

The Indiana State University Flight Academy is adding measures to comply with the CDC and to minimize the risk of spreading illness in regard to COVID-19.

### Keeping the Workplace Safe

- **Practice Good Hygiene**
  - Avoid handshaking.
  - Clean Hands as much as possible.
  - Schedule regular hand washing reminders.
  - Do not touch your face with unwashed hands.
  - Regularly disinfect surfaces like doorknobs, tables, desks, and handrails.
    - Cleaning and disinfecting the flight controls and instrumentation in the aircraft as much as possible.
- **Be Careful with Meetings and Travel**
  - Use videoconferencing for meetings when possible. (Zoom, Skype, Teams)
    - When not possible, hold meetings in open, well-ventilated spaces.
  - Dual and Solo Cross Country flights permitted; however social distancing still needs to be in effect. (as required)
  - Masks must be worn at all times & while going inside all FBOs.
    - Please do not get out of the airplane unless necessary.
    - If you need to operate outside of these limitations, you must get approval from flight academy leadership.
- **Handle food carefully**
  - Limit food sharing, wash hands before and after eating.
- **Stay home if:**
  - You are feeling sick.
  - You have a sick friend or family member in your home.
  - Fever, sickness within the past 10-14 days, cough, sore throat, runny nose, and other flu-like symptoms.
- **While operating an airplane, keep the cockpit well ventilated**
  - Fresh air vents opened.
  - Windows may be opened if desired.
- **Students are not required to attend flight periods during COVID-19 pandemic**
  - If you choose to withhold from flying during this time due to illness, this will not be reflected in your attendance records.

## Steps to Prevent Illness

- **Clean your hands often**
  - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
  - If soap and water is not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
- **Avoid close contact**
  - Avoid close contact with people who are sick.
  - Put distance between yourself and other people. (CDC recommends 6 ft.)
- **Stay at home if you're sick.**
- **Cover coughs and sneezes.**
- **Cover your mouth and nose with a cloth face cover while inside the Flight Academy.**
  - Indiana State University will resume requiring face coverings indoors for all University employees, students, and campus visitors (regardless of vaccination status) This requirement will be in effect until further notice and is subject to change based on future guidance from the U.S. Centers for Disease Control and Prevention and the State of Indiana Department of Health.
  - Regardless of vaccination status, you may be unmasked on campus **only** in a private office or private residence hall room.
  - Masking up will help us safeguard the health and safety of students, employees, and their families, which is our top priority. It will also help us achieve our goal of preserving on-campus, in-person, academic and campus life activities and experiences for the upcoming academic year.
  - We will rely on the same trust in our fellow Sycamores that have gotten us to this point. That is consistent with the trust necessary for self-reporting on the daily sycamore symptom assessment, cooperating with contact tracers, and following the more subtle aspects of CDC safety advice.
- **Complete the ISU Sycamore Symptom Assessment daily.**
  - Please note, if you have received your COVID-19 vaccine, you may submit your vaccination records on your ISU portal for university documentation. Once you successfully submit your vaccination records, you will no longer be required to submit your daily sycamore symptom assessment survey.
  - While Indiana State is not mandating vaccination, we continue to encourage employees and students to get vaccinated as soon as possible. The overwhelming evidence shows that those who are vaccinated are highly protected against severe illness and hospitalization.
  - We thank everyone for doing their part to help us remain Sycamore Strong!

## Reporting Specific Symptoms to your Instructor and ISU Before You Fly

- **Prior to arriving at the flight academy, if you have any of the following symptoms below, please complete the ISU sycamore symptom assessment and notify your instructor immediately.**
  - **If you have any questions regarding your health assessment, please call the number in the beginning of the sycamore symptom assessment survey received in your daily email. If you do not receive a survey via email, please visit [www.indstate.edu/covid](http://www.indstate.edu/covid) for further guidance or call (812) 237-3829**
  
- **You must be free of the following symptoms without any use of medication.**
  - Fever (person feels warm to the touch, gives a history of feeling feverish, or has an actual measured temperature of 100.4°F [38° C] or higher)
  - Persistent cough
  - Persistent sneezing
  - Runny nose
  - Difficulty breathing
  - Appear obviously unwell
  - Any Flu like symptoms
  - Family illness
  
- **If you show any of the following symptoms within the past 10-14 days above, please stay home.**
  
- **Please visit the CDC website or the University website for further guidance**
  - [COVID-19 self-checker](#)
  - <https://www.indstate.edu/covid>
  
- **If you are sick with any of the following symptoms, please stay home until you are symptom free.**
  - **You must be symptom free for 10-14 days without use of medication before returning to the Flight Academy.**
  
- **If an instructor or staff member has any of the following symptoms above, please notify your supervisor and complete your ISU daily sycamore symptom assessment as soon as possible. If you do not receive the daily symptom assessment survey via email, please contact the University contact tracers at (812) 237-3829.**

- According to University guidelines, you have a few options before returning to ISU for any flight training:
  - Option 1- Per ISU Flight Academy COVID-19 Policies and Procedures, if you show any COVID-19 symptoms, you will need to contact the university and receive further instructions on when you may return to campus. Once you are in fact symptom free for 10-14 days, and have been cleared from the university, you may return to normal flight training.
  - Option 2- Consult your PCP (Primary Care Physician) or medical provider and have them give you a health screening/check-up. If your medical provider can verify that you are clear to return to flight training and have no way of being contagious, you may return to flight training with proof of a doctor's note and campus approval.

### Health Screening prior to Flight Training

- **If you plan to fly or meet for ground/sim instruction, before every lesson, each student will be screened according to CDC guidelines.**
  - Before your scheduled flight period, if you are not feeling well, you must report to your appropriate instructor and notify them of your current health status via email or text.
    - If you are not safe to fly due to a COVID-19 related illness, you and your instructor must report the illness on your sycamore symptom assessment.
- **If you have notified both the university and your instructor and ISU has determined that training would be safe, you may proceed to the flight academy for continuation of training.**
- **Once you arrive at the Flight Academy, your screening will be verified by dispatch.**

### Dispatch Procedures

- Dispatch will be conducting health screenings at the Flight Academy once you arrive for a flight period.
- Each Student and Instructor will be screened according to CDC guidelines. In the past 10-14 days:
  - Have you had a Fever? (person feels warm to the touch, gives a history of feeling feverish, or has an actual measured temperature of 100.4°F [38° C] or higher)
  - Have you had a persistent cough?
  - Any persistent sneezing?
  - Had a runny nose?
  - Any difficulty breathing?
  - Appear obviously unwell?
  - Any Flu-like symptoms?
  - Any Family, Friend, or Roommate illness you have been in contact with?
  - Are you taking any medications?

- Each student must report their current health status by filling out a flight assessment form (**I'M SAFE**) at the dispatch counter before each training session.
  - Flight Planning for each flight will be done as normal, however we need to ensure social distancing practices are still in effect. Please spread out and distance yourself from others as necessary. (**It is recommended that no more than 6 people in the Flight Planning Room**)
  - Once you have finished your planning for your flight, you may return your Blue Book to the main dispatch counter where you will be handed the airplane keys and dispatched like usual.
  
- Briefing Rooms
  - Briefing rooms can be used for flight planning if available. The I'M SAFE forms will be located on every computer and the dispatch counter if needed.
  - Briefing room doors should also remain open as necessary to keep areas well ventilated.
  - **It is recommended a maximum occupancy in each briefing room should be limited to 3 people.** If you need to meet with more students or instructors at one time, please go upstairs or outside to a larger room or area.
  
- Upstairs Rooms at the Academy
  - The Big Classroom upstairs is recommended to not exceed **20 people**.
  - The Smaller Classroom upstairs is recommended to not exceed **15 people**.
  - The Sim Room (at the academy) is recommended to not exceed **12 people**.
  - The Observation Room is recommended to not exceed **25 people**.

\*\*If you need more people in any of the following rooms listed above, please consult flight academy leadership for approval.

## Flight Operations

- **Each airplane should be disinfected after every flight.** (This will be done during pre-flight)
  - You will be provided with disinfectant materials if needed.
  
- **Since we are required to sit closely together in each airplane, all students and instructors will be required to wear a facemask in all ISU aircraft regardless of vaccination status. (unless you are cleared from the university to operate outside of this limitation.)**
  - This should not affect the ability to wear a headset or talk on the radios.
  - If you do not have a mask, you will be provided with one at the dispatch center.
    - For questions, please reference the CDC website for further guidance.
    - Here is a link to making a home-made mask that requires no sewing:  
<https://www.theguardian.com/us-news/2020/apr/06/how-to-make-no-sew-face-mask-coronavirus>
  - If you cannot make your own or purchase one, a handkerchief or a cloth face mask will qualify.
  - If you get a cotton facemask with no metal, they are machine washable. It is recommended to wash cloth face masks after daily use.

## Ground/Simulator Instruction

- **Each Briefing Room, Simulator, and Classroom should be disinfected after every use**
  - You will be provided with disinfectant materials if needed.
  - As stated before, to continue social distancing, we will utilize briefing rooms in a distanced fashion keeping the chairs at the end of each side of the tables. This will allow a safe distance between one another while conducting ground instruction.
  - Briefing room doors should also remain open as necessary to keep areas well ventilated.
- **It is recommended a maximum occupancy in each briefing room should be limited to 3 people.**
- When conducting simulator training, the instructor should sit or stand outside of the sim and monitor the flight while the student is in the sim to maintain a safe distance between each other. (if possible)

## Practice Instrument Approaches

- If you plan on practicing VFR instrument approaches at KHUF, you will need to exercise extreme caution when the airport is at a controlled or uncontrolled status.
- **In the event the Control Tower is temporarily closed at KHUF, all ISU students and instructors in the traffic pattern will be given the right of way over any ISU aircraft on a practice instrument approach.**
- Students and Instructors will be required to abandon their practice approaches approximately 2 miles prior to the landing threshold to ensure safe separation of aircraft at all times.
- Remember, in an uncontrolled environment, it is the PIC's responsibility to see and avoid other aircraft in the traffic pattern. Student pilots may not be familiar with certain Instrument terminology so make sure to clarify any and all intentions over CTAF.

## Uncontrolled Field Operations

- At this time, KHUF (Hulman Field) has the ability to temporarily conduct uncontrolled operations at certain times of the day. Please check the NOTAMs frequently for any updates.
- **IMPORTANT:** When the airport is operating at an uncontrolled status, there will only be one runway in use. The closest runway that favors the wind will be determined by ATC before they close, then ATC is required to temporarily close the other runway.
- For a refresher on uncontrolled operations, please reference the following:
  - Advisory Circular AC 90-66B
  - AIM 4-3-3
  - FAR 91.113

### University COVID-19 Vaccination Policy: Effective October 4, 2021.

- Effective October 4, 2021, ISU students and instructors participating in experiential learning activities such as flight training will be required to provide either proof of vaccination OR weekly/semi-weekly proof of a negative COVID-19 test.
- Unvaccinated students participating in activities where masking is difficult, impossible or significantly alters the nature of the experience will be required to submit test results on Mondays and Thursdays for the duration of the activity.
- Vaccinated students are expected to upload proof of vaccination by October 1 or as soon as final dose of vaccine has been received.
- Starting the week of October 4, 2021, unvaccinated students must take and submit proof of a negative COVID-19 test by 4:30 p.m. every Monday and Thursday. Testing is available at the ISU Health Center and several local providers. Some providers, including the Student Health Center, may charge a fee for asymptomatic COVID testing.
- If vaccination records and/or COVID-19 testing is submitted per this policy, this will allow all flight students and instructors to conduct flight training without the need to wear a mask in all ISU airplanes. Please note, masks will still be required inside the Flight Academy at this time.
- Information about testing and vaccination sites, including free community test sites, is available at: <https://www.coronavirus.in.gov/2524.htm>.
- Test results should be uploaded using this link: [https://indstate.qualtrics.com/jfe/form/SV\\_4GwCSOQSdPMylAW](https://indstate.qualtrics.com/jfe/form/SV_4GwCSOQSdPMylAW). Test results must show a test date.
- Unvaccinated students who do not submit test results to the Office of the Dean of Students by the stated days/times above are ineligible to participate in experiential learning until the next testing cycle. Late results will not be accepted.