



Date: March 22, 2022
To: BFC Members and Associates
From: Allan Paige, GM
Subject: COVID-19 Policies and Procedures – Rev U

The following are the policies and procedures that we are following to ensure everyone's safety. Note that wearing masks at BFC is optional, with the only exception being item 3) under Flight Ops.

Protective Measures (see **Flight Ops** for measures specific to that area):

- 1) Glass shields have been installed at Dispatch, Pilot Shop, Restaurant and Parts to separate customers from staff.
- 2) Hand sanitizers are available in all areas of the building.
- 3) Everyone is asked to stay away from the Club if they:
 - a. have any symptoms of COVID-19 or
 - b. have been told to self-isolate or have tested positive for COVID-19 in the past 5 days or
 - c. have been in close contact with anyone who i) is suspected or diagnosed with COVID-19, or ii) is awaiting COVID-19 test results, or iii) has experienced any COVID-19 symptoms in the last 5 days or
 - d. have travelled outside of Canada in the last 10 days while not fully vaccinated

Flight Ops:

- 1) High touch areas of aircraft and simulators, including, but not limited to, seats, seatbelts, control wheels, ignition keys, engine controls, avionics controls, door handles (inside and out), window latches, fuel caps, oil dipsticks, fuel strainer knob and pitot covers are being cleaned and disinfected by trained staff at the end of each day.
- 2) Unvaccinated people are allowed to fly in BFC-owned airplanes. However, because some of our flight instructors are uncomfortable flying with unvaccinated people, we require everyone who flies in a BFC-owned airplane to provide their vaccination status before they commence flying at BFC.
- 3) Wearing masks in BFC-owned airplanes or simulators is optional, except when requested to do so by the other person on a dual flight. If an instructor requests that their student / passenger wear a mask they must comply, or the flight will be cancelled. Similarly, if a student / passenger requests that the instructor wear a mask during the flight, the instructor is expected to do so or face disciplinary action.
- 4) All passengers on sightseeing flights in BFC-owned airplanes are required to be vaccinated.

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- 5) The following declaration has been added to the Flight Authorization form: “I self-declare that I am free of COVID-19 symptoms, have not been told to self-isolate, have not tested positive for COVID-19 in the past 5 days, have not been in contact with anyone who might be suspected, infected or diagnosed with COVID-19 within the past 5 days and am in compliance with out of the country travel restrictions as they pertain to COVID-19. I understand that choosing to enter our facility involves risks, including without limitation, bodily injury or harm and contracting COVID-19. I acknowledge that I am participating voluntarily. In the unlikely event I contract COVID-19, I will not hold the Club and its directors, officers, employees and representatives responsible for any claims or liabilities related to COVID-19 and my attendance in the Brampton Flight Centre.”

Maintenance / Parts:

- 1) Access to the maintenance hangars is restricted to staff only.
- 2) Parts are available for pickup in the Air Cadet building.

Other:

- 1) It is requested that payments at the front desk, in the Restaurant, in the Pilot Shop, at the fuel kiosk and in Parts / Maintenance be made by credit or debit card for all transactions to limit the use of cash. If the amount of the payment is below the tapping limit it is requested that you tap instead of inserting the card in payment terminal and keying in the requested information.