HELICOPTERS
Valdez, Alaska

Safety & Sanitization Protocols

Phase 1 Rollout

We are closely monitoring the information from federal and state governmental agencies in addition to the Centers for Disease Control and Prevention (CDC) regarding the coronavirus (COVID-19) crisis. We will remain attentive and are ready to respond to changing conditions. The safety and wellbeing of our guests, pilots, and employees is and always has been our number one priority.

Additional safety measures implemented include:

All employees are issued appropriate PPE, and PSE (personal self-screening equipment) to self-screen using the screening form found in the AK DOT&PF construction crew Covid-19 plan guidance each day before reporting to work.

All employees will receive training on COVID-19 safety and sanitization protocols.

Employees are instructed to stay home if they do not feel well and are directed to contact a manager if they notice a coworker or guest with known symptoms of COVID-19.

Appropriate personal protective equipment will be worn by all pilots based on their responsibilities and operational needs following state or local government guidance. Pilots will greet guests with a contactless introduction. We have asked our pilots to limit physical interactions, including refraining from taking photos with the guest's camera, mobile phone, etc.

Passengers will enter the terminal through doors that are automatically opened.

All passengers will be screened using the screening form found in the AK DOT&PF Construction crew Covid-19 plan guidance for a mandatory temperature check before the flight. Passengers with or reporting a temperature above 100.4 will have a secondary screening and may be refused service based on health factors.

Passengers picked up at an off-site location will be screened by phone before the embarkment of the flight.

The frequency of cleaning and sanitizing has been increased in all spaces with an emphasis on high contact surfaces. Passenger check-in stations and payment processing machines will be sanitized after every transaction.

Each party/guest will receive an oral safety briefing. Briefing cards are still available and will be sanitized after each use.

Standard procedures for crew changes include the engine being shut down after each flight. Once the passengers are safely away from the helicopter, the helicopter interior is sanitized, and the cabin refreshed before any new passengers are boarded.

All passengers will wear face protection during flight. If a passenger does not have face protection or loses their face protection, Vertical Solutions will provide one. Contractors are required to ensure crews have adequate PPE and spare face protection.

Through Phase 1, we have removed the mic muffs from all passenger microphones. Interiors, headsets, microphones, and all high touch areas are sanitized each morning and between each new passenger.

http://dot.alaska.gov/2020/docs/COVID-19-Mitigation-Response-Plan.pdf

https://www.doi.gov/sites/doi.gov/files/uploads/ib-2020-01.pdf

Wellness Screening for Remote Work Location Deployment

In addition to the screening measures listed in the form below, the Management Team will closely monitor the Center for Disease Control (CDC) guidance on the best practices for prevention and response during this rapidly changing pandemic situation.

Conducting temperature checks on passengers prior to deployment to a jobsite is a decision that we do not take lightly. During this pandemic, because of concerns for the health and safety of our workers and the public, it will be our policy to conduct such screenings.

Fairbanks Memorial Hospital
(907) 458-2888

Valdez Community Hospital
(907) 835-2249

Passenger Name:_____

Date/Time of screen: _____

1. **Have you traveled within the previous 14 days?   NO   YES**
   - **If yes, where?** _____

2. **Temperature recorded (℉):** _____ (if ≥ 100.4, verify temp. with second screen)

3. **Do you have or have you recently had any of the following symptoms (circle):**

   - **Fever**
   - **Dry cough**
   - **Difficulty in breathing**   ** Symptoms may appear 2-14 days after exposure.
   - **Fatigue**

Passengers who meet any one of the following criteria will not be mobilized to the jobsite without a medical examination and clearance:
- **Traveled to countries labeled by CDC as Level 3 Travel Health Notice**
- **Known contact with a person known or suspected to have COVID-19**
- **Screening temperature of 100.4 or higher**
- **Visible or self-reported symptoms of COVID-19**

Although these screenings are being conducted in good faith over concerns for employee and public health related to remote job sites, each employee should know the following:
1. **A person may NOT have a fever and yet still be a carrier of the virus.**
2. **A person without an elevated temperature does not mean he/she has a clean bill of health.**
3. **Temperature testing does NOT ensure there is no communicable disease in the workplace. It does not prevent the spread of disease. It is simply one precautionary screen that can help inform whether or not an employee should deploy to remote site work.**

Temperature Screener Signature: _____

# Department of the Interior
Information Bulletin

Subject: Aircraft Cleaning - COVID-19 Prevention

Area of Concern: Personnel Safety

Distribution: All Aviation Operations

Discussion: On March 11, 2020, the World Health Organization (WHO) declared the outbreak of COVID-19 a pandemic.

As we move towards the season associated with a significant increase in operations, the following cleaning procedures recommended by the Center for Disease Control and Prevention (CDC) should be followed in order to prevent the spread of COVID-19.
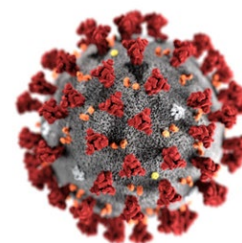
Before starting, always check with the aircraft manufacturer to ensure cleaning products used are compatible with aircraft surfaces and electronics.

When cleaning aircraft, it's critical to clean all touch surfaces thoroughly, which there are many within the tight confines of an aircraft. Pay special attention to every handle, knob, touch screen, yoke, belt buckle, and control that is touched in routine use both inside and outside the aircraft. And don't forget headsets and helmets. As a precaution, those should be thoroughly cleaned after use and never shared without thorough disinfection in accordance with manufacturer's guidelines. Current CDC guidance is that the virus that causes COVID-19 can survive for three to seven days on some surfaces. As a result, you should strongly consider keeping your helmet or headset with you and storing shared headsets in separate cases with the date of last use or date cleaned if they are to be used by others.

Hard (non-porous) surfaces. Wear disposable nitrile gloves when cleaning and disinfecting surfaces. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Gloves should be properly discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes.

For a list of products that are EPA-approved for use against the virus that causes COVID-19 visit the EPA website List N: Disinfectants for use against SARS-CoV-2. It's important to follow manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

Additionally, diluted household bleach solutions (at least 1000 ppm sodium hypochlorite) can be used if approved by the aircraft manufacturer and appropriate for the surface. Again, follow the manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. **Never mix household bleach**

with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. You can prepare a bleach solution by mixing 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water.

Soft (porous) surfaces. For soft or porous surfaces, such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

For frequently touched electronic surfaces, such as tablets or touch screens, remove visible dirt, then disinfect following the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect. **Many electronic components are sensitive to harsh cleaning products and moisture. Allowing moisture to penetrate certain areas beyond the surface could result in damage and render the aircraft inoperable.**

Contracted aircraft. Contractors should have an Emergency Response Plan that addresses the procedures and frequency for disinfecting the aircraft and protecting personnel against exposure as well as what to do in the event of an exposure or suspected or confirmed case of COVID-19. Most DOI aircraft contracts state:

> Section B5.2, "**The aircraft interior must be clean** and neat with no unrepaired tears, rips, or other damage. **The exterior finish**, including the paint, **must be clean**, neat, and in good condition."

> Section C9, "The Contractor shall keep and maintain programs necessary to assure safety of ground and flight operations. The development and maintenance of these programs are a material part of the performance of the contract. Examples of such programs are (1) personnel activities, (2) maintenance, (3) safety, and (4) compliance with regulations."

An entry in a cleaning logbook should be made after the completion of the cleaning procedures to document actions taken and prevent the aircraft from being grounded in the event of a suspected or confirmed case of COVID-19. Sealing the aircraft entry areas (doors) with tape or other evidence marking materals to ensure the aircraft remains in a clean state when not used is also recommended.

Ensure that proper PPE is worn during the cleaning process. Gloves and any other disposable PPE used should be removed and properly disposed of after cleaning. Wash hands immediately after removal of gloves and PPE with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available. Using disposable gowns is best practice but often not practicable in most of our operations. As such, one should strongly consider washing work uniforms/clothes worn during cleaning using the warmest appropriate water setting and drying them completely.

Safety of flight is paramount. If any of the procedures noted above conflict with safety of flight, they should be discontinued and reported to management so that alternative solutions can be explored. A SAFECOM should also be submitted to report the issue(s).

Taking shortcuts only prolongs the pandemic. Together, we can manage this challenge.

/s/ Keith Raley
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Keith Raley
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DOI, Office of Aviation Services