

2020-06-13

# Guide to Flight Training & Aircraft Rental Operations

## Managing Covid-19

### Background

#### **Person-to-person spread**

- The COVID-19 virus is thought to spread mainly from person-to-person.
- It is highly contagious and can be spread by people who are asymptomatic as well as symptomatic
- The virus will spread between people who are in close contact with one another (within about 6 feet).
- The virus spreads through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

#### **Spread from contact with contaminated surfaces or objects**

- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.
- The virus is said to remain on various surfaces for hours or even days.

#### **Symptoms**

- Fever
- Cough
- Shortness of breath
- Aches and Pains
- Extreme fatigue

## Steps to Prevent Illness

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- No more than 5 people should be congregating in one place at a time. This includes Dispatch and any common areas. Markings will be placed where appropriate to encourage people to stay apart

## Feeling Sick

OSFS requires Staff and Students to stay home if they are sick.

- Cover coughs and sneezes
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- If you think you may be sick, leave the airport immediately.
- If you have symptoms, see a doctor or call Telehealth Ontario – 1-866-797-0000.
- If you go to a doctor's office, you should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office.
- If you feel sick and are exhibiting symptoms of Covid-19 or have tested positive for Covid -19, and have recently been in contact with OSFS staff or equipment, you must inform the Chief Flight Instructor as soon as possible by e-mail at [info@flyos.ca](mailto:info@flyos.ca)

## Body Temperature

Staff or Students / Renters who have symptoms of acute respiratory illness are required to stay home and not come to the flight school or airport until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer).

Do not come out to the airport until you are free of any signs of a fever, or any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Students should notify their Instructors, cancel their bookings online or call the office to cancel bookings as soon as possible. Instructors will notify the Chief Flight Instructor as soon as practicable of the onset of any symptoms of illness.

If staff or students, or anyone in the home in which either resides has a fever over 100.4 F, they are asked to stay away from the airport for 14 days.

Short notice cancellation fees are waived during this Covid-19 pandemic, we ask that you please give as much notice as possible while recognizing the difficult road to recovery we as a business are travelling.

### **Physical Distancing Procedures**

The Flight Training environment creates unique challenges regarding physical distancing due to the confined spaces of aircraft, simulators and briefing rooms. OSFS has put in place various barriers and PPE in conjunction with policies and procedures to mitigate the risk of exposure to Covid-19.

- No meetings with more than 5 people
- No ground school classes with more than 5 people per classroom.
- Dispatch areas will be limited to a maximum of 3 people in the office lobby area. Markings have been placed on the floor 6 feet apart to provide guidance. If you see 3 people in the office lobby, please wait outside the office in the main groundschool room until the lobby area has less people.
- The groundschool room area is not to exceed the seating capacity laid out by available chairs. Students and Renters are discouraged from loitering in the airport before or after flights. Students are encouraged to study at home.
- Facemasks must be brought by Students and Renters from home to be worn when social distancing practices are not possible. Some OSFS cloth bandanas are available to be purchased that can be converted to a face covering that is acceptable by our policies for wearing face masks.
- Plexiglass barriers have been established in office areas where it may not be possible to maintain social distancing. This includes the main office/lobby window and briefings rooms.

### **Office Space Hygiene**

- OSFS provides soap and water and alcohol-based hand sanitizers in the workplace. OSFS ensures that adequate supplies are maintained, and we have placed hand sanitizers in multiple locations to encourage hand hygiene.
- Hand Sanitizer can be found in the Groundschool Room, Office Lobby, Briefing Rooms and Aircraft. Soap and water are available in the airport terminal washrooms, and hand lotion is also made available in various locations so we don't all look like alligators by the end of the day.
- OSFS requires regular wiping/cleaning all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. OSFS uses the cleaning agents that are usually used in these areas and follows the directions on the label.
- OSFS has placed posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance of our workplace and in other workplace areas where they are likely to be seen.
- OSFS provides no-touch garbage receptacles for use by Students and Staff.

- OSFS asks all Students, Renters and Staff to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Company computer keyboards and mice are to be used by OSFS staff only unless absolutely necessary.
- Students and Renters are encouraged to sign out for their flights using personal mobile devices by logging into their Airbooks account.

### **Aircraft and Simulator Hygiene**

- When more than 1 person is in the aircraft or simulator at one time, it is not possible to maintain social distancing practices. In this case, a face mask or covering must be worn until social distancing measures can again be maintained. If there is only one pilot in the aircraft or simulator, face masks or coverings are not required.
- Before leaving the dispatch area to pre-flight the airplane, Instructors and Students must wash their hands or use hand sanitizer.
- Students and Renters should consider purchasing their own headsets to maintain a higher level of sanitation for all. If this is not possible, headsets will be sanitized and provided to Students and Renters prior to dispatch. There may be an additional charge for headset rental during Covid-19 operations due to increased workload.
- Each aircraft will have paper towels, small sanitizing liquid spray bottles or wipes as available. Prior to each flight, Instructors, Pilots and Students will spray the paper towel and then wipe down all surfaces that are frequently touched on the aircraft in accordance with the policies outlined below.
- **OSFS staff will disinfect the interior of the aircraft before each flight, while the students/renters will disinfect exterior components.**
- **While wiping down the interior, OSFS Staff will ensure they DO NOT WIPE DOWN AVIONICS SCREENS, COCKPIT INSTRUMENT GLASS OR OTHER DISPLAYS. There are no touchscreen displays in any aircraft, therefore wiping them down is not required.**
- The Instructor, Pilot or Student must throw away used paper towels or wipes in the trash bin provided in each aircraft.
- All commonly touched areas on the flight simulator must be wiped with sanitizing wipes at the start of each lesson.

### **Pre-Flight Sanitizing**

Students/rental pilots will assist with pre-flight sanitizing by wiping down parts of the exterior of the aircraft, while OSFS Staff work on the sensitive equipment on the interior.

Exterior components the student/renter can sanitize include:

#### **Student / Renter Sanitization Items**

- Fuel Sampler
- Fuel Dipstick

- Door Latches
- Step up Hand Holds
- Fuel Caps
- Oil Door
- Oil Dipstick (turn end only)
- Pitot Cover

While students/renters are performing their exterior sanitization and pre-flight walk-around, OSFS Staff will begin sanitizing the aircraft interior.

**Extra care will be taken to ensure none of the avionics or flight instrument displays are wiped aside from control knobs or buttons.**

OSFS Staff will clean commonly touched surfaces including sensitive equipment that the students are not permitted to wipe down including:

#### **OSFS Staff Sanitization Items**

- Flight Instrument Knobs (DG knob, AI, Altimeter knobs etc)
- Avionics Buttons and knobs (**DO NOT WIPE DOWN SCREENS**)
- Control Yokes
- Breakers and Switches
- Throttle Quadrant
- Ancillary Controls and knobs (including cabin heat etc)
- Fuel Selector
- Window Latches
- Interior Door Handles
- Seat Belt Buckles
- Seat adjustment bars and height adjustment knobs
- Aircraft Checklists
- Headsets – all surfaces

Extra vigilance will be required by both student/renter and instructor to ensure no accidental actuation of switches, breakers or other have been set while sanitizing. Completing this procedure prior to starting the checklist should help catch items that may have been displaced during this process, however additional awareness by both student and instructor is prudent to ensure a setting was not made in error. This must be discussed with your students regularly.

Some scenarios could include inadvertently:

Setting the Fuel Selector to an incorrect setting, such as off, or in between tanks

Turning on the landing light during the day reducing the useful life of the bulb

Rotating the interior red cabin light during the day reducing the life of the bulb

Loosening the throttle friction to the point it comes loose and retards on the take off roll

Ripping some of the paper towel off and getting it lodged in the avionics panel next to sensitive wiring that could cause a spark or fire, or lodging paper towel gears or linkages

Adding too much sanitizer that electrical components behind the panel become over saturated with flammable substances which ignite when power is supplied to the electrical system

There are a number of scenarios that could now present more of a hazard than the potential for the virus itself. We must be diligent to allow additional time during this procedure to ensure we have done a good job without rushing or creating any further safety risk. Allow at least 1 minutes from last application of sanitizer to electrical power on through the master switch so that all alcohol can evaporate and reduce the risk of cabin fire.

Once sanitization is complete, discard used paper towels in the aircraft garbage bins. When aircraft are put away at the end of the day, the garbage receptacles will be emptied into the main hangar garbage bin.

### **Acknowledgement**

As it has since the beginning, this situation is evolving constantly. The measures put in place are current as of the date specified at the top of this document. Any amendments to these policies and procedures will be posted on our website, [www.flyos.ca](http://www.flyos.ca).

The best way we can mitigate the risks of this virus and return to some form of new normal is with the collaboration of everyone doing their part. We need everyone to respect the policies and procedures set out in this guide, and to use best practices and err on the side of caution at all times.

I have read and understand the policies and procedures outlined in this document and agree to comply with all guidelines put forward by Owen Sound Flight Services regarding risk mitigation during the ongoing Covid-19 pandemic.

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Name

Date

Signature

## Frequently Asked Questions

**Q:** Am I required to wear a face mask all the time?

**A:** No. Facemasks are only required when physical distancing measures cannot be met (i.e. you cannot maintain 6 feet or more from another person). The main scenario requiring the use of a facemask or face covering will be in the airplane. In other circumstances there may be other ways to mitigate physical distancing by way of actual distance, or barriers put in place. Each briefing room will be equipped with a small plexiglass barrier between student and instructor. In this scenario a facemask is not required. If you wish to wear a facemask in the briefing room you can. If you would like your instructor to wear face mask at anytime when they otherwise are not required to, they will wear them at your request.

**Q:** What kind of face mask is good enough for flight training?

**A:** Current government guidelines do not specifically address the flight training environment, but there are some [Recommendations for the Canadian Aviation Industry](#). Generally speaking, a cloth mask is a sufficient means to help manage the risk of spreading Covid-19 when physical distance is not possible. If you wish to wear something more substantial, you may at your discretion wear a more substantial mask. CATSA ([Canadian Air Transport Security Authority](#)) approves the use of ***“disposable or homemade facemasks, scarves, bandanas, or any type of material that covers your nose and mouth and is secured to your head”***. OSFS has ordered a limited supply of bandanas that can be purchased in the office if you forget to bring one, or you just have to have that OSFS Logo Swag 😊

**Q:** Can I wear a face shield if I have concerns over potential for infection?

**A:** If you wish to wear a face shield in the terminal building, that is acceptable. However we would not recommend wearing one in the aircraft as in the event of an emergency, the fractured shield could cause significant injury or death. If you feel the need to wear a face shield to minimize the risk of infection, it may be more prudent to hold off on flight training until such time as your comfort level increases to the point where a face mask is sufficient for you.

**Q:** Can I bring hand sanitizer onboard the aircraft, or is that considered a dangerous good?

**A:** You can carry a small bottle of hand sanitizer with you. CATSA ([Canadian Air Transport Security Authority](#)) has increased the allowable hand sanitizer bottle to a size of 355ml (12oz) that can be carried onboard the aircraft. Note that OSFS also has 50ml bottles of sanitizer onboard each aircraft.