



COVID-19 RESPONSE

To our CHI Students, Renters and Community,

On March 13th, the New Hampshire Governor declared a state of emergency in response to the coronavirus (COVID-19) and implemented new emergency orders to stop the spread of the virus. This includes the **NH stay at home order** (Link for more information: <https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-universal.pdf>) and the list of all essential businesses.

At CHI Aerospace, your health and wellbeing is our top priority. We have been closely following the developments of COVID-19 and staying up to date with the guidelines and recommendations set by the CDC and WHO. In order to keep you informed and up to date, we have created a response plan which describes how we will be operating during this time:

***UPDATED 6/1/2020**

Checklist and Flight Training Contract (pages 5-6)

ARE FLIGHT SCHOOLS CONSIDERED ESSENTIAL? - YES

As outlined in Governor Sununu's and the Federal emergency order, flight schools are considered an essential business:

New Hampshire "Emergency Order #17"

"Air transportation employees, including air traffic controllers, ramp personnel, aviation security, and aviation management and other workers – including contracted vendors – providing services for air passengers. Workers who support the maintenance and operation of cargo by air transportation, including flight crews, maintenance, airport operations, and other on- and off-airport facilities workers"

"Workers and instructors supporting academies and training facilities and courses for the purpose of graduating students and cadets that comprise the essential workforce for all identified critical sectors"

Link: [EXHIBIT A to Emergency Order #17 State of New Hampshire – Governor Chris Sununu Pursuant to Emergency Order #17 issued under S](#)

We were also able to get in touch with a representative from the NH COVID-19 hotline, and they confirmed we are deemed an essential business. This is because we provide the training for pilots that will eventually join the essential businesses in the NH transportation sector. The representative we talked to highly recommend only flying with individuals who are actively looking to pursue a career in aviation that is considered essential (ATP, Military, maintenance, you can see the full list [here](#)) in order to minimize the amount of people we are coming into contact with. This means students who are training to fly recreationally, as a hobby or are not flying for an "essential" career would not meet those recommended guidelines. We will begin phasing in other current students starting May 16th so they can continue their training. Please speak with your instructor to see how they will be proceeding during this time.

CHI'S RESPONSE AND PLAN:

Your health and wellness is our top priority, so in order to keep our community safe, we will be minimizing the number of people we are coming into contact with and only be flying with students who are planning on entering a career deemed essential by the state until May 15th. Starting May 16th, we will open the schedule to other current students for training only. We will not be scheduling any rentals, checkouts, flight reviews or introductory flights until June 1st.

If you will not be able to fly during this period but still want to train, reach out to your instructor to see what you can be working on from home. We have many resources available on our website and will be posting fun and educational posts on our social media platforms.

Flight Training (Current and New Students):

For students who will be training during this time, you must follow our new procedure outlined below, **as well as sign the contract on page 6 stating you understand and will comply with CHI's new rules and protocol:**

1. Monitor your temperature every day. If it is abnormal, or if you are **running a fever** (99.5 and above) and have visited our facility in the past 14 days, **STAY HOME** and immediately notify your instructor and the Operations Manager, Tina LaMontagne at tina@chiaerospace.com. If you are sick or showing any **symptoms that align with COVID** and have visited our facility in the past 14 days, **STAY HOME** and immediately notify your instructor and the Operations Manager, Tina Lamontagne at tina@chiaerospace.com. If you are symptomatic, you should seek medical attention immediately.

2. You must practice social distancing and must be following the NH stay at home advisory. If you are constantly coming into contact with other people or not taking the proper steps to minimize your risk of contracting the virus, you will not be able to train at CHI during this time.

3. Make sure you are following the CDCs and WHO's recommendations, you can learn more by clicking the links below:

World Health Organization: https://www.who.int/health-topics/coronavirus#tab=tab_1

Center for Disease Control:

<https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html>

4. Students are expected to help disinfect and sanitize aircraft and equipment they use before, during and after their lesson. We have cleaning and sanitizing products you can use.

a. In the aircraft, wipe down all controls, handles, buttons, seatbelts, seats, anything you touch before, during and after your lesson. **see checklist on page 4*

b. Equipment that must be sanitized: headsets, fuel sampler, POH, etc.

Instructors will wipe down all work areas, binders and the front desk area between each flight. Before the next student enters the facility, the aircraft, work areas and all equipment must be sanitized. **see checklist on page 4*

5. Please do not bring additional family members, friends or others who are not a current CHI student to the hangar in order to comply with social distancing rules. Students should be the only ones entering the facility.

6. You must wear a mask if you are training with us during this time. If you do not have a mask, contact Tina LaMontagne and she can supply you with one for your training.

CHI Instructors:

We have given our instructors the choice to stay home or work during this period. If instructors choose to work during this time, we have also given them the choice to fly with as many or as few students as they are comfortable with. Please respect their decision. We understand everyone is anxious to get back in the air, but we all have to work together in order to stay safe and healthy during these challenging times.

Rentals and Aircraft Checkouts:

For renters who will be flying with us during this time, you must follow our new procedure outlined below, **as well as sign the contract on page 6 stating you understand and will comply with CHI's new rules and protocol:**

1. If you are sick or showing any **symptoms that align with COVID** and have visited our facility in the past 14 days, **STAY HOME** and immediately notify the Operations Manager, Tina Lamontagne at tina@chiaerospace.com. If you are symptomatic, you should seek medical attention immediately.
2. You must practice social distancing and must be following the NH stay at home advisory. If you are constantly coming into contact with other people or not taking the proper steps to minimize your risk of contracting the virus, you will not be able to train at CHI during this time.
3. Make sure you are following the CDCs and WHO's recommendations, you can learn more by clicking the links below:
World Health Organization: https://www.who.int/health-topics/coronavirus#tab=tab_1
Center for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html>
4. Renters are expected to disinfect and sanitize aircraft and equipment they use before, during and after their flight. We have cleaning and sanitizing products you can use. **see checklist on page 4*
5. Please do not bring additional family members, friends or others to the hangar in order to comply with social distancing rules. The renter should be the only one entering the facility.
6. You must wear a mask if you are training with us during this time. If you do not have a mask, contact Tina LaMontagne and she can supply you with one for your training.

FOR ANY QUESTIONS, PLEASE CONTACT:

Operations Manager: Tina LaMontagne

tina@chiaerospace.com

603-380-9951 (office phone)

978-237-8166 (office mobile phone, can text this number)

In your message please include your name, subject, message and contact information.

Thank you all for your cooperation and patience as we navigate through this difficult time. We are all in this together, and looking forward to seeing you all again soon. Be well and stay safe!

Also special thanks to the representatives at the NH COVID-19 hotline and to Keith Webb from Air Direct Airways for guiding and supporting us during this period. And thank you to all of the medical personnel and essential workers currently on the front lines for your bravery and service.



Cleaning Checklist/Protocol

Handwashing:

- Wash hands with soap and water for 20+ seconds
- Wash your hands as soon as you arrive at CHI, throughout the day/the period of your lesson, and before you leave

Aircraft:

- Stick/Yoke, all controls
- Panel dials, buttons and tabs
- Seat and Seat Belts
- Flap Handle
- Canopy Handle (inside and outside)
- Anything you use or touch (preflight inspection and during your flight)*

Equipment:

- Headset
- Checklists
- Preflight Worksheets
- POH and Binder
- Fuel Sampler
- Anything you use or touch*



FLIGHT TRAINING AND RENTAL CONTRACT

For CHI Student Pilots and Renters

In order to continue training at CHI Aerospace during this period, please read the following and sign at the bottom indicating you have read and understand the new rules and procedures:

I will monitor my health and evaluate myself each day to ensure I am healthy and fit to fly. If I am feeling unwell and have visited the facility in the past 14 days, I will immediately notify Operations Manager, Tina LaMontagne, and my instructor and stay home. If I am running a fever or have any symptoms that align with COVID and have visited the facility in the past 14 days, I will immediately notify Operations Manager, Tina LaMontagne, and my instructor and stay home for the next 14 days. I will practice social distancing and take the proper steps and precautions to minimize my risk of contracting the virus to keep myself and others at CHI safe, this includes wearing a mask while I am flying at CHI. I will not bring additional family, friends or others to the hangar in order to comply with social distancing rules.

I have read and understand the CHI Aerospace COVID-19 Response guide. I understand that if I do not follow or comply with these new rules and procedures, my training will be terminated for the time being.

Signature: _____

Date: _____