

EVA FTA

COVID-19 Guideline



Revision 6

Issued Date: January 13, 2021

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How COVID-19 Spreads per the CDC

Person-to-person spread

- The COVID-19 virus is thought to spread mainly from person-to-person.
- It is highly contagious and can be spread by people who are asymptomatic as well as symptomatic.
- The virus will spread between people who are in close contact with one another (within about 6 feet).
- The virus spreads through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

The virus that causes COVID-19 is spreading very easily and sustainably between people. In general, **the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.**

Spread from contact with contaminated surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

Spread between animals and people

- At this time, the risk of COVID-19 spreading **from animals to people** is considered to be low.
- It appears that the virus that causes COVID-19 can spread **from people to animals** in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19.

Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19 (This list does not include all possible symptoms):

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell

- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Steps to Prevent Illness

Take steps to protect yourself and others

- Stay at Home as much as possible.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. See [hand wash technique](#).
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Put 6 feet of distance between yourself and people who don't live in your household.
- Wear a face covering in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
- Do not share personal stuff, such as phones, pens, headsets and etc.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and throw used tissues in the trash.

Wear a Mask

- The cloth face cover is meant to protect other people in case you are infected.
- School requires everyone to wear face covering when entering the campus and hangar, taking school shuttle and flying the aircrafts).
- Medical facemasks will be provided upon request at dispatch (2 masks per week per person).
- How to Wear a Cloth Face Covering?

Wash your hands before and after touching your face covering.

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily.
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, wash your hands
- How to Take Off Your Cloth Face Covering Carefully?

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.
- Dispose used masks and gloves at the covered trash can by office EXIT (see picture).



Feeling Sick

EVA Flight Training Academy **requires** employees or students to stay home/room if they are sick or developing any symptoms of COVID-19.

- If you think you may be sick, leave work immediately. Report to your supervisor via email or call and wear a face covering.
- Separate yourself from other people and monitor your symptoms and temperature.
- Stay home except to get medical care. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- Clean your hands often.
- Avoid sharing personal household items.
- International students who would like to see a doctor should bring the insurance card/document, passport and claim form if available.
- If you have symptoms of COVID-19 and want to get tested, call your state or local health department or a medical provider. You can also complete [the screening questions](#) to get drive-thru test. Here is state and local health department as well as nearby medical provider's information:
 - Sacramento County Health Department: (916) 875-2400
 - California Department of Public Health: (916) 558-1784
 - Sacramento VA Medical Center Emergency Room: (916) 843-7000 (24/7)
 - Concentra Urgent Care: (916) 364-1733 (Mon-Fri, 08:00–17:00)
 - Action Urgent Care: (916) 562-0812 (Mon-Sun, 09:00–20:00)

Body Temperature Testing

Employees or students who have symptoms of acute respiratory illness are required to stay home and not come to campus.

- All personnel coming to the office should be temperature tested.
 - Office: Main entrance will be closed. All personnel should use BACK entrance to enter the building and be temperature tested by Dispatcher and sanitize their hands. Temperature logs will be maintained at Dispatch.
 - Hanger: After entering Hangar, everyone should measure their own temperature, record it on the temperature log and sanitize their hands.

- If an employee, student or someone in their home or who they have been in contact is found to have a fever of over 100.4 F (38° C) or greater, or feels warm to the touch, or gives a history of feeling feverish, they will be sent home.
- An employee or student who thinks or knows he/she has symptoms or COVID-19 can return to campus only after:
 - 3 days with no fever **and**
 - Respiratory symptoms have improved **and**
 - 10 days since symptoms first appears.
 - If you can be tested, you can return to work when you have no fever, respiratory symptoms have improved, and you **receive two negative test results in a row, at least 24 hours apart.**
- An employee or student who has been around a person with COVID-19 or developing COVID-19 symptoms can return to work 14 days after exposure.

Mental Health

Helpful strategies to Cope with Stress

- MAINTAIN ROUTINES of normal sleep and meals.
- STAY INFORMED by seeking out credible sources such as the CDC, WHO, and local government. Limit the amount of time you're watching news reports that make you feel stressed.
- STAY ACTIVE by exercising and enjoying the outdoors while maintaining social distance.
- STAY CONNECTED. Technology makes this easier than ever!
- EXPRESS GRATITUDE.
- Other useful strategies: [Sacramento Health and Social Service](#)

Social Distancing Procedures

EVA FTA mandates no employee or student gatherings of more than 10 people in one physical place.

Social distancing of 6 feet shall always be complied.

- No meetings with more than 10 people.
- No ground school classes with more than 10 people per classroom. Most ground school classes will be conducted via Distance Learning.
- Maximum 2 people in one cubicle, AATD, FTD and aircraft.
- Briefing rooms are reserved for check ride used only.
- Students are encouraged to self-study at home if no training has been scheduled.
- While eating in cafeteria, a social distancing of 6 feet should be complied.
- Do NOT stay or gather at dispatch area, only passing through is allowed.

- There are two designated areas for you to speak to dispatchers (see pictures below). Only one person per block is allowed in one time. Do not enter dispatch area if both blocks are occupied.



Office Space Hygiene

- EVA FTA requires employees and students to wipe down frequently touched surfaces areas before each use, such as keyboards, phones, dining tables, with alcohol-based sprays and towel paper (located at the entrance of office, hangar and cafeteria). Sprays shall be returned after the use.
- Alcohol wipes are available at dispatch upon request (2 pieces per person per flight).
- EVA FTA provides soap and water and hand sanitizer in the multiple locations at workplaces and made sure that adequate supplies are maintained.
- Cleaning agent will clean the facility and disinfect commonly touched surfaces, such as countertops, restroom countertops and doorknobs with bleach/alcohol based products each afternoon.

Aircraft and Simulator Hygiene

- Before leaving dispatch to pre-flight the airplane employees and students must wash their hands or use hand sanitizer.
- Every airplane and simulator will be disinfected by mechanics every day.
- IP/student can wipe down stick, throttle, mixture, propeller lever and door handle with wipes but do NOT clean G1000 screen and canopy.

Use of COVID-19 Vaccines

As of December 12, 2020, two types of vaccines (**Pfizer-BioNTech COVID-19 vaccine** or **Moderna COVID-19 vaccine**) that have been approved by the FAA and are available to the American public under provisions of an Emergency Use Authorization (EUA) by the Food and Drug Administration (FDA).

Please notify your supervisor if you may or decide to receive the vaccine, a 48-hour no fly/no safety related duty interval must be observed after each dose. Please also make sure to plan ahead and do the vaccine on your off days without affecting your regular work duties. For more information regarding the COVID-19 vaccines, please visit [Novel Coronavirus \(COVID-19\) Update \(faa.gov\)](https://www.faa.gov/coronavirus).

Additional Measures in Response to COVID-19

- Access to main office will be limited to only one entrance and exit which are by the dispatch area.
- Employees and students are required to complete [EVA FTA Health Management Report](#) everyday by 4:30 pm to ensure the safety of our working environment. Your duty for the next day will be affected if survey has not been completed.
- Weekend shopping will be scheduled upon request and only one student per apartment can go to the store.
- School shuttle van will be disinfected by the driver everyday after operating.
- New students coming from outside of the county must spend 14 days in self-quarantine in the US prior to flight training.
- Dealing with a potential sick employee or student, CDC recommends that people who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be immediately separated from other employees and be sent home immediately.
- EVA FTA managers will be tracking sick employees and students and providing a daily update to Executive and the Human Resources manager.
- Employees or students who are well but who have a sick family member at home with COVID-19 should notify Human Resources and refer to CDC guidance for how to conduct a [risk assessment](#) of their potential exposure.
- If an employee or student is confirmed to have COVID-19, EVA FTA should inform fellow employees and students of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Employees and students exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a [risk assessment](#) of their potential exposure.
- Follow the latest local government's [Public Health Order](#) and appendix [Social Distancing Protocol](#).
- For California Counties' reopening status, please refer to [California COVID-19 page](#).

Emergency Response Plan COVID-19

Any employee or student who got tested positive for COVID-19, the Emergency Response Plan should be activated.

Reporting

In this report, student/employee who got positive for COVID-19 should include the following details:

1. Name and Position
2. Symptoms exhibited and when they presented
3. List all visits to the Academy in the last 10 days
4. What classrooms did you go to (if applicable)?
5. Who did you talk to or interact with?
6. What planes did you fly or work on?
7. Did you visit anyone else's office?
8. Where you will self-quarantine and your plans to contact medical professionals?

If A Student Gets Infected by COVID-19

- School will leave food, medication and sanitary products outside of the apartment in a box and call the student to inform them supplies have been dropped off.
- Student will remain in doors with no contact with others.
- The student will remain quarantined until a doctor releases them.
- If symptoms get worse, the student will call 911 and report to school officials. The student will have to be transported to the hospital by ambulance.
- Anyone who have contacted with the infected student will need to be quarantined for 14 days in his/her own room. Other roommates will be moved to other places.

EVA FTA Procedures

- EVA FTA will retrieve the person's activities/training history to identify the contaminated areas/persons.
- EVA FTA will conduct risk assessment.
- EVA FTA will close off the campus and contract a cleaning service to disinfect the campus.
- Airplanes and simulator will need to be disinfecting.

Useful Resources

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.saccounty.net/COVID-19/Pages/default.aspx>

Appendix A: Social Distancing Protocol

Business name: EVA Flight Training Academy

Facility Address: 3745 Whitehead Street, Mather, CA95655

Approximate gross square footage of space open to the public: 238,184 SQFT

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage:

Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.

Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures To Protect Employee Health (check all that apply to the facility):

Everyone who can carry out their work duties from home has been directed to do so.

All employees have been told not to come to work if sick.

Symptom checks are being conducted before employees may enter the work space.

All desks or individual work stations are separated by at least six feet.

Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

Break rooms: Everyday

Bathrooms: Everyday

Other

Disinfectant and related supplies are available to all employees at the following location(s): Office/Hangar Entrances and dispatch area

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): Office/Hangar Entrances

Soap and water are available to all employees at the following location(s): by the sinks.

Copies of this Protocol have been distributed to all employee

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

N/A Limit the number of customers in the store at any one time to [Click or tap here to enter text.](#)[insert maximum number here], which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

N/A Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

N/A Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain: [Click or tap here to enter text.](#)

N/A Optional—Describe other measures: [Click or tap here to enter text.](#)

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

Placing signs outside the store reminding people to be at least six feet apart, including when in line.

N/A Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

N/A Separate order areas from delivery areas to prevent customers from gathering.

All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Optional—Describe other measures: [Click or tap here to enter text.](#)

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

N/A Preventing people from self-serving any items that are food-related.

Lids for cups and food-bar type items are provided by staff; not to customers to grab.

Bulk-item food bins are not available for customer self-service use.

N/A Not permitting customers to bring their own bags, mugs, or other reusable items from home.

N/A Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe: [Click or tap here to enter text.](#)

Optional—Describe other measures (e.g. providing senior-only hours): [Click or tap here to enter text.](#)

Measures To Increase Sanitization (check all that apply to the facility):

N/A **Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.**

N/A **Employee(s) assigned to disinfect carts and baskets regularly.**

N/A **Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.**

N/A **Disinfecting all payment portals, pens, and styluses after each use.**

Disinfecting all high-contact surfaces frequently.

Optional—Describe other measures:

* **Any additional measures not included here should be listed on separate pages, which the business should attach to this document.**

You may contact the following person with any questions or comments about this protocol:

Name: Mei Kamoshita

Phone number: 916-394-5395

**Appendix B: Order of The Health Officer of The County of Sacramento
(January 13, 2021)**



**ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SACRAMENTO
DIRECTING ALL INDIVIDUALS LIVING IN THE COUNTY TO CONTINUE
TO STAY AT HOME OR AT THEIR PLACE OF RESIDENCE AND CLOSING
OR MODIFYING CERTAIN OPERATIONS**

DATE OF ORDER: January 13, 2021

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, 120175, AND 120220, THE HEALTH OFFICER OF THE COUNTY OF SACRAMENTO ("HEALTH OFFICER") HEREBY ORDERS AS FOLLOWS:

1. This order supersedes the December 9, 2020 Order of the Public Health Officer directing all individuals to stay at home ("prior Stay At Home"). This Order **shall become effective immediately** and will continue to be in effect until it is rescinded or amended in writing by the Health Officer.
2. On January 12, 2021, the Governor of California announced that the projected four week hospital intensive care unit capacity for the Greater Sacramento Region was greater than the 15% Regional Stay at Home Order threshold. As a result, the County of Sacramento is no longer subject to the Regional Stay At Home Order.
3. On November 13, 2020, the California Department of Public Health (CDPH) issued updated guidance for private gatherings (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-for-the-Prevention-of-COVID-19-Transmission-for-Gatherings-November-2020.aspx>). Due to the increased risk of transmission and spread of COVID-19 when people from different households and communities mix, Sacramento County Public Health continues to discourage social gatherings. People who choose to attend gatherings should adhere to the CDPH guidance and limit the size to three households or less as well as take other precautionary measures as outlined in the guidance.

4. The State of California Blueprint for a Safer Economy (<https://covid19.ca.gov/safer-economy/>) is a system of county monitoring and re-opening of businesses based on a tiered system corresponding to specific indicators of COVID-19 disease burden. According to this system, Sacramento County is currently in Purple Tier 1 (widespread) and is subject to all State of California restrictions and guidance for Purple Tier 1.

5. In alignment with Purple Tier 1, the following sectors are permitted for **OUTDOOR operations only** until further notice. These sectors must still maintain mitigation measures (social distancing, face covering, and sanitization):
 - a. Cardrooms, satellite wagering
 - b. Family Entertainment Centers (e.g. bowling alleys, miniature golf, batting cages, kart racing, skating rinks, and arcades)
 - c. Gyms and fitness centers
 - d. Movie theaters (maximum 25% capacity or 100 people, whichever is fewer)
 - e. Museums, zoos, aquariums
 - f. Places of worship (maximum 25% capacity or 100 people, whichever is fewer)
 - g. Playgrounds, dog parks, skate parks, and recreational facilities
 - h. Restaurants
 - i. Wineries

Bars, pubs, breweries, and distilleries may operate outdoors if they are offering sit-down, outdoor meals. Outdoor operations may be conducted under a tent, canopy, or other shelter as long as the structure is classified as "outdoor" using CDPH outdoor business structure criteria (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>)

6. In alignment with Purple Tier 1, the following sectors are open for **INDOOR operations**. These sectors must still maintain mitigation measures (social distancing, face covering, and sanitization) and specific modifications in parenthesis below:
 - a. All retail (maximum 25% capacity; grocery stores 50% capacity)
 - b. Critical infrastructure (<https://covid19.ca.gov/essential-workforce/>)
 - c. Entertainment production, studios, broadcast
 - d. Hair salons and barbershops
 - e. Hotels and lodging
 - f. Libraries (maximum 25% capacity)

- g. Nail salons and electrolysis operations
 - h. Personal care services (e.g. body waxing, estheticians, tattoo, massage)
 - i. Professional sports (without live audiences)
 - j. Shopping centers (e.g. malls, destination centers, swap meets, excluding food courts and common areas) (maximum 25% capacity)
7. In alignment with Purple Tier 1, bars, pubs, breweries, and distilleries are prohibited from operating with the exception of those serving sit-down, outdoor meals.
8. In alignment with CDPH requirements (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-FAQ.aspx>), schools (all grade levels) that have reopened for in-person instruction, either under a waiver or while Sacramento County was in Red Tier 2 (September 29 – November 10, 2020), are permitted to continue to conduct in-person instruction. Schools that had not reopened must wait until they are eligible again, either when Sacramento County returns to Red Tier 2 for at least two weeks or through State of California approved processes for school reopening. Counties must reach a COVID-19 case rate threshold established by the State of California (currently a case rate of less than 28 cases per 100,000) before additional schools may reopen for in-person instruction.

Schools conducting in-person instruction must maintain mitigation measures, including social distancing, face coverings, and sanitization, in compliance with schools guidance from CDPH (<https://files.covid19.ca.gov/pdf/guidance-schools--en.pdf>) and Sacramento County Public Health (https://www.saccounty.net/COVID-19/Pages/ChildCare_Schools_Colleges.aspx).

9. All organized youth and adult recreation sports, including school- and community-sponsored programs, and privately-organized clubs and leagues must abide by CDPH youth and adult sports requirements and guidance (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx>) and must maintain mitigation measures (social distancing, face covering, sanitization, cohorts). In alignment with Purple Tier 1, only outdoor low-contact sports are permitted. Inter-team competitions are not permitted until authorized by the State of California.

10. On November 16, 2020, the California Department of Public Health updated their face covering mandate (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>), which requires all people in California to wear face coverings when they are outside of the home, with specific exemptions. A growing body of scientific research has shown that people with no or few symptoms of COVID-19 can still spread the disease and that the use of face coverings, combined with physical distancing and frequent hand washing, will reduce the spread of COVID-19. As part of this Order the Sacramento County Health Officer continues to align the County face covering Order with the State mandate.
11. On November 19, 2020, the California Department of Public Health issued a Limited Stay at Home Order (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/limited-stay-at-home-order.aspx>), effective in all counties in Purple Tier 1. This Order requires that all gatherings with members of other households cease between 10:00pm PST and 5:00am PST, except for critical infrastructure activities. The Order does not apply to persons experiencing homelessness or household members who do not engage with members of another household.
12. The Centers for Disease Control and Prevention (CDC) recommends that guidance for those experiencing homelessness outside of shelters continue to be followed. To maintain public health and safety, local governments are advised to allow people who are living unsheltered, in cars, RV's, and trailers, or in encampments on public property to remain where they are, unless the people living in those locations are provided with a) real-time access to individual rooms or housing units for households, with appropriate accommodations including for disabilities, and b) a clear plan to safely transport those households.

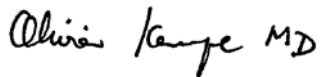
Do not cite persons experiencing homelessness for using cars, RV's, and trailers as shelter during community spread of COVID-19. Do not remove life necessities from people experiencing homelessness, which includes, for example, their shelter (e.g., tents, vehicles, or other living structures), hygiene equipment, food supplies, water, medicines, mobility devices (such as walkers, wheelchairs, crutches, canes), and bicycles used for transportation.

Clearing encampments causes people to disperse throughout the community and break connections with service providers, increasing the potential for infectious disease spread.

Exceptions are encampments that pose a public safety hazard or adversely impact critical infrastructure as designated by local, state, or federal law, regulations, or orders.

13. This Order will take effect **immediately** and will be in effect until it is rescinded, superseded, or amended in writing by the Health Officer of Sacramento County.
14. **Copies of Order.** Copies of this Order shall promptly be: (1) made available at the County Administration Building at 700 H Street, Sacramento 95814, First Floor; (2) posted on the Sacramento County COVID-19 website (COVID19.saccounty.net) and County Health Department's website (dhs.saccounty.net/PUB); and (3) provided to any member of the public requesting a copy of this Order.
15. **Severability.** If any provision of this Order or the application thereof to any person or circumstance is held to be invalid by a court of competent jurisdiction, the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

IT IS SO ORDERED:



Olivia Kasirye, MD, MS
Health Officer of the County of Sacramento

Dated: January 13, 2021