



2020-MAY-29 (REVISION 2)

To: All Staff and Club Members

Re: COVID -19 PREVENTION OPERATIONAL PLAN

These procedures have been developed to minimize the spread of COVID-19 and protect the health and safety of Namao Flying Club's staff, members, students and passengers.

Enhanced Environmental Cleaning:

For detailed aircraft cleaning procedures refer to the "Aircraft Cleaning" document.

For detailed cleaning procedures refer to the "Cleaning Procedures" document.

- 1) Staff will clean / disinfect high touch surfaces (tables, computers, keyboards, mouse, pens, etc.) before and after each shift.
- 2) Staff will clean / disinfect Point of Sale (POS) machine after each use.
- 3) Pilots will clean / disinfect aircraft interior and exterior before and after each flight. Staff will inspect cleaning to ensure is done properly.
- 4) Staff and Club members will wash their hands after each task is completed.
- 5) Staff to clean / disinfect restroom area after each shift

The Club will provide cleaners, disinfectants, cloths and brushes.

Personal Protection Equipment

- 1) Disposable gloves and masks will be provided to the staff.
- 2) Use of gloves will be as per "General Hygiene" document
- 3) Club pilots and students will bring their own masks.
- 4) Use of masks is mandatory when social distance cannot be maintained.

Signage / Education

- 1) An email with these procedures and appropriate links will be circulated among all active members.
- 2) The spring briefing will include a section about the procedures in place to avoid the spread. The spring brief will available in YouTube and Google Classroom indefinitely. Staff and members won't be allowed in the premises until they have completed the quizzes at the end of the briefing.
- 3) This document along with the referenced documents will be posted in the Club's website

- 4) Aircraft cleaning procedures will be performed by the Club's Flight Instructors.
- 5) Alberta Health Posters will be hung in key areas. At the very least:
 - a. "Do not enter if you exhibit symptoms" on the front door
 - b. "Help Prevent the Spread" on the front door
 - c. "Wash your hands after using the books" on the member table in the hangar
- 6) The club will encourage staff and members to stay up to date with the latest developments of the COVID-19 pandemic, Alberta Health orders, and related information.

Social Distancing

- 1) There will be only once staff member in the office area at a time.
- 2) The restriction for only flights is no longer in force, but pilots will have to adhere to the "Flight training, dual flights and flights with passengers" policy.
- 3) Members will be encouraged to call in their credit card or keep their card information on file to avoid using the POS machine.
- 4) For those cases where the member elects to use the POS machine, it will installed 2 meters away from the office chair. The door will be left open by the staff. The office floor will be marked with tape to show club members how far can they go into the office.
- 5) Members will not be allowed in the office area (except to use the POS machine). A table with the journey log and daily flight logs will be installed in the hangar for members to use. Each aircraft will have its own table. Airplane keys will be left in the airplane by the staff.
- 6) Chairs will not be used in the hangar.
- 7) Classroom area will be limited to a maximum of four people (two pair of instructor-students), although the use of video conferencing software for briefings is encouraged.
- 8) Ground school will be administered via online methods
- 9) There will be no loitering in the Club's premises
- 10) Staff will only handle the journey and daily flight logs at the beginning and end of their shift.
- 11) Flights will be staggered (to half hour slots if necessary) to minimize the amount of people in the premises at any given time.
- 12) Only members/students in the schedule will be allowed in the premises.
- 13) No more than fifteen (15) people will be allowed at the Club's premises at any one time. This will include Villeneuve Aviation employees.

Illness monitoring and access to the club (Screening)

The Club's staff will monitor each other and pilots for any visible signs or symptoms of illness.

Staff and members are encouraged to closely monitor their health and are encouraged to take their temperature daily, at home, before coming to the Club.

All staff, club members, students and passengers will have to fill a health self-assessment before arriving at the Club. These self assessment sheets and the scheduling system software (myFBO) will be used to keep a log of who uses the Club's premises.

Staff and members will have to consent to having their temperature checked in order to use the Club's facilities.

In the event that a staff or member shows a fever or exhibit any of the other symptoms in the self-assessment they will be denied entry to the Club premises and will be encouraged to call Health Link at 811 and comply with government quarantine / isolation guidelines.

In the event that symptoms develop within 14 days after the use of the Club's premises the staff or Club member will be required to notify the Chief Flight Instructor.

If an ill staff or club member has been on site, the Chief Flight Instructor will notify:

- a. All members / staff that were on site within three days will be informed and asked to quarantine themselves.
- b. Staff will clean / disinfect all surfaces the staff or member was in contact with.

The Chief Flight Instructor will notify Alberta Health if two or more employees or Club members test positive to COVID-19.

If an ill member tries to enter the premises s/he will be asked to leave immediately. Police will be called if s/he refuses and all operations will cease.

The use of proper health procedures by the members will be monitored and enforced by security cameras. Members found to disregard these procedures will be suspended and their flight privileges will be terminated immediately. Infractions could result in monetary fines and/or termination of the membership.

Staff won't be penalized if they decide to quarantine / isolate or refuse to fly with students they deem to be unhealthy.

Responsibilities

The Accountable Executive will:

- Provide the financial resources to the Club Manager and Chief Flight Instructor to successfully implement these procedures
- Act as liaison with Transport Canada, Alberta Learning and Alberta Health
- Stay up to date with changes of government policy
- Amend the Club's policies and procedures regarding the Club's response to the COVID-19 pandemic (these policies)
- Communicate to the Board of Directors, Club Manager and Chief Flight Instructor, Staff and Club members any changes in these policies and procedures

The Club Manager will:

- Procure the necessary cleaning and disinfecting supplies outlined in these policies
- Procure the necessary Personal Protective Equipment to the Club Staff
- Ensure than the Club's premises are cleaned and disinfected as per these policies

- Maintain an up to date database of Safety Data Sheets for all chemical products use

The Chief Flight Instructor (CFI) will:

- Train the Staff and Club members in these policies
- Ensure Flight and Ground training is performed according to these policies
- Ensure that the Club's aircraft are cleaned as per these policies
- Enforce denial of access to the Club of person showing symptoms of COVID-19
- Maintain a log indicating who uses the Club premises and aircraft
- Advise Alberta Health in case two people that have used the Club premises test positive to COVID-19

The Staff members and Flight Instructors will:

- Abide by all procedures in these policies
- Report to the CFI any deviations and/or incidents
- Report to the CFI any staff or Club members that show symptoms of COVID-19
- Ensure that their students are properly informed of these policies
- Monitor their own health
- Advise the club if they become ill
- Quarantine / Self Isolate as required

Club members (both licensed pilots and student pilots) will:

- Abide by all procedures in these policies
- Report to the CFI any deviations and/or incidents
- Monitor their own health
- Advise the club if they become ill
- Quarantine / Self Isolate as required
- Ensure that their passengers are properly informed of these policies
- Take responsibility for their passengers safety and behaviour

WARNING: Nothing in these policies should detract from flight safety. Thorough weather briefings, pre-flight inspections, weight and balance calculations should be performed before each flight just like always. Do not let these enhanced procedures to prevent the spread distract you from flying or compromise your situational awareness. For example, if you have to choose between wearing a mask and controlling the aircraft, choose positive control of the aircraft!

AVIATE – NAVIGATE - COMMUNICATE

Acknowledgement and Agreement

I, _____, (full name) acknowledge that I have read and understand the Namao Flying Club’s

- COVID-19 Prevention Operational Plan (this document) _____ (initials)
- Hygiene Policy _____ (initials)
- Cleaning Policy (Staff only) _____ (initials)
- Flight Training, dual flights, flights with passengers Policy _____ (initials)
- Aircraft Cleaning _____ (initials)

I understand that Namao Flying Club is committed to fostering a safe, productive, and healthy workplace for its employees, and Club members. I understand that during this unprecedented time, as a temporary precautionary measure, employees, and club members will be required to have their temperature taken in order to minimize the potential risk of contracting the virus. _____ (initials)

Additionally, I agree to monitor my health on a daily basis and I agree to keep the Namao Flying Club updated in the event I am feeling unwell. _____ (initials)

Also I understand that the use of the Club services is non-essential in nature, and that I use the Club’s premises and aircraft voluntarily and at my own risk _____ (initials)

Further, I have read and understood this agreement and agree to adhere to this policy. I also understand that if I violate any of the preventative measures outlined in this policy, I may face disciplinary action including termination of employment (staff) or termination of my membership (Club members).

Print Name: _____

Member Number: _____

Signature: _____

Date: _____

Witness Name: _____

Signature: _____

Date: _____