



COVID-19 Update 5/15/2020

It has been many weeks since the world began to change due to COVID-19 and California Aeronautical University's (CAU) response began to ensure everyone's safety and the continuity of education. In these recent many weeks there have been significant adjustments and changes that the CAU community has endured and reacted to as information regarding COVID-19 rapidly was presenting itself. Before addressing things further about future plans, the University wants to thank you for your patience, understanding, and most importantly respect for behaviors necessary in all of our on and off campus CAU communities while you have "stayed at home" minimizing your exposures to COVID-19.

During this pandemic the University has been fortunate, through distance educational technologies already in place, to continue educational delivery of academic courses online. Flight lab courses at our main Bakersfield location sustained throughout this pandemic while the Flight Training Center operations were temporarily suspended.

The University again wants to ensure everyone, given our unique on campus community and online/Flight Training Center educational opportunities, that we are doing everything in our capacity to make decisions with current information available for COVID-19. In addition to enacting plans related to current information, the University continues its efforts to anticipate needs that may evolve requiring further governmental or other outside requirements to protect the health and safety impacts related to COVID-19, including any residential community needs. As stated in previous communications, our staff at CAU considers everyone to be part of a greater CAU family and we are treating all of our decisions in the context of what we would expect for our own family.

The University is now seeking to begin down the path, starting next term May 26, 2020, of resuming educational activities that move us towards the new normal. This communication will address as much information as we have determined is important for movements in the direction towards a new normal. Many of the topics in previous communications are repeated as they continue to apply and remain important to ensuring overall health safety within our community.

COURSE OFFERINGS

Starting May 26, 2020 the University main campus will begin the transition towards normal and will restore partial in person course offerings while the Flight Training Centers starting immediately will begin resuming flight lab courses.

Lecture Courses

There will be three modes of delivery for lecture courses, 1) In person on campus instruction for course enrollment of <10, 2) Microsoft Teams scheduled synchronous (live) instruction for course enrollment of >10 and 3) Distance Education based synchronous/asynchronous online using the University learning management system as previously delivered.

What can be expected for each mode of delivery is as follows:

- 1) **In person on campus scheduled instruction for course enrollment of <10** will be assigned to a room in the Education Building. The courses expected to be offered for students attending the main campus and using this delivery method are: AER 120A, AER 120B, AER 115, AER 220, AER 230, AER 260, AER 270, BUS 100, CIS 101, ENG 210.

In person classroom expectations during the next transitional term towards normal will include but are not limited to:

- Social Distancing and appropriate disinfecting and personal behaviors.
- Masks will be a requirement for everyone (instructor/student) to wear while attending the in person course until otherwise notified. Instructors may substitute a face shield for their mask allowing them to communicate more effectively.
 - Everyone can expect a 14 day transition period before the University considers to relax this requirement.
- A health assessment may be conducted as determined necessary in class;
- Tables will be positioned with staggered spacing to accommodate a 6-foot social distance;
- Courses will be scheduled Mon/Wed and Tues/Thurs similar to previous normal;
- Exams will be conducted digitally as much as possible via laptop computers/iPad;
- eBooks will be utilized as much as possible;

- 2) **Microsoft Teams scheduled synchronous instruction for course enrollment of >10** will be assigned with appropriate instructions for joining.

Microsoft Teams expectations will include but are not limited to:

- Meeting at the scheduled time for a particular course;
- Everyone must have their cameras on during their class;
- Professional dress representing appropriate attire

- 3) **Distance Education scheduled synchronous/asynchronous instruction as typically offered for courses, including online/flight training center** students. Students will continue to pursue

their coursework through the LMS as they normally have. Students should expect no change to their regular routine or course environment.

Based upon the progress of a student within their academic program, scheduling coordination or otherwise found operationally normal in matriculating a student, a residential student attending the main Bakersfield campus might find themselves scheduled into courses that are delivered in person on campus and one or two Teams-enabled online courses.

Flight Lab Courses

The flight department will continue operations at the main campus in Bakersfield and effective immediately for the Ventura and San Diego County Flight Training Centers, the University will begin to resume flight operations. The University is proud of our continued ability to offer flight lab instruction at our main campus location throughout the pandemic. Given the close proximities required to conduct flight lessons, the University will continue to depend highly on individuals to make good health decisions for preventing any risk of exposure to COVID-19 to the CAU community. CAU has developed communication aids to ensure enhanced sanitary conditions are met to aid in preventing the transition of COVID-19 during any time spent in the flight training departments.

To preserve the continuity of flight training requiring close proximities, CAU will be monitoring everyone's good use of sanitary practices after every ground lesson and flight. The University has available necessary supplies and personnel in place to maintain training areas and aircraft clean. Please arrive to any scheduled flight training with sanitized hands and limit unnecessary congregations of more than 3 people using social distancing whenever possible.

Due to the proximities required for flight training and overall to protect our community, if the University is unable to ensure certain confidences of minimized exposures to COVID-19 due to a student's/employee's perceived and/or demonstrated minimizing health risk behaviors, the student/employee may be asked to discontinue flight activities, distance themselves through alternatively scheduled offerings or otherwise dismissed. The University will continue to monitor overall risks for exposures for all its community members at all locations providing notice of any changes that might be required accordingly.

Questions about course offerings can be answered or directed through the Student Success Office by contacting Pete Leonard at petel@calaero.edu or Joe Vargas at joev@calaero.edu.

HEALTH RISK ASSESMENT

As a measure to ensure everyone returning to the main campus and a flight training center, the University will require an assessment to be completed prior to each person's return. The University has established a relationship with a medical advisor to assist in any assessments that are determined additional input may be necessary. The information provided and overall off

campus engagements are being reviewed to determine the general overall “risk” a person’s return may present as it relates to COVID-19.

For all returning individuals not currently residing or working on campus please complete the assessment before your return and no later than May 21, 2020 by going to the university website at:

<https://calaero.edu/covid-19-virus-notice/>

or following this link:

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=58e056ca-6fa8-44fe-981a-7bcc05808b19&env=na2&acct=b0608de5-242e-42cf-8b92-d58f10c72b16>

Please understand that this is a subjective assessment and is not intended as a medical exam or to collect sensitive personal information. Given so much is unknown regarding COVID-19 we can only use guidance available regarding outbreak levels in communities and current medical evidence or assumptions for associated symptoms. It is also important to recognize that the information and impacts related to COVID-19 are changing very fast and the University is doing its best to minimize exposures through the cooperation of every CAU community member and our available resources both internal and external.

GENERAL FACILITIES CLEANING/SANITIZING

The University will continue its expectations for a cleaning/sanitizing regiment at all locations in all buildings. Rooms not supporting educational activities or housing needs, including bathrooms or other areas not determined necessary at this time, will remain closed. Janitorial staff have been directed to concentrate efforts for maintaining sanitized conditions in the common areas in housing, café, and the flight department.

CAU in general, including the Flight Training Centers, will continue to practice enhanced sanitizing measures to ensure a safe health environment and asks for everyone to assist in this effort as appropriate. All locations and throughout buildings the University has provided bottles of appropriate cleaning solution and rags that allow for everyone to participate in the personal responsibility of maintaining sanitized environments.

STAFFING

The University has started returning staff assigned to remote working duties or laid off due to this pandemic and will continue to return staffing back at all locations. Training for operational considerations related to health safety and other related new normal operational topics is occurring and will continue for all staff ensuring complete awareness as necessary. In certain departments with recently experienced discoveries of effectiveness and to limit disruption with specific duties, accommodations will be coordinated to allow at home work to continue.

CAU appreciates our employee's dedication to support everyone's health, safety and overall success. We will continue to assess various staffing support necessary to serve the CAU community and ways to minimize outside exposures onto our campus environments daily.

GUESTS/VISITORS

CAU will continue to restrict all non-essential guests, visitors, service providers and vendors at all locations until otherwise noticed. To respect the concern of our community to preserve flight lab courses driven by the health and safety of all CAU community members, CAU has determined this is necessary to further reduce risk of exposure to COVID-19 as communities' transition back to a new normal. We understand that some will determine this creates a necessary reason to travel off campus and are asking everyone in residence to consider the entire CAU community and respectful sacrifice that will allow the educational continuation of flight lab courses as everyone transitions back to a new normal.

CAU respectfully seeks for all CAU community members to consider the uniqueness of the current developments driven by COVID-19 and continue to think about the NEED vs want for traveling off campus. We ask that everyone use decision making that instills TRUST in the health and safety for others to remain confident in everyone's ability to have access to onsite vs online education.

GENERAL BEHAVIOR CONSIDERATIONS

To ensure continued campus environment safety from exposure to COVID-19, the CAU community MUST practice good social health behaviors. These behaviors MUST respect the whole CAU community, including recognizing that it only takes one to minimize efforts for preventing exposures that have impacts on the many. CAU is asking everyone to please continue to consider your behaviors and decision making as it relates to the entire CAU Community and its overall impacts to health safety and flight safety.

The University expects the following behaviors:

- Limited congregations of people to 10 or fewer.
- Maintain social distancing at all times including common areas:
 - Café,
 - Student Lounges,
 - Recreational Center Areas.
 - Educational Building Areas
- Maintain 6 feet of distance between one another when standing in a line.

Furthermore, please continue to follow the preventative health recommendations from the CDC:

- Stay home/in your room when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash. If you don't have a tissue, cough and sneeze into the inside of your elbow, not your hands.

- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces. [CDC guidance for cleaning and disinfection.](#)

DRESS CODE

In a continued consideration for the sacrifices and understandings that everyone is having to consider in residence as we transition back at the main campus during this time of unusual circumstances, CAU has determined for everyone that it will continue for the May 26, 2020 term relaxing the dress code requirements, with the exception of facial hair expectations. Students and employees, ONLY during this time of unusual circumstances, will be allowed to dress more casually as there will be more limited exposures to the outside non CAU community. It is expected however, that everyone is wearing appropriate professional conscience attire to include clean untorn long pants, socks, athletic shoes or better and shirts that do not have offensive or otherwise statement making words/graphics. Students may also choose to wear their complete CAU uniform.

No shorts are to be worn by any employee at all times or by any student while in the education building. THIS REMAINS ONLY TEMPORARY and the dress code may reinstate at any time for any reason that may be caused by continued management of inappropriate interpretations of this relaxation of the dress code. As we complete our transitions through the May 26, 2020 term, it will be expected that the dress code will reinstate starting the following term beginning August 3, 2020.

Flight Training Center dress code will continue as normal with students and employees having to wear appropriate uniform attire and maintain proper grooming.

HOUSING

Housing continues to remain open for students living on campus with housing agreements. The Housing and facilities maintenance staff continue an elevated cleaning regiment that will remain in effect. CAU continues to expect everyone to act responsibly and follow safety standards that mitigate risks related to COVID-19. Students that reside on campus are asked not to congregate in groups of more than 2 people while inside a residential room (no in room congregation, roommates only) and maintain social distance.

Students who choose to depart during the March 16, 2020 term after the Governors state orders were issued on March 19, 2020 that will be returning will be given appropriate considerations as they are reintroduced back onto the campus. Housing staff considerations will include roommate separations and assessments that provide transitions to ensure health safety and minimized exposure risks from COVID-19. Housing staff will be in contact with all students who have departed to coordinate a positive and safe return.

Students local or distant to the campus with housing agreements not seeking to return may impact their progress towards graduation and delay their expected graduation time frames.

Access to flight lab courses may be restricted for students not returning that have existing housing agreements still requiring their private pilot certificate or instrument rating.

FOOD SERVICES

Food services will continue to be available with continued additional considerations to minimize exposures. Per COVID-19 various minimizing exposure health recommendations, food services has limited group congregation by reducing the seating capacities and has spaced tables further apart. The food services staff is restricting entry to receive meal service in no more than groups of 10. Food service staff will be plating the meals as selected by the on campus residents and creating menus that further minimize various risk exposures for contaminations of COVID-19.

There is currently indoor seating for only 30 students at a time with only 3 to a table spread spaciouly throughout the facility to enjoy meals. Working with the local Kern County Department of Health Services, CAU has created an environment that allows students to continue service at the dining facility. CAU will not be preparing food “to go” and to be eaten in the housing facility rooms which has been determined to create other health related garbage and cleanliness concerns.

The hours for food service will continue to be reduced to further minimize the overall congregation of groups. The hours will be posted and set to accommodate the access restrictions and available seating. The housing and food services staff will continue to monitor and publish times to ensure balance is maintained for health safety and time to eat. Residents are asked to make appropriate time considerations to allow for these efforts for minimizing various exposure risks to COVID-19.

As more available community food resources have come available and to allow for the café staffing to return to normal, CAU will be returning to offering the 19 meals per week as previously normal. Therefore, Saturday dinner services starting May 23, 2020 and after and Sunday breakfast meal service starting May 24, 2020 and after will discontinue.

NON RESIDENT FACILITIES RESTRICTIONS

In a continued effort to minimize health exposure risks and allow privileged access to on campus facilities for residents with housing agreements the use of all recreational facilities indoor and outdoor is not available for non-resident usage.

The University through this transition to our new normal will also be restricting the access to food services until otherwise notified.

CAMPUS ENTRY/EXIT AND OFF CAMPUS TRAVEL

The state of California continues under Governors orders and in a continued effort to ensure the health safety of the CAU community and our continuation as essential service, considerations have to continue to be mindful to various non CAU community exposures. In our continued effort

for understanding where people are coming from and where they are going for purposes only concerning exposures to COVID-19, CAU will be staffing the entry/exit gates with safety officer coverage 24 hours a day 7 days a week. This coverage at the entry/exit gates will also include checking everyone in and out using the recent software that allows for these instances. Everyone's temperature will also be taken when entering the campus. As the University learns of further relaxed local, state and federal orders, appropriate adjustments may be made to best serve everyone's interests.

As a reminder, our safety staff at the entry/exit gate works to do their job, please cooperate and understand their intentions are with ensuring everyone's health safety. To reduce any potential conflict understand everyone is working together for the common interest of preserving at CAU a safe and healthy environment that can allow people to live, work and continue their education in a health safe environment. Increased measures at CAU's entry/exit gate is another elevated effort to protect everyone's health risk exposure to COVID-19. As the University continues to learn of potential external impacts increasing risks for effecting the campus with COVID-19, there continues the possibly for further restricting unnecessary departures from the campus at all should this pandemic require additional controls pending potential future outbreaks.

This has not been an easy time for any one making decisions related to impacts from COVID-19, and the University appreciates everyone's continued cooperation, trust in one another, and common interest to remain healthy as we transition forward to our new normal.