



Hartwig Air Policy

59 Anderson Drive, Parafield SA 5109
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Policy Number	P188
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P188 Hartwig Air COVID-19 Policy

SCOPE

Hartwig Air is closely monitoring the ongoing Coronavirus Disease 2019 (COVID-19) pandemic. Our top priority remains the health, safety, and well-being of our community, on and off campus. The situation continues to change rapidly so we will continue to monitor it and adapt this policy as needed.

We are planning for several contingency scenarios and taking decisive, informed action to limit the spread of COVID-19 while ensuring the continuity of our Flight Training and Charter commitments.

The school will endeavour to remain open and operational with appropriate measures to protect the health of students, staff and the community. We will continue to update our policy regularly and keep you informed of additional measures.

POLICY

The School has well-practiced disaster and emergency management protocols and a clear process for reporting and managing notifiable diseases.

If a confirmed case of COVID-19 is identified in a staff member or student, the site will contact SA Health to confirm the presence of a case/s and for further directives. All students and staff will be notified with recommendations based on the circumstances.

CONFIRMED CASE OF COVID 19

In the event of a confirmed case, the site or sites where the infected person has accessed will be closed until a deep clean has been carried out. Closure will allow us to identify and notify any close contacts and make recommendations on treatment and self-isolation, if required. The site or sites will only reopen when it is safe to do so. In the event of a closure, The CEO will forward a copy of the companies revised and ongoing policy and procedures to you at the earliest possible time. This will include pertinent information based on the circumstances as they arise, this will include information such as staffing arrangements at the time and information on the continuation of student training.

BRUCE HARTWIG FLYING SCHOOL PTY LTD TRADING AS HARTWIG AIR

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RTO NUMBER 4439 CRICOS NUMBER 02845E ABN 87 132 770 480



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STUDENT OR STAFF SICKNESS

Should a student or staff member exhibit flu like symptoms they are to immediately self-isolate and seek medical advice and notify operations. Those who have had close contact with the person who exhibit symptoms should also self-isolate and await the results from the person exhibiting symptoms.

Staff or Students who think they may have been in close contact with a confirmed case of coronavirus, should monitor their health and seek urgent medical advice and notify operations. If staff or students arrive at school or work and are unwell, they will be sent home.

If a Staff Member or Student experiences cold or flu like symptoms the Instructor or Operations must notify Management as soon as possible to prevent further sickness.

STAFF AND STUDENT NOTIFICATIONS

Information about hygiene practices, protective measures, cleaning practices and self-isolation have been put up on notice boards around the school and emailed to staff.

This policy will be emailed to all staff and students with subsequent updates emailed as required.

STAFF CLEANING RESPONSIBILITIES

We have distributed and will continue to distribute Antiseptic Wipes and Glen 20 Antiseptic Spray to all staff, and you will be required to use them to sanitise your keyboard, mouse, desk, chair, chair arms and surrounding work area daily. If you use several desks or in areas such as the briefing rooms, a roster has been set up, so these areas are cleaned once or twice a day (see Operations Manager).

Areas such as the briefing rooms are to be segmented and closed off, so that students using them are sitting at a booth width apart. If you are flying please ensure the areas in the plane that can be sanitised with an antiseptic wipe, are wiped over before each flight.

The Glen 20 is great for door handles as these transfer the virus very efficiently, please spray these areas often. In order to minimise the number of students on campus Ground School will be conducted remotely and students can participate from home.

STUDENT LEARNING

Every effort is being taken to minimise disruption to student learning. We have provided information on preparations for continuation of student learning to students by email and in person.

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GROUND SCHOOL / MASS BRIEFINGS

The following ground school procedure will be implemented immediately:

- **RMIT classes** – will run online via 'collaborative ultra' with students encouraged to join classes remotely.
- **Diploma classes** – Will run online via 'Google Hangouts Meet' with students encouraged to join classes remotely.

Instructions to students regarding this online arrangement has been emailed directly to all students on how to access the lessons through this medium. This has been provided by the Theory Manager.

FLIGHT TRAINING PREVENTATIVE MEASURES

Briefings & Operations Dispatch of Aircraft

As a preventative measure, Hartwig Air will be observing social distancing in all areas of Hangar 59. The School has implemented a rule of 1 person per 4 square metres. All Student Areas have been fitted with a pink sign at each entrance that states the amount of people allowed to a room / area. If the room is occupied by the maximum number, the last person to enter must exit the room and find another area to use. All Students can now enter through the North to access Briefing Rooms.

RMIT

Students and Instructors will wear PS or equivalent face masks while in the aircraft. Students and Instructors will observe social distancing during briefing.

Diploma / PAYG

Diploma and PAYG students will Enter, Operate, Brief and Exit from the Northern side of Hangar 59.

Aircraft

Each Aircraft is sanitised Daily and before each flight the daily clean will include: - a thorough clean of Flight controls, Dash, Seat controls, Hand holds and or any other surface that is frequently touched. At the start of each flight controls and hand holds will be cleaned by disinfectant wipes or the like. All sanitisation will be recorded on the sanitisation sheet in the aircraft.

Dual Flight / Taxi – RMIT Students

While in the Aircraft for taxi and flight both student and instructor are to wear facemasks provided.

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Students, Instructors and Staff

You are reminded that it is prudent to exercise social separation standards of 1.5 meters whenever practical.

Temperature Testing

All Flying Staff and Students will be temperature tested once they arrive on the premises by Operations Staff, if your temperature exceeds the set surface body temperature on our medical hand held thermometer with a red warning, you will be asked to go home and get tested.

Briefing Area

Try to maintain separation with other students when briefing.

Headsets

Use your own. Use a disinfectant wipe to clean it.

HEALTH AND TRAVEL QUESTIONNAIRE COVID-19 FORM

Existing and Current Students

All existing and current students needing to attend school premises to continue their training are **required** to complete the Health and Travel Questionnaire COVID-19 form.

This will be sent to existing students directly from Administration.

After they submit the completed form the administration department will review the details. If there are any further questions needed to be answered or clarified administration will contact the student by phone or email to fill in the gaps. When the school is satisfied with the medical situation it will advise both the student and Operations of the outcome. Flight training can continue during this process however if the student is to seek any medical treatment or review then flight training must at this point be cancelled.

All staff will be required to complete the Health and Travel Questionnaire COVID-19 form and submit it to Administration by Monday 23rd March 2020.

All New Students

All New students started including, Diploma, RMIT, PAYG and Casual flyers needing to attend school premises to continue their training **MUST** complete & return the form. It must be assessed, and the student approved to attend training before being given access to the school.

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After they submit the completed form the administration department will review the details. If there are any further questions needed, they will contact the student by phone or email to fill in the gaps. When the school is satisfied with the medical situation it will advise the student and instruct Operations to produce a student pass to allow access to the school's facilities. At this point on site activity can be planned.

Please note the attachments on the next few pages containing important information on COVID-19 and how you can prevent stopping the spread of the virus.

This policy and all attachments are to be distributed to all staff, students and displayed in all relevant areas on the premises.

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All Student and Staff Health and Travel Questionnaire

COVID-19

Completion of this form is a requirement for all new staff and students and current staff and students wishing to attend training at Hartwig in any capacity. No student passes to allow access to the school's locations will be issued unless this form has been completed and accessed by the administration department.

This information is required by the school to try to limit any impact of this virus on staff and students undertaking training.

After you submit this completed form the administration department will review the details. If there are any further questions needed, they will contact you by phone or email to fill in the gaps. When the school is satisfied with your situation it will advise you and instruct Operations to produce a student pass which will give you access to our facilities. At this point on site activity can be planned.

Please answer the following questions:

Name:	
Mobile	
Email	
Date Form Completed	
Question 1	Have you been overseas since December 2019?
Response 1	
Question 2	If answer to Question 1 is Yes, where have you travelled? Please list all destinations even transit stops
Response 2	

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Question 3	3.When did you return to Adelaide?
Response 3	
Question 4	Did you self-isolate? If yes for how long?
Response 4	
Question 5	Please explain in detail how you self-isolated and what precautions you took.
Response 5	
Question 6	Has a relative or friend that you are in close contact with returned to Adelaide from overseas since Monday 16th March 2020?
Response 6	
Question 7	If your response to question 6 is yes where did, they travel? Please list all destinations.
Response 7	
Question 8	When did they return?
Response 8	
Question 9	Did they self-isolate? If yes for how long?
Response 9	

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Question 10	Please explain in detail how they self-isolated and what precautions they took.
Response 10	
Question 11	Have you encountered anyone who has been diagnosed as having COVID-19?
Response 11	
Question 12	Please explain any precautions they have taken?
Response 12	
Question 13	Have you been unwell in the past 14 days with cold or flu like symptoms?
Response 13	
Question 14	Have you been tested for COVID-19? And if yes what was the result?
Response 14	

Please note that the school will review your returned form and make a risk assessment.

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Preventative Measures

The following information is taken from health.gov.au:

How to protect yourself and others

Everyone must practise good hygiene to protect against infection and prevent the virus spreading.



If you have a confirmed case, you need to isolate yourself to prevent it spreading to other people.

Good hygiene includes:

- Covering your coughs and sneezes with your elbow or a tissue
- Disposing of tissues properly
- Washing your hands often with soap and water, including before and after eating and after going to the toilet
- Using alcohol-based hand sanitizers
- Cleaning and disinfecting surfaces
- If you are sick, avoiding contact with others and staying more than 1.5 meters away from people
- Cleaning and sanitizing frequently used objects such as mobiles, keys and wallets

Read more about [protective measures against coronavirus](#) on the World Health Organization website.

If you have a confirmed case, you need to [self-quarantine](#) to prevent it spreading to other people.

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Social distancing

One way to slow the spread of viruses is social distancing. For example:

- staying at home when you are unwell
- avoiding large public gatherings if they're not essential
- keeping a distance of 1.5 metres between you and other people whenever possible
- minimising physical contact, especially with people at higher risk such as older people and people with existing health conditions

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