

Victoria Flying Club Interim Flight Training Policy

(dated 17 May 2020)

Reference: Victoria Flying Club Interim COVID-19 Operations Policy, dated 16 May 2020

Overview:

Having had to suspend all flight training operations earlier in March due to the unfolding circumstances and growing restrictions due to the escalating health and safety concerns related to the COVID-19 pandemic, the Victoria Flying Club (VFC) is now in a position to undertake a trial effort to conducting limited flight training. The trial period will be for the period of 19 to 31 May, and will serve to provide the basis for evaluating the effectiveness of the following interim policies, processes and procedures in terms of balancing health and safety requirements with VFC operations.

General Policy Guidelines:

Given that our flight training operations must abide by the VFC's Interim COVID-19 Operations Policy, with the health and safety of VFC staff, students, members and clients having priority, changes have to be implemented in our flight training processes and procedures. This in turn will require adaptation in a careful and measured manner. As such, we will need to take a step-by-step approach going forward in this trial period (19-31 May) within a structured framework that minimizes inter-personal contact while allowing for the necessary disinfecting procedures of the VFC facilities, equipment and aircraft.

Furthermore, a prioritized approach to flight training in the air will be applied to address currency requirements, extant commitments (e.g. to students from SD 61), and in respect of pilots who had been close to a flight test or new rating. Existing students will have priority over new students. Fairness in the application of this policy will be applied by the Chief Flight Instructor to ensure these interim priorities are respected and that the VFC's cadre of Flight Instructors have a fair share of use of the limited training resources within the broader limitations of the VFC's operations. The flight schedule will be the primary means to maintain such prioritization and fairness.

Twin engine multi-IFR flight training will resume immediately in the Redbird, and in the air once the PA-44 returns to serviceable flight status. Ground school will remain suspended during this two week trial period to reduce the numbers of people gathering within the VFC's facilities as well as to allow an incremental approach to flight and simulator training. In due course, efforts

will be undertaken to examine options for resuming in house as well as on-line ground school courses.

Interim Processes and Procedures:

1. Scheduling:
 - a. The CFI will act to referee all bookings on the new Flight Schedule Pro (FSP) system, and will retain the right to intervene as required to ensure the new priorities and fair sharing of the limited bookings is respected;
 - b. Initial priority will be assigned to currency requirements for Flight Instructors, recreational flyers and advanced students seeking to pursue solo flight training; followed by students already enrolled in the VFC based on their individual circumstances (e.g. proximity to undertaking a flight test or achieving a new rating); and
 - c. For those Flight Instructors currently receiving financial assistance via the Canada Emergency Response Benefit (CERB), although opportunities for flight training will be limited, the CERB allows for eligible individuals to continue to receive such assistance while earning up to, but not in excess of \$1,000 from employment earnings within each 4-week period benefit claim period.

2. Briefing & debriefing:
 - a. All briefings and debriefing shall be conducted away from common areas, so as to minimize the number of people congregating in such areas (e.g. front lounge, front desk, etc.). As such, Flight Instructors shall use the briefing rooms and classrooms accordingly; and
 - b. Flight Instructors and students are required to “mask up” during all briefing and debriefing sessions whilst in close proximity.

3. Additional precautions:
 - a. Flight Instructors shall minimize their “loiter” time at the VFC so as to minimize the number of people in the staff/Dispatch area as well as in the Club;
 - b. Flight Instructors are encouraged to maximize the use of their own mobile devices for FSP bookings;
 - c. Printed dispatch sheets will be used to minimize the requirement to interact with Dispatch and to handle the aircraft logs;
 - d. Charter Pilots shall maximize the use of their own office area on the second floor so as to minimize the number of people in the staff/Dispatch area; and

- e. Care shall be taken by staff and students to carefully dispose of provided gloves after each flight and simulator training session, which shall be donned for all dual training missions as an additional precaution.
4. Prioritization of students:
- a. Each Flight Instructor will be asked to give priority to their students based on the policy above and in consultation with the CFI; and
 - b. The CFI may assign a Flight Instructor to a VFC member who requires a check ride to regain their currency, and as such, shall be accommodated accordingly within the broader scheduling priorities of their students.
5. Self-isolation considerations:
- a. Individual rights to flight training for staff and students is secondary to the health and safety of others at the VFC. As such, anyone who manifests any conditions suggestive of COVID-19, has been with someone who is known to be contagious and/or someone who has been out of province/country during the previous 14-days, will be denied access to the VFC;
 - b. Although many staff are not entitled to paid sick leave (as per individual Employment Agreements), they will not be otherwise penalized for self-isolating for the recommended period of 14 days; and
 - c. If a staff member or student is not already receiving financial support via the CERB, they would be encouraged to apply if restricted from any form of home-based income generation during the period of self-isolation.

Summary:

Having had to suspend flight training operations for many weeks, and having had to adapt VFC operations in balance with the overriding health and safety responsibilities that the VFC has to its staff, students, members and clients. The interim trial period of 19-31 May will allow the VFC to undertake a measured, prioritized and fair return to flight training, with the exception of ground school. Flight Instructors will be required to demonstrate collaboration with their peers and VFC staff, and leadership with their students in applying the precautions. In the spirit of continuous learning and adaptation to best practices, this trial period will serve to guide the management team in how to proceed beyond this trial period.