

Covid-19 Exposure Plan-of-Action for Skydive Midwest

1. Definitions

- a. *Employee*: A person working at the premises and/or for Skydive Midwest. This includes, but is not limited to, owners, contractors, pilots, instructors, coaches, videographers, ground staff, office staff, maintenance staff, rigging staff, and examiner staff.
- b. *Patron*: Any person entering the premises, including but not limited to, employees, contractors, maintenance personnel, aircraft personnel, tandem students, solo students, customers, and guests.
- c. *Premises*: Property that encompasses Skydive Midwest, including but not limited to, buildings, offices, lobbies, hangars, aircraft, and outdoor spaces.
- d. *Covid-19*: The disease caused by SARS-CoV-2. 'CO' stands for corona, 'VI' for virus, and 'D' for disease.
- e. *SARS-CoV-2*: The virus that causes Covid-19 and stands for Severe Acute Respiratory Syndrome Coronavirus 2.
- f. *Face mask*: a facial covering that covers the entire nose and mouth that includes, but is not limited to, disposable cough and surgical masks, homemade cloth masks, and other cloth facial coverings such as neck gaiters/Bufs that are worn on the face.

2. Prevent symptomatic employees from entering the premises:

- a. Employees are subject to all screening procedures.
 - i. See "Screening Station Procedure at Skydive Midwest".
 - ii. Employee must be fever-free.
 - iii. Employee must be able to answer "no" to all screening questions.

3. Symptomatic employees should not be allowed on the premises until they seek medical advice:

- a. WI DHS Testing Sites: <https://www.dhs.wisconsin.gov/covid-19/testing.htm>
- b. WI Health Connect Symptom Checker: <https://www.wihealthconnect.com/>
- c. CDC Covid-19 Symptoms List: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- d. CDC Covid-19 Symptom Checker: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

4. Employees who test positive for Covid-19 or are suspected of having Covid-19 should be able to report this to a designated point-of-contact in management, who can then start the plan-of-action cascade:

- a. Travis Mickle, Operations Manager
 - i. travis@skydivemidwest.com
- b. Marissa Biese, Office Manager
 - i. marissa@skydivemidwest.com

5. Should an employee test positive for Covid-19 or is suspected of having Covid-19, appropriate sanitation should take place on the premises.

- a. SARS-CoV-2 can remain viable from 3 to 72 hours on various surfaces:
 - i. 3 hours in aerosols
 - ii. 4 hours on copper
 - iii. 24 hours on cardboard
 - iv. 48 hours on stainless steel
 - v. 72 hours on plastic
 - vi. <https://www.nejm.org/doi/full/10.1056/NEJMc2004973>
- b. Consider shutting down operation for 24 to 48 hours to allow for proper disinfection and allow virus to die on any contaminated surfaces.
- c. Use approved disinfectants to clean all high touch surfaces and all areas the infected employee trafficked.
 - i. Disinfectants must be allowed to saturate a surface for the appropriate amount of time.

- ii. 10% bleach followed by water can be used to clean all non-porous surfaces.
 - 1. Add 1-part bleach to 9-parts water.
 - 2. Using a clean towel, saturate surface.
 - 3. Allow 10% bleach to penetrate for 10 minutes.
 - 4. Wipe surface with clean towel and water to remove bleach residue.
 - iii. Areas of interest to be disinfected.
 - 1. Door handles and edges of doors
 - 2. Counter tops
 - 3. Computer keyboards, mice, and monitors
 - 4. Phones
 - 5. Lockers
 - 6. Rig rack
 - 7. Refrigerators and freezers
 - 8. Tables and chairs
 - iv. Consult Skydive Midwest's riggers before disinfecting anything that may touch any skydiving gear.
 - 1. Solvents and disinfectants degrade equipment.
 - v. Approved disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
6. Should an employee test positive for Covid-19 or is suspected of having Covid-19, notification to other employees and patrons of Skydive Midwest may be necessary.
- a. Local or state health departments may contact Skydive Midwest asking for contact tracing information.
 - b. Local or state health departments may mandate that Skydive Midwest notify anyone who may have been in contact with the infected employee.
 - c. Email other employees and patrons of the positive Covid-19 result.
 - i. Do not include name, age, gender, or any other identifying characteristics so as to protect infected employee's identity.
 - ii. Do include dates, times, and locations the employee was on the premises.
 - iii. Encourage all to self-monitor for symptoms and to seek medical advice if symptoms arise.
7. Employees with **confirmed** Covid-19 may return to work after following a symptom-based strategy or test-based strategy.
- a. Symptom-based strategy:
 - i. Employee can return 10 days after symptoms begin AND 3 days after illness recovery.
 - ii. Employee must be free of fever for 72 hours (without using fever-reducing medications) and have other symptoms improve.
 - iii. <https://www.cdc.gov/coronavirus/2019-ncov/community/strategy-discontinue-isolation.html>
 - b. Test-based strategy:
 - i. Employee can return after having 2 negative SARS-CoV-2 PCR test results with samples collected 24 hours or more apart.
 - ii. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>
8. Employees with **suspected** Covid-19 should seek medical advice for guidance as to when to return to work.

Positive Covid-19

- Employee notifies management of suspected or positive Covid-19 test result
- travis@skydivemidwest.com
- marissa@skydivemidwest.com

Delegation

- Travis to begin/ delegate sanitation procedures in hangar
- Marissa to begin/ delegate sanitation procedures in lobby/ manifest
- Kazu to begin/ delegate sanitation procedures in rigging loft (if necessary)
- Pilot to begin/ delegate sanitation procedures in aircraft
- Keith or Megan to draft notification email to other employees and patrons
- Determine when the employee was on the premises, which areas they trafficked, and which patrons had contact with them

Hangar Sanitation

- Lockers and surrounding lockers
- Refrigerators and freezers
- Tables and chairs
- Instructor board
- Employee bathroom
- Packing mats
- Door handles and edges of doors
- Rig rack and Shared gear (harnesses, rigs, helmets, radios, altimeters)
- Consult Skydive Midwest riggers for supervision in sanitizing any gear or anything that may touch gear

Manifest Sanitation

- Counter tops
- Computer monitors, mice, keyboards and tablets
- Phones
- Bathrooms
- Door handles and edges of doors
- Picnic tables/ seating in lobby
- Vending machines

Aircraft Sanitation

- Floors
- Windows
- Walls
- Seatbets

Notification

- Cooperate with state and local health departments to provide information for contact tracing
- Notify employees and patrons of Skydive Midwest that an employee tested positive for Covid-19
- Do not include name, age, gender, or any other identifying characteristics so as to protect infected employee's identity
- Do include dates, times, and locations the employee was on the premises
- Encourage all to self-monitor for symptoms and to seek medical advice if symptoms arise