



2020-MAY-29 (REV 1)

To: All Staff and Active Members

Re: COVID -19 Procedures for flight training, dual flights and flights with passengers

These procedures have been developed to minimize the spread of COVID-19 during the use of the Namao Flying Club' (The Club) aircraft during dual flights and flights with passengers where the recommended 2 meter distance cannot be maintained.

These procedures are in addition to the general COVID-19 procedures for social distancing, enhanced cleaning, general hygiene and quarantine/isolation procedures.

General

- Instructor (or PIC) will fill out the daily flight log and the journey log after each flight.
- Instructor will fill the Pilot Training Record after each flight.
- No students or passengers in the office or classroom area unless they need to use the Point of Sale machine.
- No Loitering inside the Club's premises or by the access doors.
- All pilots must receive aircraft cleaning training before they are allowed to use the Club's aircraft.
- Training will be provided by the CFI or approved Flight Instructors.

Flight Training and dual flights:

- Aircraft will be cleaned as per the aircraft cleaning policy before and after each flight.
- Instructors (or PIC for member flights) will be responsible to ensure that the aircraft cabin has been properly sanitized before and after each flight. Instructors must supervise this process to confirm that it is completed properly, including solo flights.
- Instructors and students will wear masks at all times while inside the aircraft.
- Masks conform to Alberta Health Guidelines: <https://www.alberta.ca/assets/documents/covid-19-guidance-for-wearing-non-medical-masks.pdf>
- Cabin vents will be left open during the flight as much as possible.
- Pre flight briefs and post flight debriefs will be done in the hangar maintaining at least two meter distance.
- Whenever possible preparatory ground instruction (PGI) should be done via video conference the day prior to the flight.

- Whenever video conference is not possible, preparatory ground briefs will be done in the office classroom, but the classroom will be restricted to a maximum of four people (two instructors / two students)
- Instructors will be assigned one side of the classroom each.
- Instructors will be responsible to clean/disinfect whiteboard, markers, tables and chairs used during PGIs.
- No observers or passengers will be allowed during training flights.

Scheduling

- Instructors and students will be assigned to only one aircraft per day.
- Students will be discouraged from scheduling with more than one instructor.
- Flights will be staggered as much as possible, using half hour flight slots if required.

Rental flights with passengers:

- A maximum of one passenger will be allowed per flight
- The Pilot in Command (PIC) will be responsible to obtain and record the passengers full name, phone number and health assessment. This information will be forwarded to the Club for tracking purposes.
- The PIC will be responsible to brief the passenger on the Club's procedures and hygiene policies.
- The PIC will be responsible for their passenger's conduct
- The PIC will be responsible to ensure that the aircraft cabin has been properly sanitized before and after each flight.
- The PIC should provide headsets for their passengers. However, the Club will have headsets available for rental. PIC will be responsible to clean / disinfect rental headsets.

Note: the use of mask by all pilots and passengers is mandatory while inside the aircraft. The main purpose of the use of masks is to avoid spraying the aircraft surfaces with germ laden droplets.

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.