



Wings of Carolina Flying Club

COVID-19 Policy and Procedures

Dear Flying Club Members,

As we reopen flying operations in the midst of the COVID-19 outbreak, we each have a responsibility to uphold a high level of safety with respect to aircraft operation and the protection of our fellow pilots' health. This document contains the procedures required of each flying member in order to maintain this high level of safety. Each member is required to be thoroughly familiar with this document and comply with its instructions. Thank you very much for your cooperation during these unprecedented circumstances.

Safety of Flight Operations

As pilot in command, you are responsible for the safety of flight. If any policy or procedure outlined below compromises the safety of flight, you must terminate the flight. Immediately notify a board member of the incident as adjustments in policy may be needed.

Actions Taken Inside the Club Building

Feeling Sick - Do not enter the club facilities if you experience any symptoms of COVID-19, including but not limited to: fever, chills, coughing, shortness of breath, general difficulty breathing, sore throat, or loss of taste or smell.

Hand Washing and Sanitizing - Every person entering the club facilities must immediately wash their hands upon entry. Use soap and hot water and thoroughly scrub for 20 seconds according to the CDC guidelines for disease prevention. Additionally, use the hand sanitizers around the building as necessary, especially after touching common-use surfaces.

Entrances - Only use the main parking lot door and ramp side door to enter and exit the building. Do not use any other entrance on the hangar side or on the deck.

Social Distancing - Minimize the amount of time you spend in the building and do not hang around in the facilities to talk with others. Maintain at least six feet of distance from other people AT ALL TIMES and communicate with others to ensure this rule is not breached. Adhering to this rule reduces the risk of spreading or contracting the virus.

Wearing a Mask - Everyone inside the club building must be wearing a mask that covers their nose and mouth AT ALL TIMES. This practice is intended to mitigate the spread of disease.

Squawk Book - The squawk book has been disassembled and each aircraft's squawk pages are displayed on the table in the lobby area as you walk in. You can review the squawk pages without touching any surfaces and while maintaining six feet of social distancing. Do not be deterred from making squawk book entries, because ensuring the safety of flight is paramount. If you write on the squawk pages, use hand sanitizer before and after doing so.

Weather Briefing and Flight Planning - All computer keyboards, computer mice, and telephones have been removed since they are common touch surfaces. Please conduct all flight planning, filing, and weather briefing using your personal equipment and electronic devices, off site if possible.

Aircraft Check-in - Since computers are off limits, check in your aircraft using your personal electronic device. Members are still expected to check in their plane upon returning the keys; do not wait until you get home to complete the aircraft check in.

Off Limits Areas - Many areas around the club have been marked off limits to avoid contact with common surfaces. These include the hangar, snack area, kitchen, and all upstairs areas except for the simulator room. If you need anything from the maintenance hangar, do not enter; instead call Ryan at the phone number posted on the door and he will assist you.

General - Be aware of all posted signs and information around the club building. We have posted information in key areas to help everyone smoothly navigate these procedures, but they work only if we take the time to read and abide by them. We have cleaned club facilities prior to the resumption of flight operations but contamination could occur at any time. Wear a mask while inside our building and refrain from touching surfaces unnecessarily. Assume that the surfaces you encounter may not be free of viral contamination. Use a sanitizing wipe on surfaces you intend to touch and if you suspect you may have contaminated a surface, please disinfect the area with a sanitizing wipe.

Actions Taken in the Aircraft

Aircraft Binders and Checklists - Aircraft binders will remain inside the aircraft at all times during COVID-19 operations. Continue to log flight time on the yellow flight-time sheets. The binders and laminated checklists can be sanitized before and after flight. Please keep these items clean and limit one person in the aircraft to handle the binder. Use only laminated checklists so that you can sanitize them before exiting the aircraft.

Sanitizing the Aircraft - There will be sanitizing wipes and avionics cleaning wipes located by the door. Each pilot is encouraged to clean the aircraft before and after each flight. Use the general sanitizing wipes for all surfaces touched throughout the aircraft EXCEPT for any avionics screens. Normal sanitizing wipes will damage avionics screens, so be extra careful not to use these wipes on them. There are separate avionics wipes in the "lens-cleaning wipes" box beside the door. Use the avionics wipes on the screens and do not oversaturate the screens as extra moisture will still cause damage. Do not touch surfaces that you disinfect for at least 30 seconds after wiping them down so that the procedure is effective. These wipes are in limited supply, so do not overuse them. Be thorough, but do not go wild, because our flight operations require these supplies to be readily available. Refer to guidance from the CDC, NBAA, or AOPA about recommended cleaning precautions.

Wearing a Mask - All occupants of the aircraft are encouraged to wear a mask to reduce the chance of virus transmission among occupants. Each occupant should agree on usage of masks before flight, and the final authority for safety of flight lies with the pilot in command.

Safety of Flight - These COVID-19 procedures shall not compromise the safety of flight. The pilot in command remains responsible for adherence to these policies unless he or she determines that they will compromise the safety of the flight. The best way to secure continued flight operations is by adhering to these procedures, so we urge you to be vigilant about sanitation, cooperate with all posted signage, refrain from flying if experiencing symptoms, and encourage one another to do the same when around club facilities.

We want to remind you about the importance of flight proficiency since many of us have spent a number of weeks without flying. Take time to review your personal limitations and consider refreshing your knowledge on topics that will enhance your safety. Take time to schedule an instructor for a proficiency flight. Take time to practice in various conditions before carrying passengers. Take time to review Club operating procedures. Take time to review your currency and confirm that you meet all legal requirements for your operation and are current in your adherence to Club SOPs. We want to avoid complacency when we return to the skies, and that will require an internal sense of accountability.

It is important to remember that virus protection is not guaranteed by these procedures and that participating in flight operations is a personal decision to accept the risk of exposure. For this reason, each member must sign a waiver acknowledging the inherited risk before making a flight. If this waiver is not signed, you will not be allowed to fly. This waiver will be sent to your email for your digital signature, will be available on the club website for printing and signing, and will be available at the club. We do not want to understate the risk of flight operations, and we expect each member to personally evaluate their situation and make an informed decision about returning to flight status. Thank you for reviewing this policy in detail. If each member is aware of these procedures before reserving a plane, we can make our return to flight operations as smooth as possible.

Best Regards,
Wings of Carolina Board of Directors