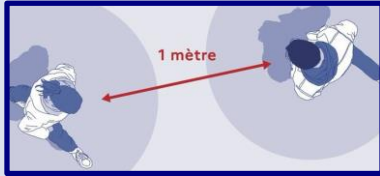


### GOLDEN RULES

Applicable to ETOPS' employees or anybody entering and circulating in ETOPS' facilities

1



#### KEEP DISTANCE AND WEAR A MASK

Respect at least 1 meter away from anybody (more when possible) and avoid crowded places. **ALWAYS** wear a mask each time you are within ETOPS facilities.



2



#### WASH YOUR HANDS

frequently, with soap and water or using an alcohol solution.

#### AVOID TOUCHING

your mouth, nose, face and anybody else with your hands, as well as any potentially contaminated surface.

3



#### WHEN SNEEZING OR COUGHING

use your upper sleeves and never use your hands.



#### WHEN BLOWING

use exclusively a disposable tissue, throw it away and wash your hands.

4



#### AVOID SHAKING HANDS

OR



#### KISS

5



#### WITHOUT SYMPTOMS

monitor your temperature on a daily basis.



#### IF YOU HAVE SYMPTOMS

such as cough, fever or breathing problems, advise ETOPS' staff, leave the facilities, stay at home and call your doctor (or dial 15 for Emergency if you have heavy symptoms).

6



#### STAY AT HOME

if you feel sick.

7



**IN THE FACILITIES, FOLLOW THE FLOW PATTERNS AND ANY SPECIFIC PROCEDURE** if prescribed.

### GROUND & FLIGHT TRAINING

Applicable to instructors and trainees undertaken a course under ETOPS ATO, whatever it is a ground course at ETOPS' facilities or a flight training session at our partners' facilities during outsourced FSTD and/or Base trainings.



#### 1 ARRIVAL AT TRAINING FACILITIES\*

Wear a mask during your transportation, follow the flow patterns when arriving into the facilities if any and strictly apply Golden rules.



#### 2 BRIEFING / DEBRIEFING ROOMS OR CLASSROOMS\*

Before entering in the room, use alcohol solution and **ALWAYS** wear a mask. Strictly apply essential barrier gestures and sit more than 1 meter from another trainee.

#### 3 FSTD SESSION OR AIRCRAFT BASE TRAINING\*

FSTD and/or aircraft flight deck shall be cleaned before the start of any new training session. Follow the entrance sequence that has been decided during the briefing.



Before entering in the simulator, make sure that the workspace has been cleaned. Use alcohol solution to wash your hands and **ALWAYS** wear a mask. Regularly use alcohol solution during all the session. In the simulator, **NEVER** use oxygen masks or headsets; the use of such devices **MUST** always be simulated. After each seat change, the crew may clean shared controls and wash their hands.



Before entering in the aircraft, make sure that the flight deck has been cleaned. Use alcohol solution to wash your hands and **ALWAYS** wear a mask. Demonstration of oxygen mask shall be simulated (except when required for safety reasons) and loudspeakers shall be preferentially used. If headsets are used, make sure that they have been properly cleaned during preflight check.

After the session, don't leave any mask or cleaning material in the workspace/flight deck and follow the exit sequence.



#### 4 WALKING INSIDE THE TRAINING FACILITIES\*

Wear a mask, always apply Golden rules and follow the flow patterns if any. Keep distance of at least 1 meter away from anybody (more when possible).



#### 5 LEAVING THE TRAINING FACILITIES\*

Follow the flow patterns if any, continue to strictly apply Golden rules and wear a mask during your transportation.

#### \*SPECIFIC PROCEDURE

For any ground course or flight training session performed at one of our partners' facilities during outsourced FSTD and/or Base trainings, always refer to the partner's specific procedures that may supersede ETOPS' procedures if more stringent.