Subject: Return to Work Amidst COVID-19 Threat / COVID-19 Mitigation Plan

DATE: June 8, 2020

Effective: Immediately

WMU COLLEGE OF AVIATION

Return to Work Amidst COVID-19 Threat / COVID-19 Mitigation Plan

This working document consolidates thoughts, plans and ideas for what is necessary to return to in-person training at the WMU College of Aviation during the threat of COVID-19. Understanding that certain educational needs within the Aviation Technical Operations and Aviation Flight Science programs require in-person training, mandated by the Federal Aviation Administration, this document establishes practices to reduce risk associated with COVID-19 and implement protocols to best mitigate when risks cannot be avoided. The practices within this document have been developed following guidelines of the CDC, the Michigan Safe Start Plan, and the Kalamazoo County Health Department COVID-19 Public Health Guidance to Reopen Workforce and the WMU COVID-19 Health and Safety Plan.

This plan applies to all personnel involved with in-person activity at Western Michigan University College of Aviation. This includes students, faculty and staff associated with any aviation activity including providing in-person education, lab work, college management and administration, aircraft maintenance, line services, aircraft fueling and facilities maintenance. The policies, procedures and guidelines outlined in this document are effective on immediately and will remain in effect until further notice.

It is understood that these mitigation measures do not guarantee infectious disease(s) are unable to be spread. For this reason, students, faculty, and staff are not required to participate in in-person activities. Basic safe practices and health awareness will elevate these mitigation efforts. Any student who chooses not to participate shall notify his/her instructor of their decision. Any employee who feels uncomfortable participating in in-person activities shall notify his/her supervisor for possible alternative work assignment.

1. **Restricted Entry Points** – A primary practice for reducing the transfer of COVID-19 is to restrict the access of individuals to the College of Aviation (CoA) facilities. This will be accomplished by screening all personnel that enter the buildings on the CoA campus. To accommodate control of screening, entry points to the campus will be limited to three points. Entry into other buildings
must first go through one of the three main entry points. ALL OTHER DOORS ARE EXIT ONLY. General swipe access to electronic door locks will be turned off and will be limited to select faculty and staff. Signage will be added to doors indicating whether they are entry/exit or exit only doors.

a. The following are the entry points and hours of operation.

i. Aviation Maintenance Center Main Entry
   1. Used primarily for access to Hangars 1, 2, 3, Simulation, and Hangar 4
   2. The entrance will be staffed for screening 0800 to 1700 daily Monday through Friday.

ii. Flight Operations Building Main Entry / North Entry (construction dependent)
   1. Used primarily for access CoA administrative offices, Dispatch, flight planning and AirDocs.
   2. The entrance will be staffed for screening 0700 to 1700 daily Monday through Friday. Screening will also be available when training activities are scheduled outside of these hours in evening and on Saturdays. Screening will be available in the evenings from 1700 until ½ hour after the start of the last training activity and on Saturdays from ½ hour before the start of the first training activity to ½ hour after the start of the last scheduled training activity.

iii. Fleet Maintenance Building South Main Entrance
   1. Used primarily for access to fleet maintenance, PSI testing center and the Spirit Shop.
   2. The entrance will be staffed for screening 0800 to 1700 daily Monday through Friday.

b. Should, in a rare situation, an individual arrives at the CoA from the flight side (airport personnel or guest that has flown in), the screener should be notified and should accommodate screening on the flight side.

2. Screening – Every person that enters buildings at the CoA campus must undergo screening each day they access the campus. Once cleared, the person will be issued a dated and colored wrist band, authorizing access to the aviation campus, including returns to campus, for that day. Each day will have a specific color.

a. Screening will be conducted at the entrance of AMC (by the ambassador station), the main entrance of the Administration and Flight Operations building and the south entrance of the Fleet Maintenance building. Anyone desiring access to any other campus building shall be first screened at one of these three locations.

b. The main responsibility for staffing the screening station will be the college ambassadors (AMC), dispatchers (AFO) and the test center proctor/maintenance personnel (Fleet Maintenance). Other personnel may be assigned to accommodate necessary schedule.

c. Screening will be conducted during the times listed under Section 1: Restricted Entry Points.

d. Screening will consist of a no-contact forehead temporal scan and asking the following listed questions. If anyone shows a fever of 100.4°F or answers YES to any of the
following questions, they will be denied access to the CoA campus and will be advised to contact either Sindecuse Health Center or their healthcare provider.
   i. Do you have any symptoms of respiratory infection (fever, cough, shortness of breath or difficulty breathing)?
   ii. Do you have any sudden loss of taste or smell?
   iii. Have you been exposed to someone with confirmed COVID-19?
   iv. Have you been advised to quarantine either by a health care provider or public health recommendation (i.e. Centers for Disease Control and Prevention, Health Department) and still under that advice?
   e. A CoA Health Questionnaire form is provided in Appendix 1. These health questionnaires will be securely stored for 90 days then destroyed.

3. **Wearing of Personal Protective Equipment (PPE)** - Proper usage of PPE is critical to controlling the spread of COVID-19. The following PPE practices are considered minimum for all students, faculty, staff, and guests of the CoA.
   a. Inside an office as sole occupant – wearing PPE is up to the occupant. If someone requests entry, then the occupant and visitor must wear cloth face coverings.
   b. Inside an office or work area with two or more occupants where six-foot separation cannot be maintained – all persons must wear cloth face coverings and either wear gloves or frequently wash hands or use hand sanitizer.
   c. Walking through college buildings – cloth face coverings are required and washing into and out of building with hand sanitizer is required.
   d. Congregating outside of buildings when within six feet of another person – cloth face coverings are required.
   e. Riding the Shuttle to or from the CoA campus – cloth face coverings are required when six-foot separation cannot be maintained.
   f. Working/instructing in a TechOps laboratory – cloth face covering or face shield, safety glasses, and either wear gloves or frequently wash with hand sanitizer or soap and water are required. Maintaining social distancing as able is required.
   g. Working in a computer laboratory - cloth face covering or face shield, safety glasses, and either wear gloves or frequently wash with hand sanitizer or soap and water are required. Maintaining social distancing as able is required.
   h. Working in fleet maintenance – cloth face covering, and other PPE as necessitated by task at hand and if working inside 6 feet from a co-worker, a cloth face covering will be required
   i. Working/instruction in a simulation device or aircraft – unless safety of flight dictates otherwise, masks are required any time there are two or more individuals in the simulation device or aircraft.
   j. Cleaning simulator or aircraft – face covering and gloves are required.

4. **Social Distancing** – Everyone at the CoA campus is expected to follow CDC recommendations of personal actions to minimize transferring germs/viruses. Information about these recommendations can be found at the university’s COVID-19 FAQ website (https://wmich.edu/covid-19/faq).
a. Supervisors shall review work assignments and encourage/require the use of remote work when possible.
b. Whenever possible, except for when consuming food or beverage, every person at the CoA campus shall wear a cloth face covering when in any public area of a campus building. Cloth face coverings shall also be worn when outside and proximity to another individual is less than six feet.
c. Each building will have building facilitator(s) assigned that is responsible for establishing and managing professional distancing and cleaning/disinfecting strategies. The individuals assigned as building facilitators are:
   i. AMC Welcome Center – Tom Thinnes and Reina Cooke
   ii. Hangar 1 & 2 and labs – Jeremy Hierholzer and Ray Thompson
   iii. Hangar 3/Sim building – Bill Feenstra and Jake Zoch
   iv. Hangar 4 – Ray Thompson and Kim Feenstra
   v. AFO 1st, 3rd and 4th Floors, stairwell, and elevator – Tom Grossman and Annie Quardokus
   vi. AFO 2nd Floor – Dave Powell and Tracey Kauppila
   vii. Hangar 6/Fleet Maintenance – Scott Austin and Leah Hose
d. Items to consider for professional distancing include
   i. Limiting the number of building entrances
   ii. Prominently marking entrances and exits
   iii. Establishing and posting maximum capacity for the building or section of the building
   iv. Marking the floor with 6’ distance marks in areas where sequencing would be expected
   v. Removing chairs or other furniture to minimize loitering
   vi. Blocking off computers or workstations to assist in professional distancing
   vii. In high volume areas, establishing one-way flow patterns to minimize congestion points and marking/posting appropriately
e. Establish and promote new professional distancing etiquette
   i. Do not make unannounced visits; make appointments, or call ahead
   ii. Do not enter personal office areas until invited
   iii. Place HOLD SHORT markings on floor at entrances to office entry points with instructions posted.
   iv. Place plexiglass shields in areas where frequent closer in-person presence is required.
f. The second floor of Hangar 4 (fitness room and break room) will be closed.
g. To accommodate professional distancing, 6’ tables with a chair at each end will be made available in Hangar 4 to accommodate ground discussion and one-on-one oral briefings.
h. To enhance the ability to provide professional distancing, campus use should be limited to individuals that have legitimate business activities with the college. No unnecessary guests should be visiting the college at this time.
i. Use of briefing rooms is limited to short period pre and post flight briefings. They are not to be used for longer duration ground discussions.
5. **Best practices to achieve behavior modification** – Changing an individual’s behavior will be one of our greatest challenges. This will be best achieved through:
   a. Emails sent to all CoA students, faculty, and staff outline the return to in-person training initiatives to minimize the threat of COVID-19.
   b. A self-paced eLearning course will be provided that every student, faculty, and staff member is required to complete for that individual to participate at the CoA campus. The eLearning course will contain modules that include:
      i. General – applicable to the whole college
         1. How, where, and why to wear cloth face coverings
         2. How to safely remove gloves
         3. Best practices on social distancing
         4. Positive reinforcement by thanking each other for the use of cloth face coverings and adequate hand washing/user of hand sanitizer.
      ii. Tech Ops – applicable to students, faculty, and staff engaging in lab work
         1. Use of PPE equipment in various lab scenarios
         2. How to clean tools
      iii. Flight – applicable to students, faculty, and staff engaging in activities involving aircraft simulation devices and/or aircraft.
         1. Use of PPE equipment in when in the simulation device or aircraft
         2. Use of PPE equipment when cleaning the simulation device or aircraft
         3. How to clean aircraft and simulation device after use
      iv. Fleet Maintenance - applicable to students and staff engaged in aircraft repair operations in Fleet Maintenance (Hangar 6).
         1. How to practice social distancing while performing team assigned work tasks.
         2. Proper disinfecting and safety practices for assigned workspace (including aircraft) and tooling.
   c. Faculty and Staff will be expected to be role models in promoting positive behavior practices.
   d. Signs will be posted throughout the CoA to remind individuals of recommended practices to stop the spread of germs, symptoms of COVID-19 and prevention measure to avoid infections.
   e. Flight Information File 2020-03 will be required to be read and acknowledged by all personnel utilizing aircraft and simulation devices.

6. **Cleaning of Facilities**
   a. Building cleaning
      i. Overnight cleaning
1. General building cleaning will be conducted during evenings as routinely conducted by ABM industries, overseen by the facilities manager.

2. Electrostatic spraying – Common areas of high traffic buildings will be treated with Clorox Total 360 electrostatic misting every night. Common areas of other buildings will be conducted three times per week.

ii. Periodic daily cleaning
   1. Individual building facilitators will be responsible for establishing periodic cleaning schedules, processes, and responsible individuals from the employees within the area, overseen by the facilities manager. The cleaning will include the following as a minimum.
      a. Public work areas will be wiped down with disinfecting wipes or sprayed with Virex II 256
      b. Common work areas such as tabletops, countertops, common workstations, and lab stations shall be wiped/sprayed at least every two hours during normal hours business/use.
      c. High touch point items such as doorknobs, light switches, handles, public phones, copiers, keyboards, toilets flush handles, toilet seats, faucet handles, and sinks should be wiped down periodically (every hour or two).

7. Cleaning of Aircraft and Equipment
   a. Aircraft and simulator cleaning
      iii. Aircraft and simulators will receive a general cleaning by the flight crew after each training session. General cleaning will consist of:
         1. Interior components cleaned with Isopropyl Alcohol solution. (IFD bezel buttons, FMS/Transponder/Keyboard/Audio Panel/autopilot buttons, Engine Control Quadrant, Bolster Panel Switches, Flap Lever/Switch, Instrument Panel Switches/Knobs/Controls, Control Yoke/Sticks, Fuel Selector, Environmental Controls, Door Handle/Armrest, Seatbelt Clasp Handle, Seat Lock Bar, and Cabin Step-up Handle (Exterior on top of fuselage)). These items are considered high touch surfaces.
   b. Equipment and lab cleaning
      v. Each lab will be disinfected after 6pm with the Clorox Total 360 electrostatic misting system.
         1. Equipment sensitive to fogging will be placed in enclosed storage where possible.
2. Fogging/misting will not to be done in the Electronic and Computer, laboratories.

vi. Small equipment used in labs that is generally stored in toolboxes, drawers, or cabinets, etc., must be wiped down before and after use and immediately put away.

8. **Violations** – It is recognized that desired behavior and compliance with these protocols is best achieved through positive modeling and reinforcement. This section provides guidance should blatant or repetitive violations be exhibited by an individual.
   
a. Students, faculty, and staff that are found to be willfully and blatantly violating the policies and practices outlined in this document will be subject to loss of on-site privileges at the CoA campus. Cases involving student behavior will be forwarded to Student Conduct for a violation of section B5 and/or B8 of the Student Code. Cases involving faculty and staff will be addressed with HR.

b. Students, faculty, and staff that are found to be inadvertently or accidentally violating the policies and practices outlined in this document, will be warned of the violations. Individuals with repetitive offences may lose on-site privileges at the CoA campus.

These procedures and protocols are a living process and may be reduced, rescinded, or increased based on guidance or directives from the University, the counties of Kalamazoo and Calhoun, the State of Michigan, or the CDC.

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WMU College of Aviation Questionnaire

(To be completed by paper form or electronically through Qualtrics.)

Printed Name ___________________________ Date: __________________

[ ] [ ] 1. Do you have any symptoms of respiratory infection (fever, cough, shortness of breath or difficulty breathing)?

[ ] [ ] 2. Do you have any sudden loss of taste or smell?

[ ] [ ] 3. Have you been exposed to someone with confirmed COVID-19?

[ ] [ ] 4. Have you been advised to quarantine either by a health care provider or public health recommendation (i.e. Centers for Disease Control and Prevention, Health Department) and still under that advice?

Signed _________________________________

For Office Use Only:

Appendix 1