The following cleaning and sterilization procedures shall be used for all COVID-19 CLEARED flights. If at any time the protocols are broken or not complete, the process will be repeated from the beginning.

CLEANING PERSONNEL

- All cleaning personnel will have Personal Protection Equipment (PPE) on at all times while inside the cabin of the aircraft.
- All cleanings are documented and tracked through a secure, proprietary system, which provides a clear and strict chain of custody for the aircraft.
- After completion of cleaning and sterilization, the main cabin door and the baggage area door will be sealed with a Silver Air COVID-19 CLEARED security seal to ensure no access has been granted to non-authorized personnel.

CLEANING PRODUCTS

The Main Cabin, Galley, Lavatory, Crew Area, and Baggage Compartment are thoroughly cleaned utilizing approved aviation grade cleaners. The surfaces in each area are wiped down with the approved cleaning agent for the material being cleaned.

- **Alcohol-based solutions** – Shall be used to wipe down all hard surfaces for all areas of the aircraft. Alcohol-based products are proven to kill viruses and bacteria on contact. We use a range of approved products including leather cleaner and conditioner, disinfecting agents, and alcohol-based cleaning solutions.
- **Soap and water solution** – Shall be used to clean all soft surfaces of all areas of the aircraft.
- **Bacoban** – Upon completion of the sterilization and cleaning of every surface, the aircraft is treated with Bacoban for Aerospace, which is a proven disinfectant for bacteria and viruses. Bacoban for Aerospace also serves as a protectant providing continuous sterilization for up to 10 days after application.

ACCESS TO THE AIRCRAFT

Access to the aircraft cabin will be extremely limited to only necessary personnel at all times.

- **During cleaning and sterilization** – Only approved cleaning personnel shall have access to the aircraft during the cleaning process. Once cleaning is complete, only the person applying the Bacoban will be allowed in the aircraft. Once the sterilization is complete, no person will be allowed on the aircraft. The manager in charge of the cleaning will close the cabin door and apply the COVID-19 CLEARED security tape.
- **Post cleaning and sterilization** – Once the aircraft has been cleaned, sterilized and sealed, only required flight crew members who have been cleared may break the COVID-19 CLEARED security tape and have access to the aircraft. The flight crew shall wear PPE at all times while in the aircraft for preflight procedures. Flight crew members shall not touch any surface in the cabin that passengers may come in contact with.
SILVER AIR COVID-19 CLEARED CLEANING AND STERILIZATION CHECK LIST

The following check shall be followed by all cleaning personnel for all COVID-19 CLEARED flights and shall be filled out and verified by the manager in charge of the cleaning.

MAIN CABIN

☐ Remove and dispose any litter, newspapers, magazines and other disposable items from the cabin
☐ Check seat pockets and seat cushions for any trash or disposable items; remove and dispose
☐ Remove and dispose of any trash or debris from the cabin closet
☐ Remove and dispose any trash or debris from the main cabin
☐ Track all seats inboard and vacuum the entire cabin, including any carpet runners or mats
☐ Remove any used pillows, blankets, and bedding for laudering
☐ Replace with fresh laundered (sterilized) pillows, blankets, and bedding
☐ Clean all interior cabin windows
☐ Sterilize any window shade controllers, levers, and handles
☐ Sterilize all passenger briefing cards in the cabin
☐ Clean and condition all seats, seatbacks, and headrests
☐ Clean and condition all divans, backrests, and headrests
☐ Wipe down and protect all armrests
☐ Sterilize all seat adjustment handles, levers, and buttons
☐ Sterilize all seatbelts and seatbelt hardware
☐ Wipe down and protect siderails or drink rails
☐ Sterilize all cabin cupholders
☐ Wipe down and protect all cabinet doors and drawers
☐ Sterilize all cabinet and drawer hardware
☐ Wipe down and protect all countertops and credenzas
☐ Wipe down and protect all stowable tables
☐ Wipe down and protect all video screens installed in the cabin and at seats
☐ Wipe down and protect all airshow monitors in the cabin
☐ Sterilize all entertainment and CMS controllers
☐ Sterilize any satellite phone or interphone handsets and bases

GALLEY

☐ Remove any litter, newspapers, magazines and other disposable items from the galley
☐ Empty waste bins and insert new waste can liners
☐ Remove and dispose of any trash and debris in the galley area
☐ Sterilize all countertops
☐ Clean and sterilize all sinks and faucets
☐ Wipe down and protect all cabinet doors and drawers
☐ Sterilize all cabinet and drawer hardware
☐ Wipe down and protect all retractable tables
☐ Clean and sterilize ovens, coffee pots, and appliances
LAVATORY

- Remove any litter, newspapers, magazines and other disposable items from the lavatory
- Empty waste bins and insert new waste can liners
- Clean and sterilize toilet bowl
- Clean and sterilize toilet seat
- Wipe down and protect toilet seat cover
- Clean and sterilize lavatory mirror
- Sterilize all countertops
- Clean and sterilize all sinks and faucets
- Wipe down and protect all cabinet doors and drawers
- Sterilize all cabinet and drawer hardware

CREW AREA

- Remove any litter, newspapers, magazines and other disposable items from the flight deck and crew area
- Check seat pockets and seat cushions for any trash or disposable items
- Remove any trash or disposable items from the flight deck and crew area
- Vacuum crew area carpet
- Sterilize both control yokes
- Sterilize throttle quadrant and handles
- Sterilize gear handle
- Sterilize microphone/interphone
- Wipe down and protect instruments, avionics panel, and control switches
- Sterilize crew tables and cup holders
- Wipe down and protect seats and headrests
- Wipe down and protect all armrests
- Sterilize all seat adjustment handles, levers, and buttons
- Sterilize all seatbelts and seatbelt hardware
- Clean all crew area interior windows
- Sterilize any window shade controllers, levers, and handles
- Wipe down and protect cockpit and crew area doors and door handles
- Remove any used pillows, blankets, and bedding for laundering
- Replace with fresh laundered pillows, blankets, and bedding
- Sterilize all control surfaces for lights and ventilation controls

BAGGAGE AREA

- Remove any litter, newspapers, magazines and other disposable items from the baggage area
- Vacuum baggage area carpet
- Wipe down and protect baggage area doors
- Sterilize baggage door handles and hardware
- Wipe down and protect high touch surfaces in the baggage area
PERSONAL PROTECTION EQUIPMENT (PPE)

- Personal Protection Equipment is restocked and available for passengers and flight crew
  - Medical grade rubber gloves
  - Medical face masks
  - Alcohol-based hand sanitizer
  - Alcohol-based personal wipes
  - Disposable personal use flour sack cloths
  - Universal Precaution Kits

AIRCRAFT, TRIP AND CLEANING DETAILS

Departure Date: ______________________
Trip Number: ______________________
Tail Number: ______________________

Cleaning Date: ______________________
COVID-19 CLEARED Security Tape Serial Number: ______________________
Cleaning Location: ______________________

I certify this aircraft has been cleaned and disinfected according to the Silver Air COVID CLEAR standards and the Silver Air COVID-19 CLEAR seals have been placed on the main cabin door and baggage area door.

Detailing Manager  _________________________  _________________________

PRINTED NAME   SIGNATURE