



## **Flight Training COVID-19 Health & Safety Plan**

**June 5, 2020**

## **Contents**

## **Page**

EMU at Lancaster Flight Training COVID-19 Health & Safety Plan

1

Appendix 1 - Aero-Tech Services' COVID mitigation plan

A-1

Appendix 3 - Aero-Tech Services Student Portal Screen Examples

A-2

Appendix 2 - Covid-19 Mitigation: Travel and Health Disclosure form

A-3

## **Eastern Mennonite University at Lancaster Flight Training COVID-19 Health & Safety Plan**

This Eastern Mennonite University (EMU) at Lancaster Flight Training COVID-19 Health & Safety Plan (EMU Plan) contains policies and procedures for resuming flight training in EMU's Leadership & Organizational Management – Aviation curriculum. The EMU Plan allows our aviation students to reenter the path of licensure for becoming professional aviators, while preserving the health and safety of students, instructors, and staff.

The EMU Plan reflects the flight school instructional environment at EMU's flight training partner, Aero-Tech Services, Inc. The detailed policies and procedures in the EMU Plan are contained in Appendix 1, the Aero-Tech Services' COVID mitigation plan. At Aero-Tech Services, instruction is administered on a one-to-one basis, as opposed to a classroom environment where numerous students are in attendance.

The EMU Plan addresses all factors relating to preparedness and capacity to resume operations, as enumerated in Pennsylvania Department of Education (PDE) guidance that was updated on June 3, 2020. This guidance has been published on the [education.pa.gov](https://www.education.pa.gov) website under Preliminary Guidance – Phased Reopening of Schools > Postsecondary Adult Education Guidance > Sections I and II, at:

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/HigherEd/Pages/default.aspx>

Section I provides parameters to determine institutional preparedness by the use of a checklist of questions, which are answered below:

### **Step 1: Determine Your Institution's Preparedness to Mitigate and Manage Risks**

Is the decision to resume in-person instruction consistent with state and local orders? **Yes.**

Have you developed a plan consistent with the minimum requirements and expectations put forth by PDE? **Yes.**

Have you begun to coordinate with local public health or emergency management officials? **Yes.**

Do you have a strategy for monitoring health conditions on your campus? **Yes.**

Are you able to communicate accurate and timely information on COVID-19 related developments to staff, faculty, and students? **Yes.**

Does your plan include a strategy for quarantine and isolation in the event transmission occurs on your campus or the county is designated as being in the red phase? **None of our students are residential; they commute to flight training and would be sent home for isolation.**

Section I also provides parameters to determine institutional capacity to resume in-person instruction by the use of a checklist of questions, which are answered below:

### **Step 2: Determine Your Institution's Capacity to Resume In-Person Instruction**

Do you have a plan and adequate supplies to reinforce practices related to hygiene, sanitation, and face coverings on campus? **Yes.**

Have you begun to implement necessary social distancing interventions needed to safely resume in-person instruction and other related operations on campus? **Yes.**

Have you made the necessary modifications to your facilities to help create an environment conducive to healthy, safe, and inclusive learning? **Yes.**

Have you reviewed and made adjustments to attendance requirements, absentee policies, and non-essential travel for students, individuals at high risk for COVID-19, and personnel? **Aviation students all commute to flight training sessions and attend only by individual appointment.**

Have you modified course modalities, schedules, and academic calendars to adapt to the changing transmission levels and community spread of the virus? **Yes.**

The EMU Plan also addresses all strategies and measures, as enumerated in PDE guidance under Preliminary Guidance – Phased Reopening of Schools > Postsecondary Adult Education Guidance > Section I. Per the guidance, the EMU Plan addresses the following strategies:

A strategy on how the institution will coordinate with local public health officials.

**The EMU at Lancaster Director of Operations and the Executive Administrative Assistant have been designated as liaison with the Lancaster County Public Health Mitigation Team.**

A strategy to safely resume in-person instruction.

**As contained in Appendix 1.**

A strategy to monitor health conditions on its campus community.

**As contained in Appendix 1.**

A strategy to mitigate and contain the spread of the virus on campus.

**As contained in Appendix 1.**

A strategy to inform the DOH in the event that transmission occurs at the institution.

**Through our liaison with the Lancaster County Public Health Mitigation Team.**

A strategy to communicate accurate and timely information to students, faculty, staff, and the communities it serves.

**Students, faculty, and staff are notified primarily through email notification; all student, faculty, and staff email addresses are maintained up-to-date. Community notification is through our liaison with the Lancaster County Public Health Mitigation Team.**

Per the guidance, the EMU Plan addresses the following public health and safety measures:

Reinforce practices related to hygiene, sanitation, and face coverings on campus.

**Before resuming flight training, students will certify that they have read the Aero-Tech Services' COVID mitigation plan (Appendix 1) by signing electronically upon their first login at the Aero-Tech Services student portal.**

**Before resuming flight training, students will complete the Aero-Tech Services Covid-19 Mitigation: Travel and Health Disclosure paper form (Appendix 3), which includes a certification that they are COVID-19 symptom-free.**

Implement social distancing interventions and make the necessary modifications to facilities that may create an environment conducive to healthy, safe, and inclusive learning.

**Social distancing interventions are being implemented as contained in Appendix 1.**

**Physical modifications are minimal, as protections are being implemented through highly controlled metering of persons through the facility.**

Review and adjust attendance requirements, absentee policies, and non-essential travel for students, individuals at high risk of COVID-19, and personnel.

**Aviation students all commute to flight training sessions and attend only by individual appointment.**

Modify course modalities, schedules, and academic calendars to adapt to changing transmission levels and community spread of the virus.

**As contained in Appendix 1.**

## **Aero-Tech Services' COVID mitigation plan**

### **Policies**

1. Only employees and pilots receiving instruction will be permitted to enter the ATS facility. Non-essential passengers are not permitted. Service will be offered by appointment only.
2. Students will need to comply with ATS COVID procedures and fill out a brief Travel Disclosure & Health Assessment before resuming flight training. Students will be asked to take a temperature reading if we suspect display of COVID symptoms. Anyone who displays COVID symptoms will not be allowed entry to the facility.
3. Rental headsets will not be available at this time. Student's must provide their own headset.
4. Do NOT line up and wait at the credit card machine to process payment. Wait beyond the hold lines indicated on the floor.
5. Masks must be worn at all times in the office and anyone without a mask will not be allowed to enter the building. Masks will be available for employees as needed. Students must provide their own.
6. High-contact surfaces will be cleaned twice daily and all standard cleaning services continue as previously scheduled.

### **Procedures**

1. Employees and students must wash their hands before beginning each lesson.
2. Students will not be allowed entry until the instructor admits them at the start of the lesson and only after the preceding student has exited. Instructors will escort only one student at a time.
3. Students will NOT dispatch upon arrival. The instructor will dispatch from their computer. Only ATS staff will be responsible for handling the clipboards at any time in the lesson. Students must maintain social distancing of 6ft between persons when passing through the lounge or common areas.
4. Renters will check in from their own mobile device or ask ATS staff to dispatch their flight.
5. After exiting the ramp door, students must apply gloves (found in Rubbermaid container) before proceeding to the aircraft. The student will preflight and continue with the flight once exiting the back door. If reentry to the office is essential, please remove gloves before reentering the building.
6. When returning from a flight lesson, gloves will be discarded in the Rubbermaid container outside the ramp door.
7. Instructors will enter billing data into the card machine and the customer will insert/swipe their own card to minimize contact.
8. Check in will also be conducted by instructors from their computer or by mobile device in the case of renters. All public-access computers will be unavailable.

## Appendix 2 - Aero-Tech Services Student Portal Screen Examples

**Aero-Tech Services Online**  
User: Zach Hurst

Home FrontDesk Schedules Review Reference Connect **Manage** Financial Admin Support

Customer Inventory Resource Mgmt Aircraft User Security Renewals  
Resource Maintenance Inventory Mgmt Docs & Images  
Fuel Fuel Mgmt Service Orders  
Reports Management Menus Company

**Edit Required Reading Item**

Document Description:

Required for Staff:  Yes  No

Required for Customers:  Yes  No

Limit to Customer Groups:   
 Use Ctrl key to select multiple On file:

Sort Key:

Document Is:  External  Uploaded

External URL:

Uploaded Document:

User Action Required:

Minimum Reading Time:  \*Agree\* and \*Password\* actions only

Effective Beginning Of:

Expires at End Of:

Document Is Privacy Policy:  No  Yes (Document appears before new Customer creation from the login page)

Remarks:

Go To: [Required Reading](#) [Document and Image Management](#)

My FBO Staff Required Reading - Google Chrome

prod.myfbo.com/p/req\_frame.asp?num=0&action=Agree&dur=3&page=../dbimage.asp%3Fimid%3D18

**Aero-Tech Services' COVID mitigation plan**

**Policies**

1. Only employees and pilots receiving instruction will be permitted to enter the ATS facility. Non-essential passengers are not permitted. Service will be offered by appointment only.
2. Students will need to comply with ATS COVID procedures and fill out a brief Travel Disclosure & Health Assessment before resuming flight training. Students will be asked

I agree to these terms and conditions:   (button available in 30 seconds)

**Appendix 3**

**Covid-19 Mitigation: Travel and Health Disclosure**

ATS is implementing the use of gloves. Do you have any known allergy to Latex or Vinyl?

In the preceding 14 days, mark the following that apply to you:

Traveled outside Pennsylvania? \_\_\_\_\_ If yes, which states? \_\_\_\_\_

Traveled outside the United States? \_\_\_\_\_

Used an airline for transportation? \_\_\_\_\_

Had a fever? \_\_\_\_\_

Been hospitalized for any reason? \_\_\_\_\_

Experienced shortness of breath? \_\_\_\_\_

Anyone you are living with presumed or confirmed to have COVID-19? \_\_\_\_\_

Do you work in an environment that exposes you to COVID patients? \_\_\_\_\_

By signing this document you verify that you are not currently experiencing symptoms of COVID-19 and will not participate in flight training in the event that you develop symptoms.

\_\_\_\_\_ (Signature) Date \_\_\_\_\_