

Protect Purdue Programs Request -Student Life Department In-Person Under 25 people

Instructions for request: Please complete all the **Bold** items below. Anything in *italics* is to not be removed, but can be added to or enhanced. Please feel free to add more to each of the items below.

Today's Date: 10/13/2020 UPDATED Submission 1/22/21

Requestor name and Student Life department: Srinath Nandakumr, President, Purdue Pilots, Inc. (RSO), Denise Whitford, Advisor, Purdue Pilots, Inc. (RSO) and Martia King, Director of SAO

Requestor Contact information: snandaku@purdue.edu, dwhitford@purdue.edu, mbrowner@purdue.edu

Type of program: Student Activity

Date of event requested: Continuous/Recurring – Spring 2020

As residential activities and programming are developed, we must prepare to do so safely and within the construct of the Protect Purdue Plan. Below is a structure that emphasizes prevention of the spread of COVID-19 with a focus on protection of the most vulnerable in our population. This planning process is designed to ensure consideration of current Protect Purdue requirements are met for programs that exceed 25 people through Student Life Departments and the Student Activities and Organizations Office (SAO). This form is required in addition to the Activity Planning Form process with SAO for RSO's when requested.

Introduction of Program:

Please provide the following information as you plan for the return of people and programming:

1. Basic information:

- a. Time: Recurring through the Spring semester
- b. Allowed to enter plane:
 - i. All active flying members of Purdue Pilots, Inc. that:
 1. Are part of the Purdue University West Lafayette campus and
 2. Are a student cleared for Residential Campus only
 3. Also includes instructors from Purdue Aviation, LLC. All instructors are enrolled as Purdue West Lafayette residential campus students this semester.
- c. Will only be allowed to take off and land at the Purdue West Lafayette Airport. No other locations will be approved or allowed for take-off or landing. With the exception of an emergency situation and touch and go-landing maneuvers at another airport.
- d. Touch and go-landing flights will only be approved for one member and the Purdue Aviation, LLC instructor. These can only take place for training flight hours. All flights that are touch and go-landing will be no more than 50 nautical miles to qualify for the FFA protocols for class time logged.
- e. All riders in the plan or on property at Purdue airport or Purdue Aviation, LLC must be masked at ALL TIMES. At no time is a facemask to be removed while in a plane.

2. Purpose of the event: to pursue flight related objectives and use the club's assets. Activities include: recreational flying, time-building, and flight training

3. Outline your plan for complying with the requirements of the Protect Purdue Pledge: Protect Myself, Protect Others, and Protect the Community?

a. Participant Attendance Documentation Process and Management

- i. All aircraft "rentals" (use) are recorded and scheduled via Purdue Aviation's scheduler.
- ii. Members are checked for membership at the counter prior to the dispatching of the aircraft.
- iii. Activity Planning Form will be used and must be on file through BoilerLink and SAO process. Forms must be submitted for activity 2 weeks prior. However, all names of those student flying need to be submitted 48 hours (2 business days) prior for final approval by SAO.

- iv. If a student who has been approved to fly is unable on the day of the flight they CAN NOT switch out to substituted person.
- v. All users of the aircraft will be recorded through a shareable electronic form from Purdue Aviation, LLC. It is the responsibility of the PPI to upload supporting documentation to the BoilerLink APF system for approval.

b. Face Masks

- i. *All attendees, staff and volunteers must wear a mask at all times on property and while flying or riding in the plane.*
- ii. *If individual is without a mask, a mask will be offered to them or they will be turned away from the event. Masks are sold at Purdue Aviation.*

c. Social Distancing

- i. *Large groups will be asked to disperse immediately at the conclusion of the event and not mingle or congregate thereafter by event organizers.*
- ii. *Participants will adhere to set space guidelines at a minimum of 6ft, this includes while waiting in line, and within the event. –This will be done while on the ground, preparing for the flight, check-in, etc.*
- iii. *Event organizers and/or designated members would be responsible for ensuring social distancing is in place throughout the event/activity.*
 - 1. Activity participants will never exceed 2 people in the aircraft.
 - 2. Social distancing will be a policy of the club for all other activities related to the flying (such as paying and walking to the terminal).

d. Please describe the location(s) that is being used for your program.

- i. Purdue University airport and Purdue Aviation (FBO facilities) only. The aircraft may only land and takeoff from Purdue University. NOTE: With the exception of an emergency.

e. Please describe plans to protect people located at reception, transaction windows, registration, etc.

- i. Purdue Aviation has transparent barriers erected on the business counter.
- ii. Aircraft will be sanitized prior to and following each usage. Wipes and sanitizer spray will be used for disinfection of all surfaces.
- iii. Hand Sanitizer will be available in aircraft at all times.
- iv. Extra Facemask will be onboard if needed during flight.
- v. Headsets will not be shared between pilots. All people on the aircraft are to supply own headset.
- vi. Air vents and heating vents must be open at all times on aircraft.

f. Please describe how you will be handling the de-densification of the program space?

- i. Aircraft will never exceed two people per flight.

g. Public areas (restrooms, conference rooms, kitchenettes)–How will you enforce the de-densification and maintain social distancing when utilizing these spaces?

- i. Social distancing will be a policy of the club and enforced by restrictions stated above.
- ii. Building protocols for Purdue will be followed at the Purdue Airport.

4. What is the plan for emergencies?

- a. *We will ensure that if an emergency situation arises that we call 911.*
- b. *The director of emergency preparedness and planning is assisting with the emergency action plan. The most likely threats are weather (lightning) and civil unrest. Plans will include these potential emergencies and others. (Requestor MUST activate this process.)*
- c. *Event will end immediately and all production will end if situation arises.*
- d. ***If outdoor event: Rain call will be made at _____ day of the event.***
 - i. All weather concerns must be adhered to as determined by the Aviation and FFA protocols and Purdue Airport tower when clearance to take off is approved.

5. What is the plan if someone exhibits symptoms of COVID-19?

- a. *They will be instructed to leave the event and directed to contact PPHC (Protect Purdue Health Center at 765-496-INFO (4636) or toll-free at 833-571-1043) immediately. Student must follow the direction of the case manager at PPHC.*
 - b. *PPHC case managers will likely begin the contact tracing that will identify those in close, significant contact with the student feeling ill and contact tracing will contact as appropriate. Each student, faculty or staff that is managed by PPHC is done so individually and the event coordinators or volunteers should refrain from communicating on behalf of the symptomatic student.*
 - c. *SAO will be able to provide a list of attendees from the mobile check-in for the event to PPHC.*
6. **Will food be offered at this event/program? If so, please describe the type of food and manner in which it will be dispersed:**
 - a. No food or beverage will be allowed to be consumed on the aircraft at anytime.
 - i. Signs will be placed in the aircraft to notify members and instructors of this policy.
 - b. Food or beverage maybe consumed when on the ground outside of the aircraft.
 - c. Food consumption or drinking of beverage should not occur until individual is in socially distanced, seated and then they may remove face covering. They are to replace face covering immediately upon finishing. This will be posted throughout the space on property at Purdue facilities.
 - d. Touchless waste containers will be onsite for trash disposal.
7. **Please describe a plan to address individual's non-compliance with the program and Protect Purdue guidelines:**
 - a. *Step 1 –Event/Student planners will address and ensure everyone is wearing a mask and are social distancing. Mask and social distancing compliance will be reported and maintained by Purdue Aviation. Members will be able to report noncompliance by emailing the club officers who will then respond. First offense will merit a warning. Second offense will be loss of flying privileges for the semester and a report to the ODOS (per step 3).*
 - b. *Step 2-If the student is still not complying with the event/student planners then department professional staff on site will step in and address the violations of the Protect Purdue Pledge.*
 - c. *Step 3 –The Office of the Dean of Students (ODOS) will be contacted and provided the students name for further follow-up.*
8. **Please describe your plan to address individual's disturbances to the event:**
 - a. *Step 1 –event/student planners will address the disturbance.*
 - b. *Step 2-If the student is still not complying with the event/student planners then department professional staff on site will step in and address disturbance.*
 - c. *Step 3-In the end the student does not comply with the professional staff onsite the professional staff will ask the student to leave the program. If the student does not leave, an on-site PUPD officer will address the student reference trespassing and escort the student off the site. The student may be PNG'ed from location at their discretions. In either circumstance (PNG or no PNG) a police case report will be written to document what has occurred in these above steps.*
9. **Additional information about this plan:**
 - a. *All members working the event will be trained on all the Protect Purdue guidelines.*
 - b. *Note that all of PPIs flight operations take place and are handled by Purdue Aviation, LLC who is continuously operating with precautions in place. Purdue Aviation is the fixed-based operator (FBO) at the Purdue University airport and is co-owned by the Purdue Research Foundation and Scott Niswonger.*

Detailed Explanation of Allowable Activities of the Club:

I. Flight Training

- a. Students fly their aircraft with their instructors locally. Flights can be “solo” (student only) or “dual” (with an instructor). These flights are performed for the member to earn, or maintain their pilot certificates, and to maintain proficiency in flying the aircraft.

II. Recreational Flights

- a. Members fly their aircraft locally with or without passengers for fun and not in pursuit of any pilot certificates. Club aircraft have up to 4 seats (2 in the front row and 2 at the back). Pilots may also fly solo. However, PPI members will only be approved via this request to have no more than 2 people total in the aircraft at anytime.

III. Time Building

- a. Time building can fall under flight training but does not involve an instructor. Time building flights can involve carrying passengers and can also be recreational flights. However, the purpose of time building is to build up the required experience for a pilot certificate.

Club Aircraft

The club has three aircraft. Two (2) Piper PA-28 Warrior IIs that are equipped with 4 seats, and a Cessna 150 that is equipped with two seats. Both have side-by-side seating. All aircraft are equipped with pilot-controlled air vents that funnel air from the outside. None of the aircraft contain air recirculating or air conditioning systems. The aircraft are equipped with heating systems that funnel outside air around exhaust baffles (to use the engines warmth) to heat the cabin.

Terms

- **“Local” flights**
 - Refers to any flight that departs and comes back to the same airport (Purdue University airport for the purposes of the club) without landing at any other airport.
- **“Cross-Country” flights**
 - Refers to any flight that departs and arrives at two different airports
 - In common use, a Cross-Country flight can also refer to a flight that departs and arrives at airports greater than 50 nautical miles apart.
 - These flights are required to be performed in pursuit of pilot certificates
 - The pilot and passengers may not disembark the aircraft at the other airport
 - To meet the requirements as required by regulations to count towards flight training, the aircraft only needs to land at the airport (this can include a touch and go – landing and taking off immediately, or a full-stop and taxiing back to takeoff).
 - For this request it will only cover a touch and go-landing.

Information on similar activities at the University

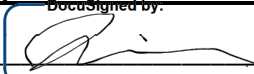
- **Purdue’s Flight Department (under the School of Aviation and Transportation Technology)**
 - Has continued relatively normal operations since the summer
 - Students are screened with questions everyday and have their temperature checked every day and receive wrist bands
- **Purdue Aviation**
 - Has been operating since the summer with precautions in place
 - All PPI flight operations take place at and through Purdue Aviation
 - All renters/students have their temperatures checked and fill out a general pre-flight form to screen for any potential issues that may affect a pilot’s flight. This includes a form asking for medications and sickness.
 - All pilots are given a spray bottle of disinfectant and paper towels to disinfect the aircraft before and after use. All shared materials (such as the operations binder and keys) are also sprayed down and disinfected before and after dispatch.
 - Headsets are not being shared due to COVID. All pilots and passengers must provide their own headsets for the aircraft.
 - All staff and clients are required to wear masks in their facilities and aircraft

- Purdue Aviation provides flight instruction, fuel, hangar, billing, scheduling, and maintenance services for PPI as such, all the Purdue Aviation protocols will apply to PPI's operations

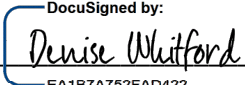
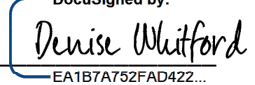
Implementable Measures that can be adjusted as time goes:

- Restrict at this time for all cross-country flights will not take place.
- Restrict aircraft capacity to two (2) individuals only at all times.
- Restrict passengers to Purdue-affiliated residential students cleared for campus only
- Require air vents or heating vents to be open at all times

PLAN Acceptance: Please note that this might need to be amended to address changes in pandemic status.

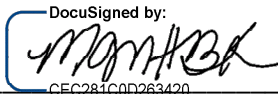
President of RSO Acceptance of terms:  Date: 1/29/2021

Please print name and Student Organization: Srinath Nandakumr Purdue Pilots, Inc.

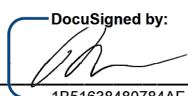
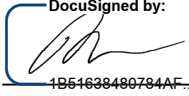
Advisor of RSO Acceptance terms:  Date: 

Please print name and Student Organization: Denise Whitford Purdue Pilots, Inc.

PLAN APPROVAL:

Responsible Department Approval:  Date: 

Please print name and department: Martia JNHB King X

Vice-Provost Approval:  Date: 

Please print name and division: Dr. Beth McCuskey, Vice Provost for Student Life

PROCESS FLOW:

Please send completed, approved form to owenh@purdue.edu. If you have questions about this process, please contact Heather Beasley at 765-714-8132.

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1. Please send completed word document to owenh@purdue.edu.
2. Reviewed by Heather Beasley or combination of people from Student Life and/or Protect Purdue Medical Advisory Team.
3. Changes, questions, adjustments and suggestions discussed with submitter.
4. Approval –signature from sponsoring department initiated once final document.
5. Approval –signature from Dr. McCuskey.
6. Final fully executed copy scanned and submitted for record keeping to appropriate offices by Heather Beasley.
7. Final fully executed sent back to requestor.
8. Event may now advertise and happen.