

# COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

## Our COVIDSafe Plan

Business name: OZAEROS \_\_\_\_\_  
Site location: 31 First Avenue Moorabbin Airport VIC \_\_\_\_\_  
Contact person: David Pilkington \_\_\_\_\_  
Contact person phone: 0447 800 542 \_\_\_\_\_  
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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b>	<i>Hand sanitiser and paper towel available in the aircraft hangar Lens cleaner and tissues for avionics displays is provided</i>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<i>Large hangar doors with airflow</i>
<b>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</b>	<i>Required face coverings per DHHS requirements are to be provided by flight crew</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p>Online infection control training for flight instructors at <a href="https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training">https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</a></p>
<p>Replace high-touch communal items with alternatives.</p>	<p>Not applicable</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>General guidance:</p> <p><a href="https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#industry-specific-advice">https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#industry-specific-advice</a>  <a href="https://www.casa.gov.au/about-us/covid-19-advice-industry">https://www.casa.gov.au/about-us/covid-19-advice-industry</a></p> <p>Aircraft cleaning activities per:</p> <p><a href="#">AOPA COVID-19 Flight Operations Guide</a>  Prior to resuming flight operations, disinfect aircraft with area sprays, such as Lysol, while being careful to <b>avoid overspray on avionics screens</b>. Use disinfectant wipes on all areas accessed by hands: door latches, oil dipsticks, switches, levers, avionics buttons, yoke, throttles, door and ignition keys, etc.</p> <p>The following procedures for operations:</p> <ol style="list-style-type: none"> <li>Hand washing – All personnel must wash hands before and after accessing aircraft.</li> <li>Pre-flight wipes – Make sanitizing the aircraft part of the pre-flight and post-flight checklist.</li> </ol> <p>Remember external items like dipsticks, fuel caps, pitot covers, cowl plugs, keys, and more.</p> <ol style="list-style-type: none"> <li>Headsets, hoods, other items – Do not share headsets, view-limiting devices, kneeboards, or pens and pencils. Require pilots to use their own items.</li> <li>Sterile aircraft – Require removal of all material not specifically assigned for permanent placement in the aircraft. With emphasis on trash, water bottles, etc.</li> <li>Sterile avionics – Garmin offers suitable guidance for sterilizing avionics. Solutions with ammonia should be avoided. Instead use solutions with up to 91% isopropyl alcohol. 70% isopropyl alcohol evaporates slower than 91% solutions, giving it more time to work, which might make it more effective in killing viruses and germs. Wipes, or spraying the solution on wipes is best to prevent saturation of the equipment to the extent moisture could seep behind</li> </ol>

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	<p><i>the exterior surface.</i></p> <p><i>f. Cockpit checklists - Establish checklists with protective surfaces and sanitize them before and after each flight. Implementing policies for use of electronic checklists in e-flight bags where appropriate can limit potential exposure.</i></p> <p><i>g. Post-flight wipes – Require after each flight a wipe-down of any interior and exterior surfaces that were likely touched.</i></p> <p><i>h. Gloves - Protective gloves should be considered optional. If used, encourage people to remember gloves only protect the hands inside them. Gloves can pick up and transmit germs and viruses, and any surface touched by them should be sanitized afterwards.</i></p> <p><i>i. Safety of flight – Safety of flight must not be compromised. If these procedures conflict with the safety of any flight, encourage personnel to discontinue them, and report the flight and the situation to management.</i></p> <p><a href="#"><u>Garmin Service Advisory 2051: Cleaning/Disinfecting Guidance</u></a>  <i>The avionics and the MVP-50P can be damaged by sprays. Displays should be cleaned using only isopropyl alcohol and a soft cleaning cloth. Individually wrapped lens-cleaning tissue (used to clean glasses or plastic lenses) works best.</i></p>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<p><i>Yes, the responsibility of flight instructors</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p><i>Yes but generally not applicable</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Not applicable</i></p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p><i>Flight crew and visitors to self-certify that they have not experienced symptoms of COVID-19 or had a body temperature of over 37.5°C within the last 24 hours. Also include confirmation that they have not travelled internationally within the last two weeks or knowingly been in contact with anyone who has experienced COVID-19 symptoms. Symptoms include persistent cough, shortness of breath, fever, chills, muscle pain, recent loss of sense of taste or smell, and sore throat.</i></p> <p><i>Notification normally provided by email to david.pilkington@ozaeros.com.au</i></p>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> <li>• there is no more than one worker per four square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <p>Also consider installing screens or barriers.</p>	<p><i>Yes, large aircraft hangar</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p><i>Not applicable</i></p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p><i>Not applicable</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Minimise the build up of workers waiting to enter and exit the workplace.</b></p>	<p><i>Not applicable</i></p>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<p><i>Training as above</i></p>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p><i>Standard procedure for fuel delivery is satisfactory</i></p>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<p><i>Online Goboko booking system.</i></p>
<p><b>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the <a href="#">‘four square metre’ rule</a>.</b></p>	<p><i>Not applicable</i></p>

Guidance	Action to ensure effective record keeping
<p><b>Record keeping</b></p>	
<p><b>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b></p>	<p><i>Fuel delivery recorded on aircraft trip sheet Workers and customers recorded on aircraft trip sheet Visitors (passengers) recorded on aircraft trip sheet</i></p>

Guidance	Action to ensure effective record keeping
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<i>Not applicable</i>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<i>Not applicable</i>
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<i>Aircraft trip sheet and pilot log books</i>
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<i>Business to be closed</i>
Prepare for how you will manage a suspected or confirmed case in an worker during work hours.	Actions per DHHS procedures <a href="https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#further-useful-information-for-workplaces">https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#further-useful-information-for-workplaces</a>
Prepare to notify workers and site visitors (including close contacts)	<i>Also notify RVAC Maintenance.</i>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<i>Also Coronavirus Hotline on 1800 675 398</i>

Guidance	Action to prepare for your response
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<p>Yes</p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_