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**Special Guidance Memorandum
Airport Operations in the COVID-19 Environment**

TO: Air Sailing Members
FROM: Air Sailing Trustees
RE: Information **CHARLIE** Guidance
DATE: **June 16, 2020**

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OPERATIONS (Mandatory)

| Flight operations

- Resumed
 - Aircraft maintenance
 - Dual glider tows for passenger pilot checkout
 - Self-launching motorgliders
 - ~~Single-seat glider tows for CFI/CFII proficiency~~
 - Single-seat glider tows for pilots who have completed all five elements of required paperwork
 - Accredited for Safety Briefing Webinar
 - Accredited for Airport Operations in the COVID-19 Environment Webinar
 - Signed and returned Waiver of Liability
 - Signed and returned Operating Procedures Manual Acknowledgement Log
 - Returned acceptable proof of insurance
 - Tow plane
 - Limit of 10 pilots/flight airport operations support personnel at one time at the gliderport
 - Sign up for activity at the gliderport using the [Airport Operations Sign-Up System](#)
 - Review the [Airport Operations Calendar](#)
 - View a [recording](#) on how to use the Airport Operations Sign-up System (Recommended)
- Closed
 - Dual glider tows for other than passenger pilot checkouts (e.g., student training, rides, etc.)
 - Motorglider tows

Non-Flight Operations

- Resumed
 - Bathhouse – Limited Access
 - Clubhouse – Limited Access
 - Gazebo - Clubhouse Grove
 - Gazebo - Windmill Grove
 - Golf Carts
 - Hangar - Glider – Occupants and crew ONLY
 - Hangar - Towplane – Tow Pilots ONLY
 - Oxygen Cart
 - All Tie-Down Lines
- Closed
 - Electrical Shed
 - Generator
 - RV Park
 - Storage Sheds
 - Tool Sheds
 - Tractor

OVERARCHING GLIDERPORT GUIDANCE

| Mandatory

- Assume that everything you touch is contaminated.
- Avoid standing upwind or downwind of another person.
- Do not bring visitors to the gliderport, it is open for member use only.
- Do not come to the gliderport if you are ill or have a temperature.
- Do not touch other people's stuff unless it is unavoidable (with or without gloves).
- Maintain CDC-recommended social distancing at all times.
- Members must bring their own cleaning/sanitizing supplies when they visit the gliderport. Examples of how to do this:
 - Bring a small pack with two squeeze bottles, one with soap and water and another with rinsing water and a sponge.
 - Bring isopropyl alcohol or hand sanitizer with you
- No pets are allowed at the gliderport.
- Remember ... it is not rude to remind someone to put on their mask or to separate a bit more.
- There is a limit of 10 pilots and airport operations support personnel at the gliderport at one time. Limiting the number of people at the gliderport is critical to virus risk mitigation.
- Wear a mask at all times in buildings and hangars, on the clubhouse porch and gazebos, and outdoors when within 6' of another person (more if upwind).
- Wear a mask at all times on the gliderport if you have respiratory allergy symptoms (sneezing, coughing, sniffles, runny nose, etc.).
- ~~Wear gloves when touching anything that is not yours — this includes gliders, wing stands, tiedowns, wheel dollies, tail dollies, chairs, doors, locks, door handles, windows, faucets, etc.~~

| Recommended

- Gloves are strongly recommended whenever they can be worn safely -- note that gloves protect the wearer but can transport the virus from surface to surface.
- Wear gloves when touching **or clean/sanitize your hands after touching** anything that is not yours – this includes gliders, wing stands, tiedowns, wheel dollies, tail dollies, chairs, doors, locks, door handles, windows, faucets, etc.
- Review [Washoe County Phase 2 Guidelines, Individual Guidance – Phase 2 \(page\)](#).

FLIGHT OPERATIONS

| Mandatory

- Dual flights are at the discretion of the two participating pilots and the glider owner, with pilot protections for the flight to be agreed upon by the participating pilots.
- **Limit of 10 pilots/flight airport operations support personnel at one time at the gliderport**
- Masks must be worn by all persons on the launch line (pilots and line crew) – pilots may lower or remove their masks only after the line person has raised to the wingtip for launch. This will slow line operations ... be patient when you are waiting for a tow!
- No aero retrieves.
- **Review the [Airport Operations Calendar](#)**
- **Sign up for activity at the gliderport using the [Airport Operations Sign-Up System](#)**

| Recommended

- A “buddy system” for cross-country flights is strongly recommended -- pilots must make arrangements for retrieves prior to departure. Do not assume that you will be able to find someone around the gliderport to retrieve you if you have not made prior arrangements.
- **View a [recording on how to use the Airport Operations Sign-up System](#)**

Tow Operations

- Guidance to protect the Tow Pilots is addressed in an addendum to the Tow Pilot Manual.

NON-FLIGHT OPERATIONS (Mandatory)

Campground and RV Park

- Air Sailing trailers are not available.
- The bathhouse east shower is available for member use.
- The bathhouse laundry room, ladies' room and center shower are reserved for caretaker use only.
- The bathhouse men's room is re-designated as unisex.

Clubhouse

- Air Sailing will not provide any kitchen materials (dishes, utensils, spices, appliances) – if you plan to prepare or consume food at the gliderport, bring your own everything.
- Do not leave trash anywhere in the buildings.
- Maintain social distancing while in the hallways and restrooms.
- Sanitize any surface you touched before leaving the restrooms or showers.
- Sanitize/wash your hands before touching common area surfaces.
- Take your trash directly to the large Waste Management trash bins by the dining gazebo
- The clubhouse is open only for access to the restrooms and showers.
- The clubhouse refrigerator will be decommissioned (unplugged).
- The kitchen area, storage bins, common room, office, and storeroom are closed.
- When overnight temperatures are above freezing, windows in the buildings should be kept open 24/7 to improve air circulation.

| Golf Carts

- Anytime you remove or return a golf cart from its parking place at the clubhouse, sanitize the touch surfaces (steering wheel, key, shift lever, seat, canopy rails, etc.).
- Golf carts must be returned to the clubhouse for parking and sanitized after each use. Parking golf carts at the clubhouse signifies the golf cart has been sanitized after its last use.
- Limit golf cart use by using them to move gliders and the O2 trailer only, not to transport people.
- Only one person at a time in golf carts.
- Put **ASI** radios in a plastic bag before use to protect them from disinfection process damage.
- Wear masks when operating golf carts and handheld radios.

| Outdoor Gathering Points

- As with everything at the gliderport, assume that every surface you touch is contaminated.
- Gas grills are available for cooking but bring your own cooking utensils (no common utensils will be available).
- Gatherings of more than 10 persons are prohibited.
- Maintain social distancing in all outdoor areas.
- ~~Masks are required in the gazebo areas except when eating or drinking.~~
- Masks are required at all times in the Windmill Gazebo when other people are present.
- Masks are required at all times in the Clubhouse Gazebo when other people are present except when eating.
- Picnic tables are relocated to get at least 6' between tables. Do not move them closer.
- Respect the 6' spacing markers in the windmill grove and clubhouse gazebos.
- ~~Use disposable single-use utensils and plates.~~

Tie Down Line and Glider Hangar

- Masks must be worn at all times inside the glider hangar.
- Masks must be worn when assembling/disassembling a glider when others are in the vicinity.