



COVID-19

and

Returning to Safe Operation

Policy



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Principles

Policies and procedures in this document are based on the following principles:

1. Minimize contact between people
 - a. Maintain physical distance of 2m (6 ft) whenever possible
 - i. Distance learning when possible
 - b. Minimize number of people inside the same building at the same time
2. Minimize opportunities for transmission
 - a. Fomite management
 - b. Enhanced cleaning
 - c. Personal Protective Equipment (PPE)
3. Prevent anyone showing signs of illness from entering facility
 - a. Screening Procedure
 - b. Exclusion after exposure policy
 - c. Record keeping
4. Promote compliance
 - a. Training and awareness
5. Maintain flight safety
 - a. Ongoing risk assessment of policies and procedures

Policies

COVID-19 Training Policy

Training is essential in order to ensure that everyone accessing Vancouver Aviation College Inc. facilities understands the risks of COVID-19, and why they are being asked to take the measures that will be asked of them. Understanding will enhance compliance. Employees and non-employees may be treated differently under this policy, so long as each group has the knowledge they need to understand and mitigate the risks associated with COVID-19.

Vancouver Aviation College will implement a Training Program that covers at least the following topics:

- i. Why it is important to slow the spread of COVID-19
- ii. Common virus transmission vectors
- iii. Understanding and recognition of COVID-19 symptoms
- iv. Proper handwashing
- v. Proper donning (putting on) and doffing (taking off) of Personal Protective Equipment.

This training should be delivered remotely, consistent with the VAC's Minimal Contact Policy. Each employee will demonstrate understanding upon completion of the training by achieving a passing mark of 100% on a cumulative assessment. Successful completion of the training will be noted in the employee's company employment records and kept on file for not less than one year.



Vancouver Aviation College should decide what level of assessment is appropriate for non-employees (e.g. students). At a minimum, non-employees should indicate that they have read and understood the information. A record of this acknowledgement must be kept for not less than one year.

This training should be conducted every six months for as long as COVID-19 remains a threat.

Minimal Contact Policy

Vancouver Aviation College will endeavour to minimize unnecessary contact between individuals in order to reduce the possibility of direct transmission of disease from person to person.

To this end, the VAC will ensure that there is a minimum number of employees necessary to maintain VAC operations at each location within its facilities at any given time.

Access to VAC facilities will be restricted to only those employees and clients who are scheduled to be there at that time. Physical distancing recommendations of the governing health authority will be respected within VAC facilities to the extent that duties allow.

Whenever possible, business will be conducted by video conference or other remote communication technologies. VAC will define which activities must take place at company facilities (e.g. flight training), and which activities may be conducted remotely.

Employee Schedule

VAC will prepare a schedule for each essential employee. Where practical, employees working in the same facility will be scheduled to work at different times in order to minimize contact between people. Employees will only be permitted within VAC facilities when and where they are scheduled to work.

Physical Distancing

Where possible, VAC will implement physical distancing that complies with current recommendations of BC Health Officer. Such recommendations may include a minimum distance between people, such as 2m (6 ft), a maximum number of people per room or per building, or other restrictions.

Changes such as rearranging of desks or furniture, or placing markings on floor to indicate minimum allowable distances will be implemented as necessary to facilitate this policy.

VAC will prevent individuals within facilities from unnecessarily gathering in groups. Examples of how this could be implemented include removing chairs and other amenities where people normally gather, and distributing certain activities across different areas to avoid queueing (e.g. aircraft sign-out).

Where physical distancing is not possible, such as during flight training, personal protective equipment (PPE) is required (Gloves and Face shield).

Fomite Management Policy

VAC will minimize opportunities for transmission of pathogens such as SARS-CoV-2 by implementing a Cleaning Procedure for all objects and surfaces that are frequently exposed to multiple individuals. Non-essential areas within buildings will be closed, and use of shared materials such as pens and paper will also be restricted. Proper hand-washing facilities will be available, and hand sanitizer will be accessible throughout company facilities, including aircraft, in order to further reduce the likelihood of infection through contact with contaminated surfaces.



Checklists will be used to ensure that procedures are carried out correctly. VAC will ensure that employees are familiar with each checklist, as well as when and where they are to be used.

Cleaning and Disinfecting of Objects and Surfaces

High-touch surfaces in all shared facilities, including aircraft, will be disinfected regularly according to the VAC's Cleaning and Disinfecting Procedures.

VAC will implement Cleaning and Disinfecting Procedures that include at least the following:

- i. The surfaces or equipment to which the procedure applies
- ii. The types of cleaning and disinfecting products that may be used
- iii. Method of application and removal of products, as applicable
- iv. Any other information about the cleaning product required by applicable health and safety regulations

Shared Material

Shared material such as pens, paper, and books will be removed to the extent possible. Where pen and paper are necessary, such as for regulatory documents, contact with these items will be limited to as few people as possible. One example of how this could be implemented is by pilots relaying flight times to a dispatcher who then records them in a logbook, rather than having each pilot write in the logbook (subject to regulatory requirements, including CAR 605.93(1)(b)).

Sharing of personal items such as pilot headsets should be prohibited as long as COVID-19 remains a threat.

Hand Cleaning

VAC will ensure that ample opportunity exists for hand washing or hand sanitization within company facilities, using appropriate hand-cleaning products supplied by the employer.

Enhanced Cleaning and Disinfecting

Vancouver Aviation College will follow the latest guidance available from BC health authority on what to do in these circumstances.

Personal Protective Equipment (PPE) Policy

PPE is equipment worn by an individual to minimize exposure to specific hazards. Examples of PPE include respirators, face shields, and gloves. When used correctly, PPE is effective at preventing the spread of disease directly through airborne droplets, as well as indirectly through contact with contaminated surfaces.

Respiratory Protection

Respiratory protection is a necessary component of PPE, and comes in different forms. Respirator masks protect from exposure to airborne particles such as viruses and bacteria. They do this by forcing air through a filter, which requires a tight seal between the mask and the wearer's face. Fit testing is required to ensure an effective seal. Surgical masks are a barrier to splashes, droplets, and spit¹, and do not require fit testing as they do not depend on a tight seal. Non-surgical face coverings, made of cloth or other material, act as a barrier preventing the person being covered from spreading large droplets through the air.

Respirators offer the highest level of protection, followed by surgical masks; however, wearing face coverings helps people, who may have COVID-19 and not know it, avoid transmitting the virus to others². The



employer's PPE Policy should encourage everyone to wear face coverings at all times while within Vancouver Aviation College facilities. At a minimum, employers must require everyone to wear a face cover when it is not possible to maintain the physical distance requirement stated in their Minimal Contact Policy.

More information about respiratory protection can be found at the Canadian Centre of Occupational Health and Safety website: https://www.ccohs.ca/oshanswers/prevention/ppe/surgical_mask.html.

Gloves

Wearing gloves, disposable or not, can be an effective way of preventing the spread of disease by touching contaminated surfaces. Contaminated gloves must be carefully removed as soon as possible after the source of contamination has been eliminated.

Inside Aircraft

The company's PPE policy will ensure that flight safety is not diminished by the pilots' use of PPE. face shield and gloves, can be used safely during flight. VAC will take the necessary steps to ensure that pilots are safe and comfortable with the PPE requirement in lieu of physical distancing.

Access Control Policy

The Access Control Policy, in conjunction with the Minimal Contact Policy, will reduce the likelihood that infected individuals will enter the property. It will also collect information that will be useful should infection be detected within the VAC's population. Having an Access Control Policy affords Vancouver Aviation College the opportunity to have a record of who was on company property and when. This information will allow the VAC or the BC health authority to contact individuals who may have been exposed to an infected person and have them self-isolate to minimize the chances of infecting more people. Ultimately, this will slow the rate of infection and hasten the conditions under which procedures like this are no longer required.

Entry to Company Facilities

Before accessing VAC facilities, all individuals must either pass the VAC's Screening Procedure, show that they have passed the VAC's Screening Procedure in the past twenty-four hours, or produce proof that they are immune from COVID-19, or otherwise incapable of contracting or transmitting it. This proof must be generally accepted as valid by the BC health authority. Examples of acceptable proof may include documentation provided by a doctor or health authority stating immunity due to previous infection or inoculation, or results of an approved COVID-19 test taken that shows immunity or no infection.

Vancouver Aviation College will keep a record of everyone who enters their facility, including the date and time, and the screening result (pass/fail/NA). All individual must fill the self claim form and their body temperature measured by VAC's authorize person.

Exit from Company Facilities

- i. A record of when individuals leave the facility, to facilitate contact tracing as necessary.

Record Keeping

Records relating to this policy, including screening results and entry/exit times, will be kept on file for at least two months, or as required to conduct contact tracing in the event infection is detected within the VAC's population.

Records will be kept in a secure location and protected in accordance with applicable privacy laws.

Confirmed or Possible Exposure Policy

In the event that confirmed or presumptive cases of COVID-19 are identified within the VAC's population, employers will take steps to minimize the possibility of further infection. An Exposure Procedure will be developed that will include at least the following:

- i. Exclusion of affected individual(s) from VAC facilities
- ii. Notification of individuals who have been in close contact with the affected individual within the past two days³. These individuals will also be excluded from company facilities.
- iii. Disinfection of affected individual's workstation or belongings located in company facilities, as applicable

The policy will also apply if an individual within the population is likely to have been exposed to the virus. Likely exposure includes⁴:

- A sick household member or intimate partner
- Taking care of a sick person without using PPE; or
- Being within 2 meters (6 feet) of a sick person for a prolonged period of time (i.e. 10 minutes or longer)

Discontinuation of Isolation Policy

Vancouver Aviation College will not permit any individual who has been subject to the Confirmed or Possible Exposure policy, or otherwise required to isolate him/herself, to access VAC facilities until that individual meets the criteria of the discontinuing self-isolation as determined by BC health governor.

Government of Canada guidance in this area can be found at: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/interim-guidance-cases-contacts.html>

Equivalent Flight Safety Policy

Aviation operations are complex, and even small procedural changes can hide increased risk and unintended consequences. Vancouver Aviation College will assess the effect that these additional policies will have on their operation and take necessary steps to maintain equivalent or better flight safety. Employers should complete a safety risk assessment and provide guidance to their employees on the importance of safety reporting during these abnormal operations. Flight safety and occupational health are two imperatives that must co-exist in order for flight training operations to resume safely.

Procedures

Cleaning and Disinfecting Procedure

The majority of the following information was sourced from the American Centres for Disease Control and Prevention (CDC) at: <https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc>

Procedure to clean and disinfect hard surfaces and objects

Frequency

- High touch surfaces within facilities will be cleaned and disinfected at least twice in every 6-hour period
- High touch surfaces within aircraft will be cleaned and disinfected before the first flight of the day and between subsequent flights

Cleaning

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water.
- Practice routine cleaning of frequently touched surfaces. High touch surfaces include:
 - Facilities: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
 - Aircraft: Seats and seatbelts, flight controls, engine and fuel controls, avionics controls, door handles, front and side windows (inside) and window latches

Disinfecting

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- Health Canada list of hard-surface disinfectants and hand sanitizers (COVID-19):
<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>
- Follow the instructions on the label to ensure safe and effective use of the product.
- Many products recommend:
 - Keeping the disinfectant in contact with the surface for a period of time (see product label)
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted (at least 1000ppm sodium hypochlorite⁵). Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.
 - To make a bleach solution, mix:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water
 - OR
 - 4 teaspoons bleach per quart of water
- Alcohol solutions with at least 70% alcohol may also be used.

⁵ CDC "Cleaning and Disinfection for Households": <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

Cleaning and Disinfection of Soft Surfaces

For soft surfaces such as upholstered seats, carpeted floor, rugs, and curtains

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect using an appropriate disinfectant
- Health Canada list of hard-surface disinfectants and hand sanitizers (COVID-19):
<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>
- Not all hard-surface disinfectants are appropriate for soft surfaces. Vital Oxide (DIN 02422654) is one product that is indicated for use on hard and soft surfaces.

Electronics

For electronics, such as tablets, touch screens, keyboards, and remote controls.

- Consider putting a wipeable cover on electronics
- Follow manufacturer's instruction for cleaning and disinfecting
 - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Hand Washing

- Wash your hands often with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
- Hand sanitizer: If soap and water are not readily available and hands are not visibly dirty, use a hand sanitizer that contains at least 60% alcohol. However, if hands are visibly dirty, always wash hands with soap and water.
- Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing
 - After using the washroom
 - Before eating or preparing food
 - After contact with animals or pets
 - Before and after providing routine care for another person who needs assistance (e.g. a child)
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Screening Procedure

- One employee ("the screener") will be placed near this door and given PPE appropriate under the assumption that everyone he/she screens could be infected.
- The screener will be given a script with screening questions and a process for handling uncompliant visitors
- Signs will be placed in the vicinity of the screening area to support this activity
- Hand sanitizer will be available at the screening table
- The conditions for access to the facility will be clearly posted
- Handouts explaining the screening and process changes will be available for all visitors

- Individuals who have already been screened within 12 hours may present proof of their successful screening and bypass the rest of the process.
 - This can be done by consulting the screening record, or presenting the special token issued upon successful screening.
- The screener will have access to the VAC Schedule, as well as a schedule of other people (e.g. students) who are scheduled to be present during the day.
 - The screener will deny access to anyone not scheduled to be present
- The screener will have access to the Exclusion List, in accordance with the Confirmed or Possible Exposure Policy
 - The screener will deny access to anyone on the Exclusion List.
- Sample screening script:
 - “Good morning/afternoon! As you know, COVID-19 remains a threat in our community and <Company name> is doing our part to control the spread. Part of that effort is preventing face-to-face contact between people who may have been exposed to the virus. We are conducting active screening for potential risks of COVID-19 with everyone entering the building to ensure the safety and well-being of everyone.”
 - “Do you have any of the following symptoms: fever/feverish, new or existing cough and difficulty breathing? (yes/no)
 - Have you traveled outside Canada within the last 14 days? (yes/no)
 - Have you had close contact with a confirmed or probable COVID-19 case? (yes/no)
 - Have you had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days? (yes/no)
- If the individual answers NO to all questions, they have passed the questionnaire and can continue with further screening.
- If the individual answers YES to any of the screening questions, or refuses to answer, then they have failed the screening and cannot enter the building
 - For visitors, vendors, volunteers: “I’m sorry but based on these answers, I’m not able to let you enter the facility today. Please contact your local public health authority for further instruction.”
 - If they become upset, please contact a senior manager
 - For employees, or contract employees: “I’m sorry but based on these answers, I’m not able to let you enter the facility today. Please contact <manager’s name> to let them know and follow their instructions.”
- Upon successful completion of the questionnaire, the screener will measure the temperature of the visitor using one of the following devices:
 - A contactless infrared thermometer
 - An in-ear thermometer with a sanitary cover that is replaced after each use
- If the visitor’s temperature is less than 38°C (100.4°F), they have passed the screening and may enter.
 - “You’re cleared to enter the building. Please use the hand sanitizer before you go. Thank you for your patience and enjoy the rest of your day”
- A special token, such as a coloured paper wristband, will be given to individuals upon successful completion of screening. Care will be taken not to unnecessarily increase contact by this procedure. Tokens will be changed daily, and employees should be instructed to look for them so that any lapses in screening can be easily identified and corrected. Access to company facilities will only be granted to those who present the correct token and comply with other access requirements, as applicable.

- The name of the individual, the result of the screening (pass/fail/NA), as well as the date and time screening was completed will be recorded and kept on file according to the company's Access Control Policy.

Exit Procedure

- Where possible, one door will be designated as the primary exit door from VAC facilities. This should be the same door designated for entry, so that the same screener can handle both entrance and exit.
- Signs will be placed on all other doors instructing individuals to exit only through the designated door
- Doors will not be locked, or otherwise prevented from opening from the inside
- An employee ("the screener") will be placed at each designated exit door to record the name of each individual and time that they exit the facility.
- The screener should explain to each individual that this is for the purposes of contact tracing should an infection be discovered.

Exposure Procedure

- Individuals identified under the company's Confirmed or Possible Exposure Policy will be:
 - Told to contact their local health authority
 - Excluded from company facilities until the conditions of the Discontinuation of Isolation Policy are met.
- The names of excluded individuals will be placed on an "Exclusion List"
 - This list will be available to the screener according to the Access Control Policy.
- If an individual develops symptoms of COVID-19, the individual will
 - Immediately notify his/her manager (in the case of an employee), or instructor (in the case of a student)
 - Immediately take steps to protect others by excluding him/herself from the facility and following guidance of the governing health authority
- If an individual develops symptoms of COVID-19 while on company premises, the company will:
 - Take immediate steps to facilitate that individual returning to their residence, or to a medical facility as appropriate to the circumstances
 - Ensure that the individual has appropriate PPE, including facemask
 - Ensure that the individual does not take public transit or ride sharing services
 - Arrange private medical transport, if necessary, by contacting the local health authority
- If an individual is confirmed to have COVID-19, or has symptoms of COVID-19, or is likely to have been exposed to COVID-19, the employer will:
 - Immediately close the affected facility or facilities temporarily to prevent further infection until enhanced cleaning can be completed
 - Immediately attempt to notify every individual identified as having contact with the affected person according to the Confirmed or Possible Exposure Policy
 - The employer will identify and contact these individuals using information collected in accordance with the Access Control Policy.
 - Carry out enhanced cleaning and disinfecting of the affected person's workstation and other high-touch objects and likely sources of contamination according to the Fomite Management Policy

- If an individual is subject to the Exposure Procedure for other reasons, such as mandatory self-isolation following travel, the individual will be instructed to self-isolate until the conditions of the Discontinuation of Isolation Policy are met.
 - Contact tracing is not required under these circumstances
 - Enhanced cleaning of workstation is not required under these circumstances

Resources

Transport Canada – COVID-19 Guidance for the Canadian Aviation Industry:

<https://www.tc.gc.ca/en/initiatives/covid-19-measures-updates-guidance-tc/covid-19-guidance-canadian-aviation-industry.html>

Government of Canada – COVID-19 Outbreak Update: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

American Centres for Disease Control and Prevention – COVID-19 Information:
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

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