

AIRCRAFT ELECTRONICS ASSOCIATION

Social Distancing Guidelines and Protocols for Facility Re-Opening

adapted from the Jackson County Recovery Plan

Goal – Protect the health and safety of AEA members, visitors, our employees, and their families.

Guiding Principles

- When able, please stay at home and avoid unnecessary travel.
- Maintain at least 6 feet of distance between individuals outside your household whenever possible.
- Masks MUST be worn at all times in public when you cannot ensure you will be able to maintain a 6-foot distance from others.**
- Masks need to cover the nose and mouth. It can be:
 - A sewn mask secured with ties or straps around the head or behind the ears.
 - Multiple layers of fabric tied around the head.
 - Made from variety of materials, such as fleece, cotton, or linen.
 - Factory-made or made from household items.
- Practice good hand hygiene by washing hands or using hand sanitizer frequently.
- Do not touch your face with un-sanitized hands.
- Stay home if you have any symptoms of illness.
- Seek medical care immediately if you have worsening signs of illness.
- High risk community members (people above the age of 60, and those with underlying medical conditions) should take extra care to stay home as much as possible, including working from home, and avoidance of travel and visitors from outside their immediate family.
- Businesses should thoroughly clean common areas at least twice daily. This includes areas where customers interact with staff and frequently touched surfaces.
- Businesses should encourage telecommuting whenever possible.
- Daily workplace screenings should occur and employees with COVID-19 symptoms should be reported to the Jackson County Health Department.
- Symptoms of COVID-19 include: fever, cough, shortness of breath, sore throat, headache, chills, body aches, fatigue (tiredness), nausea/vomiting/diarrhea, loss of taste or smell.
- Individuals with symptoms should not come to work and should ask to be tested for COVID-19 at the health department or their primary care physician's office.

Recovery Plan for Non-essential Businesses - Phase 2.5

(began July 1, 2020)

- OPEN - with limitations
- Limit the number of individuals (staff and customers) in the building. Locations are limited to 50% of the lowest occupancy load on the certificate of occupancy of the room or facility (whichever is lower) in which the gathering is occurring. This is only permissible as long as adequate social distancing (6 feet) can be maintained. If social distancing cannot be maintained due to facility layout - the occupancy limit should be reduced.
- Employees must wash or sanitize hands upon entering and exiting the building and throughout the day.
- Allow employees to work from home when possible.
- Maintain 6 feet of distancing from others as much as possible especially from those who are not members of your immediate household.
- Keep workstations 6 feet apart.
- Common areas may be open provided that adequate social distancing and mask wearing can be maintained.
- Sanitize high-touch surfaces throughout the day.
- Perform enhanced cleanings of all high-touch surfaces at least daily.

- Encourage the screening of workers for fevers and any symptoms of COVID-19 with a questionnaire at workplace entrance daily (fever, cough, shortness of breath, sore throat, headache, chills, aches, fatigue, loss of smell or taste, nausea/vomiting, or diarrhea within the last 48 hours).
- Refer employees who screen positive for COVID-19 symptoms to the Health Department (online symptom screening tool) for additional testing as needed.
- Each facility must complete and post (visible to customers and employees) a [Social Distancing Protocol](#) at each entrance.
- Reference mask requirements listed [under guidance for the general public](#).

Phase 2 Social Distancing Protocol

Businesses must implement all applicable measures 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

- 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 workspace.
- All desks or individual workstations are separated by at least six feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently.
- Disinfectant and related supplies are available to all employees.
- Hand sanitizer effective against COVID-19 is available to all employees.
- Soap and water are available to all employees.
- Copies of this Protocol have been distributed to all employees.

Measures to Prevent Crowds from Gathering

Phase 2.5 Maximum Occupancy Limits.

Post an employee at the door to ensure that the maximum number of customers in the facility set forth below is not exceeded:

AEA Headquarters Approved Occupancy

Derby Center - 81 x 50% = **40**

Peacock Boardroom – 31 x 50% = **15**

Staff Conference Room – 15 x 50% = **7**

All other public areas – 78 x 50% = **39**

Building Max – 205 x 50% = **102**

Measures to Keep People At Least Six Feet Apart

- Placing signs reminding people to be at least six feet apart.
- Placing tape or other markings at least six feet apart in customer gathering areas.
- Removing chairs and break tables in customer gathering area to help customers and employees keep their distance.
- Encourage use of outside break area.
- 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.

Measures to Increase Sanitization:

- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, and anywhere else inside the facility or immediately outside where people have direct interactions.
- Disinfecting all high-contact surfaces frequently.