

CLEANING AND DISINFECTION POLICY FOR EQUIPMENT RELATED TO TRAINING DEVICES

This applies to all training devices such as:

- Full-flight simulator (FFS)
- Flight training devices (FTD)
- Low-level devices (LLD), such as desktop trainers, virtual or augmented reality goggles, etc.

Types of equipment:

- Oxygen mask
- Communication control (headset, microphones)
- Airplane controls (touch point, handles)
- Training equipment touch points (IOS table & touch screens, door knobs)
- Engineering workstations
- Interface cabinets
- Work surface

In order to minimize the risks of transmission of the virus, additional measures must be taken for cleaning and disinfecting, mainly hard surfaces. Surfaces should always be cleaned before they are disinfected.

Transmission from a hard surface is unlikely; however, the coronavirus can live and be infectious for up to 12 hours on such surfaces. The coronavirus can be inactivated by using alcohol or bleach. Best practices should include cleaning of the surfaces with a detergent, followed by a disinfectant. Frequently touched surfaces should be cleaned and disinfected more frequently.

Cleaning techniques:

A careful and thorough cleaning must precede disinfection. It is carried out through manual application of a detergent or a cleaner-disinfectant.

- on horizontal and vertical surfaces;
- the fixed and movable equipment or furniture.

Types of disinfection:

1. [Regular disinfection](#): should occur between every training session with new clients.
2. [Complete cleaning and disinfection](#): must occur after an employee or customer suspected of being infected has left.

1. Regular disinfection

For training devices in training sessions

The cleaning and disinfection steps are performed by designated people. See table below for roles and cleaning frequency.

Elements	Instructions
Oxygen Mask	<ol style="list-style-type: none"> 1. Technician must clean and disinfect between every training session with new clients. 2. Boom mic: replace foam on the microphone mouth piece (if applicable). 3. Technician must document cleaning completion and sign-off. 4. Instructors must confirm completion and sign-off.
Communication controls (headset, microphones)	
Airplane controls (touch points, handles)	
Training equipment (touch points, IOS table, touch screen, door knobs, etc.)	
All work surfaces	

For training devices in pre-delivery

A high number of people use training devices during the in-plant phases. Specific cleaning and disinfection steps have been defined to better prevent transmission risks. See table below for roles and cleaning frequency.

	Instructions
Oxygen Mask	<ol style="list-style-type: none"> 1. Site chief (or delegate) must clean the communication controls every morning with disinfecting wipes. 2. Boom mic: replace foam on the microphone mouth piece (if applicable). 3. Site chief (or delegate) must document cleaning completion and sign-off. 4. User must clean before each session with disinfecting wipes. Site chief must ensure all users comply.
Communication controls (headset, microphones)	
Airplane controls (touch points, handles)	
Training equipment (touch points, IOS table, touch screen, door knobs, etc.)	
All work surfaces	

2. Complete cleaning and disinfection

Must occur after an employee or customer suspected of being infected has left.

1. If someone feels sick while on site and the medical staff or the supervisor suspects a coronavirus contamination:
 - The supervisor/instructor must restrict access until cleanup is completed.
 - All work surfaces and equipment must be cleaned with a disinfectant wipe
2. If someone is physically sick at the office (vomiting, etc.):
 - The supervisor/instructor must call the cleaning crew to disinfect the work area.
3. If someone who is not on site, but has called in sick with symptoms of coronavirus
 - If they left the work area for over 12 hours - no action required.
 - If not, follow instructions from number 1.
4. If an employee suspects someone has contracted the coronavirus (none of the above conditions) and wants the work space to be disinfected:
 - Disinfectant wipes will be provided to them so they can clean the surfaces deemed suspect.

Choice of disinfectants:

Disinfectant should contain:

- bactericidal activity (bacteria);
- fungicidal activity (fungi, mould);
- virucidal activity (virus).

The following table indicates choice of disinfectant to be used and recommended concentration.

Detergents-disinfectants	Recommended usage	Precautions
SPECTROL or PCS 250 (250ppm sodium hypochlorite) in the form of wet wipes	Disinfection of material or surfaces contaminated by blood or body fluids	Must be used in a ventilated area Wear disposable gloves
PCS 250 (250ppm sodium hypochlorite) in the form of wet wipes or Disinfecting Hand wipes	Smooth metallic surfaces, tabletops or others.	Must be used in a ventilated area Wear disposable gloves
Disinfecting Hand wipes	For disinfection of work surfaces, PC keyboard, mouse, telephones	
Nitrile gloves	When PCS 250 Wet & Dry wipes are used.	None
Masks	For the sick employee prior to leaving	None

Note: dispose of all products and equipment used for cleaning and disinfection in a closed bag.