



2020-MAY-29 (REV 1)

To: All Staff and Active Members

Re: COVID -19 General Hygiene Procedures and Policies

These procedures have been developed to minimize the spread of COVID-19 during the use of the Namao Flying Club's (The Club) aircraft and facilities.

Hand Hygiene Policy

Staff and Club members are required to wash their hands:

- 1) Upon arriving at the club
- 2) Before and after every flight
- 3) After finishing the aircraft walk-around
- 4) After moving the aircraft in and out of the hangar
- 5) After handling the daily flight log, journey log or sign in sheets
- 6) Before eating, drinking or handling food
- 7) Before touching face, eyes, mouth, ear or nose
- 8) After using the restroom
- 9) Before any expected contact with other persons
- 10) After any contact with any other persons
- 11) After handling waste
- 12) When hands are visibly soiled
- 13) Before donning and after doffing gloves
- 14) Before leaving the premises
- 15) Whenever in doubt

Hand-washing procedure

- 1) Turn on warm water and wet your hands
- 2) Apply soap and work up a good lather for a minimum of 20 seconds covering entire hand
- 3) Rinse thoroughly under warm running water
- 4) Dry hands with paper towel
- 5) Turn off the faucet with the paper towel
- 6) Discard the used paper towel into the garbage can

Use of hand sanitizer

- 1) Apply product to hands
- 2) Cover all surfaces on the hand and rub vigorously for 20 seconds

- 3) If hands are visibly soiled, wash hands with water and soap

Respiratory Hygiene Policy

Staff and Club members will follow these steps:

- 1) Wear a mask when you have to be within 2 meters of another person
- 2) Cover your mouth when coughing or sneezing
- 3) Cough into a clean tissue, not into your hands
- 4) If you do not have a tissue, cough or sneeze into your elbow
- 5) Use disposable tissues and discard in the nearest waste container immediately after use
- 6) Stay as far away from others as possible
- 7) Wash your hands as outlined above after you cough, sneeze, touch any part of your face or use the restroom
- 8) Avoid touching your eyes, mouth and nose with unwashed hands
- 9) Do not share personal items, like masks, pens, headsets, food, water bottles, etc.
- 10) Do not spit
- 11) Do not bite or kiss people outside of your home bubble

Use of masks

The use of masks will be mandatory by all when a 2 meter distance cannot be maintained. Use will be as per Alberta Government guidelines:

<https://www.alberta.ca/assets/documents/covid-19-guidance-for-wearing-non-medical-masks.pdf>

Use of gloves

From Alberta Health Services (<https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-ipc-glove-use-selection.pdf>)

“Glove use is not a substitute for hand hygiene. Hand hygiene is the single most important practice to reduce the transmission of microorganisms.”

“Gloves that touch anything unclean (e.g. surfaces, objects, face, pockets) are contaminated and become a means for spreading micro-organisms”

The use of gloves won't be mandatory as long as proper hand hygiene protocols are followed. The use of gloves is recommended when handling cleaning products (i.e. staff cleaning the restroom or the Club's facilities after their shift), handling aviation oil, or having to touch another person (i.e. first aid).

If you use flight gloves, or when temperature drops winter gloves, be aware that you will need to have several pairs to use when performing different tasks and you will need to launder them often.

Procedures for gloves:

- 1) Perform hand hygiene

- a. Before gloves are removed from the glove box (non-sterile) or package (sterile) to prevent contamination of the box or package and to ensure hands are clean under the gloves. If possible, leave gloves in their original box or package until they are donned.
 - b. After doffing gloves to remove contamination on hands that may have occurred during use due to natural glove micro-tears or during glove removal.
- 2) Remove contaminated gloves, discard and perform hand hygiene:
 - a. Immediately after completing a task prior to touching the environment
 - b. When holes or tears are noticed
 - 3) Hands must be completely dry before donning gloves
 - 4) Never reuse, wash or apply hand sanitizer to single-use disposable gloves
 - 5) Do not touch any part of your face with gloves

Temperature checking procedures

- 1) Sanitize hands
- 2) Put on a mask
- 3) Disinfect the thermometer with alcohol solution
- 4) Ask the person to be checked "Are you ready to have your temperature checked?"
- 5) Upon receiving verbal consent from the person to be checked:
 - a. Turn the thermometer on
 - b. Wait for the thermometer to start-up
 - c. Aim the probe to the forehead within 2 cm
 - d. Press and release the on/off button to obtain a reading
 - e. Read the temperature and record it in the daily temperature log
- 6) Record the following information in the daily temperature log
 - a. Person's name
 - b. Date and time
 - c. Temperature reading
 - d. Initials of person who completed the reading
- 7) Clean the thermometer with an alcohol based wipe
- 8) Wash your hands

Headsets and rental headsets

Pilots are encouraged to bring their own headsets. Headsets will be available for rental:

- Member will advise staff that they need a headset and staff will leave it on the aircraft table
- After use the member will thoroughly clean the headset with a cloth wet with alcohol solution
- Staff will collect the headset, clean it again and store in the office
- Do not share headsets, pens or other personal equipment.

All staff and members will have to acknowledge that they have read this policy and will have to agree to abide by it before they are allowed to use the Club's premises.