



**School of Aviation**  
DAVIS COLLEGE OF BUSINESS

**Jacksonville University/ L3Harris Airline Academy**  
**Flight Center COVID 19 Safety Procedures**

The following are the procedures that have been implemented at the Flight Center at JAXEX at Craig Airport:

**Temperature Checkpoint Procedures**

To comply with the most recent health and safety policies L3Harris has established a temperature check point at the Flight Center.

- Upon arrival to the Flight Center, all personnel and students will immediately proceed to the temperature check point area by following the **green arrows**. If the checkpoint area is occupied with another individual, the employee or student will occupy the next available **green X** until he/she is called to be tested.
- Upon arrival at the **green line**, all personnel will need to answer the posted pre-screening questions. Please follow the guidance given to you by the Checkpoint Examiner if they require clarification on any of the questions.
- Once the question portion is complete the Check point examiner will direct the individual to approach the partition for your temperature reading.
- Once the screening process is complete and personnel are deemed fit to report to duty, the examiner will issue a wrist band and have the individual sign in the daily log.

For all employees and students approved to enter the facility will follow the **yellow arrows** to their designated areas.

- Students that are reporting for events will follow the **yellow arrows** to the holding area and wait for their flight instructor as outlined in the JAX Social distancing Policy Guidelines below.

All employees and students that are deemed **UNFIT to enter the facility** will follow the **RED arrows** to the secondary designated exit located in the ground briefing room. They exit and return home and get in contact with Management via Phone or Email for further instructions.

All personnel and students entering the facility will be required to adhere to this procedure and have their temperature taken daily. **NO EXCEPTIONS.**

### Social Distancing

When students arrive at the Flight Center, they must proceed directly to the designated area within the hangar. They should not enter the dispatch area or administrative offices. Flight Instructors will meet their students in the designated area and will proceed to an **assigned** briefing space or directly to the **assigned** aircraft. **Students must proceed directly to the designated area within the hangar when arriving at the Flight Center for ANY event.**

- Reasons to enter the building/hangar are:
  - Flight event within 30 minutes, or scheduled counseling event
    - **Back-seating any event will not be permitted**
  - Appointment with any administrative staff (group manager, group leader, or administrator) may be done by phone unless it is necessary to be in person.
    - **Students must have an appointment to meet with the manager.**
- Ground briefs – locations will be assigned by scheduling and provided to the instructors. Presently all ground events with the exception of Oral Stage checks have been changed to remote online events to reduce the total population at the campus at any given time

### **Designated Waiting Area Rules**

- Only 1 student will be permitted at each marked spot.
- Once the event has been completed and debriefed, **students must exit the building**, they should return later if they have another event.

### Mask Policy

Masks are required upon entering the building, those not wearing a mask will be turned away at the entrance. Masks are always to be worn when social distancing cannot be complied with and at **all times** while in all hallways and common areas within the buildings.

Furthermore, **the wearing of masks on all Dual Training Flights is required by all occupants, subject to safety concerns as determined by the pilot in command or when utilization impairs communication amongst the flight crew or with Air Traffic Control (ATC).**

We understand that this may add discomfort to the workplace. If the masks preclude the flight crews from performing duties or interfere with safety of flight, the Pilot in Command (PIC) has the final authority and ability to suspend use of a mask for that phase of flight. Once the interference is over or the flight concludes, the mask must be put back on until the debrief is complete and the flight crew leaves campus.

### Cleaning and Sanitation

The following are the Cleaning and Sanitation procedures in place at the Flight Center:

- Aircraft are cleaned and sanitized after each flight event.
- Rooms are cleaned and sanitized twice a day.
- Twice a week, a professional cleaning service deep cleans and sanitizes the facility
- Once a week the facility and aircraft are “fogged”