



Circular No.	Applicability	Date
001/2019-20	All Devices and Uses/facility of Training Devices at FSTC Gurugram & Hyderabad	Rev. 02 - 28 th April 2020

SUBJECT:	In view of COVID-19. This notification seeks to inform all the users and internal staff of FSTC on guidelines and precautions within the Training Centre and use of FSTDs.
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Recommended Precautionary Measures

FSTC is taking all the necessary precautions regarding the COVID-19 virus to enable our customers to train in the safest possible environment by following strict guidelines and taking the necessary Health & Safety measures.

Employees are advised to take every possible precaution to safeguard self/team/family health. Ministry of Health and Family Welfare have shared the basic preventive measures against Novel Coronavirus which is given below. For quick reference General Hygiene and preventive measures have been placed strategically at all the convenient locations in FSTC premises including main entry, reception, washrooms, front of FSTDs and at all prominent areas of premises etc.

- Wash Your hand frequently
- Don't shake hands
- Maintain social distancing, don't gather in the coffee corner
- Make room and give space when passing by
- Do not smoke in the premises.
- Avoid touching your eyes, nose and mouth
- Practice respiratory hygiene by covering your mouth and nose with your bent elbow or tissue when you cough or sneeze
- Stay informed and follow the advice given by your healthcare provider.
- For further information/clarification call at Ministry of Health 24X7 control room number at +91 11 2397 8046



Preventive Measures for FSTDs

- Sterilization of oxygen masks used during training sessions using Disinfectant wet wipes before their stowage
- Disposal of Wet wipes and Bio-Consumables to ensure immaculate and clean environment.
- Use of Lint free & clean cloth with disinfectant to disinfect Dials, control columns, gauges, screens and other cockpit instruments.
- Disinfectant wet tissues are kept in simulators for Instructors & Trainees to sanitize their hands at regular intervals.
- Disinfectant hand sanitizers are kept outside each simulator to sanitize hands before and after every training session.
- Disinfectant hand sanitizers are kept in all the class rooms/ Briefing & De-briefing rooms including equipment's like computer, keyboards, etc. to sanitize hands before and after every session.
- Disinfectant hand sanitizers are kept in washrooms and at all the convenient locations to sanitize hands at regular intervals.
- Break of 30 minutes between the sessions of FSTDs have been mandated to sanitize the simulators including all associated regular use equipment's such as intercom, simulator door handles, instrument panels, displays including IOS panel, knobs and oxygen masks, audio equipment, controls via using disinfectant wipes of proper quality. during customer changeover.
- Number of Occupants will be restricted to three only (2 trainees plus 1 instructor). Airlines are requested to schedule accordingly.

PRECAUTIONS IN SIMULATOR

- No use of smoke generator and oxygen masks, only upon request
- Do not enter the simulator when it's in maintenance.
- No use of headphone, PA and handsets.
- We Pay high attention in cleaning the simulator after each session.
- When there are technique complains, we ask you to exit the simulator and follow the received instructions



Advisory for All the Entries in FSTC Premises / Users

- All the Trainees/Visitors required to display their ID card before entering into FSTC Premises. No Visitor Card will be provided by FSTC.
- Trainees/Visitor's entries shall be filled up by Security Guard only.
- All the Employees/Trainees/Instructor/Visitors should be in proper attire like trouser, full sleeves shirt, mask and gloves. Gloves and Mask is mandatory for every entry in the FSTC premises.
- Cafeteria will be closed to avoid social gatherings.
- All trainees will get their own updated documents like checklist, manuals etc. in soft copy, no such document will be provided by FSTC.
- Mandatory thermal scanning of all the employees/Trainees/Instructor/Visitors before entering into FSTC
- Comply with all the mandatory guidelines/SOP issued by MOH (Ministry of Health) for Social Distancing for offices/workplace.
- Recording of travel history on first arrival at FSTC has been implemented by FSTC – Anyone with travel history to COVID 19 areas within previous 15 DAYS or having fever like symptoms, cough & cold and body temp beyond 98.4f may be restricted entry to the facilities.
- Airlines are requested to schedule the training in accordance of updated guidelines laid by Ministry of health / Govt. of India.

Symptoms & Contagiousness

- Fever, at least 100* f
- Coughing
- Nose cold
- Sore throat
- Shortness of breath
- Very Contagious and can be transmitted by a person even without showing any symptoms.

Equipment's/Consumables Used at FSTC

- Disinfectant Wet Origami Tissues
- Clean lint free cotton fabric
- Disinfectant hand sanitizers – Novogel AB, manufactured by Callington Haven Pvt Ltd
- NETBIOKEM DSAM – Disinfectant, Cleaner & Deodorizer
- Surgical Gloves
- Lysol Disinfectant