OVERVIEW

The ATO Manager Checklist is designed to guide an ATO operational manager through the process of identifying, responding, and recovering from COVID-19 cases at Air Traffic Control (ATC) Operational facilities. ATC Operational facilities include ATCTs, TRACONs, ARTCCs, CERAPs, Air Traffic Control System Command Center, Alaska AFSS, TFMS Production Center, Technical Operations Control Centers, National Enterprise Management Centers, Technical Operations SSCs, AJF Flight Operations Facilities, ATO Logistics Center Facilities.

PROCEDURES FOR NON-OPERATIONAL FACILITIES

For reporting cases at non-operational facilities please follow the FAA Incident Management Team (IMT) process at
https://content.govdelivery.com/accounts/USFAA/bulletins/28257a0

Managers with employees at ATO Non-Operational Facilities – Utilize the FAA COVID-19 Case Tracker selecting the "**NAS non-operational**"
https://ksn2.faa.gov/faa/em/covid19personnel/SitePages/Home.aspx.

PROCEDURES FOR OPERATIONAL FACILITIES

Managers with employees at ATO Operational Facilities - E-mail all COVID-19 case reports to the Joint Crisis Action Team (J-CAT) at 9-ATO-JCAT@faa.gov following ATO notification procedures. The Operational cases will be entered in FAA COVID-19 Case Tracker by the J-CAT after validation.

The following definitions will be used by Managers to identify specific case type.

SUSPECTED – Employee has no symptoms as consistent with COVID-19 (described below), but had a first-hand exposure to a known positive COVID-19 person, and has been directed to quarantine or self-isolate for a 14-day period.

PRESUMED – Employee reports an illness consistent with COVID-19**, whether or not a test was conducted, and is being treated as a COVID-19 patient.

CONFIRMED – Employee provides a confirmed positive test result for COVID-19.

** Symptoms consistent with COVID-19 are defined as shortness of breath and /or coughing; and accompanied by a fever.

When an FAA Manager becomes aware of a **SUSPECTED, PRESUMED** or **CONFIRMED** case at an Air Traffic Control operational facility, they shall:

> **SUSPECTED** – Steps 1-3
> **PRESUMED** – Steps 1-4
> **CONFIRMED** – Steps 1-6

1. Notify your respective Management/Leadership chain, up to the Director level of information received from the employee.

2. Collect and provide the information to the J-CAT:

   For **SUSPECTED** or **PRESUMED** cases, email the bulleted information below to the J-CAT: **9-ATO-JCAT@faa.gov**

   For **CONFIRMED** cases, **call the J-CAT at (540) 422-4037; email** the following bulleted information below **and attach** the **ATO COVID -19 Incident Questionnaire** to the J-CAT. **9-ATO-JCAT@faa.gov**

   o Facility ID/Office Location
   o Employee's work location
   o Identify individual(s) as: **SUSPECTED**, **PRESUMED** or **CONFIRMED**
   o Impacted employee's position and Occupational Series (e.g., 2152, etc.)
   o Associate Type: FEDERAL or CONTRACT employee
   o Manager's email address
   o Last time individual was in the facility
   o Date individual's symptoms began
   o Cleared to return-to-duty date (if applicable and known)
   o Reported date
   o Actual return to duty date (if applicable)
   o Manager's notes to further explain situation (if applicable)

   *Note: Be aware of PII when communicating information. The employee's privacy should be protected to the greatest extent possible; **therefore, his/her identity should not be disclosed beyond what is required by law**.*

3. Notify your respective stakeholders:
   a. Technical Operations or Building Management
   b. Principal Representatives for all Unions representing that location
   c. Facility personnel (template message, email, posting). Refer to **ATO Manager Employee Notification Template**

For **PRESUMED continue with step 4, CONFIRMED continue steps 4-6.**

4. Once the J-CAT has received the information above, they will convene a teleconference with the Service Area AJT/AJW Director/Deputies, District GM/DM, AJW SECM, System Operations Director of Operations and NOM, Facility Air Traffic and Technical Operations Managers, and pre-designated representatives from PASS and NATCA. The Joint Air Traffic Operations Command (JATOC) ATO Watch Officer (AWO) will participate if there are potential operational impacts.

5. The J-CAT will notify the FAA Regional Flight Surgeon (RFS). The RFS will contact the reporting manager to coordinate employee interviews IAW COVID-19 Positive Contact Risk Decision Matrix and Questionnaires.

6. If the confirmed positive employee was in the facility during the 14-days prior to the confirmed positive result, a Level 3 cleaning will be conducted in the identified areas where the confirmed positive employee was present.

   Example: If an employee receives a confirmed positive test result on April 15, and he/she was last in the facility on or after April 1, ATO will conduct a Level 3 cleaning of the identified areas.

   If the employee was last in the facility on or before March 31, no Level 3 cleaning would be required.

ATO CORONAVIRUS (COVID-19) INCIDENT QUESTIONNAIRE
Email Questionnaire for CONFIRMED cases only

Location: Include 3-letter ID of an operational facility: _____

Date/Time: _____

Reporting Manager Name and Contact information (phone and email):

_____

Employee ATO Service Unit/operating initials: _____

Questions	Y/N/Unk	Comments/Information
1. Has the employee received written confirmation of positive test for COVID-19? Date of the test.		
2. Is the employee symptomatic** of COVID-19? Date symptoms started, if known.		
3. When was the employee last at the FAA facility? Which facilities? (Dates and times)		
4. Identify the work locations and other common areas where the employee may have been within the facility within the past 14 days.		
5. Can these areas of the facility be isolated?		
6. Did the employee share any equipment with other employees (position, computer, keyboards, etc.).		
7. What is the operational status of the facility?		

Please email questionnaire to the ATO JCAT at 9-ATO-JCAT@faa.gov