



COVID-19
Policies and Procedures Manual

2020

Updated: 06/24/2020

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Section 1: Introduction and Purpose

Tampa Bay Aviation (TBA) has taken an aggressive stance to prevent and mitigate potential exposure to the novel Coronavirus, COVID-19. The following policies and guidelines have been created to keep our employees, contractors, and students safe during the global pandemic. Adherence to the policies outlined in this document is mandatory for all employees and contractors. Any questions regarding the content of this manual should be directed to the General Manager.

Section 2: TBA COVID-19 General Policy

See below for Tampa Bay Aviation (TBA) expectations and procedures set in place to mitigate COVID-19. All employees/contactors under TBA are expected to follow the below policies and guidelines.

2.1 FBO Expectations

When inside the FBO building, everyone is expected to follow the below procedures -

- 1) Everyone entering the building will immediately wash their hands with soap and warm water
- 2) TBA will measure the temperature of all employees and contractors prior to starting work
- 3) No persons may congregate in the building unless doing business with TBA
- 4) Clients waiting for a flight or lesson must wait on the outside deck
- 5) Clients are to leave immediately following payment with the front desk once their lesson is complete.
- 6) Persons sitting at the Table of Knowledge in FBO will keep 6ft of separation
- 7) All persons must stand behind the marked yellow line when at the front desk
- 8) Pilots, Staff, and CFIs must wear masks in common areas of the FBO
- 9) Maintenance Staff will limit their visits to the FBO as much as possible
- 10) Non-maintenance staff will limit their visits to the maintenance hangar as much as possible.

2.2 Ground Training:

When conducting ground training, everyone is expected to follow the below procedures-

- 1) No more than 4 persons allowed in the CFI training room at a time
- 2) CFI/Student must keep 6ft separation (use best judgement)
- 3) Utilize the outdoor space prior to utilizing the indoor CFI room or Table of Knowledge space

2.3 Flight Training:

When conducting training flights in TBA aircraft, everyone is expected to follow the below procedures -

- 1) Aircraft touch surfaces must be disinfected post flight (door handles, throttle/mixture, etc.)
- 2) CFIs and students are recommended to wear masks or a cloth mouth covering

2.4 General Expectations:

- 1) Do not engage in company business if:
 - You have been diagnosed or believe you may have COVID-19
 - You or anyone in your household are experiencing any flu like symptoms (fever, cough)
 - You have been exposed to anyone who has/may have COVID-19
 - If any of the above are true you must immediately notify Katie, Michael, or Flint.
- 2) Frequently wash your hands for 20 seconds with soap and warm water
- 3) Use hand sanitizer when you cannot wash your hands
- 4) Cover coughs or sneezes your elbow/arm or tissue. Discard the tissue and clean your hands
- 5) If you see a problem, ill person, or non-compliance with the rules, notify Management ASAP.

Cleaning and disinfecting supplies are available for use at the front desk including a limited supply of masks

Section 3: Action Plan

This plan applies to all (FT, PT, contractors) that work with TBA. Potential exposure is defined as being a household contact (including roommates) or having close contact (within 6 ft) with an individual confirmed or suspected to have COVID-19.

Management **must** be notified ASAP regarding contracting or exposure to confirmed or suspected COVID-19 cases.

3.1 If an employee or contractor has a confirmed case of COVID-19:

- 1) The employee/contractor will leave and not return to TBA until fully recovered but not less than 14 days
- 2) All areas the person came in contact with will be disinfected including aircraft and classroom spaces
- 3) TBA will identify all who had close contact (6ft/prolonged period of time) with the employee 48 hours prior to becoming aware
- 4) TBA will notify all those potentially exposed about the COVID-19 case existing but without identifying the infected employee

3.2 If an employee or contractor is exposed but asymptomatic, following Center for Disease Control (CDC) recommendations:

- 1) TBA will pre-screen the individual prior to entering the FBO building to include
 - a) Measuring the temperature and logging it
 - b) Assessing their current symptoms (i.e. cough)
- 2) If no temperature is recorded, the individual should self-monitor
- 3) The individual will wear a mask at all times in the workplace for a period of 14 days after the last exposure. Cloth masks are acceptable.
- 4) The individual shall maintain 6 feet separation and practice social distancing as work duties permit in the FBO building or aircraft.

Section 4: Mask policy

This mask policy applies to everyone doing business with TBA and is in accordance to the Pinellas County Ordinance mandating face coverings in public buildings.

4.1: Employees

All TBA employees or contractors must wear a face covering while in the FBO.

4.2: Students, Vendors, Customers

All students must wear a face covering while in the FBO. The student's CFI will be responsible for ensuring their student is aware of the expectations.

4.3 Outdoor Spaces at CLW

Only if socially distanced, no face covering is required when utilizing outdoor spaces at the Clearwater Airpark. This including the back porch/deck at the FBO.

Section 5: Tour Expectations

All tour guests will be screened prior to starting their tour. Temperature will be taken, and any symptoms evaluated. Any tour guest experiencing COVID-19 symptoms will be denied boarding and the front desk will reschedule the tour for 14 days after the original tour date. The aircraft will be sanitized after each flight including doorknobs, seat belt latches, and headsets. All tours will wait in their vehicle or outside deck and called when it is time to board the aircraft.

5.1 Denied Boarding: If a tour guest arrives with any symptoms of COVID-19, they will not be allowed to board the aircraft for the flight. TBA will reschedule the flight at a later date no sooner than 14 days from the date of the original flight.

Section 6: Expectations and Compliance

All TBA employees or contractors must follow the policies outlined in this manual. Failure to do so may result in disciplinary action. All questions or concerns should be directed to Flint Crump, General Manager.

6.1 Non-compliance issues: Any non-compliance to this policy could result in termination of the relationship with Tampa Bay Aviation

Section 7: COVID Safety Officer

We are committed to providing a safe environment for our pilots, CFI's and staff. We have created a safety position that is staffed by a member of our Front Desk team who will be responsible for the oversight and application of the policies in this manual.

7.1 Duties and Responsibilities: The safety officer will be responsible for enforcing the oversight and implementation of the following items

- Ensure that ALL wash hands on initial entry to the FBO
- Perform temperature checks: employees, contractors, tour customers will have temperature taken on arrival
- Ensure that employees and contractors will wear mask in common areas of FBO.
- Perform a cleaning of aircraft after every flight
- Perform a cleaning of common touch surfaces in FBO 2-3 times daily