



January 22, 2021

With considerations to COVID-19 and maintaining the safest operation possible, there will be certain changes to regular operations. Currently, the club is only open to current students that are training and members renting aircraft or doing a COT. We appreciate your cooperation and patience.

Changes at EFC to help prevent the spread of COVID-19:

Distancing Measures

- We are adjusting the schedule as necessary to reduce the number of people in the building.
- All flights require masks to be worn. Students, instructors, and renters with a passenger. Students and members with passenger must supply their own mask.
- Each briefing room has been assigned to an instructor each day to limit the potential for cross-contamination. Ensure that you are only using the briefing room assigned to your instructor. **Solo students and pilot renters will not have access to the briefing rooms or classroom.**
- Please be mindful of physical distancing while in the building.
- Each instructor will be assigned an aircraft for their daily flights. Please check with your instructor or another member of staff to confirm that you are about to perform a walk around on the correct aircraft.
- Dispatch sign out sheets have been moved into the hangar to provide for more space for physical distancing. The hangar door will be the only point of entry to the building. Do not use the gravel lot on the East side of the hangar for parking, the office door on the East side of the building will remain locked.
- Instructors and staff will be completing the logbooks and checking for TBI and CBI's on dual flights. The documents will remain inside the aircraft, journey logs will be kept in the dispatch area.
- You will find the newly updated weight and balance forms on the new dispatch table. W & B and walk arounds are still to be completed by the student. Fuel sticks can also be found on the dispatch table and must be returned.
- **Members renting an aircraft are allowed one passenger (masks to be worn by the pilot and passenger) Renters and their passenger will also have to sign the declaration form that they have no symptoms of COVID-19. Renters will supply their own mask for themselves and their passenger.**

- **Unfortunately, the Club facilities will not be available for study or socializing as we must try to minimize the number of people in the building while maintaining social distancing.**
- **The lunchroom is restricted to staff only. Maximum of two staff may be seated at the table at any time.**
- **Dispatch office area is restricted to staff only.**
- We will not be offering discovery flights until further notice – all gift certificates will be honored.
- **Temporarily, no planned circuits at Parkland Airport (CPL6) unless authorized by an EFC instructor.**
- **Ground School will be held in the terminal building at the Parkland Airport.**

Cleaning

- Members, students, and staff are encouraged to wash their hands frequently.
- Hand Sanitizer is available throughout the building.
- Please wipe down the fuel stick after use - these are kept on the new dispatch desk in the hangar- PLEASE make sure you return them!
- We would prefer all students, renters and passengers have their own personal headset. If a headset rental is necessary, additional cleaning will take place after each use.
- Briefing rooms will be wiped down by the instructor after it has been used. Each briefing room has cleaning supplies.
- EFC has created a general cleaning schedule for contact points throughout the building that will be completed frequently. Details are posted at dispatch.
- Each aircraft has a checklist on how to wipe down contact surfaces inside and outside of the aircraft. After a dual flight, the instructor will wipe down the interior and the student the exterior. On a solo flight a staff member will wipe down the interior and monitor the washing of the exterior. Cleaning supplies are kept in the baggage area of each aircraft. Please keep this tidy and if you notice the product is low please notify a staff member.
- The aircraft keys will need to be wiped down as part of the interior cleaning after each flight.
- We are requesting that all members have a credit card or a credit on file to limit the need for contact. If a debit/credit machine is needed it will be wiped down before and after each use.

Screening For Symptoms

- Please do not come to EFC if you have any symptoms and are not feeling well. We encourage you to take the self-assessment if you are showing any symptoms of COVID-19.
- [-COVID-19 Self-Assessment-](#)
- If you show any signs of sickness, with your consent we will take your temperature with a touchless thermometer. If someone has a high temperature, they will be asked to return home to quarantine for 10 days and are encouraged to get a COVID-19 test prior to returning to EFC.

- Members renting an aircraft are allowed one passenger (**masks to be worn by the pilot and passenger**) Renters and their passenger will also have to sign the declaration form that they have no symptoms of COVID-19.
- Members of the public are discouraged from visiting EFC at this time, if an in-person visit is necessary you will be required to make an appointment and sign the visitor log.
- Discovery Flights will not be offered until further notice. All gift certificates and discovery deposits will be honored.

Personal Protective Equipment (PPE)

- Masks will be required on all flights. EFC will supply masks for all staff. **Members and their passengers/Students will need to supply their own mask.**
- Hand Sanitizer is available throughout the building.

Responsibilities

- General Manager
 - Ensure adequate stock of cleaning supplies on hand
 - Ensure that this document is available to members and to the public via the website or other means.
 - Ensure that staff are aware of new policies and that training is carried out.
 - Provide supports to the Instructors / Staff in carrying out these policies.
 - EFC contact for Alberta Learning and Alberta Health.
 - Advise Alberta Health in case two people that have been on the Club premises have tested positive for COVID-19.
 - Enforce denial of access to the Club to any person showing symptoms of COVID-19.
 - Amend the Club's policies and procedures regarding the Club's response to the COVID-19 pandemic (these policies).
- Chief Flight Instructor
 - Ensure that staff are aware of new policies and that training is carried out.
 - Provide supports to the Instructors / Staff in carrying out these policies.
 - EFC contact for Transport Canada.
 - Enforce denial of access to the Club to any person showing symptoms of COVID-19.
- Instructors / Staff
 - Follow health policies and ensure that those policies are passed on to members and students
 - Correct Member / Students / General Public behavior regarding non-compliance with these policies.
 - Enforce denial of access to the Club to any person showing symptoms of COVID-19.
- Members / Students

- Abide by health policies
- Monitor yourself for symptoms
- Seek help from any member of staff if policy is unclear
- Inform staff of need for refills on cleaning supplies

Once again thank you for your patience, understanding and cooperation as we all try to help prevent the spread of COVID-19.

Edmonton Flying Club Management & Staff.