



BEFA Reopening Template

4-27-2020 Rev 4

The following information is an outline to follow as BEFA commences flight operations, per general health practices, and recommendation by BEFA's Resident Flight Surgeon.

NOTE:

As with any flight planning, operations in the air, and decision making, it is up to the individual pilot to exercise the discipline and take the personal responsibility to mitigate the risk of spreading the coronavirus through diligent adherence to all current governmental guidelines.

PILOT, STUDENT & PASSENGER HEALTH PROTOCOL

Pilots will NOT come to BEFA and fly if they, anyone in their household, or any other people they have associated with in the past 14 days of the scheduled flight have shown indications of illness. It is important that you monitor and assess your condition, and your passenger's condition prior to arrival at BEFA.

FLIGHT OPERATIONS

Aircraft cleaning protocol is to spray and/or wipe down the cockpit and aircraft prior to each flight including, but not limited to:

- All common touch points. Recommend using latex gloves when performing exterior walk around.
- Door handles and latches, window latches
- Gasper vents
- Control Yoke
- Throttles, prop, carb heat, mixture knobs and fuel selector valves
- Switch panels and avionics switches.
- Touch screens: wipe with soft cloth containing 70% alcohol solution only, is approved. (See further Advisory from Garmin)
- Seatbelt touch points
- Fuel strainers and fuel caps
- Oil dipstick handles and oil caps

PPE protocol requires the pilots and passengers to have PPE. Wearing of procedural masks or equivalent, and social distancing is required when on BEFA property. Whether operating solo or dual in the aircraft or RedBird simulator, PPE will be used to the maximum extent possible without compromising safety.

Members must wash or disinfect hands prior to and after each flight, as well as when entering and leaving the BEFA buildings.

SERVICE ADVISORY

NO.: 2051 Rev A

TO: Owners and Operators of all Garmin Aviation Display Products
DATE: March 20, 2020
SUBJECT: Cleaning/Disinfecting Guidance

PRODUCTS AFFECTED

All Garmin aviation products are affected.

ISSUE

Garmin would like to provide some general recommendations for materials and supplies used to clean/disinfect Garmin aviation products. Not following the recommendations below could void the warranty.

NOTE

The following guidance is intended to help reduce the spread of disease while preserving the integrity of Garmin aviation products. Garmin does not guarantee that it will do so in all cases. For general cleaning and disinfecting guidance, please refer to CDC guidelines and other applicable guidelines.

Cleaning and Disinfecting:

- Cleaners containing ammonia will harm the anti-reflective coating on many Garmin aviation display lenses.
- Disinfecting using a solution of 70% isopropyl alcohol that does not contain ammonia is preferred. Solutions of up to 91% isopropyl alcohol are also acceptable.
- Clean the display lens using a clean lint-free cloth and a cleaner that is specified as safe for anti-reflective coatings.
- For other exposed surfaces such as knobs, buttons, and bezels, a damp cloth with soap and water is acceptable. Garmin does not recommend bleach-based cleaners, ammonia-based cleaners, or other harsh chemicals on any surface.
- Remove all soap/soap residue to prevent buttons and knobs from gumming up or becoming slippery.
- Many aviation products are not rated as waterproof. Spraying or wetting the units to the extent where moisture could go beyond the exterior surfaces could damage the unit.

GENERAL OFFICE/HANGAR FACILITY

Signage, Marking & Office Usage

- Member access to the admin office area is transitory and limited to access the tach books/keys and the aircraft white board.
- Members are required to wear masks and wash hands or use hand sanitizers upon entering the office.
- The Tach books are under the TV in the main office.
- Pilots will sign out on the aircraft/destination white board. Disinfect the markers prior to and after using.
- The general access computers are turned off and keyboards are removed. Members will need to use their own devices for checking aircraft in/out, weather, flight planning and scheduling.
- The areas around employee workstations have boundaries established by tape on the floor. These areas include Diana's work station, Millicent's office, and Wes' office. The boundaries restrict access to doorways and ensure 6 feet of separation.
- The restrooms in the main office (by the coffee machine) are restricted use and are marked appropriately. Members may use the restrooms in the simulator room.
- No more than 3 members at a time in the lobby area.
- All members are required to maintain at least 6 foot separation as much as possible in the buildings and ramp/parking lot areas.
- Signage describing protocol and procedures are prominently displayed throughout the BEFA premises.

OFFICE PROTOCOL

There are three (3) disinfection passes per day, of the standard touch points in the office.

- Door handles and knobs
- Light switches
- Computers and phones
- Lunch room table, fridge, and microwave oven
- Kitchenette / faucet sink / coffee area
- Counter surfaces
- Bathroom flush handles and faucet knobs
- Keys & tach books