

Subj: COVID-19 FLIGHT TEST OPERATIONS PROTOCOLS

The following safety protocols have been implemented at [Company/Location] to continue flight test operations at a deliberate pace which allows sufficient mitigations for personnel safety. The state of [State] has declared that aerospace is an essential industry and as such, [Company] has implemented occupational health and safety procedures that are compliant with federal, state and local policy and guidance. In many cases, [Company] implemented more restrictive protocols to maintain an acceptable level of exposure risk to the coronavirus. The dynamic and rapidly changing information and subsequent changes to the guidance issued by World Health Organization (WHO), Center for Disease Control (CDC) and Vice Presidential COVID-19 Task Force necessary requires new or modified protocols. [Company] monitors these changes real-time and reissues guidance and/or policy as appropriate. The FAA will be notified of any relevant changes ahead of any planned events that include FAA personnel participation.

The following apply to all personnel that have essential business at [Company] facilities:

Personnel:

- All personnel are observing social distance of 6ft/2m
- All personnel are required to be temperature screened prior entry to any [Company] facility. If 100.4F or higher, that individual will be sent home to self-quarantine.
- Employees will wear face coverings when in proximity to other employees. At no time will face covering be used in lieu of required-task Personal Protective Equipment (PPE).
- Any employee that feels ill in the workplace will report to their supervisor and be sent home for quarantine.
- Aircrew are required to take temperature prior to proceeding to Flight Test Center. A reading of 100.4F or higher is grounds to remain at home and notify operations.
- Aircrew are also encouraged to social distance at home and exercise due-diligence when making essential shopping trips.
- Aircrew will not travel by commercial air.

NOTE: Symptoms for coronavirus can be subtle and many victims are asymptomatic. The protocols are designed for transmission minimization as well as exposure reduction. If at any time personnel are unsure if they may have been in contact with an individual that is sick (not necessarily diagnosed as positive for COVID-19), they will exercise conservatism and self-quarantine and notify supervisor or operations.

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Facilities:

- Aggressive general/daily cleaning standards implemented with [Company's] service provider. Surfaces in communal areas and doorway handles will be cleaned frequently.
- If an employee is determined to be COVID-19 positive, the facility where the individual worked will be closed for deep cleaning.
- Remote briefings will be conducted. Only aircrew and critical flight support will attend brief in person.
- Social distancing will be observed in briefing rooms. Briefing rooms will not be partitioned.
- Debriefs will be done remotely. Only aircrew and flight support personnel will debrief in person.
- TM room will be expanded to multi-bay and FTC topside conference rooms to promote social distancing. Face coverings are optional for TM personnel.
- Aircrew and TM personnel will use personal headsets.

Aircraft:

- Aircraft will be sanitized before and after flight. [Company] EHS aircraft disinfection procedures will be observed which include:
 - Use of ionization machines for full-cabin sanitization.
 - Sanitizing wipe down of cockpit, exterior handles, commonly used interior doors and service/entry doors.
 - Sanitizing hand-wiping of surfaces in communal areas including galley or lav

[Company] is committed to protecting employees and essential visitors from the coronavirus. These protocols will be continuously evaluated to conform to the latest guidance from WHO, CDC, COVID-19 Task Force as well as state and local authorities. For test flights that include FAA personnel, any additional restrictions from FAA Headquarters or Aircraft Certification Office will be observed.