



CANADIAN AVIATION COLLEGE

Unit 72, 18300 Ford Road, Pitt Meadows, BC, Canada V3Y 0C6

Tel: 604-299-7777 www.cacbc.ca E-MAIL: info@cacbc.ca

COVID 19 SAFETY PLAN

October 2020

This Safety Plan has been developed in response to the 2020 outbreak of the virus COVID 19. All countries and people around the globe have been affected and governments and health organizations and agencies are taking all precautions to help stop the spread. Canadian Aviation College (CAC) attracts international and domestic students, employees, and aviation related stakeholders.

This plan applies to all employees, students, and associated agencies and stakeholders connected to CAC under federal and provincial guidelines. For a complete list of required and recommended links please see the last page.

To protect and reduce the likelihood of the virus spreading at CAC we have developed the following plan. It follows the 6 elements for a Safety Plan as recommended by WorkSafe BC, which are:

1. Assess Risks at CAC
2. Implement protocols to reduce the risk
 - a. Elimination
 - b. Engineering controls
 - c. Administrative controls
 - d. PPE
3. Develop Policies
4. Develop communication plans and training
5. Monitor CAC and update plans as necessary
6. Assess and address risks from resuming operations

<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

Assess Risk

High Risk: Person to person

- International students, with accompanying family, arriving in Canada
- Students, staff, and guests working or studying in more than one location
- Aircraft and flight training – close contact and shared equipment
- Facility contamination – surface contamination
 - Classrooms
 - Meeting rooms



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- Reception area
- Dispatch area
- Kitchens

Minimum Risk

- Students living in home setting with private transportation
- Maintenance area
- Solo flight
- Washroom – single use

Protocols to reduce risk

1. International students (and accompanying family members)

Prior to Arrival – in initial correspondence and communication with potential international students we advise students about preparations that are required before they come to Canada. All international students are interviewed via Skype, Messenger, or a phone call. They are instructed to submit a detailed plan to the school prior to arrival, which includes a full itinerary, quarantine plans for 14 days, and tentative start date. If students need assistance in arranging the required quarantine, we help in booking or reserving suitable accommodation and transportation from the airport. Students are instructed to wear masks from arrival till they reach their isolation destination.

International students, and accompanying family members, must download and use the following apps prior to arrival and daily after arrival.

ArriveCAN app – <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travelhealth-advice.html#ua>

COVID-19 Self Assessment Tool – <https://ca.thrive.health/>

COVID Alert App – <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html>

COVID-19 Email updates – <https://www.canada.ca/en/managed-web-service/get-updates-covid-19.html>

Also, prior to their arrival in Canada CAC will identify the COVID-19 Emergency Team member and provide contact information to the student. Every effort will be made to match them with someone familiar with their language and cultural background. The team member will have all contact information to follow up with the student from before arrival until the 14-day quarantine is successfully completed.



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2. Domestic students, instructors, and staff

Regular communication, in person (meetings or class), via email, phone, and/or messaging is provided to keep current students, instructors and staff aware of the ongoing risks and incidents of COVID-19 in Canada, BC and in the Pitt Meadows area.

COVID—19 Self Assessment - <https://ca.thrive.health/>

Canada updates – <https://www.canada.ca/en/managed-web-service/get-updates-covid-19.html>

BC updates – https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf

Pitt Meadows – <https://www.pittmeadows.ca/our-community/news/notices/coronavirus-disease-covid-19-info>

New protocols and policies have been developed to minimize risk and raise awareness. This includes facility entrance sign-in, self assessment, temperature recording, contact tracing mechanism, hand sanitizers and masks available and required in public areas. Other protocols include reduced class size, signage, social distancing markers in public areas.

The CAC Code of Conduct has been updated to strongly discourage students to avoid large social gatherings in public places, for example sports events, pubs, entertainment, parks, and beaches, etc. Students are asked to wear PPE if using public transportation.

CAC expects all students and staff to be patient and respectful towards each other during this time of international pandemic. Everyone deals with stress differently and it is important to remember to be conscious of others concerns, fears, and issues.

Students are interviewed prior to admission and Self Declaration forms are completed and signed. Students and staff have been instructed that if they experience any symptoms of COVID 19 they are to self-isolate, get tested, and contact the school immediately. CAC will then immediately contact health authorities about the situation and proceed as instructed and advised. The CAC COVID 19 emergency process is instigated.

3. Flight Training Unit

Facilities

- Meeting rooms and Classrooms
Seating is reduced and marked off to indicate safe social distancing. The large classroom can accommodate a maximum 9 students and instructor. The small classroom can accommodate a maximum of 6 students and instructor.
- Small briefing rooms



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Masks are required when meeting in small briefing rooms. Occupancy is limited to 2 people.

- Washrooms are restricted to one-person occupancy. Handwashing signs and warnings are posted.

- Reception and public areas

Surfaces are wiped down regularly. Markers and signs remind students, staff, and guests to maintain social distancing. Seating area has been rearranged to allow sufficient space between occupants. Hand sanitizers are located at strategic locations throughout the dispatch and public areas.

Stairs are marked with arrows to reduce congestion and allow safe flow.

Thorough cleaning of tables, desks, washrooms, and kitchens are completed at least once a day and more often as required.

Industrial cleaning of all facilities is scheduled on a regular basis.

Aircraft

- Each student is assigned one training aircraft to minimize cross contamination and reduce inter-personal interactions
- Each instructor is assigned one aircraft and specific students to minimize cross contamination.
- If either the student or the instructor must use a different aircraft they must sanitize every surface before and after each flight.
- disinfectant wipes are provided in each aircraft and students are instructed to wipe down surfaces before and after each flight, including handles, flight controls, ancillary controls, avionic controls, microphones, if necessary, seat harnesses, window latches, if used.
- Students and instructors must wear PPE masks in the aircraft unless they have difficulty communicating on the radio, in which case they can remove their mask to ensure safe communication
- CAC policy requires students to purchase headphones for their exclusive use. In the case of visitors or new students who use the school headphones, they are sanitized between each use.
- Simulators are wiped down with disinfectant between use. Masks are required when social distancing is unable to be maintained.

Maintenance

- Maintenance is required to sanitize aircraft after all maintenance and prior to returning the aircraft to active service
- Sanitize and clean equipment between use, and if possible, wear gloves to reduce cross contamination
- Maintain social distancing, and wear a mask when working with co-workers



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Community exposure - All instructors, employees, or agencies and students must self-declare if they have any symptoms or have been in contact with anyone with symptoms or a diagnosis of COVID 19. They must self-isolate for 14 days. If there is any sign, symptom, or suggestion of COVID 19 it must be reported immediately – call 8-1-1, then call CAC Emergency Team and report to Canada health services.

CAC strongly discourages all students and staff to refrain from large group gatherings like sports events, entertainment, parks, beaches, pubs, and extended family events.

Information meetings or events which include students and staff are held outdoors, if possible. If necessary, the hangar is used to allow ample space. Attendance is limited to a maximum of 30 people. If necessary, a second meeting is scheduled to stagger attendance.

POLICIES

The following policies have been developed to prevent the spread of COVID-19, response in the case of an outbreak, and safety plans to return to work after COVID-19 isolation or lockdown.

International Arrival Policy

International students must submit quarantine plans and full itinerary to the school 6 weeks prior to arrival. Students and accompanying family must download the app ArriveCAN 48 hours prior to arrival and complete required information. They are provided and required to use the following apps prior to arrival and daily after arrival.

ArriveCAN app – <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travelhealth-advice.html#ua>

COVID-19 Self Assessment Tool – <https://ca.thrive.health/>

COVID Alert App – <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html>

COVID-19 Email updates – <https://www.canada.ca/en/managed-web-service/get-updates-covid-19.html>

International students must quarantine for 14 days and self monitor daily.

<https://www.publicsafety.gc.ca/cnt/trnsprnc/brfng-mtrls/prlmntry-bndrs/20200730/007/index-en.aspx>



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Domestic COVID-19 Diagnosis Policy

Anyone who has been diagnosed or exposed to someone who was diagnosed with COVID 19 and have been ordered to quarantine must follow the government mandate

<https://www.publicsafety.gc.ca/cnt/trnsprnc/brfng-mtrls/prlmntry-bndrs/20200730/007/index-en.aspx>

Anyone who has symptoms such as fever, chills, new or worsening cough, shortness of breath, sore throat, new muscle or head aches must avoid entering the workplace, or if they feel ill while at work, they must leave immediately. All work equipment or surfaces they have used or touched must be disinfected. They must call 8-1-1 to report and ask for advice on medical care. If they are severely ill, to call 9-1-1 and request immediate assistance. They must report to a member of the COVID-19 Emergency team.

The COVID-19 Emergency Team Policy

CAC is responsible to inform all students and staff of who, and how, to contact in the case of an emergency. This information is sent via email and posted in strategic locations.

The C-19 Emergency team has prepared a checklist of requirements and processes in the case of an outbreak or incidence of COVID-19. (See COVID-19 Emergency Response Team and Emergency Supply Kit Checklist).

They have a schedule of who is on call so the responsibilities are divided and individual team members are not overtaxed. The ET member will be responsible for the following:

- contact local health services
- prepare contact tracing information
- communicate to CAC in the case of COVID-19
- contact self-isolating individual and follow up daily to enquire about their needs and welfare
- arrange supplies, support, and deliveries for self-isolation

Entering CAC premises Policy

Before entering the hangar every person must:

- Declare if you have traveled outside Canada or BC in the past 14 days
- Declare if you have been in contact with anyone diagnosed with COVID-19
- Read COVID 19 symptoms and self declare if they experience symptoms
- sign in with contact information and
- take temperature reading and record it
- use hand sanitizers and
- if necessary, face masks are available



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Note that although CAC is taking every precaution and safety measure possible persons entering the premises do so at their own risk.

COVID-19 Outbreak Policy

At the sign of any COVID 19 symptoms

1. students must report to the Student Administration Officer immediately. Then call 8-1-1.
2. Instructors, staff, and guests must call 8-1-1 then report to CAC Emergency Team member immediately
3. Must self-isolate and monitor symptoms daily
4. CAC will contact the Public health Office to provide information for contact tracing and follow up
5. The COVID-19 Emergency Team will take responsibility as outlined in the Emergency Team Policy
6. Students can communicate to the CAC COVID support team via phone, email, Messenger, Skype, Wechat or Watsup
7. Coping with isolation – instructors and staff are available to answer questions or offer support or advice.
8. Professional help is available via Canada Suicide Prevention Service 1-833-456-4566 (24 hours per day) or Crisis text – TALK to 686868

Communication Policy

CAC is responsible to update signage and provide regular communication via email, phone, or texting, as necessary, to inform of any adjustments or revisions to COVID-19 screening, precautions, or incidents to all students and staff.

Social Awareness Policy

CAC expects students, staff, and guests to practice social distancing of 6 feet or 2 meters between others. If it is not possible to keep the recommended distance then a face mask is required.

Students and staff are strongly discouraged to avoid large social gatherings in public places, for example sports events, pubs, entertainment, parks, and beaches, etc. Students are asked to wear PPE if using public transportation.



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COMMUNICATION PLANS & TRAINING

CAC has a training plan to ensure everyone is aware and trained on COVID-19 issues, trends, procedures, and policies.

We have updated the CAC website to include the latest information including our safety plan, contact information of the CAC Emergency Team, and an Emergency Kit checklist.

The CAC Safety Plan is sent electronically to all students and staff.

The CAC Safety Plan is printed and, in a binder, entitled “COVID-19 Safety Plan, 2020” and available in the library.

CAC COVID-19 Emergency Team contact information is sent electronically to all students and staff.

Posters outlining COVID-19 symptoms have been strategically placed in several places with instructions on how to proceed if anyone is experiencing symptoms.

Meetings and regular classes include opportunity for COVID-19 updates from the Student Administration Officer.

MONITOR REGULARLY AND UPDATE AS NECESSARY

CAC has planned monitoring schedules and review of COVID-19 issues on a regular basis.

- COVID-19 Emergency Team to meet regularly to exchange information and planning for an outbreak.
- Weekly management meetings are scheduled to review compliance, new COVID-19 trends and issues, providing communication updates to instructors, staff, and students.
- Email updates to students as needed
- Daily review of sign-in sheet
- Daily review of current news and trends in the province and in the Pitt Meadows area

CAC has invited all stakeholders to submit any concerns or issues they are aware of and that may need remedial work.



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ASSESS AND ADDRESS RISK FROM RESUMING OPERATIONS

Only Students and Staff who meet the following conditions will be permitted to enter the school premises.

- Those who do not exhibit any symptoms of COVID-19, such as coughing, fever or difficulty breathing.
- Those who have not travelled internationally within the last 14 days.
- Those whose family members have not travelled internationally within the last 14 days.
- Those who have not been in close contact with any person who has been diagnosed with COVID-19.
- Those who have self-isolated for 14 days or more and have remained healthy. Training measures to control any cross contamination for staff and students:
 - A single healthy instructor will be allocated to a group of healthy students, interacting with one at a time. The instructor and students will attest to only moving between school and home. They will remain in self-imposed isolation except during flight training.
 - Each instructor and his/her group of students will be allocated a single aircraft for their exclusive use.
 - Staggered flight times will be observed to preserve separation and avoid several students congregating at the school at flight changeover times.
 - Following each training session, the student, under the instructor's supervision, will sanitize the cockpit of the aircraft, or simulator. This will include all panels, controls, headsets, seats, doors, handles, arm rests, etc.



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Important Information links:

CANADA – Federal links

Canada Guidelines for post-secondary institutions – <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidancedocuments/covid-19-guidance-post-secondary-institutions-during-pandemic.html>

Quarantine – <https://www.publicsafety.gc.ca/cnt/trnsprnc/brfng-mtrls/prlmntry-bndrs/20200730/007/index-en.aspx>

ArriveCAN – <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travelhealth-advice.html#ua>

Self Assessment Tool – <https://ca.thrive.health/>

COVID 19 Alert – <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html>

COVID 19 updates – <https://www.canada.ca/en/managed-web-service/get-updates-covid-19.html>

COVID-19 Information site – <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

BC – Provincial links

Assessment Process – <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/self-isolation-on-return#assessment>

BC Restart – https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf

BC Go Forward Checklist - https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf

BC Self-Isolation Plan – <https://travelscreening.gov.bc.ca/>

Provincial Orders – <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

Provincial Support – <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/phase-3>

Worksafe BC – <https://www.worksafebc.com/en/health-safety>

Pitt Meadows – <https://www.pittmeadows.ca/our-community/news/notices/coronavirus-disease-covid-19-info>

Canadian Aviation College – www.cacbc.ca



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IN CASE OF COVID-19

CAC has a COVID 19 emergency team (see below) ready to assist

- Call 911 or 811 for immediate medical assistance
- Transportation
- Medical supplies
- Food and household necessities
- Communication - translators
- Communication – to relatives at home
- Trace back to possible contacts
- Communication and updates
- Emergency cleaning processes

COVID-19 Emergency Team Contacts:

- John Ling – President (Chinese language translator)
- Alistair Beaton – CFI
- Diane Beaton – Student Administration Officer
- Saar Kaufmann – Dispatch Lead (Hebrew language translator)
- Bote Sha – Instructor (Chinese language translator)
- Susan Pan – Accountant (Chinese language translator)
- Saadeq Abdoulah – Instructor (Arabic language translator)

Contact CAC if you have concerns and wish to speak to management in a safe and confidential environment

WARNING: ANYONE THAT BREACHES THE 14 DAY QUARANTINE DIRECTIVE FOR ANY REASON, APART FROM A MEDICAL EMERGENCY, WILL BE REPORTED WHICH COULD RESULT IN FINES OR PRISON.