

Sample Company
Department Policy
COVID-19 Procedures
Effective 4/9/2020 till further notice

The following is a flight department policy:

1. At all times, as best as possible, follow the government recommended practices of maintaining a distance of 6 feet or more from another person, wash hands frequently with soap and water or hand-sanitizer, avoid touching your face with your hands.
2. The aircraft interior will be treated with an EPA-approved disinfectant against viruses that lasts 90 days. If necessary, it will continue to receive recurring treatment every 90 days.
3. As a preflight and post-flight requirement, the PIC will ensure that all interior surfaces that may have had, or will have human contact, will be wiped down with disinfecting wipes or with cloth soaked in a 70% isopropyl alcohol/30% water mixture. Surfaces to include the cockpit, galley, lavs, passenger seats, cabin switches, drawer latches, remotes, phones, and door handles. The person doing the wiping is to wear latex gloves and dispose of them properly when finished.
4. Prior to flight, pilots will self-assess, and pilots to query passengers the following. If the answer is yes to either question, they are not allowed onboard.
 - a. Are you feeling ill now or know you have COVID-19?
 - b. Have you or is anyone in your household with COVID-19 or been exposed to a known COVID-19 ill person in the past 14 days? Current government guidance defining "exposure" is to be used.
5. Pilots and passengers are to have their temperature taken with touchless digital thermometer prior to boarding. If anyone's temperature is 99.6F or higher, they are not allowed onboard.
6. No catering will be provided.
7. There is to be minimal interaction between the pilots and passengers while inside the aircraft to minimize being in close proximity of each other.
8. A supply of latex gloves and face masks will be available for pilots and passengers. It is highly recommended, but not required, for pilots and passengers to wear latex gloves and face masks while onboard or near the aircraft.

In the absence of additional guidance from Bombardier, please refer to the Gulfstream Aircraft Disinfecting Procedures guidelines dated March 2020.

Signed, Manager