



Vancouver Soaring Association COVID-19 Safety Plan

Version 0/1

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Change Record

Issue	Date	Page(s)	Description
0/1	March 20th, 2021	All	First Draft to VSA Board



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INTRODUCTION

Background

The on-going COVID-19 pandemic poses a health risk to the Vancouver Soaring Association's membership at the club's facilities on Hope Aerodrome. COVID-19 is caused by the SARS-CoV-2 coronavirus, which spreads most often when people are physically close via exhaled droplets and perhaps by touching contaminated surfaces and through airborne particles.

The VSA implemented a set of policies and procedures in the spring of 2020 to address concerns relating to COVID-19 and used those policies and procedures to operate with minimal impact throughout the 2020 season. This approach was successful, with no reported cases of COVID-19 amongst VSA membership.

With the pandemic continuing into 2021 and British Columbia's published restrictions not presenting a clear set of guidelines for how or whether VSA might be able to operate, Transport Canada was consulted on the matter. TC's response was wholly supportive of VSA continuing to run our not-for-profit, recreational operations to maintain our pilots' currency and proficiency -- and to even promote soaring and aviation through familiarization flights -- after first ensuring we have a comprehensive set of protocols in place, in line with other flight training organizations in British Columbia.

Purpose

This document outlines the Vancouver Soaring Association's COVID-19 Safety Plan, which strives to comply with all public health orders and guidelines in accordance with WorkSafeBC's six-step process for developing a COVID-19 Safety Plan..



ROLES AND RESPONSIBILITIES

Board of Directors

- VSA's Board of Directors is responsible for ensuring that VSA puts in place the necessary measures relating to the COVID-19 pandemic to comply with any applicable federal/provincial/ministerial orders and guidance.

Members

- All members of the VSA are responsible for ensuring that they comply with this safety plan and any applicable federal/provincial/ministerial orders and guidance
- Members should raise any concerns they may have about this safety plan to TBD (email preferred).
- No member is responsible for enforcing these measures.



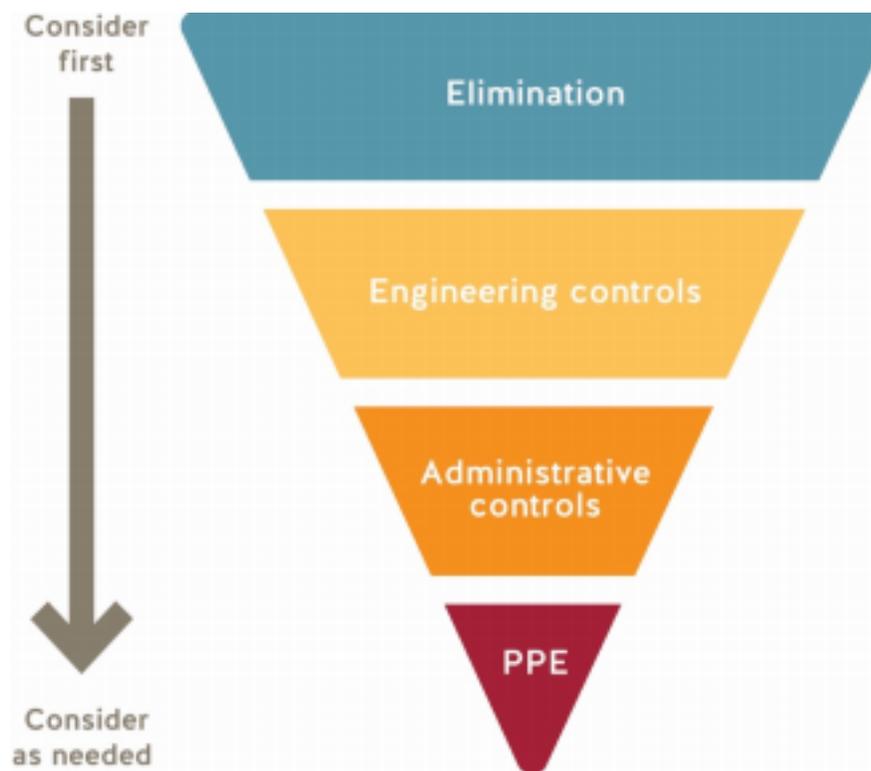
RISK ASSESSMENT

Club members (including Board of Directors, CFI, Chief Tow Pilot, Safety Director, and Instructors) have been consulted and have identified the following areas as potentially having risks:

- Areas where people gather:
 - Clubhouse including kitchen, tables, couches, desk, and computer
 - Picnic tables outside clubhouse
 - Hangar
 - Flight Line
 - ATCO Trailer (including Simulator room)
- Tasks and processes where people are close to one another or members of the public:
 - Dual flights including flight instruction, check flights, and passenger rides
 - Ground instruction including theory lessons, daily inspections, pre- and post-flight briefings
 - Glider launch and retrieval
 - Tow card transfer from Glider Pilot to Tow Pilot
 - Glider rigging and derigging
- Tools, machinery, and equipment that people share:
 - Clubhouse tables, chairs, doors, light switches, windows, radio
 - Clubhouse kitchen surfaces (fridge door handles, microwave, drawers and cupboards, tap and sink, wash cloth/brush, dishes, cutlery)
 - Surfaces around aircraft cockpits (controls, instruments, straps, microphones, canopy handle/latch/wind, side pocket, seat cushions)
 - Outer surfaces of gliders (wing tips, tail dollies, tow ropes, weak links)
 - Golf cart
 - “Ice cream cart”
 - Glider trailers and rigging tools including wing stands
 - Hangar side and main doors (handles, rails, locks and chains)
 - Field maintenance equipment (lawn mowers, etc.)

PROTOCOLS

- There are no flight training-/operations-specific protocols available from WorkSafeBC at this time. Protocols are available for “Experiential learning and in-person instruction” and “Athletics and recreation facilities”; these will be implemented to the fullest extent reasonable.
- Club members (including Board of Directors, CFI, Chief Tow Pilot, Safety Director, and Instructors) have been consulted in selecting the following protocols.
- There are no such orders, guidance, or notices issued by the provincial health officer that are relevant to flight training & operations. The Workplace Safety - December 16, 2020 order is considered to provide the best guidelines for VSA at this time.
- Industry associations applicable to the VSA include Transport Canada and the Soaring Association of Canada. [Transport Canada’s COVID-19 measures, updates, and guidance for aviation](#) do not yet describe any protocols for flight training and operations that are applicable to VSA’s operations. The Soaring Association of Canada does not yet have any official protocols/information/input/guidance concerning COVID-19.





Elimination: Occupancy limits and physical distancing

- There is no set occupancy limit on the portion of Hope Aerodrome leased by VSA given the predominantly wide open, outdoor environment.
- Visitors and members not actively involved in VSA's operations are discouraged from coming to and using VSA's facilities.
- The following occupancy limits are set based having at least 5 square meters of unencumbered floor space per person:
 - Clubhouse: **10 people total**
 - Clubhouse kitchen (included in limit for Clubhouse): **2 people**
 - Each washroom (included in limit for Clubhouse): **1 person**
 - ATCO Trailer
 - East side: **1 person**
 - West side (Sim Room): **1 person**
 - Hangar
 - When fully packed with aircraft: **10 people**
- Measures to keep people at least 2 metres apart include:
 - Clubhouse:
 - Furniture has been reduced in numbers and spaced out, with 1 to 2 chairs at each table
 - Members with trailers and camper vans should prepare and eat meals in their own vehicles instead of using the clubhouse's kitchen facilities and eating inside the clubhouse.
 - The picnic tables outside the clubhouse have been spaced apart.
 - Hangar:
 - Chairs and tables may be brought / kept in the hangar - space permitting - for people to use when taking shelter from the weather.
 - Morning briefings:
 - To be held in Hangar or outdoors to facilitate physical distancing
 - Flight line:
 - No occupancy limits apply as there is ample space for people to remain physically distanced
 - Golf cart seating should be limited to one person (or two if they are regular close contacts) except when necessary to retrieve a glider



Engineering Controls: Barriers, partitions, etc.

- Indoor spaces:
 - There are no reasonable opportunities for use of barriers or partitions in the club's indoor spaces with an occupancy limit of more than one. There is no need for people to be within two metres of each other within the clubhouse. Winds blowing through the clubhouse might make insufficiently supported barriers a safety hazard.
 - Furniture in the clubhouse has been reduced in numbers and spaced out to promote physical distancing and occupancy limits.
- Two-seat aircraft:
 - There are no barriers between the front and rear seats of two-seat gliders and tow planes because they are detrimental to good communication and difficult to fabricate and install inside an aircraft in a safe manner.
- Golf Cart:
 - There are no barriers installed between the seats on the Club's Golf Cart.

Administrative Controls: Rules and guidelines

- Clubhouse:
 - The double doors and kitchen window should be kept open to improve airflow.
 - One-way doors and walkways are not designated. Door blinds should be kept open while people are inside if the door must be shut.
 - Disposable paper towels are provided in the washrooms and kitchen.
 - Switches for lights and fans in the washrooms should be kept on during the day to minimize contact with their switches.
 - Members should limit their use of the kitchen for food preparation (e.g. bring a pre-made lunch and drinks from home) and only use one side of the mirrored kitchen on any given weekend if necessary.
- Hangar:
 - The large hangar doors should be kept open while operations and weather permit (e.g. winds less than posted limit)
 - Members should enter and exit the hangar via the large hangar doors while they are open.
- Morning Briefings:
 - The instructor of the day should hold morning briefing outdoors or in the Hanger to facilitate physical distancing.
- Tow cards:
 - Glider pilots must still complete tow cards and deposit them in a designated box in the clubhouse before the end of the day.
 - Glider pilot to communicate intentions to Tow Pilot over radio.
 - Tow Pilots to record glider, approximate takeoff time, and tow height to include on the flight sheet after towing.



- Posted signage & materials include:
 - Contact Tracing and Self-Assessment instructions at clubhouse doors
 - Simplified summary of VSA's COVID-19 protocols in common areas around Clubhouse, Hangar, and Ice cream Cart
 - Occupancy Limits
 - Proper hand-washing instructions by sinks
 - Physical distancing posters in clubhouse around seating areas
 - A copy of the current VSA COVID-19 Safety Plan by the clubhouse's East entrance
- The following training will be provided:
 - Refer to the Communication and Training section.
 - (Bryan Deans Will run one of Hanger unpacking the day March 27th)

Personal Protective Equipment

- Face Masks
 - Members and guests are responsible for providing their own masks.
 - The club may keep a small supply of disposable masks available in case someone needs one, but should not be relied upon to provide a mask.
 - BC CDC face mask guidelines & poster are available at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>
 - Masks must be worn:
 - When within 2 metres of others
 - In the Clubhouse and ATCO Trailer
 - In the hangar when large hangar doors are not fully open
 - Exceptions include:
 - When eating food and at least 2 metres from others
 - When the only people within 2 metres are people who you are permitted to be in close contact with without a mask according to current public health guidelines

Cleaning and hygiene practices

- Cleaning and disinfecting surfaces:
 - Materials and instructions for the handling of those materials are to be provided by the club, including a diluted bleach solution to be used on the Flight Line.
 - [Bleach solution from Worksafe BC Link is HERE](#)

“One of the most common disinfectant solutions is water and bleach. You can make a 500 ppm bleach solution by adding 42 mL (3 tablespoons) of bleach to 4 L (1 gallon) of water. For other quantities, use this bleach calculator. Never mix bleach with other disinfecting products. This can result in dangerous fumes. For more information, visit the BC Centre for Disease Control's Cleaning and Disinfecting webpage.



- Washrooms:
 - The Clubhouse's three washrooms are available for use by Members and Guests.
- Washing facilities:
 - Five sinks with soap and running water are located in the washrooms and kitchen. An additional sink may be made available outdoors.
 - Members are strongly encouraged to wash their hands with soap and water regularly, and especially before and after eating.
 - Disposable paper towels are provided by the Club and available for use.
 - After use, washroom doors are to be left open with lights and fans on.
 - Showers remain available for use as necessary.
- Gliders:
 - Club gliders must be cleaned before and after a flight. (2 times per Glider flight)
 - A diluted bleach solution may be used on a majority of the surfaces with exception of the **Plexiglass**.
 - Diluted mixture of 42 mL (3 tablespoons) of bleach to 4 L (1 gallon) of water. Diluted bleach solution spray bottles will be available at the flight line with paper towels.
 - Before & after use by a pilot or passenger, the following touch points are to be sanitized:
 - Controls
 - Instruments
 - Do not touch or clean the glass panels
 - Any common grab points on the instrument panel
 - Straps
 - Trim
 - Release
 - Spoilers
 - Canopy
 - Handle only, not Plexiglass
 - Qu: How should we clean the window frame and air scoop which are all high touch points?
 - Water & wheel retract handles (including brake if separate from spoilers)
 - Side pockets
 - Side rails
- Golf cart:
 - Members should sanitize the golf cart's common touch points before and after using it including:
 -
- Tow Planes:
 - Similar procedures apply for the Club's Tow Planes as for the Club's Gliders



POLICIES

- Contact Tracing & Self-Assessment:
 - All members and guests are required to complete the “COVID Daily” online form available at <http://vsa.ca/covid-daily> for contact tracing and self-assessment (modelled after the provincial self-assessment tool) on each day they plan to use VSA’s facilities, before arriving at & using any VSA’s facilities.
 - Contact information only needs to be collected from Members if their information for the following 14 days differs from what VSA already has on record for them.
 - The self-assessment is based on the province’s self-assessment, available at <https://bc.thrive.health/covid19>
 - Responses are recorded in a Google Spreadsheet on the club’s Google Drive and visible to the VSA’s Board of Directors and Instructors.
- Guests / Visitors:
 - Guests are to be provided with a summary of the club’s COVID-19 protocols prior to arrival. The Member coordinating their visit is responsible for ensuring the Guest completes the <http://vsa.ca/covid-daily> for contact tracing and self-assessment online form prior to arrival.
 - Guests are discouraged from using VSA’s facilities and should remain outdoors as much as possible. They are welcome to use the washroom facilities as necessary.
- Familiarization Flights:
 - Unsponsored Familiarization Flights are only to be made available to people who are interested in joining VSA.
 - Sponsored Familiarization Flights (e.g. for friends and relatives of Members) should be flown by the Member sponsoring the flight.
 - Passengers are to complete a waiver for the heightened risk of transmission of coronavirus in a glider. TBA Board decision.

COMMUNICATION AND TRAINING

- Training Plan:
 - The following online materials will be made available for Members:
 - VSA COVID-19 Safety Plan
 - Summary documents (posters) that describe the key protocols
 - Mandatory VSA’s COVID-19 policies
 - Guests are to be briefed by the Member coordinating their visit and be provided with the same materials.
- Signage
 - Signage and the VSA’s Safety Plan are to be posted in the Clubhouse at entrances.
- Online resources:



- VSA's website to include a COVID-19 page summarizing relevant protocols and/or linking to relevant COVID-19 documents

MONITORING AND UPDATES

- WorkSafeBC provides a guide for reviewing and updating a COVID-19 Safety Plan, available at <https://www.worksafebc.com/en/resources/health-safety/books-guides/reviewing-updating-covid-19-safety-plans-guide-for-employers?lang=en>
- The following external dependencies should be reviewed on a monthly basis and whenever significant public health guidelines have changed:
 - BC Public Health guidelines
 - Transport Canada guidelines

RISK FROM RESUMING OPERATIONS

- TO be filled in during operation.