



# COVID-19 RESPONSE GUIDE

## TABLE OF CONTENTS

1. From Capt. Tony Shen

2. Prevention

2.1. Social Distancing

2.2. Temperature Test

2.3. Wear Mask

2.4. Hygiene

3. Sanitation

3.1. Facilities

3.2. Aircraft & Simulator

4. Reporting

4.1. Protocols and Assistance

4.2. International Students (SEVIS)

4.3. Email Reporting

5. Useful Resources



## **1. From Capt. Tony Shen**

I hope this note finds you healthy and safe. These past few weeks have been extraordinary, as our world, nation, and every one of our communities come to grips with the threat of COVID-19 to our health, economic vitality, and social life. As many businesses have been ordered to shut down, flight training is currently identified as part of the critical infrastructure sectors by the federal government of the US, which means we plan to continue operating amid this unprecedentedly challenging time.

The coming months won't be easy, but we are committed to doing our very best to make our students' learning experience exceptional and keep all of our staff and students safe amidst these challenging circumstances. Therefore, we are implementing specific policies and procedures.

We are a strong community and we care about each other. We are doing everything we can to help our students with their training. I'd like to thank all of you for your understanding and for your willingness to do the right thing during these complicated and confounding times.

Sincerely,

President  
Wayman Aviation Academy



## **2. Prevention**

The best way to stop an illness is prevention. In order to continue with our mission of training and keep students and staff safe and healthy we must all follow CDC guidelines to mitigate the spread of COVID-19.

Employees or students who have symptoms of acute respiratory illness are required to stay home and not come to campus until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees or students should notify their supervisor or teams and stay home if they are sick.

### **2.1. Social Distancing**

- a. Most ground schools, orals and meetings are being conducted online
- b. Students are asked to only come to school when they have scheduled activities
- c. Library and campus study areas are closed until further notice. Students are encouraged to study from home
- d. No visitors to student housing, punishable by a fine
- e. Campus tour is by appointment only and limited to 2 people per group
- f. Minimized staffing and optimized flight schedule to allow minimal people in school training facility at any given time
- g. Facilities are closed to the public. Only students, staff and approved visitors with Wayman badges can enter the premises

### **2.2. Temperature Test**

- a. Students, staff, and anyone coming to school need to take a temperature check on arrival. Anyone with surface temperatures above 99°F are not allowed to be in school
- b. All visitors are required to complete the *Visitors Form* at the front counter



## **2.3. Wear Mask**

- a. Students, staff and visitors are required to wear masks to cover mouth and nose in the building, and encouraged to do so in the aircraft
- h. Masks are available at the pilot shop

## **2.4. Hygiene**

- a. Wash your hands with soap and water for at least 20 seconds before and after every activity, when you enter the Academy, and after using the restroom
- b. Cover your mouth with a tissue or elbow for any cough or sneeze.
- c. Shower daily and use clean laundered clothing
- d. The Academy has posted posters extensively throughout the campus encouraging hand washing and cleanliness



## **3. Sanitation**

Keeping a clean environment will reduce the likelihood of contamination. The Academy is taking great care to keep classrooms and aircraft clean. Students should make these efforts personally in student housing and private residences.

### **3.1. Facilities**

- a. Students and staff are asked to follow CDC hygiene guidelines
- b. Dispatch will clean hard surfaces twice (2) per day
- c. School facilities are cleaned every evening by a professional cleaning crew
- d. Deep cleaning of the facilities are conducted weekly

### **3.2. Aircraft & Simulator**

- a. When available use wipes, or spray and paper towels to clean controls and switches prior to every flight.
- b. Airplanes are sanitized before each flight by ramp technician
- c. Remove ALL garbage, including the above-mentioned wipes/paper towels after each flight
- d. Deep cleaning of the aircraft with isopropyl alcohol are conducted by mechanics after scheduled maintenance



## **4. Reporting**

Communicating and self-isolating when ill are what will keep the illness from spreading. Anyone, staff and students, must immediately report COVID-19 symptoms to management via email and self-quarantine. No one with a fever is permitted on campus at any time for any reason. Anyone may be tested for fever without cause at any time.

### **4.1. Protocols and Assistance**

- a. Anyone who is sick or entering self-quarantine must report it to student affairs by email/phone and stay home followed by making a doctor appointment or telemedicine call (see Resources). Medical results should be shared with Student Affairs, to determine the plan of action for each individual case
- b. Anyone with COVID-19 related symptoms should self-quarantine for the CDC recommended 14 days. If symptoms do not develop further after this length of time they are expected to report back to the flight line for training. A Doctor's note is required to extend the quarantine beyond 14 days
- c. Individuals that may have been exposed, have traveled outside of the US, or are otherwise at-risk should quarantine for the same 14 days unless a negative test result can be provided. If no symptoms develop after 14 days, or a negative test result can be provided, they are expected to report back to training and/or work. A Doctor's note is required to extend the quarantine beyond 14 days.
- d. Individuals who have tested positive to COVID-19, whether symptomatic or asymptomatic, must be in quarantine for at least 14 days. If symptoms subside (or do not develop in asymptomatic cases) after 14 days, a 2nd COVID-19 test result must be provided immediately. The afflicted individual is expected to report back to Student Affairs (students) or Human Resources (Staff) before returning for work and/or training
- e. The Academy is networking with a team of health care providers to deliver medical services whenever necessary. See Resources
- f. The Academy has set up isolated housing with 24/7 monitoring for those who need to be quarantined



## **4.2. International Students (SEVIS)**

- a. M-1 visa students are required to maintain course activity in accordance with SEVIS COVID Guidelines
- b. M-1 students can only get permission to reduce their course load for medical reasons
- c. Students on M-1 are not permitted to travel, except to their home country
- d. Students on an M1 visa should not self-quarantine for more than the recommended 14 days while in the US. Students under an M1 visa must leave the US to repatriate and follow the instruction of their home country
- e. Incoming students including those returning from LOA should self-quarantine for 14 days when they arrive at the US or they must be able to provide a negative COVID-19 test result upon arrival before coming to school

## **4.3. Email Reporting**

- a. Anyone exhibiting COVID-19 symptoms must report via email to management immediately and [support@wayman.net](mailto:support@wayman.net). In this report students/staff should include the following details:
  - i. Name and Position
  - ii. Symptoms Exhibited and When They Presented
  - iii. List All Visits to the Academy in the Last 10 Days
    - *What classrooms did you go to?*
    - *Who did you talk to or interact with?*
    - *What planes did you fly or work on?*
    - *Did You Visit Anyone Else's Office?*
  - iv. Where you will self-quarantine and your plans to contact medical professionals?
  - v. This information will be used to sterilize and quarantine others at high risk of infection



## 5. Useful Resources

- ❑ Center for Disease Control (CDC) <https://www.cdc.gov/coronavirus/2019-ncov>
- ❑ Florida COVID-19 Center <https://floridahealthcovid19.gov/>
- ❑ Broward COVID-19 Information <https://www.broward.org/coronavirus/>
- ❑ Miami-Dade COVID-19 Information <https://miamidade.gov/coronavirus>
- ❑ MD Now Urgent Care and Telemedicine
  - ❑ [\*Urgent Care Locations\*](#)
  - ❑ [\*Virtual Clinic\*](#)