

COVID19 Operations - Booking in to go to Portmoak

The New Normal

The “new normal” requires us to minimise the risk of transmission of Covid19. Amongst other actions design to minimise the risk, limiting the number of members attending on any day is seen as an essential control measure. Data from GLAMIS shows there were 74 days in 2019 when 30 or more members and visitors turned up and flew. It is considered that we would not want any more than 30 members on site on any given day. Additionally, having a record of members who intend to come along for other purposes would be good to have and contribute to a contact tracing record that may assist the appropriate authorities in the event of a member who had attended , subsequently being diagnosed or suspected of having Covid19. Any member who becomes ill with Covid19 symptoms and who has visited Portmoak in the preceding 3 weeks is required to inform the office.

Make a booking

Clearly expecting the office staff to handle phone calls from members advising of their intention to fly is quite burdensome not least because the office is not continually manned. To reduce the burden, make the administration of attendees easier and to inform the instructional staff and duty instructors what is anticipated on any given day, we now require members to take 1 minute to fill up [a short online form](#) that allows the details to be captured.

You want to come Gliding? - Please let us know in advance

This is to help Martin, Steve and Kate plan each day and not burden the office with too many phone calls

***Required**

Which date will you attend *

Date

dd/mm/yyyy

Your Name *

Your answer

Your membership number *

Your answer

What can you volunteer to do on this date *

- Instruct
- Ground supervision
- log keeper
- retrieve vehicle driver
- get 2 seater instruction
- Fly a Junior
- Fly your own glider
- Tug pilot
- Carry out a maintenance task on your own or on club equipment
- something else

Submit

At the end of the form press the “submit” button - job done!

Summary Look Ahead

When you finish and the form is submitted, data is collated automatically every 5 minutes. [You can see on the internet](#) how many people intend to come along up to 25 days ahead.

		Summary of members registered to take part each day Numbers attending & volunteering										
		Number of tasks being covered										
	Date	total members attending	Instructors	Ground supervision	log keeper	retrieve vehicle driver	require 2 seat instruction	Fly a Junior	Fly your own glider	Tug pilot	maintenance of equipment	Something else
1	Wed 20/05/20	1	0	0	1	0	0	0	0	0	1	0
2	Thu 21/05/20	1	0	1	1	1	0	1	0	0	0	0
3	Fri 22/05/20	1	1	1	1	1	1	0	0	0	0	1
4	Sat 23/05/20	0	0	0	0	0	0	0	0	0	0	0
5	Sun 24/05/20	0	0	0	0	0	0	0	0	0	0	0
6	Mon 25/05/20	1	0	1	1	1	0	1	1	0	0	0
7	Tue 26/05/20	0	0	0	0	0	0	0	0	0	0	0
8	Wed 27/05/20	0	0	0	0	0	0	0	0	0	0	0
9	Thu 28/05/20	0	0	0	0	0	0	0	0	0	0	0

The summary with up to 10 days ahead in detail

The data can also be displayed in more detail. Effectively, in collating the data, we have created a flying list for today. This saves all pilots writing on the same bit of paper and removes that transmission risk. Additionally we can see the lists filling for further days. This greater detail, starting with the summary tab can be found [click here](#) . The “today” sheet is shown below

		Today - Wed 20/05/20 - 4 Members booked in	
Name	Memb No.	What can you volunteer to do on this date	Comment
Colin test	M9999	log keeper, Carry out a maintenance task on your own or on club equipment	
Colin Hamilton	M0140	Instruct, Ground supervision, log keeper	
Joe Bloggs	M9999	retrieve vehicle driver, get 2 seater instruction, Fly a Junior	
Fred Flintstone	M9998	Fly your own glider, Tug pilot, Carry out a maintenance task on your own or on club equipment, something else	

For ease of future access, save all 3 links mentioned to your browser bookmarks.

Some rules (we like to think of these as etiquette)

- Please don't book up more days than you realistically expect to attend;
- If you change your mind, there is not a Delete function. Please let the office or duty instructor know;
- Data is time stamped as it is submitted, so if any day becomes over subscribed the office will know who to call back to advise that we are fully booked;
- If, as last resort, you need to advise of something else then please contact the office as normal.
- Lastly, if your name is not on the list you may have to leave, because we need to manage numbers and monitor who comes.