

AIRCRAFT ELECTRONICS ASSOCIATION

Social Distancing Guidelines and Protocols for Facility

adapted from the Jackson County Safer At Home 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.
- 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.

Safer At Home Recovery Plan

(began February 26, 2021)

- 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.
- 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.
- 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](#).

Safer At Home 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

AEA Headquarters Approved Occupancy

Derby Center - $81 \times 50\% = 40$

Peacock Boardroom – $31 \times 50\% = 15$

Staff Conference Room – $15 \times 50\% = 7$

All other public areas – $78 \times 50\% = 39$

Building Max – $205 \times 50\% = 102$

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.
- 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.
- Arranging classroom chairs so students are separated by >6ft

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, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- Disinfecting all high-contact surfaces frequently.