

MANAGER'S BULLETIN #20-02

TO: All Airport Tenants
FROM: Maria S. Sheridan, A.A.E
DATE: March 18, 2020
SUBJECT: **Procedures and Communications of symptomatic CORONAVIRUS DISEASE (COVID-19) Person(s)**

This bulletin provides information on procedures and communication protocols that will offer the most timely and safest medical response to an individual or individuals that are experiencing signs or symptoms of the Coronavirus (COVID-19), while inbound to Teterboro Airport (TEB), on a flight, or while present within a facility at TEB.

It must be noted that an individual cannot be detained against their will for showing signs or symptom of illness.

International arriving flights meeting the DHS guidelines from designated regions or countries will be directed to one of the 13 designated funneling airports.

Inbound aircraft to TEB, while still airborne, reporting an individual onboard showing signs or symptoms of illness, instruct flight crews to do the following:

- Notify FAA Air Traffic Control of the situation.
- Change their destination to either Newark Liberty International Airport (EWR) or John F. Kennedy International Airport (JFK)

(These facilities have the resources and ability to process ill passengers in accordance with CDC protocols.)

We recommend the following steps be followed **if all parties, including the potentially symptomatic individual(s), involved agree:**

An aircraft that has arrived to TEB and is currently on the ground (taxiway/FBO ramp) with passengers or crew showing signs or symptoms of illness:

- Park aircraft at a remote location on ramp.
- Instruct flight crew to keep aircraft door closed.
- Have all crew and passengers remain on aircraft.
- Contact PAPD at **973-792-7077**
- Contact State of New Jersey Department of Health COVID-19 Hotline:
1-800-222-1222
- Contact TEB Airport Operations at **201-393-4081**
- Instruct all staff to remain at a safe distance (6 feet) from persons involved.
- If you encounter communication difficulties with any of the numbers above, notify TEB Airport Duty Supervisor at **201-481-5359**
- If aircraft crew and passengers agree with process, await medical response.

An individual within your lobby or offices shows signs or symptoms of illness.

- Maintain the recommended safe distance (6 feet) from the individual.
- Relocate the individual to a more isolated area.
- Cordon off the area and initiate enhanced cleaning.
- Contact PAPD at **973-792-7077**
- Contact State of New Jersey Department of Health COVID-19 Hotline:
1-800-222-1222
- Contact TEB Airport Operations at **201-393-4081**
- Instruct all staff to remain at a safe distance (6 feet) from persons involved.
- If you encounter communication difficulties with any of the numbers above, notify TEB Airport Duty Supervisor at **201-481-5359**
- If individual agrees with the process, await medical response

Should you have questions or concerns about the outbreak, please consult the CDC's COVID-19 website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

The U.S. Department of Labor Occupational Safety and Health Administration (OSHA) also provides comprehensive COVID-19 information for workers and employers at its website:

<https://www.osha.gov/SLTC/covid-19/>

Or call one of the applicable State **Public Hotlines**:

- New York State Department of Health COVID-19 Hotline: **1-888-364-3065**
- State of New Jersey Department of Health COVID-19 Hotline: **1-800-222-1222**



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