



Friday, March 13, 2020

To all of our Customers and Employees,

As you know, the World Health Organization (WHO), announced that COVID-19 (coronavirus) has become a global pandemic. Southern Maine Aviation has been monitoring reports from the Centers for Disease Control (CDC) and is taking precautions to keep all of our customers and staff safe.

While the threat of coronavirus is concerning, keep in mind that the majority of cases are relatively mild, and we can all take steps to keep ourselves (and others) healthy:

1. Wash your hands often with soap and water for at least 20 seconds, most importantly after using the bathroom, before eating, after blowing your nose, coughing or sneezing;
2. Use alcohol based hand sanitizer (at least 60% alcohol) if soap and water are not readily available;
3. Cough and sneeze into your sleeve/elbow and not your hands – or use a tissue and throw it out after use;
4. Stay home when sick;
5. Avoid contact with anyone who may be sick;
6. Try not to touch your eyes, nose and mouth;
7. Disinfect frequently touched areas, such as cell phones, counters, door knobs, light switches, etc.

Note: We are actively disinfecting all common areas, bathrooms airplanes and equipment every day.

To our Customers -

Please do not visit the FBO if you:

- Have a fever, cough or shortness of breath;
- Have recently traveled to/from a country with community spread of coronavirus;
- Have contact with a person known or suspected to be infected with coronavirus;
- Are immunosuppressed or susceptible to community acquired illness.

To our Staff –

- Do not report to work if you have a fever, cough, or upper respiratory illness OR have had contact with anyone that has been exposed to coronavirus;
- Please maintain universal precautions with proper technique and personal protective gloves, masks & attire;
- Be diligent about washing your hands, as previously-mentioned above;

- Please keep management informed of any of these items before proceeding to work.

For more information on preventing spread of coronavirus, we urge you to review the CDC's Preventing COVID-19 Spread in Communities website:

https://www.cdc.gov/coronavirus/2019-ncov/community/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fpreparing-individuals-communities.html

CDC What To Do If You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>

Maine CDC:

<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>

This information is provided by Southern Maine Aviation as a courtesy to keep everyone informed. Please seek professional care / help, as may be needed.

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