



COVID-19 Self Hire Policy

**For compliance with COVID-19 guidance we will be following the procedure below when hiring out our Fleet of light aircraft.**

IF YOU HAVE ANY SYMPTOMS THAT ARE RELATED TO COVID-19, PLEASE ENSURE THAT YOU DO NOT COME TO THE AIRFIELD UNTIL YOU HAVE FOLLOWED GOVERNMENT POLICY AND SELF ISOLATED FOR THE RECOMMENDED TIME.

All flights must adhere to the Department for Transport guidelines that only solo flights, or flights where everyone is from the same household, are permitted. We ask that you enter the building via the main reception door and exit via the conservatory if there are other customers waiting. Please ensure only yourself (the pilot) comes into the building.

**Any guests you may have with you must remain outside. External toilet facilities are available for your guests.**

Please note that we have appropriate PPE within the office. There are hand sanitiser stations on the desk and entry point, we have a protective screen on the desk, and the card machine is sanitised between each customer. However, we recommend all pilots carry their own sanitiser with them for use as they move about the site.

\*Please ensure you have either washed your hands or sanitised them before approaching the desk. \*

- Social Distancing will need to be observed at all times. This means remaining 2 metres from other airport users.
- We will check all pilots temperatures with a non-contact thermometer prior to use of the plane.
- When checking in, please collect a copy of the plane tech log which are all ready for you on the desk. These must be filled in at the end of your flight so that they are ready for the reception team to work out your fee. **We** will write all the information onto the legal tech log to avoid multiple users and cross contamination of Tec Logs.
- When booking further slots, please ask the reception team as the diaries can now only be handled by staff. They will not be free for general use. Alternatively, please feel free to call us on 01283 575283. Please be patient as there are limited staff in the office, and we will serve you as soon as we are able.
- If you require the use of our headsets, you must sanitise them before and after use. We will sanitise the headsets first thing in the morning and again, last thing at night. We have antibacterial wipes for your use, please ask at the desk. (we have removed the foam microphone windscreen for hygiene purposes)
- The planes are sanitised first thing in the morning and again, last thing at night. We have provided anti-bacterial wipes for each plane and ask that you sanitise anything within the plane that you have touched, and the door handles upon exiting.
- Fuelling: The team will be on hand to provide fuel in the usual manner. There are some points to note:
  - a. Pilots must remove their fuel caps and then stand away from the refueller.
  - b. Pilots must not touch any elements of the fuel installation. Please allow the refueller to work.
  - c. There will be no need to sign for fuel, but you should verbally confirm with the refueller the quantity uplifted so our records match yours. They will hand you a docket for you to pass to the reception team.
- The Cafe will **NOT** be open. We are considering the future opening plans.

I ..... agree to follow these procedures whilst using Tatenhill Aviation Ltd equipment, planes, and their facilities.

Signature .....

Date: .....