



XJT ALPA COVID-19 Joint Task Force Strategic Plan

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ExpressJet Airlines MEC, Air Line Pilots Association, International

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Due to the very specific work environment of an airline pilot, the risk of contamination by viruses is likely higher for crewmembers than for the rest of the population. This document, in conjunction with MEC Resolution 2003-06R, proposes goals, objectives and initiatives to reduce risk of virus exposure and reassure pilots that measures are being taken to protect them.

This document outlines what we believe are the best practices at the moment. Not all solutions can be implemented immediately. The crisis caused by COVID-19 may continue for an extended length of time. This plan will have an SMS approach. It will serve as our policy, we will work together using all available data sources, we will promote our recommendations to the workforce and we will take steps to assure these new processes are working or need to be revised.

Although the COVID-19 death rate is relatively low, the rate of infection is very high and rising daily. The goal of the XJT ALPA Joint COVID-19 task force is to reduce the risk of our pilots contracting this virus while at work.

What the XJT ALPA COVID-19 Joint Task Force does today will have ExpressJet Airlines ready to manage another crisis in the future.

TASK LIST

1. Education of Pilots and Flight Instructors
2. Develop a list of approved cleaning materials (CHEMLIST)
3. Develop and ensure compliance with aircraft cleaning practices
 1. Turn cleans
 2. RON cleans
 3. Deep cleans/contaminated airplane cleans
 4. Understanding United's virus kits
 5. Understanding United's electromagnetic sprayers
4. Develop and ensure crew room/weather room cleaning
5. Develop and ensure Training Center cleaning
 1. Simulators/FTDs
 2. Briefing rooms
 3. Class rooms
6. Preventive measures for pilots
7. Protocols for notifications after a pilot has been diagnosed
8. Promotion

1. EDUCATION OF PILOTS AND FLIGHT INSTRUCTORS

Develop an educational campaign to include CDC guidance, how/why thorough sanitation is imperative, cross contamination and common cleaning errors.

Develop and Hand Sanitizer campaign to add 60% or better hand sanitizer for the flight deck.

Develop a “Clean Before and After” Habit campaign.

Develop an educational campaign on how to protect yourself and others.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<https://youtu.be/l5-dl74zxPg>

Develop and educational campaign on how to protect the aircraft.

Share with pilots and flight attendants' the processes for notification of infected employees.

Share with pilots and flight attendants' what happens with a suspected contaminated aircraft.

Share with pilots and flight attendants' regular updates to the constantly changing environment.

2. DEVELOP A LIST OF APPROVED CLEANING MATERIALS (CHEMLIST)

Per Scott Hall 03/29/2020

The following are the five types of Clorox wipes that are approved for flight deck cleaning. The ingredients listed on the label are unlikely to cause damage to the aircraft and you must follow the instructions for their use to minimize possible future hazards:

1. Clorox Disinfecting Wipes – Fresh Scent (EPA Registration Number 5813-79)
2. Clorox Disinfecting Wipes – Orange Fusion (EPA Registration Number 5813-79)
3. Clorox Disinfecting Wipes – Crisp Lemon (EPA Registration Number 5813-79)
4. Clorox Commercial Solution Clorox Disinfecting Wipes – Fresh Scent (EPA Registration Number 67619-31)
5. Clorox Healthcare VersaSure Alcohol-Free Disinfectant Cleaner Wipes (EPA Registration Number 67619-37)

Instructions for use:

1. Use these disinfectant wipes in the cabin, lavatory, and flight deck as needed for disinfecting non-porous (hard) surfaces.
2. If using these disinfectant wipes on the flight deck, make sure that the wipes are **only slightly damp prior to use**.
3. In order to protect the avionics equipment, do not squeeze the wipes in the cockpit area or drip excess liquids anywhere in the cockpit.
4. Use these wipes by dampening the surface with sweeping motions while applying light pressure.
5. Do not use the wipes on glass screens. Keep surfaces wet for four (4) minutes before allowing surfaces to air dry if at all possible.

3. DEVELOP AND ENSURE AIRCRAFT CLEANING PRACTICES

Many approved cleaners and disinfectants are hard to get.

1. Find a supplier for products.
2. What to use on glass screens? Aircraft, simulators and FTD's?
3. Use flight crews as resources until we can locate a reliable supply. ("Bring Your Wipes" to work campaign)

Airplanes

1. Turn Cleans

- Develop "Turn Clean" task cards and educate the pilots how to use them.
- Data suggests that the virus can live for several days on plastic surfaces; regular flight deck cleaning protocol should be created.
- Develop a "Flight Deck Cleaned" form for tracking of cleaning either by flight crew or trained contractors.
- Develop a "Flight Deck Cleaning" flow chart.
- As soon as products are available and in coordination with UAL, virus kits with gloves, effective hand sanitizers, and masks should be available through catering when a crew swap occurs.

2. RON Cleans

- Develop "RON Clean" task cards and educate the contractors how to use them in coordination with United.
- Develop a way to ensure that the cleaning is complete and done correctly.

3. Deep Cleans/Contaminated Airplane Cleans

- Develop a plan referencing what the CDC guidance is for cleaning aircraft exposed to the virus.
- Develop “Deep Clean” task cards.

4. Understanding United's Virus Kits

- Better understand their use and communicate to pilot group.
- In a message dated 04/02/2020
 - Our Safety Department has been coordinating with United to add additional supplies to and cleaning of our aircraft and United will begin as early as April 7 provisioning Virus Kits for our aircraft. These kits will contain the following:
 - Four Sanicom wipes for the flight deck
 - Four Purell wipes for the cabin
 - Four surgical masks
 - Info card for use

5. Understanding United's Electromagnetic Sprayers

- Better understand their use and communicate to pilot group.
- In a message dated 04/02/2020
 - Also, United plans to sanitize cabins using electromagnetic sprayer devices. We do not have all the details yet, but United Express will be part of this program.

4. DEVELOP AND ENSURE CREWROOM/WEATHER ROOM CLEANING

Develop guidance using CDC resources for social distancing and cleaning practices in crew rooms, weather rooms and anywhere employees gather.

Consider using protective gloves or cleaning wipes for keyboards and printers.

Consider using alcohol-based sanitizers in all employee work spaces.

Develop processes that track and ensure crew rooms, weather rooms and anywhere employees gather are sanitized and cleaned.

5. DEVELOP AND ENSURE TRAINING CENTER CLEANING

James Barbour 03/31/2020:

The XJT ALPA COVID-19 Joint Task Force should monitor and ensure that the following guidance is in place and effective.

The company and ALPA have been working together to ensure the safest possible work environment as we navigate this crisis. We have instituted several changes to minimize the risk of exposure.

Reduction in Training Center Population

In keeping with social distancing guidelines:

- Those employees able to work from home are no longer working in the Training Center.
- Most ground school classes have been moved off site.
- CQ-Ground (RGT) has been temporarily moved online.
- We are pursuing approvals to move the remaining ground schools (Initial/Transition/Upgrade) online as well. We hope to have those approvals by the end of business today.

Student Assessment

As the first line of defense, instructors will assess students for signs of illness at the first opportunity. Students will be instructed to wait in the lobby until met by their instructor. This assessment should be completed in the lobby or by telephone to minimize contact. If you make this assessment in person, maintain at least six feet of separation.

Effective immediately, at the beginning of the briefing, instructors will ask the following questions:

- Do you have a persistent dry cough?
- Do you now have or have you recently had a fever?
- Are you experiencing or have you recently experienced difficulty breathing?
- Have you been in close contact (see definition below) with someone who has been diagnosed with the novel coronavirus or is being evaluated for novel coronavirus infection?

If the student answers yes to any of these questions:

- Instruct them to leave.
- Have them phone a medical provider for assessment. The provider will provide next steps for them.
- Notify a member of management.

If you were not in close contact with the student you should be fine. You do not need to isolate, however, you should self-monitor.

Note: the CDC defines close contact as follows:

A. Being within approximately six feet (two meters) of a person diagnosed with COVID-19 for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a person diagnosed with COVID-19

or –

B. Having direct contact with infectious secretions of a person diagnosed with COVID-19 (e.g., being coughed on).

We have ordered non-contact thermometers. Instructors can use these to verify that students are free of fever. We expect these to arrive when available. **(Ensure Instructors are familiar with and trained on their use.)**

We do not expect you to be a doctor, but we need everyone to help and do their part. Continue to monitor for symptoms during the session. If any of the three principal COVID-19 symptoms present (fever, cough, or shortness of breath) immediately proceed as directed in “In Case of Potentially Infected Employee” immediately below.

In Case of Potentially Infected Employee

If an employee appears to have symptoms (i.e., fever, cough, or shortness of breath):

- Send them home. Contact Dimitri, Ty or Jim Barbour.
- Close off areas visited by the ill person/s. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.

Cleaning staff will clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls used by the potentially infected person/s, focusing especially on frequently touched surfaces.

Cleaning Supplies

ExpressJet has recently purchased fogging units that will arrive when available for our facilities and will be used in the Training Center.

We have taken shipment of a product called Triple Quick disinfectant (<https://www.stateindustrial.com/triple-quick-G>). A spray-style bottle will be distributed to every briefing room and classroom along with C fold style paper towels. Unfortunately, the shipment did not contain sufficient spray bottles. Additional bottles will arrive soon.

Most, if not all, classrooms have at least one bottle of hand sanitizer. Contact Linda at the front desk or Rhea Smith on the second floor, if

more are needed. In addition, most classrooms have Clorox wipes. The janitorial team does also wipe down the tables in the classrooms and briefing rooms when the rooms are vacant, typically after hours.

Disposable gloves have also been stocked in the Training Center.

Building Cleaning

We are assessing the processes, procedures and training of the building cleaning staff. Any deficiencies will be corrected. We will ensure that OSHA/CDC processes are followed.

Unused classrooms will be cleaned and locked. This will allow the cleaning staff time for additional briefing room cleaning. Briefing rooms will be cleaned at increased intervals. Cleaning intervals and indications are being finalized with Properties and Facilities.

Sim Cleaning Process

Please clean the simulator after you are done. It is your discretion to clean more if you feel it is necessary or you cannot confirm it has been accomplished. SIM MX should sign the Cleaning Completion Form prior to the first session of the day. Ensure that you take all the time you need for the cleaning process. If we incur short delays, that's fine. The schedule will flex a little. As you know, some sessions end early and some will take the entire four hours. It will mostly work out in the end. But 10 minutes here or there will be fine.

Instructions for Cleaning the Simulator or FTD

- Clean every surface that you touched during the SIM sessions. Students should do the same.
- Wear disposable gloves.
- Make sure that the disinfecting wipes are only slightly damp prior to use.

- In order to protect the avionics equipment, do not squeeze the disinfecting wipes in the cockpit area or drip excess liquids anywhere in the cockpit.
- Use these disinfecting wipes by dampening the surface with sweeping motions while applying light pressure.
- Do not use the disinfecting wipes on glass screens. Use the provided spray bottle and paper towels.
- Keep surfaces wet for at least four (4) minutes before allowing surfaces to air dry if at all possible.
- Have students immediately go to nearest bathroom to wash hands on break and following the SIM session.
- Clean door handle on both sides of SIM door.
- Clean all seat levers and arm rests.
- Indicate the date and time of cleaning on the sheet taped to the entry door.

Limit Travel

A letter is being sent to all students limiting non-essential trips from IAH. Positive space travel is not being authorized for these trips.

As of 04/03/2020 The company is discouraging non-essential travel by pilots during long-term training, and will not provide positive space travel for breaks of one to two days.

High-Risk Employees

For employees who are considered at high risk for severe illness from COVID-19, I urge you to follow CDC guidelines.

6. PREVENTIVE MEASURES FOR PILOTS

Develop a frequent and continuous flow of information to teach our employees how and why we have to follow recommended CDC guidelines.

Sani-coms do not work against the virus. Use products from the CHEMLIST and consider leaving extra behind until the supply replenishes.

On 04/03/2020 the CDC recommended the voluntary wearing of masks. Develop a company position to wear a mask while in uniform and in the cockpit while operating a flight.

Research the benefit of wearing latex gloves when flying and discard them after each flight.

Research and recommend the use of cabin air filters and recirculation fans.

Develop innovative scheduling solutions for pilots who are higher risk for infection and live in and around hot zones as a common sense approach.

Provide low risk pilots with the ability to pick up trips easier and teach them how and why it's important. Same in the training center.

7. PROTOCOLS FOR NOTIFICATION AFTER A PILOT HAS BEEN DIAGNOSED

XJT ALPA Aeromedical has developed the following protocol we recommend the company adopt as policy.

04/03/2020 The CDC changed period of exposure risk from "onset of symptoms" to "48 hours before symptom onset"

Develop a notification system, like "Level 1" Alerts.

COVID – 19 Confirmed Crewmember(s) Contact Checklist:

Once knowledge of a confirmed COVID-19 diagnosis has been obtained, contacting this/these crewmember(s) should be established as soon as possible to gather vital information.

Questions to ask:

- When did you first show symptoms?
- When were you tested?
- Where are you currently?
 - Are you home?
 - If you are home when did you begin self-isolation?
 - Are you currently working?
 - In a hotel?
 - Follow hotel isolation per COVID-19 LOA
 - In an airport?
 - Must self-isolate in a hotel per COVID-19 LOA
- Did you interact with any crewmember outside of the flight deck?
- Did you commute on an aircraft?
 - Which city pairing? And flight number?

Exposed Crewmember(s) Contact Protocol:

Using the information gathered by contacting the crewmember(s) diagnosed with COVID-19 the following protocol should be followed to ensure all appropriate personnel are contacted per CDC guidelines.

- All crews and hotels with whom the infected crewmember(s) interacted (either by working or socially) during the 14 days prior to the crewmember showing symptoms must be contacted for exposure notifications.
 - The incubation period of COVID-19 is 4-14 days per the CDC.
- All crews that exchanged aircraft are included in this notification.
- If the infected crewmember(s) had interactions while symptomatic, all exposed crewmembers must be contacted as these crewmembers are most at risk for infection. These crewmembers should contact medical professionals for guidance on their exposure.
- If the affected crewmember(s) commuted on other aircraft within the 14-day period, those crews must be notified.

Crewmember(s) Exposure Notification Checklist:

- Are you showing symptoms?
 - According to the CDC symptoms may include:
 - A fever (a measured temperature of 100.4 °F [38 °C] or greater

 - **and** one or more of these signs or symptoms:
 - skin rash
 - difficulty breathing
 - persistent cough
 - decreased consciousness or confusion of recent onset
 - new unexplained bruising or bleeding (without previous injury)
 - persistent diarrhea
 - persistent vomiting (other than air sickness)
 - headache with stiff neck, or
 - appears obviously unwell
 - If the answer is yes to any one of these, recommend they contact a medical health professional.
- Were any of your crewmember(s) showing symptoms?
- Did you interact with the affected crewmember(s)?

Crewmember(s) Exposure Notification Protocol:

- When contacting personnel about a possible exposure, guide them to the “ALPA CARE” booklet. This ensures crewmembers have guidance on how to self-monitor and stem the spread of the virus.
 - Located at ALPA.org/Coronavirus > Health and Precautions tab > CARE Booklet
 - https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19_CAREKit_ENG.pdf

Training Center Notification:

- If the affected crewmember(s) interacted with the XJT Training Center during this 14-day period, the Training Center must be notified.
 - The Training Center guidelines must be followed to disinfect and sanitize the environment.
- All instructors who interacted with the affected crewmember(s) must be notified of exposure.

Aircraft Protocol

- All aircraft the affected crewmember(s) entered in the 72 hours prior to the affected crewmember showing symptoms must be pulled and thoroughly cleaned if not already done under updated cleaning schedules.
 - COVID-19 can live up to 72 hours on plastic and stainless steel.

Note: Surface Life

According to the New England Journal of Medicine (link attached):
“SARS-CoV-2 was more stable on plastic and stainless steel than on copper and cardboard, and viable virus was detected up to 72 hours after application to these surfaces, although the virus titer was greatly reduced (from $10^{3.7}$ to $10^{0.6}$ TCID₅₀ per milliliter of medium after 72 hours on plastic and from $10^{3.7}$ to $10^{0.6}$ TCID₅₀ per milliliter after 48 hours on stainless steel). The stability kinetics of SARS-CoV-1 were similar (from $10^{3.4}$ to $10^{0.7}$ TCID₅₀ per milliliter after 72 hours on plastic and from $10^{3.6}$ to $10^{0.6}$ TCID₅₀ per milliliter after 48 hours on stainless steel). On copper, no viable SARS-CoV-2 was measured after 4 hours and no viable SARS-CoV-1 was measured after 8 hours. On cardboard, no viable SARS-CoV-2 was measured after 24 hours and no viable SARS-CoV-1 was measured after 8 hours.”

8. PROMOTION

THE XJT ALPA COVID-19 Joint Task Force, working in conjunction with the XJT MEC Communications Committee, shall share changes to best practices and new information to the pilot group at regular intervals.

This strategic plan is a blueprint for building a robust, efficient and cost-effective structure to protect the health and safety of all ExpressJet employees. We are encouraged to share any helpful information with Administration, Maintenance, Dispatch and Inflight.