

## APPENDIX A – SELF CERTIFICATION CHECKLIST





## *Infectious Disease Response Cleaning Standard for FBOs*

### **1. Purpose**

The Safety 1<sup>st</sup> Clean standard is produced by the National Air Transportation Association (NATA) Safety Committee to provide general guidance on facility cleaning, disinfecting and facility operations in response to a pandemic. The goal of this standard is to safeguard FBO team members, clients, corporate assets and the general public.

NATA and its membership are committed to helping reduce the spread of contagious diseases, but also understand that no cleaning and disinfecting standard is failsafe. This standard represents industry best practices and government agency guidance.

The Safety 1<sup>st</sup> Clean standard also provides a self-certification process that allows FBOs to highlight their conformance to this standard by displaying the Safety 1<sup>st</sup> Clean logo.

### **2. Best Practices**

The Centers for Disease Control and Prevention provide the following practices for cleaning and disinfecting (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>)

#### **2.1. Facility Cleaning**

- Wear disposable gloves to clean and disinfect
- Clean surfaces using soap and water, then use disinfectant
  - Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface
  - Disinfecting kills germs on surfaces
- Practice routine cleaning of frequently touched surfaces
  - More frequent cleaning and disinfection may be required based on level of use
  - Surfaces and objects in public places, such as point-of-sale keypads, should be cleaned and disinfected before each use

- High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

## 2.2. Disinfecting

- Recommend use of EPA-registered household disinfectants
  - Follow the instructions on the label to ensure safe and effective use of the product
- Many products recommend:
  - Keeping surface wet for a period of time (see product label)
  - Precautions including wearing gloves and making sure you have good ventilation during use of the product

## 2.3. Soft Surfaces

- For soft surfaces, such as carpeted floor, rugs and drapes:
  - Clean the surface using soap and water, or with cleaners appropriate for use on these surfaces
  - Launder items (if possible) according to the manufacturer's instructions
  - Use the warmest appropriate water setting and dry items completely OR;
  - Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19
  - Vacuum as usual

## 2.4. Electronics

- For electronics, such as tablets, touch screens, keyboards, and remote controls:
  - Consider putting a wipe-able cover on electronics
  - Follow manufacturer's instructions for cleaning and disinfecting
    - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol
    - Dry surface thoroughly

## 2.5. Laundry

- For clothing, towels, linens and other items:
  - Launder items according to the manufacturer's instructions
  - Use the warmest appropriate water setting and dry items completely
  - Wear disposable gloves when handling dirty laundry from a person who is sick
    - Dirty laundry from a person who is sick can be washed with other people's items
  - Do not shake dirty laundry



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- Clean and disinfect laundry hampers according to the guidance above in this document
  - Remove gloves and wash hands right away

### 3. The Safety 1<sup>st</sup> Clean Standard

#### 3.1. Education and Training

- The organization must have a Hazard Communication program in place
  - For more information click here:  
<https://www.osha.gov/dsg/hazcom/>
  - NATA offers a Hazardous Communication training course through its Safety 1<sup>st</sup> Training Center

#### 3.2. All employees must receive training on their role in preventing the spread of contagions, covering the following topics:

- Implementing social distancing at work
- Proper personal hygiene at work
  - Cover nose and mouth when sneezing and coughing (preferably with a disposable single-use tissue or into bend of elbow)  
Immediately dispose of used tissues
  - Keep hands away from the mucous membranes of the eyes, mouth, and nose
  - Practice frequent hand washing with soap and water for at least 20 seconds each time
- Staying home if symptomatic or exposed to contagions

#### 3.3. Team Members

- Organizations must have policies requiring that team members:
  - Be evaluated for symptoms of disease prior to and during work
  - Utilize cloth face coverings in settings where other social distancing measures are difficult to maintain (See: COVID-19: Guidance for FBOs and Ground Handlers, Section 4.3)

#### 3.4. Team Member Areas

- Team member areas must be cleaned and disinfected daily
  - Organizations should also consider the use of an anti-microbial protectant in addition to cleaning and disinfecting
- Organizations should consider more frequent cleaning and disinfecting for high-traffic areas or frequently touched areas
- Alcohol-based hand rubs (ABHR) of at least 60% alcohol must be available for team members in easy to access areas
- Provide covered waste containers for disposal of tissues, paper towels, masks and other disposable items that might be contaminated



### 3.5. Lobby

- Lobby and other general passenger areas must be cleaned and disinfected daily
- Organizations should also consider the use of an anti-microbial protectant in addition to cleaning and disinfecting
- Organizations should consider more frequent cleaning and disinfecting for high traffic areas and frequently touched areas
- CSR Counter
  - If required by local jurisdictions, sneeze guards must be installed and are highly recommended for use
  - Supplies provided for client use (pens, etc.) must be cleaned and disinfected
  - Organizations must implement a credit card processing protocol that seeks to minimize contact with contagions. Organizations should consider including the following precautions:
    - If possible, pre-coordinate electronic payment or direct billing methods to limit exchange of debit or credit cards across the counter. Otherwise;
    - Customers required to insert/swipe their own debit or credit card
    - Cleaning and disinfecting between use
  - ABHR must be available for customer use in areas easy to see and access
  - Organizations should consider requiring the use of latex gloves for the CSRs
- Amenity bar – coffee, water, snacks, etc.
  - Must be cleaned and disinfected daily
  - All amenities provided must be individually wrapped or be single-use

### 3.6. Pilot Lounge and Snooze Rooms

- Pilots' lounges must be cleaned and disinfected daily
- Snooze rooms must be cleaned and disinfected between uses
- Organizations should consider more frequent cleaning and disinfecting for high-traffic areas or frequently touched areas
- Organizations must have a procedure for monitoring use of snooze rooms to ensure proper cleaning is performed between uses
- Snooze room bedding must be laundered between use
  - Organizations should review the CDC guidance for laundering bedding: <https://www.cdc.gov/hai/prevent/resource-limited/laundry.html>
- ABHR must be available for customer use in areas easy to see and access

**3.7. Restrooms**

- Restrooms must be checked hourly and be cleaned and disinfected at least once a day
- Organizations must have a process for ensuring cleanliness and that adequate supplies are available in restrooms
- Amenities provided in restrooms (mouthwash, toothpaste, toothbrushes, etc.) must be individually wrapped for single-use
- Organizations should consider installing devices that allow restroom doors to be opened hands-free (e.g. [www.stepnpull.com](http://www.stepnpull.com))

**3.8. Conference Rooms**

- Conference rooms must be cleaned and disinfected between uses
- ABHR must be provided in all conference rooms
- Conference rooms must have seating arranged to maintain appropriate social distancing (6 feet)

**3.9. Hangars**

- Organizations must review hangar use and develop a cleaning and disinfecting policy and procedures that lowers the risk of spread of disease

**3.10. Food Service/Catering**

- Organizations should consider separate refrigerators for catering and storage of team member food
- Ice Machine
  - FDA Food Code requires ice machines be cleaned at a frequency specified by the manufacturer
  - Ice scoop must be sanitized daily
  - Individual-use plastic bags (or other equally protective system) must be used for transporting ice to customers
  - Team members must wear face coverings when bagging or transporting ice

**3.11. Dishes**

- Organizations must follow applicable state and federal regulations when providing dish washing services for customers
- Staff must wear face coverings when handling customer dishes

**3.12. Equipment/Corporate Assets**

- Organizations must review on-site equipment and asset usage and develop policy and procedure for cleaning and disinfecting those items

**3.13. Garbage**



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- Team members must wear appropriate PPE including gloves and face coverings when handling facility garbage
  - Organizations must implement a schedule to ensure garbage disposal cans, baskets and other containers are emptied regularly to prevent overflowing

3.14. Crew Cars/Shuttle Vans

- Crew cars, shuttle vans and other shared use vehicles must be cleaned and disinfected between uses

3.15. Rental Cars

- Organizations should consider coordinating with companies that provide on-site rental cars for customers to ensure that adequate cleaning and disinfecting processes are in place

#### 4. Self-Certification Process

Organizations may wish to promote their conformance with the Safety 1<sup>st</sup> Clean standard by utilizing the Safety 1<sup>st</sup> Clean logo in digital media, advertising, etc.

**ONLY ORGANIZATIONS THAT COMPLETE ALL COMPONENTS OF THIS OPTIONAL SELF-CERTIFICATION PROCESS HAVE PERMISSION TO USE AND DISPLAY THE SAFETY 1<sup>ST</sup> CLEAN LOGO.**

Organizations wishing to complete the self-certification processes must complete all of the following steps:

- Complete the self-certification checklist found in Appendix A. The checklist must be signed and dated by the facility general or operations manager (or other equivalent title)
- Maintain a list of the cleaning and disinfecting products used to comply with this standard
- Submit a copy of the following to [safety1st@nata.aero](mailto:safety1st@nata.aero)
  - Copy of completed self-certification checklist
  - Copy of cleaning and disinfecting product list
  - Organizations are not required to submit any confidential materials
- Maintain the documents provided to NATA and provide copies to any customer or client requesting them

Upon receipt of the required documents, NATA will provide confirmation that the organization is permitted to utilize the Safety 1<sup>st</sup> Clean logo. Such permission will be valid for 6 months, after which the organization will be required to resubmit the required documents.

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818 Connecticut Avenue, NW, Suite 900 Washington, DC 20006

P (202) 774-1535 (800) 808-6282

www.nata.aero

## Safety 1<sup>st</sup> Clean – Self Certification Checklist

Organization Name	Harrods Aviation Ltd
Location or Address	London Luton Airport London Stansted airport
Phone	+44(0) 1582589322 – Luton +44(0) 1279 665300 - Stansted
Email	Info@harrodsaviation.com
Name	John Bool
Title	Technical Director

Required Standard Items	YES	NO	N/A
	<i>Initial as Appropriate</i>		
3.1 – Has the organization implemented a Hazard Communications program?	JB		
3.2 – Have all employees received training on implementing social distancing at work?	JB		
3.2 - Have all employees received training on proper personal hygiene at work?	JB		
3.2 – Have all employees been advised that they should stay home from work if exposed to contagions or develop symptoms?	JB		
3.3 – Does the organization have policies in place to evaluate team members for symptoms of disease prior to and during work?	JB		
3.3 – Are employees required to utilize face coverings in settings where social distancing is difficult to maintain?	JB		
3.4 – Are team member areas cleaned and disinfected daily?	JB		





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Required Standard Items	YES	NO	N/A
<i>Initial as Appropriate</i>			
3.4 – Is ABHR readily available in all team member areas?	<i>JB</i>		
3.4 – Does the organization provide covered waste containers for disposal of tissues, paper towels, masks and other team member disposable items that might be contaminated?	<i>JB</i>		
3.5 – Are lobby and other general passenger areas cleaned and disinfected daily?	<i>JB</i>		
3.5 – Are supplies provided for client use (pens, etc.) cleaned and disinfected?	<i>JB</i>		
3.5 – Has the organization implemented credit card processing protocols that seeks to minimize contact with contagions?	<i>JB</i>		
3.5 – Is ABHR in customer areas available and easy to see and access?	<i>JB</i>		
3.5 – Are amenity bar areas cleaned and disinfected daily?	<i>JB</i>		
3.5 – Are items available at amenity bars single-use or individually wrapped?	<i>JB</i>		
3.6 – Are pilots' lounges cleaned and disinfected daily?	<i>JB</i>		
3.6 – Are snooze rooms cleaned and disinfected between use?	<i>JB</i>		
3.6 – Does the organization have a procedure for monitoring use of snooze rooms?	<i>JB</i>		
3.6 – Is snooze room bedding laundered between use?	<i>JB</i>		
3.6 – Is ABHR in pilots' lounges and snooze rooms available and easy to see and access?	<i>JB</i>		
3.7 – Are restrooms checked for cleanliness at least hourly?	<i>JB</i>		
3.7 – Are restrooms cleaned and disinfected daily?	<i>JB</i>		
3.7 – Are amenities provided in restrooms (mouthwash, toothpaste, toothbrushes, etc.) individually wrapped or designed for single-use?	<i>JB</i>		
3.8 – Are conference rooms cleaned and disinfected between use?	<i>JB</i>		





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Required Standard Items	YES	NO	N/A
<i>Initial as Appropriate</i>			
3.8 – Is ABHR available in all conference rooms?	B		
3.8 – Is conference room seating arranged to maintain social distancing?	B		
3.9 – Has the organization developed a hangar cleaning and disinfecting procedure that lowers the risk of spread of disease?	B		
3.10 – Is the ice machine scoop sanitized daily?	B		
3.10 – Are only individual-use plastic bags (or other equally protective product) used to transport ice to customers?	B		
3.10 – Are team members required to wear face coverings when bagging and transporting ice?	B		
3.11 – Does the organization follow applicable state and federal regulations when providing dish washing services for customers?	B		
3.11 – Are team members required to wear face coverings when handling customer dishes?	B		
3.12 – Has the organization reviewed on-site equipment and asset usage and developed policies and procedures for cleaning and disinfecting those items?	B		
3.13 – Are team members required to wear appropriate PPE, including gloves and face coverings, when handling garbage?	B		
3.13 – Has the organization implemented a schedule to ensure garbage disposal cans, baskets and other containers are emptied regularly to prevent overflowing?	B		
3.14 – Are crew cars, shuttle vans and other shared-use vehicles cleaned and disinfected between uses?	B		

**If you answered NO to any of the above items, you do not qualify to utilize the Safety 1<sup>st</sup> Clean logo.**






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*Please sign and date this checklist certifying that the answers above are true and correct. This form must be signed by facility general or operations manager or individual with equivalent or higher title*

Signature	
Printed Name	John bool
Title	Technical Director
Date	13 <sup>th</sup> November 2020

To complete this self-certification process, please send this form and the other documents required in Section 4 to [Safety1st@nata.aero](mailto:Safety1st@nata.aero)

