoms:
    - 5 days since symptoms first appeared **and**;
    - 24 hours without the use of fever reducing medications **and**;
    - Other symptoms are improving

***Continue to wear a mask for an additional 5 days when around others.***

- Negative Test result (test must occur on day 5):
  - Employee may return to work
  - Follow mask requirement (page 14)
- No test taken: 5 days since exposure, no symptoms developed.
  - Follow mask requirement (page 14)

After stopping quarantine, people should:

- Watch for symptoms until 10 days after exposure.
- If they have symptoms, immediately self-isolate and contact their local public health authority or healthcare provider.
- Stay at least 6 feet from others, wash their hands, avoid crowds, and take other steps to prevent the spread of COVID-19.
- Wear a mask for the entire 10 day duration when around others.

## Return to Training (Students)

Any student who requires deferral and/or self-quarantine may return to training based on the most recent Minnesota State University guidance which can be found at <https://minnstate.edu/coronavirus/index.html>.

**Students who are also employees of North Star Aviation will follow the student guidelines.** Students are encouraged to contact the MSU COVID Helpline at 507-389-5591 for questions related to COVID-19.

## 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

If you need to be tested for COVID-19, consider using a self-test that can be performed at home or anywhere else. Sometimes a self-test is also called a "home test", an "at-home test", or an "over-the-counter (OTC) test." Visit FDA's website (<https://www.fda.gov/medical-devices/coronavirus-disease-2019-covid-19-emergency-use-authorizations-medical-devices/in-vitro-diagnostics-euas-antigen-diagnostic-tests-sars-cov-2>) for a list of authorized tests. Some self-tests may have age limitations.

Self-testing offers fast results. Self-tests are one of several options for testing for the virus that causes COVID-19 and may be more convenient than laboratory-based tests and point-of-care tests. Consider keeping self-tests at home or where you may need them.

Lab testing produces the most accurate results.

North Star Aviation does not require students or employees to get tested for COVID-19. However, if someone does decide to get tested, the test should be conducted on the fifth day from the last known exposure if you have symptoms. This delay in getting tested greatly reduces the chance of a false negative result. If you have been in direct close contact with COVID 19 and are not showing symptoms, it is best to get tested five days after your close contact. It can take 2-14 days for COVID-19 to develop, so even if you test negative once, you could still develop COVID-19 later and spread it unknowingly. Talk to your health care provider to get more advice on when to get tested. **Anyone who gets tested should treat the pending test as a positive result until notified otherwise by healthcare professionals.** No person is allowed at North Star Aviation with pending COVID-19 test results\*, or if the individual has had direct contact with someone pending COVID-19 test results.



If an individual does get tested for any reason, it will be treated as a positive case until results are given. After a test is given, the individual should stay at home until notified of results.

\*Persons who test as required by the state mandate may be on North Star Aviation premises with results pending.

### Quarantine

Staff and students are requested to self-quarantine at home. Those who may have COVID-19 must stay in isolation until they are able to end isolation.

### 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 Clear Cabin for each aircraft that had been exposed. The product is used to disinfect and provide ongoing protection for up to 90 days depending upon its use. We will use this technique on both the facilities and aircraft above 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 regularly 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 are recommended to be worn by non-vaccinated individuals in any indoor area.
- 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.

- *Individuals who have tested positive for COVID 19 or have had a direct contact must wear a mask for the duration required as outlined on page 14 of this document.*

#### Testing Rooms

- Limit 3 people per room
- All occupants must be scheduled for the activity.
- Masks are recommended to be worn by non-vaccinated individuals within the testing room.

#### Redbird Simulators (ATD)

- Limit one instructor and one student per activity.
- Masks are recommended to be worn by non-vaccinated individuals.

#### Aircraft Activities

- Masks are recommended to be worn by non-vaccinated individuals inside the aircraft.
- 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 crewmember's 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 Cubes

- Masks are recommended to be worn by non-vaccinated individuals.

#### Dispatch Desk

- Masks are recommended to be worn by non-vaccinated individuals.

### **Dispatch Area**

- Visitors entering must maintain 6 feet social distancing.
- Masks are recommended to be worn by non-vaccinated individuals.

### **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 are recommended to be worn by non-vaccinated individuals.

### **Standard size office**

- Masks are recommended to be worn by non-vaccinated individuals.

### **Assistant Chief Instructors Office**

- Masks are recommended to be worn by non-vaccinated individuals.

### **Chief Instructor's office**

- Masks are recommended to be worn by non-vaccinated individuals.

\*Individual offices will follow the standard size office protocol.

### **FAA Testing Center**

- **Reception area**
  - Masks are recommended to be worn by non-vaccinated individuals.
- **Testing area**
  - Masks are recommended to be worn by non-vaccinated individuals.
  - No more than 3 testers at any time.

### **Maintenance Office area**

- Masks are recommended to be worn by non-vaccinated individuals.

### **Hangar Floor**

- Masks are recommended to be worn by non-vaccinated individuals when social distancing cannot be adhered to (6 feet).

### **Parts Room**

- Follow standard size office protocol

### **Break room**


- Masks are recommended to be worn by non-vaccinated individuals (when not eating).

### **Conference Rooms**

- Masks are recommended to be worn by non-vaccinated individuals. Follow posted occupancy limits for each room.

## Appendix B

# Safety Data Sheet

<b>PRODUCT:</b> PreventX 24/7 AVIATION		<b>SDS No:</b> PX247
<b>SECTION 1: GENERAL INFORMATION</b>		
<b>COMPANY NAME</b> JennsCo LLC	<b>Telephone</b>	615-496-7313
<b>Address</b> 1047 Luxborough Drive	<b>In case of emergency call chemtrec:</b>	1-800-424-9300
<b>City, State, Zip</b> Hendersonville, TN 37075	<b>Outside of U.S.A.:</b>	001-703-527-3887
	<b>Date:</b>	02-01-2020
<b>SECTION 2 : HAZARD(S) IDENTIFICATION</b>		
Classification of the substance or mixture in accordance with 29 CFR 1910.1200 (OSHA HCS/GHS).		
<b>Signal Word:</b> Warning		
		
<b>GHS - Classification</b>		
Eye Damage/Irritation (Category 2B)		
<b>Hazard Statement(s)</b>		
H320 Causes eye irritation		
<b>Precautionary Statement(s)</b>		
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.		
<b>SECTION 3 : COMPOSITION/ INFORMATION ON INGREDIENTS</b>		
<b>HAZARDOUS INGREDIENT</b>	<b>CAS#</b>	<b>PERCENTAGE</b>
3-(Trimethoxysilyl) Propyldimethyl 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		
<b>SECTION 4 : FIRST AID MEASURES</b>		
<b>EYES:</b> FLUSH EYES WITH WATER FOR AT LEAST 15 MINUTES, OCCASIONALLY LIFTING EYELIDS. GET MEDICAL ATTENTION.		
<b>SKIN:</b> WASH EXPOSED AREAS WITH SOAP AND WATER. IF IRRITATION PERSIST, SEEK MEDICAL ATTENTION.		
<b>INGESTION:</b> 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.		
<b>INHALATION:</b> IF AFFECTED, REMOVE INDIVIDUAL TO FRESH AIR.		
<b>SECTION 5 : FIRE FIGHTING MEASURES</b>		
<b>FLASH POINT:</b> >200F		
<b>EXTINGUISHING METHOD:</b> USE WATER, CARBON DIOXIDE, DRY CHEMICAL OR FOAM.		
<b>SPECIAL FIRE FIGHTING PROCEDURES:</b> USE SELF-CONTAINED BREATHING APPARATUS. WEAR FULL PROTECTIVE CLOTHING.		
<b>UNUSUAL FIRE FIGHTING PROCEDURES:</b> NONE KNOWN.		
<b>SECTION 6 : ACCIDENTAL RELEASE MEASURES</b>		
<b>PERSONAL PRECAUTIONS:</b> Ensure adequate ventilation. Keep people away from and upwind of spill/leak.		
<b>ENVIRONMENTAL PRECAUTIONS:</b> 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.		
<b>METHODS FOR CLEAN UP:</b> Use mechanical handling equipment. Soak up with inert absorbent material( e.g. sand, silica gel, acid binder, universal binder, sawdust)		
<b>SPILL:</b> 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.		
<b>SECTION 7 : HANDLING AND STORAGE</b>		
<b>HANDLING AND STORAGE:</b> 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.		
<b>SECTION 8 : EXPOSURE CONTROLS AND PERSONAL PROTECTION</b>		
<b>ROUTES OF EXPOSURE:</b> EYES, SKIN, INGESTION, INHALATION		

## Appendix C



HR/LR Policy # 1446

### COVID-19 Proof of Vaccination and Testing

Date Issued: 8/11/2021

Effective Date: 9/8/2021

Authority: Enterprise Employee Resources

#### OVERVIEW

##### Objective

To prevent the transmission of COVID-19 by: requiring proof of COVID-19 vaccination status of agency staff who are assigned to work at the workplace (rather than at-home telework), wish to access the workplace for more than 10 minutes, or otherwise provide agency services outside the staff member's home; and by providing standards and expectations for mandatory testing of agency staff who have not provided proof of full COVID-19 vaccination.

##### Policy Statement

The COVID-19 pandemic presents an unprecedented challenge to our State. The virus is highly contagious, including among asymptomatic people, and potentially deadly. As of August 6, 2021, over 7,600 of our family members, friends, and neighbors in Minnesota have perished from COVID-19. According to the Centers for Disease Control and Prevention ("CDC") and the Minnesota Department of Health ("MDH"), the best way to prevent infection and from spreading the disease is by being vaccinated. COVID-19 vaccines have proven themselves to be safe and effective. Staff who access the workplace or provide public service outside of their homes on behalf of an agency without vaccination pose a particular risk of COVID-19 exposure to themselves, their colleagues, and to members of the public. Additionally, ongoing community transmission of the more transmissible Delta variant of COVID-19 in Minnesota, especially among unvaccinated individuals, presents a continuous risk of infection.

**The State strongly encourages agency staff to get vaccinated against COVID-19.** To protect, to the extent reasonably possible, the health and safety of our employees and our customers from the direct threat resulting from the spread of COVID-19 in the workplace and to members of the public, agency staff who are assigned to work at the workplace (rather than at-home telework), wish to access the workplace for more than 10 minutes, or otherwise provide agency services outside of their home must provide proof of their COVID-19 vaccination status. All agency staff who are assigned to work at the workplace (rather than at-home telework) or who otherwise provide agency services outside of their home and do not submit proof of full COVID-19 vaccination must undergo mandatory COVID-19 testing at least weekly.

This policy is subject to change at MMB's discretion, including based on public health guidance. Staff members may be subject to additional attestation, vaccination, or testing requirements under agency policy or state or federal law.

##### Scope

This policy applies to all employees, contractors, vendors, volunteers and interns of executive branch agencies (as defined in Minnesota Statutes, section 43A.02, subds. 2 & 22), Minnesota State Retirement System, Public Employees

COVID-19 Proof of Vaccination and Testing



Retirement Association, Teacher's Retirement Association, and Minnesota State Colleges and Universities system, who are assigned to work at the workplace (rather than at-home telework), who wish to access the workplace for more than 10 minutes, or who otherwise provide agency services outside of their home.

### Definitions and Key Terms

Terms	Definitions
<i>Fully Vaccinated</i>	<p>According to the CDC, in general, people are considered fully vaccinated against COVID-19:</p> <ul style="list-style-type: none"><li>• 2 weeks after their second dose in a 2-dose COVID-19 vaccination series approved by the U.S. Food and Drug Administration ("FDA") or the World Health Organization ("WHO"); or</li><li>• 2 weeks after a single-dose COVID-19 vaccine approved by the FDA or the WHO.</li></ul> <p>Staff who do not meet these requirements are NOT fully vaccinated.</p>
<i>Staff</i>	Employees, contractors, vendors, volunteers, and interns.
<i>COVID-19 Test</i>	A medical test to determine if someone has an active COVID-19 infection. As methods become available, recommended tests may include a polymerase chain reaction (PCR) test or an antigen test. A test will be administered by contracted medical personnel or, if approved by agency Human Resources, may be self-administered.
<i>Workplace</i>	Any location outside of a staff member's home where State work is performed or any location visited by the staff member for more than 10 minutes while on work time.

### Exclusions

This policy does not apply to staff who have an approved telework arrangement and solely telework from home, do not access the workplace for more than 10 minutes, and do not otherwise provide agency services outside the staff member's home.

## GENERAL STANDARDS AND EXPECTATIONS

### I. Proof of Vaccination Status

Agency staff who are assigned to work at the workplace (rather than at-home telework), wish to access the workplace for more than 10 minutes, or otherwise provide agency services outside their home, must submit to agency Human Resources an attestation regarding their COVID-19 vaccination status, in the form provided in the “Forms” section of this policy.

Human Resources will review the attestation form and proof of COVID-19 vaccination and verify on the attestation form that they have reviewed the proof of full COVID-19 vaccination provided by the employee. Acceptable proof that an individual is fully vaccinated against COVID-19 includes:

- an original CDC COVID-19 vaccination card
- a paper or electronic copy of a CDC COVID-19 vaccination card
- if vaccinated in another country, then an original or copy of an alternative official vaccination record, as proof of FDA- or WHO-approved COVID-19 vaccination status

Agency staff have the right to refuse to receive a COVID-19 vaccination and to refuse to provide an attestation reflecting their COVID-19 vaccination status, but the staff member will be considered to be unvaccinated for the purposes of this policy.

Proof of full vaccination against COVID-19 must legibly show, at a minimum:

1. Name of the individual vaccinated
2. Date of birth of the individual vaccinated
3. The manufacturer of the vaccine
4. The date(s) on which the vaccine was administered

If the proof is not legible or verifiable in the form presented, the agency may ask the staff member to present the original document.

In order to be considered fully vaccinated against COVID-19, the staff member must have received a COVID-19 vaccine that has been approved by the U.S. Food and Drug Administration (“FDA”) or the World Health Organization (“WHO”). If the vaccine was administered outside of the United States, documentation must include the above information in English.

The attestation forms will be treated as confidential medical records under applicable law. Information regarding whether a staff member has shown proof of full vaccination, and information on whether the staff member must submit to mandatory COVID-19 testing, will be provided to agency HR staff, agency safety administrator, members of the agency’s staff with a business need to know, and others authorized by law.

**Staff who provide proof to agency Human Resources that they are fully vaccinated against COVID-19 are exempt from participation in the COVID-19 Testing Procedure under this Policy.**

Staff who have an approved telework arrangement and are not required to work in the workplace or provide agency services outside of their home are not subject to the COVID-19 Testing Procedure in this Policy, but they will only be allowed to enter the workplace for more than 10 minutes or provide agency services outside of their home if they attest to and provide proof of being fully vaccinated against COVID-19.

## II. COVID-19 Testing Procedure for Agency Staff Who Do Not Submit Proof of COVID-19 Vaccination

### **Agency staff who show proof of full vaccination against COVID-19 are not required to submit to COVID-19 testing.**

Until a staff member subject to this policy submits proof of full vaccination against COVID-19, they must undergo mandatory testing for COVID-19 at least weekly, as determined by the agency. The COVID-19 test and results must be conducted and handled in compliance with all applicable rules and laws. Due to the pandemic and covered staff's job-related interaction with others, COVID-19 testing is job-related and consistent with business necessity. A positive COVID-19 test result will not be used as the basis for discipline or discharge.

- A. If the agency has a testing facility, then testing will be performed on site. If the agency does not have a testing facility, the agency may require staff to provide proof of both test submission and test results from a State testing facility or a non-State testing facility.
- B. Agency staff have the right to refuse to take a COVID-19 test. Prior to COVID-19 testing, agency staff receive the COVID-19 Testing Consent form. Signed COVID-19 Testing Consent forms must be maintained by agency Human Resources in a medical file that is separate from the staff member's personnel file.
  1. Staff who consent to COVID-19 testing and sign the consent form and any other forms necessary for testing will proceed with the COVID-19 test.
  2. Staff who refuse to sign the consent form or any other forms necessary for testing, refuse to submit to a COVID-19 test, or refuse to provide documentation of test submission and test results if the agency does not have a testing facility, will be informed that they will be excluded from the workplace, and may be subject to disciplinary action, up to and including discharge, for refusing a work directive.
    - a. These staff members may be sent home and placed in no-pay status (ETL for employees) until they have been tested for COVID-19 or until management, in its sole discretion, determines they no longer require COVID-19 testing. If the staff member is an employee of the agency, prior to being placed in no-pay status, they will be offered a meeting with their supervisor to learn the reasons for being placed in no-pay status and to tell their side of the story. The employee may have union representation at the meeting.
    - b. Staff placed in no-pay status who later determine they wish to be tested may obtain a COVID-19 test on their own time at their own expense and have the results reported to agency Human Resources or may be tested at an agency facility with agency approval.
  3. **Covered staff who become fully vaccinated against COVID-19 or who did not previously attest to their full COVID-19 vaccination status may complete a new attestation form, present proof of full vaccination against COVID-19, and will be removed from the testing requirement.**
- C. Procedure for agencies that have facility testing on site:
  1. The agency will determine testing dates which will occur at least weekly.
  2. Testing will occur during work hours and be considered work time.
  3. Covered staff undergo COVID-19 test.
  4. Staff are provided the MDH "COVID-19 Post-Test Instructions" form.
  5. COVID-19 test specimens are submitted to the designated testing laboratory for testing.
  6. COVID-19 test results are communicated as follows:
    - a. The testing laboratory will deliver the COVID-19 test results to a designated vendor who will communicate the results to the staff member.



- b. The testing laboratory will report positive test results to MDH and/or local public health. State and federal laws may authorize or require MDH to share a staff member's health information with others without the staff member's consent.
    - c. The testing laboratory will also report positive test results to agency HR.
  - D. Procedure for agencies that do not have an on-site testing facility:
    - 1. The agency will determine testing dates which will occur at least weekly and will either send the staff member to a State testing facility or to a non-State testing facility. The agency has sole discretion to choose or authorize the testing location and whether to accept the results from a particular testing method.
    - 2. Testing will occur during work hours and be considered work time.
    - 3. The staff member must provide agency HR documentation of test submission either on the same day or no later than the next day the staff member is scheduled to report to work, and must submit documentation of test results on the same day the staff member receives them if it is a workday, or no later than the next day the staff member is scheduled to report to work.
  - E. Staff members with positive test results must call in to Human Resources and their supervisor, must not report to work, and must isolate according to current MDH Guidelines for the applicable profession.
    - 1. The staff member's supervisor and/or manager will determine if the staff member's job duties can be performed through telework.
    - 2. If the staff member's supervisor and/or manager determines the staff member's job duties cannot be performed through telework or does not approve the staff member to telework, the staff member must contact the designated agency HR representative to determine what type of leave the staff member may be eligible to use.

### **III. Confidentiality of Medical Information**

Agencies must maintain the confidentiality of staff COVID-19 test results and vaccination status as provided by law. All information gathered under this Policy, including test results, vaccination status, attestation forms and signed COVID-19 Testing Consent forms, must be retained by HR according to the applicable retention schedule and in a secure medical file separate from the staff member's personnel file.

Testing information may be shared with the designated testing laboratory, the designated vendor, the Minnesota Department of Health, local public health, agency HR staff, agency safety administrator, members of the agency's staff with a business need to know, and others authorized by law.

COVID-19 vaccination status may be shared with agency HR staff, agency safety administrator, members of the agency's staff with a business need to know, and others authorized by law.

## RESPONSIBILITIES

### **Agencies are responsible for:**

- Adopting this policy.
- Communicating this policy to all covered employees, contractors, vendors, volunteers and interns.
- Requiring covered staff to comply with this policy, including sending staff home and/or taking other action for non-compliance when appropriate, including when positive test results are received.
- For agencies with on-site testing facilities, administering and paying for testing at least weekly.
- For agencies without on-site testing facilities, reviewing all outside test results received and monitoring staff compliance with the testing requirements of this Policy.
- Paying for all screening testing required by this Policy.
- Maintaining completed attestation forms.

## FORMS

### COVID-19 Testing Consent Form

The COVID-19 pandemic presents an unprecedented challenge to our State. The virus is highly contagious, including among asymptomatic people, and potentially deadly. As of August 6, 2021, over 7,600 of our family members, friends, and neighbors in Minnesota have perished from COVID-19. According to the Centers for Disease Control and Prevention and the Minnesota Department of Health, the best way to prevent infection and from spreading the disease is by being vaccinated. COVID-19 vaccines have proven themselves to be safe and effective. Staff who access the workplace or provide public service outside of their homes on behalf of an agency without vaccination pose a particular risk of COVID-19 exposure to themselves, their colleagues, and to members of the public. Additionally, ongoing community transmission of the more transmissible Delta variant of COVID-19 in Minnesota, especially among unvaccinated individuals, presents a continuous risk of infection.

**The State strongly encourages agency staff to get vaccinated against COVID-19.** Agency staff who are assigned to work at the workplace (rather than at-home telework) or otherwise provide agency services outside of their home and do not provide proof that they are fully vaccinated against COVID-19 must be tested on a regular basis for active infection as a critical tool for minimizing potential exposure to COVID-19 and preventing further transmission of the virus.

Testing staff for COVID-19 infection is a critical tool for minimizing potential exposure to COVID-19 and enabling an early response to prevent further transmission of the virus. To protect, to the extent reasonably possible, the health and safety of our staff and our customers from the direct threat resulting from the spread of COVID-19 in the workplace, except for staff who provide proof that they have been fully vaccinated against COVID-19, [Agency] is requiring mandatory testing of all staff members for COVID-19 who access the workplace or provide public service outside of their homes on behalf of an agency as set forth in HR/LR Policy # 1446 COVID-19 Proof of Vaccination and Testing.

As part of this ongoing testing, staff members who do not submit proof of full COVID-19 vaccination will have their information and specimen collected to provide a COVID-19 test result. The COVID-19 test sample and other information collected during the COVID-19 test is classified as private data under the Minnesota Government Data Practices Act. [Agency] will use this data to screen staff for COVID-19 pursuant to the HR/LR Policy # 1446 COVID-19 Proof of Vaccination and Testing. The data helps us to determine whether you have COVID-19 and will be denied admission to the workplace or will not be authorized to provide public service outside of the home for the protection of [Agency] staff and/or the public.

Staff members have the right to refuse to take a COVID-19 test and are not legally required to provide the requested data. However, if a staff member has not submitted proof of full vaccination and refuses to take a COVID-19 test or does not provide the requested information or sample to conduct a COVID-19 test, the individual: will not be admitted to the workplace or be authorized to provide public service outside of their home; may be subject to discipline, up to and including discharge; and may be sent home and placed in no-pay status, all as set forth in HR/LR Policy # 1446 COVID-19 Proof of Vaccination and Testing.

Access to private information gathered under HR/LR Policy # 1446 COVID-19 Proof of Vaccination and Testing will be limited to the designated testing laboratory, the designated vendor who will communicate the test results to staff members, the Minnesota Department of Health, local public health, agency HR staff, [Agency] safety administrator, members of [Agency] staff with a business need to know, and others authorized by law.

By signing below, I understand, agree, certify, and authorize the following:

- I have read and agree to the terms set forth in this COVID-19 Testing Consent form and HR/LR Policy # 1446 COVID-19 Proof of Vaccination and Testing.
- I have been advised that I have the right to refuse to submit to COVID-19 testing.
- I consent to submit to COVID-19 testing.
- My data, including my information and my specimen, may be collected, shared, used, and retained by [Agency] as detailed in HR/LR Policy # 1446 COVID-19 Proof of Vaccination and Testing, as detailed above, and as authorized by law.
- My consent will be in effect for the duration of the testing requirement, or until I rescind my consent in writing.
- I will hold harmless the [Agency], the State of Minnesota, all contracted vendors, and all their respective employees, representatives, officers, agents, and contractors from any and all liability and claims related to or that may arise from COVID-19 testing.
- **I understand that if I become fully vaccinated against COVID-19, submit a new attestation form and submit proof to my agency that I am fully vaccinated I will be removed from the COVID-19 testing requirement.**

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Signature

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Date

### COVID-19 Vaccine Attestation Form

#### Agency Notice of Intent to Collect Private Data: COVID-19 VACCINATION STATUS

As you are aware, HR/LR Policy # 1446 COVID-19 Proof of Vaccination and Testing, provides that staff members who are assigned to work at the workplace (rather than at-home telework) or otherwise provide agency services outside the staff member's home, and who are fully vaccinated against COVID-19, are not required to participate in weekly COVID-19 testing. In addition, employees who have a telework arrangement but wish to enter the workplace for more than 10 minutes or provide agency services outside their home may do so only if they are fully vaccinated against COVID-19. Because you are assigned to work at the workplace (rather than at-home telework), wish to access the workplace for more than 10 minutes, or otherwise provide agency services outside your home, the agency is requesting you to identify your COVID-19 vaccination status. You are considered fully vaccinated two weeks after your second dose in a 2-dose COVID-19 vaccination series approved by the U.S. Food and Drug Administration ("FDA") or the World Health Organization ("WHO"); or two weeks after a single-dose COVID-19 vaccine approved by the FDA or the WHO.

If you are fully vaccinated against COVID-19, the agency is requesting you to present your CDC COVID-19 Vaccination Record Card or, if vaccinated in another country, then an alternative official vaccination record, as proof of your FDA- or WHO-approved COVID-19 vaccination status. **This information will be used to confirm whether you are fully vaccinated against COVID-19, whether you are authorized to enter the workplace or provide agency services outside of your home, and whether you may be exempted from mandatory COVID-19 testing.**

You are not legally required to provide the requested data. If you fail to provide the data, however, you will be considered to be unvaccinated against COVID-19, and you may be required to undergo testing as required by HR/LR Policy # 1446 COVID-19 Proof of Vaccination and Testing. If you do not show proof of full vaccination against COVID-19 and fail to participate in routine COVID-19 screening testing as required by the policy, you may be refused entry to the workplace, sent home and placed in no-pay status, and subject to disciplinary action, up to and including discharge.



The Minnesota Government Data Practices Act classifies your vaccination status as private data about you. The data collected from you may be shared with agency HR staff, agency safety administrator, members of the agency's staff with a business need to know, and other persons or entities authorized by law.

**Vaccine Attestation:**

***ONLY CHECK ONE OF THE FOLLOWING OPTIONS:***

\_\_\_\_\_ By checking here and signing my name below, I certify that I have been fully vaccinated against COVID-19. "Fully vaccinated" means that it has been at least two weeks since I received both doses of a two-dose vaccine series or a single dose of a one-dose vaccine approved by the FDA or WHO.

\_\_\_\_\_ By checking here and signing my name below, I am declining to certify that I have been fully vaccinated against COVID-19. I understand that I may later submit proof of full vaccination to [Agency] if I become fully vaccinated against COVID-19 or decide to submit proof of full vaccination to [Agency].

Staff Member Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

***FOR HR USE ONLY:***

I have examined the COVID-19 vaccination card presented by the above-named staff member, and it:

- identifies the staff member's name and date of birth, manufacturer of the vaccine administered, and dates of administration,
- shows that at least 2 weeks have passed since the staff member's second dose in a 2-dose series approved by the FDA or the WHO or that at least 2 weeks have passed after a single dose COVID-19 vaccine approved by the FDA or the WHO, and
- appears, to the best of my knowledge, to be genuine and relates to the staff member named.

\_\_\_\_\_  
Initials of HR Staff Member      Date

## CONTACTS

MMB Enterprise Human Resources

## 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 or by entering North Star Aviation facilities or aircraft, 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 a suspension in flight training for up to 60 days depending on the severity of the infraction.

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Employee/Student Signature

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Employee/Student Name (Please Print)

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Date