

# Hoff Aviation Ltd

## COVID-19 Response Plan

### COVID 19 Policy Statement

The safety of our employees, supplier partners, customers, families and visitors remain Hoff Aviation's overriding priority. To ensure that, we have developed the following COVID-19 Response Plan. All managers, supervisors and workers are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our workers and customers
- provide up to date information to our workers and customers on the Public Health advice issued by the HSE and Gov.uk
- display information relating to COVID-19 and correct hand-washing techniques
- inform all workers and customers of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the workplace to facilitate physical distancing where possible
- keep a contact log to help with contact tracing
- have all workers and customers undergo an induction / familiarisation briefing
- intensify cleaning in line with government advice

All workers and customers will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Head of Training at Hoff Aviation Ltd

Signed: **Capt. Alex Hoff**

Date: **July 2020**

## COVID 19 Office Policy Statement

### Safety requirements during any course of flying at Hoff Aviation.

- Return to Hoff Aviation the COVID 19 Screening Questionnaire signed via email. This needs to be completed every time you fly. Flying cannot take place if questionnaire not received.
- Do not arrive until 5 minutes before pre booked time and wait outside/in your car until told to come in.
- All lessons have to be pre booked
- All lessons are on a one to one basis
- No walk-ins
- Face covering will be required within the office and helicopter
- Sanitisation of hands will be required on entry
- Gloves and Mask will be mandatory during all flights
- Helicopters will be cleaned before and after each flight
- It is advisable for customers to have their own headsets however this is not always possible, therefore headsets will be sanitised after each use
- No touching of office equipment or books unless instructed to do so
- Social distancing will be adhered to as much as possible
- No cash payments accepted

Whilst we are now returning to flying we are also returning to what is a new normal. Things have had to change and we appreciate some of the new regulations can be time consuming but we thank you for your co-operation and patience.