

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 handwashing 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: **May 2021**

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 must be pre booked.
- No walk-ins
- Handshakes, and any other form of physical greeting should be avoided
- Advise on wearing a Face covering within the office and helicopter.
- Sanitisation of hands will be required on entry
- Advise that a COVID Test be completed prior to flight/weekly.
- Helicopter interior 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.
- Temperature will be taken and recorded on arrival

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.