



**COVID-19 REOPENING PROCEDURES  
FOR ALL USERS OF THE BUILDING**

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# Introduction

## **Purpose of this document**

This document introduces new procedures in response to the COVID-19 / Coronavirus pandemic. These procedures have been introduced as a necessary condition of the re-opening of the Club and Flying School and are in place to reduce the risk of the virus spreading to as low as reasonably practicable. In line with changing regulations and guidance from the Government and Public Health England, this document may be reviewed and revised from time to time – users are therefore expected to periodically check for updates.

If any person is found to be infected with the COVID-19 virus and track and trace is actioned, then we will be forced to close the whole building which would include all flight and simulator operations.

## **Who should read this document**

Every person who enters the Coventry Aeroplane Club or Flight Simulator Midlands premises or uses the Flying School aircraft must comply with the procedures set out in this document.

If you are uncertain about the actions you must take to comply with these procedures, or you have grounds to be exempted (for example, the wearing of masks for medical reasons) then you must contact a member of the Committee or Operations Desk to seek clarification *before* entering the club premises.

In the interests of the health and safety of the whole Club community, our tenants and guests, the Committee will take a zero tolerance approach towards non-compliance with these procedures. Any Member either failing to comply, or to have agreed an exemption with the Committee, may have their access to the Club premises and Flight Schedule Pro revoked for the period of time which these procedures remain in force.

# General points for all club users

- Please ensure that you are familiar with the latest government guidelines on social distancing. The Club should be considered as any other indoor setting where you may meet members of the public who you would not normally.
- All visitors (non-members) must be accompanied by either a club member or a member of staff from the Flying School or FSM, as appropriate, at all times. If you are responsible for visitors at the club, please read the 'procedures for visitors' section on page 9 so that you are familiar with what to brief them.
- People entering the building may be subject to a temperature check.
- You must complete the members/ visitors log and questionnaire on arrival. It is located on FSM's reception desk. Please make sure you have a pen to do this (we cannot leave a pen to share).
- Only people who will be boarding the aircraft or simulators for flight or staff are permitted to enter the building. No gatherings for social purposes are permitted.
- Pilots shall do as much planning for the flight remotely. Outside of instructional flights, there are no flight planning facilities available in the building.
- Pilots shall bring their own equipment and not share them with anybody else, including headsets and Hi-Viz jackets which the Club will not make available for loan
- Face masks must be worn at all times both inside the building and inside the school aircraft. Instructors will be wearing FFP3 vented masks and the club has purchased FFP3 non-vented masks for all dual flights. These will be added to the price of your lesson if you have not provided our own FFP3 mask.
- You must at all times adhere to the one way system inside the building and in the hangar (hangar one way system will be operational during flying school opening hours)
- Please maintain 2 metres distancing from other persons where possible and no less than 1 metre when larger distances are not possible
- Please make use of the sanitising gel placed throughout the building
- The upstairs area, stairs and upstairs toilets are closed. These areas shall not be used.
- All occupants of the school aircraft are required to wear face masks as a minimum. Additional safety measures are welcome. Eye protection is recommended.
- In multi household flights in other aircraft it is recommended that masks or visors should be worn provided they do not interfere with the safe conduct of the flight.
- For members who wear spectacles, you may find the mask you wear fogs up your glasses. We have included a note at the back of this document of steps to take to try to reduce the likelihood of this occurring.
- All waste, including disposable gloves and face masks shall be disposed of in the bins provided throughout the building.
- You must exit ONLY through the door at the staircase end of the building, as illustrated on the one-way system plan.
- Do NOT return to the entry log to enter an exit time. Just leave it blank if this was not completed on entry.
- Passengers and visitors shall leave the building at the earliest opportunity

# Procedures for flying school users

## General Points:

- Based on the experience and feedback of instructors from other flying schools, masks and other protective equipment do make the flight quite different to what we are used to. You may need to speak more clearly, slowly, at an increased volume so that your instructor or air traffic can hear you. Your instructor will not be able to take visual cues from facial expressions due to the mask, so you must be proactive in speaking up and explaining your thoughts more than you are used to. Help each other to get the best from the experience.
- Rear seat observers are not currently permitted on any training flights

## Training Flights including dual flight training and solo flights

### Before you leave home:

- Any flight planning or preparation, if possible, should be completed at home

### On arrival:

- Members should arrive at the club and telephone Julie in reception to confirm your arrival
- Please wait in the carpark until either Julie or your flight instructor come to collect you
- You must complete the members/ visitors log book and questionnaire on arrival .

### In the building (club and hangar):

- You will be directed to a briefing room. The instructor will enter first and move towards the whiteboard for the briefing.
- A chair is available for you to use at the near end of the table.
- The door to the briefing room should, where possible, remain open to contribute to good ventilation.
- After your briefing, you and your instructor will need to clean any surfaces that you have touched. This includes door handles, the table, chairs, cabinets, light switches, whiteboards, telephones, electronic devices and anything else in the room (this list is not exhaustive)
- After the briefing you will use the one way system to make your way to the aircraft. This will involve exiting the building and re-entering via the car park.

### In the aircraft:

- Once at the aircraft you may be required to assist with sanitising various surfaces before the flight
- Your lesson will then continue in the normal way—enjoy your flight!

### On return to the building:

- Please adhere to the one way system both in the hangar and inside the building.

### Exiting the building:

- If you have paid upfront for your lesson, you are expected to leave straight away, following the one way system.
- If you have not paid in advance, then you are expected to wait outside to Treasurer's Office where Julie will invoice your flight and then ask you to step briefly inside the office to use the credit card machine. Then you will leave the premises straight away, following the one way system. You would be helping your club and fellow members by paying in advance.

## Self fly hire flights

Before you leave home:

- Any flight planning or preparation, if possible, should be completed at home

On arrival:

- You must complete the members/ visitors log book and questionnaire on arrival .

In the building (club and hangar):

- The briefing rooms will not be available for use for self fly hire members. Please route directly to the aircraft where possible.

In the aircraft:

- Once at the aircraft you are required to sanitise various surfaces before the flight. This includes the cleaning of any controls, instruments or seatbelt clasps which they may have touched in the cockpit with the exception of the rudder pedals. The cleaning materials are in the aircraft.
- Enjoy your flight!
- At the end of the flight please make sure you fully sanitise the aircraft as per the pre-flight procedure.

On return to the building:

- Please dispose of all cleaning materials and COVID-19 related items in the special bins provided.
- You must sanitise before and after completing the flights details in the techlog.

Exiting the building:

- Please return the completed techlog with the aircraft keys to the point at which you found it. This would normally be on the cabinet in the hangar next to where the Hi-Viz rail it situated.
- If you have paid upfront for your flight, you are expected to leave straight away, following the one way system.
- If you have not paid in advance for your flight, an invoice will be emailed to you by Julie over the days following your visit and you can either pay over the phone or using our website.

# Procedures for club members using their own aircraft

Before you leave home:

- All flight planning should be completed at home where possible

On arrival:

- You must enter ONLY through the door at the FSM end of the building, as illustrated on the one-way system plan
- All crew and passengers must complete the Entry Log and questionnaire

In the buildings (club and hangar):

- Please make use of the sanitising gel situated throughout the building.
- Any clubhouse equipment which the pilot touches should be cleaned afterwards by them.
- Before walking out to the aeroplane, pilots and all passengers should again wash their hands or use the sanitiser provided.
- Airside access from the hangar is from the hangar's side pedestrian door on the left.

In the hangar:

- If you need to manoeuvre another aircraft in order to access your own, you must sanitise your hands before and after, or use gloves which must then be disposed of after use. Assume your aircraft has been touched by other members.

On return to the building:

- On re-entering the building from the hangar, pilots and passengers shall ensure social distancing can be complied with and if it cannot, they should delay their entry to the building.
- If the hangar doors are open they should be used but if they are not then entry via the normal hangar door is acceptable.
- On returning to the building pilots and passengers should again wash or sanitise their hands.

Exiting the building:

- You must exit ONLY through the door at the staircase end of the building, as illustrated on the one-way system plan.
- Do NOT return to the entry log to enter an exit time. Just leave it blank if this was not completed on entry.
- Passengers shall leave the building at the earliest opportunity
- The pilot shall complete all post flight responsibilities and then shall leave the building as soon these have been met.
- All waste, including disposable gloves and face masks shall be disposed of in the bins provided throughout the building.

# Procedures for tenants—FSM

## General points:

- Please keep the level of staff required and visitors to a minimum during these unprecedented times.

## On arrival:

- You must enter ONLY through the door at the FSM end of the building, as illustrated on the one-way system plan
- All staff and visitors are to complete the Entry Log and questionnaire on arrival

## In the building (club and hangar):

- Only people who will be boarding the flight simulators are permitted to enter the building. No gatherings for social purposes are permitted.
- Any equipment inside the building which tenants touch should be cleaned afterwards by them.
- FSM visitors and staff are not permitted to cross their designated and marked areas in the hangar, except in the case of an emergency.
- All visitors to FSM must be accompanied by a member of FSM staff at all times, the exception being once they are inside the briefing room. They must be instructed to remain inside until a staff member returns to collect them.
- If using the toilet facility, staff and visitors must adhere to the one way system, which necessitates the return to FSM reception via the car park.

## In the simulators:

- The walkway to and from the simulators shall have no more than one household (plus FSM member of staff) making use of it at any one time
- Your company should have set out appropriate procedures for your safety whilst inside the simulators.

## On return to the building:

- On re-entering the building from the hangar, staff and visitors shall ensure social distancing can be complied with and if it cannot, they should delay their entry to the building.
- On returning to the building pilots and passengers should again wash or sanitise their hands.

## Exiting the building:

- You must exit ONLY through the door at the staircase end of the building, as illustrated on the one-way system plan.
- Do NOT return to the entry log to enter an exit time. Just leave it blank if this was not completed on entry.
- Visitors shall leave the building at the earliest opportunity
- staff shall complete all post flight responsibilities and then shall leave the building as soon these have been met.
- All waste, including disposable gloves and face masks shall be disposed of in the bins provided throughout the building.



# Procedures for visitors

## General Points:

- Visitors are to be accompanied by a club member, or FSM member of staff at all times.

## On arrival:

- All visitors should telephone their club or FSM representative to confirm their arrival
- Visitors should wait in the carpark until they are told they may come inside
- Visitors must enter ONLY through the door at the FSM end of the building, as illustrated on the one-way system plan
- All visitors must complete the Entry Log and the COVID-19 Questionnaire.

## In the building (club and hangar):

- Only visitors who will be boarding an aircraft or flight simulator for flight are permitted to enter the building. No gatherings for social purposes are permitted.
- Any clubhouse equipment which visitors touch should be cleaned afterwards by them or their club/ FSM representative.
- Before walking out to the aeroplanes or simulators, visitors should again wash their hands or use the sanitiser provided.
- FSM visitors and staff are not permitted to cross their designated and marked areas, except in the case of an emergency.
- Visitors to the club are not permitted to cross their designated and marked areas, except in the case of an emergency.

## In the aircraft:

- In multi household flights it is recommended that masks or visors should be worn provided they do not interfere with the safe conduct of the flight.

## In the Simulators:

- Procedures set out by FSM are to be followed.

## On return to the building:

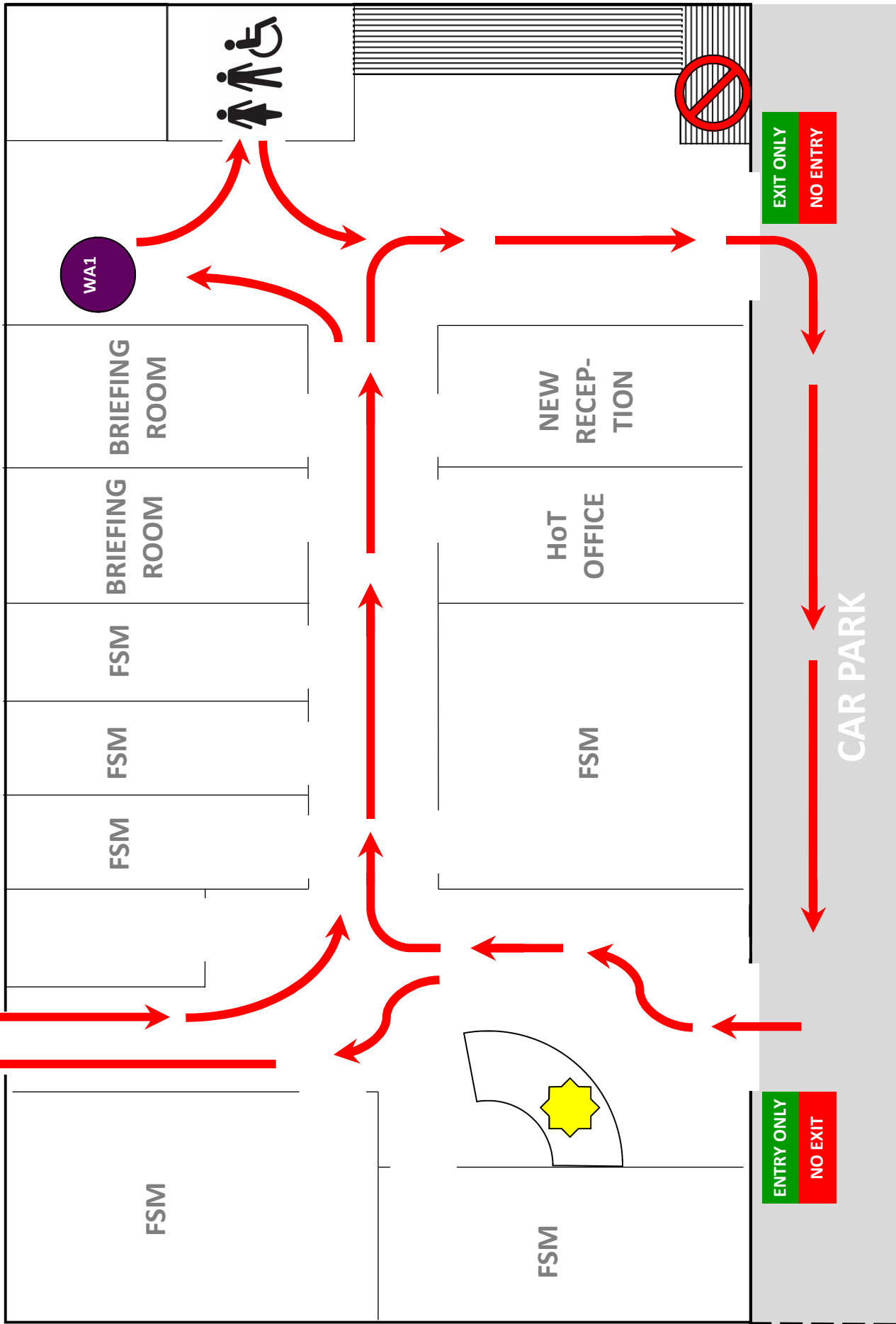
- On re-entering the building from the hangar, visitors shall ensure social distancing can be complied with and if it cannot, they should delay their entry to the building.
- On returning to the building visitors should again wash or sanitise their hands.

## Exiting the building:

- Visitors must exit ONLY through the door at the staircase end of the building, as illustrated on the one-way system plan.
- Do NOT return to the entry log to enter an exit time. Just leave it blank if this was not completed on entry.
- Visitors shall leave the building at the earliest opportunity
- All waste, including disposable gloves and face masks shall be disposed of in the bins provided throughout the building.

# GROUND FLOOR PLAN

HANGAR



WA1 =  
WAITING  
AREA FOR  
TOILET

 =  
LOCATION  
OF ENTRY LOG  
& COVID-19  
QUESTIONNAIRE

EXIT ONLY  
NO ENTRY

ENTRY ONLY  
NO EXIT

CAR PARK

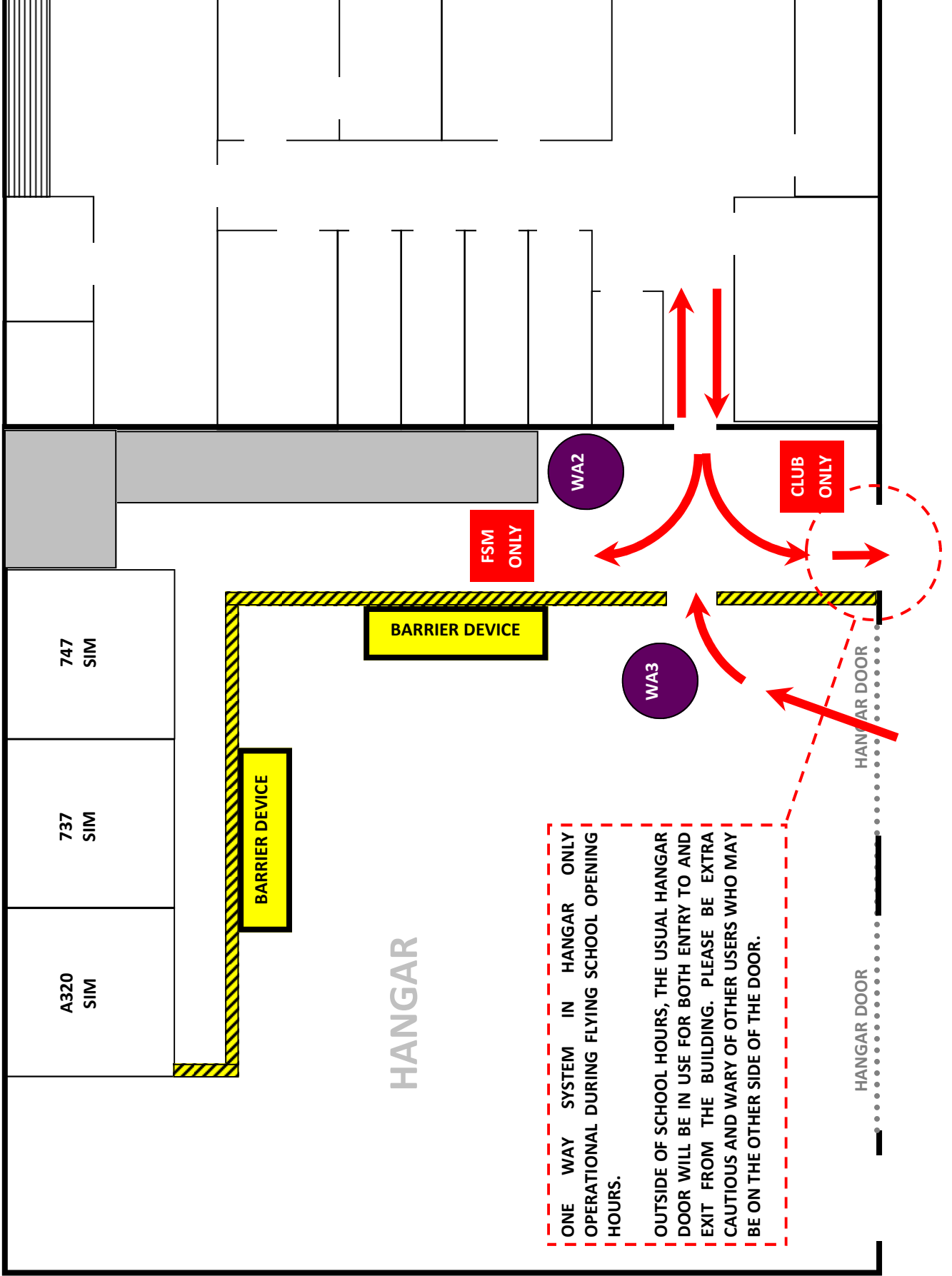
**FIRST FLOOR PLAN**



# HANGAR

WA2 =  
WAITING  
AREA FOR  
SIM ENTRY

WA3 =  
WAITING  
AREA FOR  
LANDSIDE  
ENTRY



# HANGAR

# Risk assessment table for COVID-19 for Coventry Aeroplane Club

What are the hazards?	Who might be harmed	Controls required to make risk ALARP	Additional controls	Action by who	Action by when	Done
Spread of Covid-19 Coronavirus	Instructors Duty Members CAC staff Club members/ pilots Student pilots involved in air exercises and/or ground briefings and exams Visitors or anyone else coming to club building	<u>Social distancing.</u> Controlling the number of people in any one area to comply with the two metre gap where possible or otherwise a one metre gap taking suitable precautions, as recommended by the Public Health Agency. A clockwise one-way system to be introduced downstairs, with main entry door on left and exit on right. Upstairs area, stairs and upstairs toilets are to be closed off. Only people with specific business which requires their presence at the Coventry Aeroplane Club are asked to attend the building. No gatherings for social purposes are permitted. No more than 4 members/students will be allowed in the downstairs section of the building at any one time in addition to instructors and support staff. (One visitor in each briefing room, one in the duty member's office and one queueing).	Everyone using the club building to adhere to the latest government guidelines on social distancing and tackling Covid-19 as set out at GOV.UK  Signs explaining social distancing procedures to be placed on entry and exit doors and inside the building near both doors and at other prominent locations			


Visitors to the building should touch as few surfaces as possible.

Arrival.

People with business at the club should not enter the building without first contacting the duty member to confirm social distancing can be complied with.

People entering the building could be subject to a temperature check.

Hand washing

Stringent hand washing is to take place with soap and water available in the downstairs toilet with hand drying facilities as well.

Hand sanitiser units will be located at entry and exit doors and other prominent locations. See hand washing guidance at

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Anyone entering the building should clean their hands either by washing them or using hand sanitiser as soon as possible.

Cleaning

Frequent cleaning of surfaces which are touched regularly will be carried out in all areas of the training venue and aircraft.

A cleaning plan will be written and implemented.

The plan will cover regular cleaning for surfaces on board the aircraft, all other areas accessed by students, instructors and support staff and all frequently touched surfaces such as door handles, banister rails, buttons and toilet areas.

Contact with surfaces

To reduce contact with surfaces, any payments at the club will be by card only.

People should bring their own pens and any other equipment they need and not lend that equipment to others.

The club's store of spare headsets and hi viz jackets will not be available for use.

Ventilation

Dependant on weather conditions, there must be as much ventilation of the building as possible with as many windows open as possible

Checks will be carried out at least twice a day.

To be carried out by duty members, committee members, staff members and instructors if available and logged by duty members.

		<p><u>Wearing of masks</u></p> <p>Masks should be worn in the building in accordance with the latest government advice and to achieve the one metre plus social distancing if two metres cannot be maintained.</p> <p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with symptoms of Covid-19 as defined in the latest NHS advice on the disease, they should leave the building and follow the government's stay at home guidance for households with possible Coronavirus infection and contact a club official.</p> <p><u>Exams for student pilots</u></p> <p>All exams must be pre-arranged with a view to maintaining social distancing.</p> <p>All exam sittings shall be limited to single students with the student sat at the back of the briefing room at least two metres away from and not in line with the Invigilator.</p> <p>When taking a ground-exam, the student shall not enter the room where the exam is to be taken until the exam paper has been placed on the allocated desk and on arrival at the building the student must telephone the duty member to check that these arrangements are in place.</p> <p>At the end of the exam the student will leave the paper on the desk to be collected by the invigilator and the two shall coordinate their exits</p>			
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		<p>solo training flights.</p> <p>Pilots and student pilots shall endeavour to do as much planning for the flight as possible remotely.</p> <p>Pilots and student pilots shall use their own pens and equipment and not share them with anybody else, including headsets and Hi-Viz jackets.</p> <p>Before flying, pilots and student pilots shall fill out the club's Covid questionnaire.</p> <p>Any clubhouse equipment which the pilot or student pilot uses should be cleaned afterwards by them.</p> <p>Before walking out to the plane, pilots, student pilots and any passengers should again wash/sanitise their hands</p> <p>On making their way to the hangar, pilots student pilots and passengers shall observe any measures put in place by FSM in their premises to contain the spread of Coronavirus.</p> <p>Airside access from the hangar is from the hangar's side door on the left. The main hangar doors nearest the side door should be opened to provide access for returning airside to the hangar building.</p> <p>In dual instruction/multi household flights masks and visors should be worn provided they do not interfere with the safe conduct of the flight.</p> <p>Only essential people will be allowed to be present in the aircraft during training flights for the purposes of safety and effective learning.</p> <p>Once a flight is completed the pilot/instructor is responsible for cleaning any controls, instruments or seatbelt clasps which may have been touched in the cockpit with the exception of</p>			
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			<p>the rudder pedals. On re-entering the building from the hangar, pilots and student pilots if solo should ensure social distancing can be complied with and if it cannot, they should delay their entry to the building. On returning to the building pilots, student pilots and passengers should again wash their hands. Pilots and passengers will leave the building at the earliest opportunity with the pilot exiting as soon as any post flight responsibilities have been met.</p> <p><u>Disposal of Waste</u></p> <p>Visitors to the building should dispose of any waste such as disposable face coverings safely after they have left the building.</p> <p><u>Record of Visitors</u></p> <p>A temporary record of visitors will be kept for 21 days to facilitate NHS Test and Trace.</p>	

# How to stop your glasses from fogging up when you wear a mask

There are a number of strategies that have been suggested to keep your glasses clear when you're wearing a mask.

## **1. Make sure your mask fits snugly**

A tightly fitting mask is the first thing that you need to check for. Not only does this help to keep you protected against any airborne particles, but it also stops too much breath from escaping and fogging your lenses. For the best fit, your mask should be snug against your nose and cheeks, and there shouldn't be any slack or gaps for the air to escape. If your mask is not tight enough when you first put it on, try tightening the straps for a secure fit or opting for a smaller size.

## **2. Use a mask with a nose bridge**

If your mask fits loosely over your nose, your breath is certain to escape up to your glasses. Many masks being sold have nose bridges sewn into them — flexible strips that allow you to bend and shape them so they fit your nose. These serve several purposes: they make the masks more effective (because less moisture can escape), make them more comfortable, and they help prevent your breath from hitting your glasses.

## **3. Secure the mask around your nose**

Securing your mask around your nose is another way to limit the amount of breath that escapes upwards. Try moving your mask further up your nose (if this is comfortable for you) and resting your glasses on top of it to help seal the mask. If this does not work, or your mask cannot be pulled this high, try using a small piece of surgical tape to secure the mask to the bridge of your nose. This helps form a seal to prevent your breath from escaping upwards.

## **4. Put your glasses over your mask**

Pull up your mask so the top sits higher on your nose, and wear your glasses on top of the material. Any escaping breath should miss your glasses.

## **5. Stop your glasses from slipping down your nose**

Glasses constantly slipping down your nose can be a pain. It might be that your glasses are slipping down because your frames are not fitting you as well as they did, this can happen over time as we use them day in and day out - they may simply need adjusting.

## **6. Put a tissue on the inside of the mask**

If you tape a folded tissue under your mask at the bridge of your nose, it may absorb escaping moisture.

## **7. Breathe downwards into the mask**

Instead of fiddling with your mask and trying to adjust it, you might find that changing your breathing helps just as well. To prevent your glasses from steaming up, try to push the air downwards when you exhale. It might take a bit of getting used to, but once you've got the hang of it, it's a pretty simple solution.

## **8. Use soap and water**

If you don't have a special coating on your glasses, you could try washing them in soapy water and then letting them air dry or very gently drying them. The idea is that the soap leaves behind a film that prevents glasses from fogging. It's best to avoid soaps that are made with lotion.

## **9. Buy a commercial anti-fogging product**

There are a number of commercially available anti-fogging sprays and wipes out there that may be worth trying, but we can't vouch for their effectiveness.



## Welcome to Coventry Aeroplane Club

### Entry Log

**Everyone** entering the building, members and visitors, is required to complete this log in order to comply with the COVID-19 risk assessment for re-opening of the Club building. Members and FSM are responsible for ensuring their guests provide the details below. Failure to do so may result in access to the building being revoked for the time this requirement is in force.

Please fill in your details below:

Full Name		Club Membership No. (or N/A)	
Contact Telephone No. or Email Address: (if not a club member)		Who are you visiting today (Club or Flight Simulators)?	
Entry Time (actual)		Exit Time (estimated) Do NOT return to the entrance to complete this before leaving	

### **COVID-19 Pre-Flight Questionnaire**

In order to keep our members and staff healthy and in light of the current health crisis we would ask that you answer the following questions before flying with us by ticking the appropriate boxes:

	YES	NO
1. Do you have any pre-existing medical conditions?		
2. Have you tested positive for Covid-19?		
3. If yes, have you subsequently tested negative?		
4. Have you experienced a persistent cough in the last 7 days?		
5. Have you been sneezing in the last 24 days?		
6. Have you noticed a loss or change to your sense of taste and/ or smell in the last 7 days?		
7. Have you had a temperature over the last week? If you have had your temperature taken on arrival, please state the reading here .....		
8. Have you noticed any unusual skin rashes in the last week?		
9. Have you or any members of your household been abroad in the last 14 days? If yes, please state countries visited: .....		
10. Have you been self-isolating?		

### **COVID-19 Declaration**

I have responded truthfully to the above questions. I understand that while the Club is operating in accordance with Civil Aviation Authority and government guidelines, dual instruction and simulator experiences necessitate being in a proximity of less than 1m to the instructor for longer than 15mins. Public Health England advise that such reduced distancing carries increased risk of Covid-19 transmission.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_