

# Westair COVID-19

## Flying School Return to Operations

### Overview Document

This document has been prepared based on suggestions and recommendations issued by AOPA [Aircraft Owners and Pilots Association] and CAA guidance.

The following CAA documents contained in CAP1919 should also be read and understood:

COVID-19 – CAP 1924 Guidance for Flying Clubs & Schools

COVID-19 – CAP 1925 Guidance for General Aviation Private Pilots

A risk assessment document for the COVID-19 Operation of Flight Training and Solo Hire at Westair Flying School is displayed on the Safety Management System noticeboard at Westair: please read it.

#### Guiding Principles

It is a difficult time for flight training operating in the face of the restrictions imposed on everybody by COVID-19.

Return to operations will be achieved by a step by step approach which manages the risk to customers, instructors and all staff supporting the flying school operation.

Everyone who participates in this flying school activity will be required to read all the documents and risk assessments associated with this activity, and will be required to sign a document stating that they understand:

- the procedures involved,
- the risks involved,
- how the risks are being managed,
- their responsibilities and obligations in the management of those risks,
- and that they do so on a voluntary basis, having read the documents, assessed the risks, and deciding that they still wish to participate in the flight training activity at Westair.

In line with AOPA recommendations, the flying school will begin by focussing on:

- existing PPL training for students part way through their training, and new students.
- currency training and revalidation of PPL/LAPL licence holders to facilitate self hire of aircraft for qualified pilots.
- Trial lessons will be introduced for solo students (ie no passengers) when the procedures have been demonstrated to work effectively.

Return to training will not yet be possible for any students identified as belonging to a COVID-19 high risk group, as defined by government guidelines.

In the first instance, flight training will be confined to existing members of Westair Flying School. This group of students and PPLs represents a relatively known quantity in terms of abilities and behaviours and facilitates the delivery of a successful risk management strategy. New starters will be introduced when a successful operation has been demonstrated.

In the first instance, trial lessons will not be flown. They will be reintroduced in a later phase when successful operation has been demonstrated and when it is believed that this operation can be conducted safely and within Government and CAA guidelines.

## **Outline of Flying School Method of Operation.**

### **Premises**

At the start of each day the school will be cleaned by ensuring that all surfaces, equipment, and door handles are cleaned with appropriate sanitation cleaning agents.

The operations lounge will be marked into zones which people will be expected to comply with. The day manager will sit behind the counter and remain there as far as possible coordinating events.

A line of boundary tape will define a 2 metre safe zone distance from the day manager's seat and no one other than staff will be allowed inside this safe zone.

A corridor will be defined to allow entry on to the apron via the east facing door. When this corridor is used to access the apron, pilots and students must maintain a 2 metre gap between each other.

The room will be further split into 3 areas, two to allow instructors and student briefing and one to allow qualified PPLs on self hire to make final arrangements prior to departure.

Each zone will give a 2 metre safe zone separation from the other zone.

Within the zones it is the responsibility for students, instructors and pilots to maintain 2 metre separation from each other.

There will be no social facilities available for students, customers or pilots. Tea and coffee will not be available and only staff may consume food or refreshments on the premises.

No 'none flying' guests will be allowed on the premises. Anyone providing transport to students must wait outside the premises in their own vehicles.

Self hire PPLs will only be allowed to bring one member of their household onto the premises if they are flying with them.

There will be no facility for 'none flying' members of the club members to wait for them in the flying school building.

All flight training and self hire visitors should be confined to the ground floor of the building.

Only staff may use the offices and facilities on the first floor of the building.

## **Day to day Operations**

The flying school will work on an appointment basis.

Bookings will be made via the usual system and agreed with a Westair member of staff.

Blackpool Airport is short of ATC staff due to COVID-19 restrictions and airport closures remain in force.

To operate in this environment Westair will introduce 5 new flying slots per day. The times are as follows:

### **Slot 1: Booking Time 9:00 until 10:30**

Arrive 9:00, in aircraft 9:10, taxi 9:20, exit aircraft 10:20 leave premises 10:25. Where possible encourage students to arrive for 8:45 to allow a little more time.

### **Slot 2: Booking Time 10:30 until 12:30**

Arrive 10:30, in aircraft 10:45, taxi 11:00, exit aircraft 12:15 leave premises 12:25.

### **Slot 3: Booking Time 12:30 until 14:30**

Arrive 12:30, in aircraft 12:45, taxi 13:00, exit aircraft 14:15 leave premises 14:25.

### **Slot 4: Booking Time 14:30 until 16:30**

Arrive 14:30, in aircraft 14:45, taxi 15:00, exit aircraft 16:15 leave premises 16:25.

Slot 5: **Booking Time 16:30 until 18:00.** Arrive 16:30, in aircraft 16:40, taxi 16:50, exit aircraft 17:50 leave premises 18:00.

Based on no expected closures. All times local time.

These appointments must be operated rigorously by students and instructors. This system will not work if we don't stick to the schedule.

Students and pilots should not enter the building before their timed slot. Students and pilots will be off the premises by the end of their time slot.

Anyone arriving late for their slot may not fly.

Anyone who repeatedly misses their slots may not be offered further bookings.

All bookings must be made in advance.

In order to maintain social distancing, students will be encouraged not to pay for flights on the day, but by advance payment on account, and it is up to the student/pilot to ensure that their account is in sufficient credit when a booking is made. Bookings may be turned down at managers discretion if accounts are not in credit.

Invoices for flight training will be raised after each flight and will be emailed to customers.

On arrival everyone, ie students, instructors, self hire PPLs/LAPLs and staff will have their temperature taken at a safe distance using an infra red thermometer. Anyone who has a temperature above 37.8C will be asked to leave the premises immediately. Assuming there are no issues with temperature checks, everyone must wash their hands as they enter the building and then proceed to the instructor or self hire area.

Students must arrive prepared for their lessons to help reduce 'in room' briefing times. Prepared means having read up in advance about their next lesson, having understood weather and NOTAM implications or at least be able to discuss them with their instructor.

Self hire PPLs should arrive as fully prepared as possible. The Westair self hire zone in the room is not for flight planning and should be occupied for as short a time as possible.

In the first instance there will be no facilities for students to use Westair flight planning computers. This will be a staff only function and students should arrive having planned at home appropriately.

Booking out will be done by student, instructor or PPL on their mobile phone.

### **The Aircraft and Flying Equipment.**

It must be recognised by all parties that it is not possible to socially distance in a light aircraft, and that therefore a risk of cross infection is present.

The risk of cross infection will be minimised by following AOPA and CAA guidelines as follows:

The aircraft will be disinfected at the start of each day.

On arrival, as part of the pre flight aircraft check procedures the student should disinfect the controls and surfaces they may touch to their own satisfaction using products supplied by Westair. This needs to be done promptly and effectively.

Students must use their own headsets as swapping headsets between students represents a higher level of cross infection risk. New Pooleys headsets can be supplied by Westair if required.

Students may wear disposable gloves. These can be provided by Westair or the student.

The student should agree with the instructor whether to wear a mask. These can be provided by Westair if the student prefers to wear a mask.

Westair instructors may wear disposable gloves and an approved face mask.

### **Flight Training**

This will be conducted in the usual way.

Flights with an instructor will be permitted.

Circuits and solo circuits will be permitted.

Navigation flight training will be permitted.

Solo navigation flights will be permitted and we can now land at other airfields. It is now possible to complete a qualifying cross country, or a land away, though thorough PPR arrangements must be followed for the airfields concerned. Both Sleaf and Caernarfon are now operational: consult their websites to understand restrictions before visiting.

### **PPL/LAPL Theoretical Knowledge Exams**

Exams can be taken at the school by booking an appointment slot. The exam will be taken in the ground floor room in the PPL self hire area, or in the upstairs classroom subject to manager agreement. These will be booked in so as not to clash with other self hire bookings. One 1.5 hour slot should be booked to take each exam.

### **Staffing and Cross Infection Management.**

It is planned to now operate using up to two 4 seat aircraft, two 2 seat aircraft, two instructors and one operational duty manager. The number of aircraft in use may increase subject to self hire. It is assumed that G-CEFM, G-BORL (serving non equity customers) and G-AWPU (private owners) will be made available, with G-GFIB, G-UFLY and G-OWST being offered subject to operational requirements.

It is proposed to open 6 days a week, offering 5 booking slots. There are no planned airport closures. These will need to be pre-booked and operated rigorously. If we fail to run to schedule this system will collapse.

PPLs/LAPLs once current will be allowed to operate in parallel using the same booking system to manage flow of people present in the premises.

Records of who visited when must be maintained by the booking system.

If any student, instructor, pilot or staff member presents with any of the COVID19 symptoms we will need to follow an isolation procedure. Following NHS guidelines and Track and Trace procedures, anyone who has been in contact with the individual concerned will need to go into 14 day isolation in line with Government guidelines.

Anyone who flies with Westair Flying School in this period is giving automatic consent that their details can be shared with medical and Track and Trace authorities.

If a possible COVID-19 case is notified to us we will need to close and deep clean the premises and aircraft. We will need to advise all those involved of their isolation obligations either directly or via Government agency.

We will need to isolate our instructor and operational duty manager for 14 days or until negative test results are available.

The school will close until Westair deploy another instructor and operational duty manager.

To enable Westair to continue training it is vital that we isolate teams of instructors and operational duty managers and ensure that they do not come into contact with each other at this time.

In the first instance it has been agreed that Louise Ball, Stuart Miller, and Stuart Chambers will operate as the primary team. A backup secondary team will be identified in due course.

# Westair Flying School COVID-19 Declaration.

This document should be signed by all students, instructors, self hire PPLs and staff operating at Westair Flying School under the COVID19 operating restrictions.

I the undersigned confirm that I have read and understood the:

**Westair COVID-19 Flying School Return to Operations – Overview Document, and the Westair COVID-19 Flying School Risk Assessment Document.**

I confirm that I would like to continue my flight training or self hire of aircraft at Westair under these restrictions.

I confirm that I understand my obligations as set out in these documents about infection control and that I will willingly follow these procedures to reduce the risk of cross infection.

I understand that these are risk reduction measures and that this does not eliminate the risk of cross infection.

I agree that if I exhibit any COVID-19 symptoms as defined by NHS guidelines I will notify the appropriate authorities and seek medical guidance. I will also notify Westair Flying School so that they can act accordingly to reduce the risk of cross infection.

I confirm that I will not attend the flying school or undertake flying lessons if I have any symptoms or if I am in 'self isolation'.

I agree to have my temperature taken by infra red thermometer on arrival at Westair and I understand that if my temperature is above 37.8 C the lesson or self hire flight will not proceed and that I will be asked to leave the premises.

Print Name .....

Signature .....

Dated .....