

## **1WORLD AERO COMPANY COVID 19 MEASURES: REVISED 3/25/20**

While the Company understands that it is empowered to operate as part of Critical Infrastructure Transportation Systems Sector, the Company is committed to protecting its staff, clients, and the public from spreading COVID-19. The following procedures shall be followed by any user of Company Aircraft and Facilities while under this emergency period of contagion. These procedures are based on evolving public information and common sense precautions that the company chooses to adopt. This document will revise frequently and should be crosschecked before flight for latest revision. Clients and staff may opt out of participating in Ground and Flight Training should they not deem it in their best interest to follow these procedures.

For the time being, all Ground instruction, Pre-briefings and Debriefing shall be conducted remotely by video chat or teleconference distance learning. As regards flight training, Company Instructors and Clients will maintain a minimum of 6 feet of physical separation within Company Facilities, until such time as both individuals are wearing PPE, specifically a mask and safety glasses. At least one of the masks being worn shall be of N95 standard. No more than one person will be allowed in a room or airplane at any time unless both occupants are wearing PPE. Any staff member or client having shown signs of coughing or fever symptoms within the last 14 days shall be limited to remote training activity only for the duration of that period. Cockpits will be sanitized per these Company procedures prior to the start of every flight lesson with both pilots present and PPE already donned.

### **FACILITIES INGRESS/EGRESS**

- 1) After using the gate keypads to enter the airport, and entering the suite, either take the ALCOHOL can in the main office and wipe down your hands, or wash your hands in the 2<sup>nd</sup> floor washroom, or use your own hand sanitizer.
- 2) Enter the facilities with a mask and disposable gloves accessible, if not already donned.
- 3) The use of safety glasses is strongly recommended within facilities and aircraft, particularly around others.
- 4) Staff shall wipe down high touch items in offices with towel and "fuel" alcohol arriving and before leaving. (Door knobs, table tops, printer controls/key pads, keyboards, writing utensils, plastic arm rests.)

### **SOCIAL DISTANCE**

- 1) Perform instructional pre-briefing by phone.
- 2) Maintain 6 feet separation from others inside and outside offices, unless wearing a mask and safety glasses.
- 3) No more than one person is allowed without PPE donned per room in 1World Aero offices.
- 4) PPE are required in aircraft during all dual instruction or where occupants are not from the same household.
- 5) All participants should order one or more N95 masks if intending to fly with others who are not from their household.

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### **WITHIN 6 FEET, PARTICULARLY AT THE AIRCRAFT**

If one of two aircraft occupants does not have an N95 mask, the other unrelated occupant shall wear goggles in addition to a mask. Until an N95 can be obtained, a provisional mask is anything that effectively covers the nose and mouth, be it a large scarf, surgical mask, drywall mask, N95, turtle neck, bandana, etc. Goggles may be hardware store grade safety glasses, but should effectively protect the eyes from your direct exposure to your neighbor's breathing at close quarters.

### **BEFORE FLIGHT - CLEAN ALL TOUCH SURFACES WITH BOTH PILOTS PRESENT**



- 1) Disinfectant wipe canisters for each airplane kept in office with Dispatch Binders. Transport TO and FROM aircraft.
- 2) Clean Cockpit at START of lesson TOGETHER, AFTER preflight, with CFI, so both pilots know what has and has not been cleaned.
- 3) Together wipe down handles, controls, screens, headsets and yokes BEFORE start up. Wipe chemically treated surfaces with water and towel after disinfecting to preserve cabin and avionics finish.
- 4) Disinfect hands and any shared devices: Headset (mike, boom, pads, ear cups), foggles, EFBs.
- 5) Set Cabin ventilation full open. Dress accordingly as needed.

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**Above: One pilot with improvised respirator but without N95, other must wear safety glasses. Two pilots with N95 and ventilation maintained full open, safety glasses can be deferred but are still recommended. Practice fitting and wearing a mask. It will take some getting used to. Also consider proper methods for handling your mask. Please review CDC Guidance for use of N95 masks. This document is linked on the Company Resources page.**

### **AFTER FLIGHT**

- 1) Wipe down the headset mike, boom, pad, and earcups, BEFORE it makes contact with the headset bag, otherwise treat the point of contact as well.
- 2) Wipe down the exterior of your PPE prior stowing.
- 3) Disinfect your hands with wipes.
- 4) Return wipes can to office to preserve effectiveness of limited supply.

### **BILLING**

- 1) Use the provided credit card terminal without masks if alone.
- 2) Keep masks on during billing and signing or endorsing of logbooks while in same room or wait in separate rooms.
- 3) Perform debriefing remotely by phone.

**Thank you for your cooperation during these difficult times. Please contact 240.481.4023 or [T.Russell@1worldaero.com](mailto:T.Russell@1worldaero.com) with questions, concerns, or recommendations so that this document can be kept updated and as effective as possible.**