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

TO: Air Sailing Members
FROM: Air Sailing Trustees
RE: Information **HOTEL** Guidance
DATE: **April 2, 2021**

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OPERATIONS (Mandatory)

Flight Operations

- Resumed
 - ☐ All flight operations
 - ☐ Prior to their first tow of the year, pilots operating from Air Sailing Gliderport are required to:
 - Be accredited for an annual [Safety Briefing](#)
 - Review the current Airport Operations in the COVID-19 Environment Special Guidance Memorandum (this document)
 - Read the "[Operating Procedures Manual](#)"
 - Sign the "[Operating Procedures Manual Certification](#)"
 - Sign an annual [Waiver of Liability](#)
 - Return acceptable [Proof of Insurance](#)
 - ☐ Limited number of persons at one time at the gliderport:
 - Pilots/flight airport operations support personnel
 - Passengers
 - Non-pilots
 - ☐ Sign up for activity at the gliderport using the [Airport Operations Sign-Up System](#)
 - ☐ Review the current Airport Operations in the COVID-19 Environment Special Guidance Memorandum (this document).
 - ☐ Review the [Airport Operations Calendar](#)
- Closed

| Non-Flight Operations

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

OVERARCHING GLIDERPORT GUIDANCE

Mandatory

- Assume that everything you touch is contaminated.
- Avoid standing upwind or downwind of another person.
 - 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.
- 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).
- It is not rude to remind someone to put on their mask or to separate a bit more.
- Limited number of persons at one time at the gliderport:
 - Pilots/flight airport operations support personnel,
 - Passengers,
 - Non-pilots.
- Maintain CDC-recommended social distancing at all times.
- Members must bring their own cleaning/sanitizing supplies when they visit the gliderport.
- No pets are allowed at the gliderport.
- Review the [Airport Operations Calendar](#).
- Review the current Airport Operations in the COVID-19 Environment Special Guidance Memorandum (this document).
- Sign up for activity at the gliderport using the [Airport Operations Sign-Up System](#).
- 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.).

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.

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.
- 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!
- Review the [Airport Operations Calendar](#).
- Review the current Airport Operations in the COVID-19 Environment Special Guidance Memorandum (this document).
- 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.

Tow Operations

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

NON-FLIGHT OPERATIONS (Mandatory)

- Review the [Airport Operations Calendar](#).
- Review the current Airport Operations in the COVID-19 Environment Special Guidance Memorandum (this document).
- Sign up for activity at the gliderport using the [Airport Operations Sign-Up System](#).

Campground and RV Park

- 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.
- 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.
- 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.
- 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 15 persons are prohibited.
- Maintain social distancing in all outdoor areas.
- 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.

ASI RV Trailers

- Leave windows open upon departure.

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.