

# COVID-19 Safety Plan

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Island Coastal Aviation Inc. has been implementing gradual resumption of services using enhanced safety and health protocols and as per WorkSafeBC and Provincial Health Recommendations to ensure the safety and health of our employees, staff, renters and students. These protocols will likely change and will be monitored daily. Effective May 19, 2020. Dual, solo, simulator or aircraft rentals may take place under the following protocols. Island Coastal Aviation Inc.. is consistently monitoring Provincial and Federal COVID 19 health guideline to be updated.

## **For all domestic students and staff**

### **Prior to Coming to the Club:**

1. All staff, renters and students should ensure they have followed all public health officials' protocols in terms of social distancing, travel and health.
2. People who have travelled out of province are recommended to self quarantine for 14 days, but are allowed on site if self declares without COVID-19 symptoms.
3. Anyone who may have been exposed to the COVID-19 must not come to the school. Likely exposure includes a sick household member or partner, caring for someone who is sick, being within 2 meters of a sick person for a prolonged period of time (i.e. 10 min or more).
4. Non-medical mask or face covering for flights is mandatory.
5. Upon entering COVID checklist must be answered and temperature measured with a thermometer at the front desk.

### **Do Not Come to the school if:**

1. Student have experienced any cold or flu-like symptoms in the last 14 days including:
  - Fever
  - Sore throat
  - Cough
  - Shortness of breath
2. If student, or anyone living with the student, had close contact with or cared for someone diagnosed with COVID-19 or any other acute respiratory illness within the last 14 days.

### **Protocols for Entering the Club, Flying and Exiting:**

1. Book through online booking system – where supervision is required for a solo flight, please contact your instructor by email or text message. To limit the number of people

onsite, students and renters are required to do as much pre-flight planning at home as possible prior to coming to the school. This will help reduce the number of people in the building and social distancing.

2. Physical distancing recommendations of the public health authority shall be enforced such as minimum distancing between people and number of people per room or building. Where social distancing cannot be maintained, **masks must be worn**.
3. All people that are looking to enter the school facilities will have their temperature checked upon entering the school. Anyone with a temperature of 37.6°C (99.7°F) and above will not be permitted to enter the school or fly. A questionnaire checklist to confirm adherence to recommended public health protocols shall be conducted verbally.
4. Social distancing measures will be strictly enforced within the school and outside on the apron.
5. The number of people within the building will be monitored to ensure good social distancing. If waiting to enter the school or if there is a wait for a dispatcher, please ensure student are 2 meters away from the next person.
6. All flights will require the normal paperwork, supervision and documentation.
7. All students, staff and renters onsite should frequently wash their hands and refrain from touching face. Hand soap is available in all washrooms and kitchens. Hand sanitizer is available on entry to the school on the front counter.

### **Aircraft Cleaning Protocols**

Pilots are required to confirm with the dispatcher if their aircraft are disinfected prior to their flights. Wiping down the following areas prior to and after each flight using disinfectant must be completed.

- Door handles inside and outside
- Inside of side windows
- Seats including tubular handles for seat adjustment and Seatbelts
- Control Column
- Engine controls
- Avionics control

### **Flying Protocols**

1. Where possible, pre-flight planning should be done prior to arrival at the school to reduce numbers in the building.
2. Pilots are required to bring their own headset. Headset rentals are not available at this time.
3. Access to the apron is available through the double doors to the apron.

4. To re-enter the school from the apron following a pre-flight inspection or following a flight, student may re-enter the school through the double doors or another door on the other side of the simulator room door is also available.
5. All dual flights require both instructor and student to wear masks. Rental pilots must ensure their passengers wear masks unless they live with them.
6. Disposable gloves are required for pre and post flight cleaning of aircraft surfaces.
7. Under no circumstances are PPE (Personal Protective Equipments) to be left in aircraft or at the school. All disposable PPE must be disposed of following use or taken with student or staff member for disposal.

### **Longer Cross Country Trips**

1. No overnight trips at this time.
2. All pilots are requested to limit the amount of time at away airports.
3. Only plan for fuelling while at away airports.
4. Aircraft are not permitted out of province at this time.
5. Flying to the US is prohibited.

### **Simulator**

Dual and wholesale simulator services are permitted. Physical distancing is required in the simulators. The same wipe down of surfaces should be done as in aircraft including seats. Where social distancing cannot be maintained, masks shall be required by both instructor and student.

### **Classroom**

As of November, zoom ground school offered to all students.

### **Other COVID Safety Protocols and Limitations**

1. Aircraft documents and logbooks shall be wiped down by the dispatcher on the return of documents.
2. Non-touch payment for services is available if card on file.
3. Plexiglass has been installed to maintain physical distancing between dispatcher and members.
4. No congregating in groups permitted within the school premises including parking lot and apron.
5. A designated staff member will be monitoring the school for adherence to all protocols daily to ensure compliance.
6. Only 1 person is permitted in the kitchen at a time.
7. Coffee is not available onsite at this time.
8. Twice per day, high touch surfaces in the school shall be cleaned and disinfected by staff.

9. Hoods for instrument training should be wiped down prior to and following each use by the instructor.
10. For smaller ground briefing rooms, masks will be required if there is more than 1 person in the room.
11. Pens are not to be left at the school or reused.
12. We encourage people to bring their own re-usable masks. Disposable masks are available to those who do not have a mask.
13. No one should be in the building without a valid reason. Once a flight is completed or purchase or service enacted, both staff, renters and students should leave to ensure only those requiring to be onsite have access and social distancing is enhanced.
14. All staff, renters and students are requested to minimize their time at dispatch to ensure there is adequate distancing and waits or queues are kept to a minimum.
15. Where possible, meetings will be conducted by Zoom or other videoconferencing protocols.

### **For International students Planning to ARRIVE CANADA**

1. Download and complete the Arrive CANADA application prior to arrival in Canada  
  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#ua>
2. Students are **RECOMMENDED** to submit a quarantine plan (self –isolate) to Island Coastal Aviation Inc. at least 2 weeks prior to arriving in Canada along with arrival date, flight number to [admin@islandcoastalaviation.com](mailto:admin@islandcoastalaviation.com)
3. Students and co-arriving family members will be met at the airport by a designated Island Coastal Aviation Inc. staff, students and co-arriving family members would be not allowed to take public transportation, taxi or hailing ride services. The car for transporting student and family members will be sanitized, driver and passengers will be required to wear masks throughout the trip, driver will maintain at least 2 –meter social distance.
4. The Driver will drive the student and co-arriving family members to the designated quarantine hotel of their choice. Even though all international students are recommended to have accommodation arrangements prior to their arrival, in the event that some do not, students and co-arriving family members will be transport to a safe designated quarantine house rented out by Island Coastal Aviation Inc.. Address is 40-19451 Sutton Ave, Pitt Meadows BC V3Y 0G6. The quarantine house manager is Joy Tian - 778-325-5571
5. During 14 days of quarantine monitor themselves daily using the COVID 19 Self Assessment Tool <https://bc.thrive.health/>, students will be provided a thermometer when arriving at the airport and daily self temperature check is required and the daily report is to be send to [admin@islandcoastalaviation.com](mailto:admin@islandcoastalaviation.com)

6. If any temperature report exceeds 37.6 Degrees Celsius, or any COVID-19 symptoms are reported, such as coughing, difficulty breathing etc. The student will be reminded to call 811 for further assessment. A Island Coastal Aviation Inc. representative will also assist with notifying 811 and oversee any required transportation arrangements with the same cleaning and sanitizing procedures described for arriving procedures. When applicable, the hotel will be notified as well local health authorities.
7. Students and family members will be given reading materials from the local library and board games and recommended websites for accessing free video material on Canadian culture and understand Pitt Meadows community.
8. Island Coastal Aviation Inc. provides information about COVID-19 testing and contract tracing as part of our safety plan. We do not provide COVID-19 care, but we have a plan in place to refer any individuals who are unwell to a doctor or to stay at home order and self-isolate for 14 days
9. Island Coastal Aviation Inc. has a COVID-19 support team with contact information mentioned in the safety plan and can be reached at anytime of the day and night.
10. Island Coastal Aviation Inc. does not subcontract and of the services to third parties. Island Coastal Aviation Inc. will be responsible for enforcing our COVID-19 safety plan and policy.
11. Island Coastal Aviation Inc. also provides quarantine accommodation for students if needed along with assistance for the following:
  - Transportation to and from the airport and quarantine location
  - Food service such as grocery and getting prescription drugs will be provided by a designated staff in contactless format
  - Transportation to and from the Ridge Meadows hospital or Pitt Meadows public health unit
  - Island Coastal Aviation Inc. also has 24 hours support team via phone Joy 778-325-5571 or email [admin@islandcoastalaviation.com](mailto:admin@islandcoastalaviation.com)
  - Ensure student mental health is considered; reading materials, games, access to movies and TV shows will be provided at quarantine location

### **In Case of COVID 19 Outbreaks**

1. In case of any COVID 19 outbreaks, the Provincial Health Office will be notified immediately, Dr. Ingrid Tyler [Ingrid.tyler@fraserhealth.ca](mailto:Ingrid.tyler@fraserhealth.ca) 604-587-7890 and report the situation.
2. Island Coastal Aviation Inc. will provide assistance to Provincial Health Office in contact tracing and await their further instruction on operation of the business.

3. Island Coastal Aviation Inc. COVID support team will collect data on all students and staff that have entered the facility in the last 30 days through the booking system. The main COVID support lead (Joy Tian) will be assisting Provincial Health Office in contact tracing. Any individuals who fail to comply with the 14 day mandatory quarantine period shall be immediately suspended from training by the Flight Instructor assigned to and share the report with the Office of the Provincial Health Officer for further direction. PHO contact information is Dr. Martin Lavoie ( [Martin.lavoie@fraserhealth.ca](mailto:Martin.lavoie@fraserhealth.ca) ) The Pitt Meadows Public Health Unit (604-476-7000) will be notified in cases where candidates are seen or suspected to be in violation of the mandatory quarantine period.
4. After COVID outbreak, Island Coastal Aviation Inc. will immediately contact a professional cleaning company (SERVPRO of Coquitlam, 604-200-1724) to disinfect the entire training facility.

### **Mandatory 14 day quarantine period**

1. For all arriving international students who are entering mandatory 14 days quarantine period, students must provide a daily temperature check to the COVID support team and report any COVID symptoms if occurs.
2. A COVID 19 support team will check up with the student each day with phone call in the morning and late afternoon to check on their location and ask to provide the daily temperature.
3. If any student is found to be violation of the 14 day quarantine compliance, COVID 19 support team will immediately notify Provincial Health Office, Dr. Ingrid Tyler [Ingrid.tyler@fraserhealth.ca](mailto:Ingrid.tyler@fraserhealth.ca) 604-587-7890

Students are encouraged to go above these recommended measures and exercise all due diligence to keep yourself safe and informed regarding COVID 19 pandemic.

### **The Provincial Health Officer and the BC CDC have issued the following guidance around self-isolation**

1. Anyone who has had symptoms of COVID - 19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
2. Anyone under the direction of the Provincial Health Officer to self-isolate must follow those instructions.
3. Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.

## **Important Links**

### **CANADA- Federal links**

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

### **Travel Restrictions and ArriveCAN**

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html>

### **BC – Provincial Links**

#### **COVID 19 info and updates**

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>