

Infection Prevention and Pandemic Policy Manual

Introduction

This manual, and associated materials, has been developed by Southern Interior Flight Centre (SIFC) to ensure that our staff, contractors, guests, students and family are, within reasonable consideration, protected from the potential transmission of an infectious virus, disease or bacterium that may put people at risk of illness and even death during times of regional, national or global pandemics.

This manual includes specific measures that can help prevent the transmission and spread of infectious viruses, diseases, and bacteria. The measures should include recurrent training for all staff at the first indication from government sources that a virus, disease, or bacterium has been detected in Canada and the risk of wide area transmission is possible.

The application of these measures recognizes that different departments, types of operations and size and scale of a business may require some modifications to the measures employed but the primary objective is to ensure the safety of the staff, visitors, students as may apply, and the families of all those we will interact with.

Flight Training Schools are unique as they require close contact between instructor and student when in the cockpit of the aircraft or simulator. This situation is contrary to the social distancing order that governments will apply as part of broader mitigation and prevention strategies.

In addition to the measures set out in this manual, we also recognize that a pandemic brings new and unusual stresses that are beyond the normal course of our business. We therefore encourage a review of Human Factors training to help staff recognize and manage these new stresses and support fellow staff as each person will likely experience different forms of internally or externally induced stress.

The following measures are to be implemented whenever the government implements pandemic protection and mitigation orders. The company may apply parts or all these measures at their discretion before or after pandemic orders are issued and will use best efforts to apply applicable measures throughout the company during pandemic orders.

As a part of a large group of employees and customers, SIFC takes significant steps to minimize the risk of contamination for all personnel and customers who may interact through the group of companies.

Only persons who will follow these policies 100% will be able to access the property, aircraft and simulators as employees or students – in short, this takes a 100% Buy-IN from all parties.

Persons who demonstrate symptoms of any illness, or are unwilling or unable to meet the policies in this manual, will be denied access to, or removed from, the premises.

Flight Training Unit Infection Prevention Workplace Safety Measures – GENERAL OVERVIEW

Screening measures will be put in place for anyone entering the business premises or aircraft / simulators– See Screening Checklist for specifics.

In general, only the following people will be provided access:

- Those who can meet the required self-declaration and condition posted on the Pandemic page of the Flysifc.ca web site, as amended from time to time based on BC Healthy Guidance

The typical aviation operation includes four specific areas of operation: the business office and/or classroom(s), ground operations, flight operations and maintenance (AMO). Each area of operation should apply the standard screening measures, physical interaction between operational areas should be limited. Visitors should be limited to specific areas designated for the task requiring the visit and cleaning should be completed before and after the visit.

Training measures to control any cross contamination for staff, students, or aircraft:

- All staff must meet the required self-declaration and conditions posted on the Pandemic page of the Flysifc.ca web site, as amended from time to time based on BC Healthy Guidance
- Instructors may be assigned to work with specific, small groups of students only if deemed necessary by SIFC or the BC Healthy Authority
- Passengers will not be permitted on dual or solo flights

Isolations and Social Distancing

- 14 days of self-isolation for all staff and students imposed as of provincial 'lock down date'.
- Social distancing maintained through the period of employment or training after any full lock-down restrictions have been lifted.
- Video conferencing and email communication used where possible.
- Social distancing at all possible times for staff and students
- Social distancing between instructors and pilots/students except for time in the cockpit.
- Aircraft to be kept well ventilated when able and this may require additional clothing layers for instructors and pilots/students
- Online Ground School for ground school classes to prevent students congregating in groups. In effect until the provincial social distancing order is removed.
- Instructors, pilots and students presence at work/school will be for flight training only, following the specific guidelines in this document

Education

- Constant communication with staff and students regarding safety measures to be taken.
- Notices have been posted throughout the school educating students on the symptoms of the pandemic, infectious disease, virus or bacterium, and what to watch out for. Medical help is encouraged if anyone exhibits the symptoms.

Hand Washing

- Instructors, pilots, students and staff are encouraged to wash their hands with soap and water regularly throughout the day, following the hand-washing guidelines posted in the washrooms.
- If there is any hand contact, then hands are washed immediately.

Respiratory Hygiene

- Students and staff are encouraged to sneeze or cough into their elbows.
- Spitting is strictly prohibited.
- Instruction in aircraft is to be directed forward only to prevent aerosol spray from nose and mouth.

Illness

- Any person that gets ill, or has a family member that is ill, must immediately contact 811 and then follow up with an email to advise the Flight School Director explaining what 811 has required them to do
- The Flight School Director will follow company policies regarding notification of potentially affected individuals, and directing them to the appropriate actions (self-isolation, contact 811, etc.).

Everybody working in the office, classrooms, around aircraft and operational equipment must allow extra time for decontamination procedures. Everybody who is waiting for aircraft, access to rooms, tools, computers, etc., should accept that patience is a virtue at any time but particularly during a pandemic. We cannot rush cleaning and disinfecting procedures.

Aircraft / Simulator or Other Equipment Hygiene

- In General, cleaning protocols will follow the Clean In, Clean Out philosophy. This means that each time staff or customers are going to access the aircraft or simulator, the item must first be cleaned, and when the staff member or customer is finished using the equipment, it must be cleaned again. See specific cleaning instruction in this document.
- Disinfectant wipes or other cleaning materials will be made easily available for instructors, maintenance and administrative staff to use each time they begin a lesson or task in their workspace. Instructors, maintenance and administrative staff will be responsible to clean areas they have contacted during their tasks. They are also responsible to wipe down all instruments, handles and headsets that would be touched by the previous student.
- All persons must provide their own headsets for use. Rental headsets shall not be issued, and headsets shall not be shared between any individuals.

Flight Operations

- Staff will wear disposable gloves, and fabric or disposable masks, and will still sanitize all points of contact once complete.
- Aircraft will be kept well ventilated during the flight when possible.
- Gloves will be disposed of directly into the garbage once they are not being used.

Office & School Hygiene

- Counters, furniture, door handles, computers and all other regularly touched surfaces are wiped down with a disinfectant per the attached Cleaning Schedule.
- Bathrooms are cleaned on a regular basis and sanitized every morning.

- Students and staff that do have a direct need to interact with office or teaching staff will avoid visiting or moving through office and/or classroom areas. There shall be no loitering or general visiting of any kind in-person.

Maintenance (AMO) Hygiene

- The Carson AMO follows similar guidelines to SIFC. See further in this document for specific interaction protocols between the maintenance AMO and SIFC.

Ground Operations

- Ground-handling equipment, including tugs, tow bars, fueling equipment and all other regularly touched surfaces are wiped down with a disinfectant per the attached Cleaning Schedule.
- Aircraft that are touched during fueling or ground moves will be wiped down with a disinfectant for those areas contacted by the ground handling crew.

As an employer, Southern Interior Flight Centre will conduct active daily monitoring of their employees for any of the infectious virus, disease or bacterium symptoms and staff are also required to closely self-monitor, and self-isolate immediately should they exhibit any symptoms.

Staff and students are also encouraged to voice any concerns they may have regarding the health of other individuals, by contacting the Chief Flight Instructor, Flight School Director or Office Administrator immediately.

Specific Company Operations and Policies

Preparing to Attend for Duty or Lessons - Each Day

Prior to arriving at SIFC each day, staff and students must complete the required self-declaration found on the Pandemic page of the Flysifc.ca website, and follow the other information posted on the page.

You must NOT show up at SIFC if unable to complete the self-declaration in the affirmative, or if any BC Health Authority representative of self-assessment tool indicates you should self-isolate or quarantine.

If you are unable to attend, you must contact SIFC as soon as possible to advise; follow-up paperwork may need to be completed when you provide your initial notice, and subsequent paperwork, possible isolation or quarantine and approval from SIFC WILL BE Required prior to your return.

Minimal Contact Policy

In order to reduce the potential for exposure and provide social distancing whenever possible, only a minimum number of employees necessary to maintain company operations at any given time are permitted on site.

Access to company 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 company facilities to the extent that duties allow. *There is to be absolutely no loitering by staff or students in any area at the airport.*

Whenever possible, business will be conducted by remote communication technologies (Zoom).

The following activities must be carried out remotely:

- Classes or other group Learning sessions

Only the following activities are permitted to take place at company facilities:

- PGIs in designated areas, following Pandemic protocols as posted in the facility
- In-aircraft flight training, and related signouts
- Simulator training and related signouts

Note: If the use of video conferencing for PGIs is not practical or possible, PGIs may be conducted in the aircraft prior to engine start.

PPE Use and Sanitary Conduct

Masks and Gloves Must Be Worn by all students and staff when in the aircraft or simulator for dual lessons, or whenever in any Carson Group or College facility.

HOWEVER: When operating in the C172 aircraft for dual flights, the student MUST REMOVE the glove from the hand used to move the throttle, but keep the glove on the other hand. Students wearing a glove on the throttle hand in the C172 has occasionally caused the throttle to get stuck.

Solo students shall not wear masks and gloves in the aircraft, as the aircraft will be cleaned before and after they use it, and the use of masks and gloves by solo students who are still developing their flying skills could be a significant distraction and compromise flight safety.

- Students must provide their own fabric or disposable masks and gloves for their dual lessons.
- Fabric masks (2) will be supplied by SIFC to each instructor – these are reusable and must be washed daily if used or potentially contaminated
- Disposable Nitrile gloves will be supplied to instructors as needed and must be disposed of in the garbage at the end of each shift
- Disposable masks may be available for staff, and must also be disposed of at the end of your shift

When inside company facilities or aircraft/simulators, PPE cannot be left anywhere other than on your own person, or in garbage designated for the PPE.

Furthermore, even when wearing PPE it is imperative that you Do NOT touch any surfaces unnecessarily. Examples of this would be:

- leaning on the counter or desk,
- using door handles if the door is already propped open,

NOTE: If you inadvertently touch something you shouldn't, please advise the cleaning staff so the item or area can be cleaned immediately or immediately clean it yourself if no one else is able to.

The formal handwashing procedures posted in the facility or as provided through BC Health must be followed whenever gloves are removed.

Employee and Student Schedule

Lessons are to be booked with consideration of maximum capacities of individual rooms and facilities as posted throughout the building.

If your schedule changes due to unforeseen delays, you MUST provide the time or physical distance required to avoid unnecessary contact between yourself or your students and other employees or students.

Cleaning and Disinfecting of Facility

The general facility will be maintained according to the cleaning schedule found in the appendix of this document.

It is imperative that persons do not unnecessarily come in contact with equipment or other items (desks, computers, phones, etc.) unless absolutely necessary. Examples of this are: leaning on desks or counters, grabbing door handles if the door is already open, etc.

Anyone touching items inside the facility, with or without PPE, must report it to staff member so it may be cleaned as deemed appropriate.

Closed Areas of SIFC Facility

The main classroom, briefing rooms, and any other facility areas denoted by closure signs are considered unavailable for all persons.

The main building access door will be left open all day to avoid unnecessary contact with the door handles

Taking Aircraft to Maintenance

1. Keep your gloves and masks on,
2. Call maintenance to advise them the aircraft is coming down, along with the reason for delivery,
3. Close out the logbook and enter the snag if applicable,
4. Do not take the entire aircraft bag to maintenance. Only the following items are to go: keys, JLB, aircraft, bleach cleaning solution and paper towel,
5. Park, chock and install the control lock on the aircraft per normal at maintenance,
6. Wipe down the JLB and Keys and leave them in the aircraft on the pilot seat,
7. Wipe down ALL of the touch surfaces per the aircraft cleaning instructions in this document,
8. **DO NOT go into the maintenance hangar.** You must exit the Apron using the gate at the south end of the maintenance apron, staying outside of the maintenance hangar at all times, returning to SIFC by walking along airport way,
9. Bring the cleaning solution back to SIFC with you, as Maintenance has their own.

Notes:

1. Absolutely no students are to go with the aircraft to maintenance.
2. Before the AME works on the aircraft he/she will clean it, and when he/she is done with maintenance on it, he/she will clean it again, along with the keys and JLB covers, before advising that the aircraft is ready for pickup.

Aircraft Stops Away from Kelowna

When landing at other airports, additional precautions must be taken if exiting the aircraft. Handwashing / sanitizing must be used by individuals if going to the washroom or using airport equipment (fuel pumps, ladders, etc.).

In general, it is expected that staff and customers will follow the same processes and policies when away from Kelowna, as laid out in this manual, to the best of their abilities when stopping elsewhere.

Student and Staff Screening

Prior to arriving at SIFC each day, students and staff must complete a self-declaration, per instructions from SIFC.

Persons who do not indicate acceptable answers on the self-declaration, shall not come to the school property for any reason.

Instructor Conduct of Dual Lessons

These items are significantly different to our regular course of actions, with the primary aim to reduce the potential of contamination and provide the best opportunity for social distancing.

For Dual flights:

- Each aircraft will have its own signout sheet for the entire day. Signout sheets still need to be completed prior to dispatch, signed by the instructor and student, and left at the designated area in the office for flight following purposes.
- The instructor will need to wipe down all aircraft or simulator touch surfaces per the cleaning guidelines in the appendix of this document, prior to the arrival of each student, at the end of the day, and as otherwise mentioned in this document.
- Instructors and students will be required to wear a mask and gloves (PPE) at all times while interacting with students or staff.
- PGIs will be completed following the guidance earlier in this document
- ***NOTE: Instructors must ensure the use of PPE does not interfere with aircraft safety. If an emergency or abnormality is encountered, or the instructor deems it necessary for the safety of the flight, PPE may be removed. However, any such occurrence must be reported to the CFI or Flight School Director immediately after the flight to assess whether follow up actions may be required. Such follow up actions may include subsequent quarantine or other health requirements.***

Conduct of Solo Flights

Students must:

1. Confirm prior to the flight, and prior to touching the aircraft, that the flight will be able to go in consideration of weather, NOTAMs or other applicable items. Students can contact their signout instructor prior to arriving at the facility.
2. Complete all possible items prior to arriving on site. For example, weight and balance and Nav Logs should be completed, at least to any possible extent, while at home.
3. Follow posted signs outside and inside the SIFC Facility, while maintaining your own social distance, and complete the signout sheet and signout authorization process,
4. Ask the instructor on duty to copy any completed forms (NavLog, ICAO Flight Plan Form, Etc.)
5. File any necessary flight plan(s) using your own phone.

Additional Information General Information for Solo Signouts:

- To minimize the chance of exposure and to adhere to the BC Health recommendations, you **MUST**:
- Complete all possible flight planning at home. The empty Weight and Balance for each aircraft will be posted on FSPro, but you **MUST** confirm the actual numbers each time you come in as well
- Bring your own headset-we will not be providing rental headsets

- Bring your own calculators, pens, pencils and other tools – none will be loaned out at SIFC
- Use your own phone to contact the FIC to file flight plans
- Maintain at least the minimum required social distance at all times, between yourself and all other persons
- Refer to the Pandemic page of the Flysifc.ca web site daily, for self-declaration purposes and to check for changed information
- Follow the policies previously listed in this manual if you have any signs of illness
- Follow all other previous protocols established for the safety of our staff and your fellow students
- Continue to meet all remaining SIFC, Okanagan College policies and Transport Canada Regulations and associated Standards

Appendix

Hygiene

Proper hygiene can help reduce the risk of infection or spreading infection to others:

- wash your hands often with soap and water for at least 20 seconds, especially after using the washroom and when preparing food
 - use alcohol-based hand sanitizer if soap and water are not available
- when coughing or sneezing:
 - cough or sneeze into a tissue or the bend of your arm, not your hand
 - dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards
- avoid touching your eyes, nose, or mouth with unwashed hands

Cleaning

Coronaviruses are one of the easiest types of viruses to kill with the appropriate disinfectant product when used according to the label directions. Health Canada has published a list of hard surface disinfectants that are likely to be effective for use against an infectious virus, disease or bacterium.

Although they can not claim to kill an infectious virus, disease or bacterium, cleaners can play a role in limiting the transfer of microorganisms. Health Canada recommends cleaning high-touch surfaces often, using either regular household cleaners or diluted bleach. This bleach solution should be prepared according to the instructions on the label or in a ratio of 1 teaspoon (5 mL) per cup (250 mL). Directions are based on bleach that is 5% sodium hypochlorite, to give a 0.1% sodium hypochlorite solution.

These surfaces include:

- office, hangar and aircraft doors or handles
- desks and tables
- aircraft controls, panels, avionics
- headsets and helmets
- tools
- toilets
- phones – landlines and mobile
- electronics
- television and projector remotes
- Keyboards/mouse
- Other items as outlined in the appropriate cleaning instructions

Physical Distancing is the best way to help prevent the spread of an infectious virus, disease or bacterium.

- Keep at least 2 metres apart when around other people. Wave, don't shake hands and wash your hands often.
- Whenever possible, just stay home.

- Try to order your parts, office and business supplies and takeout online for delivery or curbside pickup.
- If you must go out for essential reasons, ensure that you stay at least 2 metres away from others and follow any new safety requirements that may be in place such as limiting the number of people allowed in the establishment or standing in specific areas while waiting for service or at the checkout.

Take steps to reduce the spread of an infectious virus, disease or bacterium:

- follow the advice of your local public health authority
- wash your hands often with soap and water for at least 20 seconds
- use alcohol-based hand sanitizer if soap and water are not available
- try not to touch your eyes, nose or mouth
- avoid close contact with people who are sick and practice physical distancing
- cough and sneeze into your sleeve and not your hands
- stay home as much as possible and if you need to leave the house, practice physical distancing (approximately 2m)

Difference between quarantine (self-isolate) and isolate

These measures are in place to protect the health and safety of staff, family and those we may come in contact with.

- Isolation separates sick people with a contagious disease from people who are not sick.
- Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Vulnerable populations may include anyone who is:

- an older adult
- at risk due to underlying medical conditions (e.g. heart disease, hypertension, diabetes, chronic respiratory diseases, cancer), or any auto-immune disease
- at risk due to a compromised immune system from a medical condition or treatment (e.g. chemotherapy)

Cleaning and Disinfecting of Aircraft and Simulators

All company departments are operating under the *Clean In – Clean Out* philosophy.

For dual lessons:

Before the instructor starts using an aircraft, the instructor must clean all touch surfaces indicated below:

- JLB
- Flight bag handle and clips
Aircraft checklists
- Fuel dipsticks, cups and fuel tank caps
- Seats and seatbelts and seat adjusters
- Flight controls
- Engine and fuel controls
- Avionics controls
- Door handles,
- Window latches
- Sun visors
- Baggage door latches
- Baggage tie-down straps and hooks

Between students, aircraft must be fully cleaned per the above list, other than items they will not touch. For example, as instructors are checking fuel and oil, the instructor only has to clean those related items at the beginning of his shift on the aircraft, and at the end of his shift on that aircraft.

Notes:

It is important that the bleach solution is sprayed onto the paper towel, and not directly onto the surface to be cleaned.

Staff and students are expected to report if something wasn't cleaned, when it should have been.

Do NOT use the bleach solution on: Electronic Screens, Windows, any other clear or tinted plastic, lexan or clean non-glass items in general.

Clean In, Clean Out Activities

- JLB
- Flight bag handle and clips
- Aircraft Checklists
- Fuel dipsticks, cups and fuel tank caps
- Seats and seatbelts and seat adjusters
- Flight controls
- Engine and fuel controls
- Avionics controls
- Door handles,
- Window latches
- Sun visors
- Baggage door latches
- Baggage tie-down straps and hooks

Specific Pandemic Activities Conducted by Instructor

- Stay Healthy
- Use PPE
- Monitor Students for any sign of illness at all times when interacting with them, and report immediately to Flight School Director if the student has any signs of illness

In-flight Conduct

- Masks stay on
- Ventilate cabin when able
- Remove PPE if an emergency occurs or safety of flight dictates, but then report the removal of PPE as well after landing. When this occurs, isolate from all others upon landing if able and safe to do so, until advised

Facility Cleaning

As this list may be modified on short notice, consult the lists available in the facility, daily.

CLEANING AND DISINFECTING		
SURFACE	FREQUENCY	NOTES
INSTRUCTOR OFFICE		
Keyboards	Clean After Each Use	
Desk Surface Area	Clean After Each Use	
Paper Cutter	Clean After Each Use	
Water Cooler	Clean After Each Use	
Chairs	Clean After Each Use	
Microwave	Clean After Each Use	
WASHROOMS		
Sink Taps	Clean After Each Use	Staff and students shall advise when they have used a washroom so it can immediately be sanitized after use. Staff and students will have designated washrooms to avoid cross contamination
Door Handle	Clean After Each Use	
Toilet Flush Handle	Clean After Each Use	
MISCELLANEOUS		
Door Handles	Twice Daily	Doors will be propped open when weather permits to avoid contact
Stairwell Handrails	Twice Daily	
Rental Headsets	Not Applicable	Students are all have own headsets
Microwave	Clean After Each Use	
Man Gate to Airside	Twice Daily	
Aircraft Towbars	Twice Daily	
SIGN-OUT TABLE/SHEETS		
Tables	Clean After Each Use	
Pens	Clean After Each Use	Instructors to have own personal pens and not to be shared with anyone
Sign-out Sheets		Taken to aeroplane to have student sign
Student Paperwork		Instructor will bring into building for photocopying
NOTABLE ITEMS		
Pre-Flight Briefing	Not Applicable	All Pre and Post Flight Briefings shall be done in or at the aircraft.
Post-Flight Briefing	Not Applicable	Students are not to enter the building unless absolutely necessary and only with prior approval
Pens/Pencils	Not Applicable	Pens and pencils are not to be shared between any two people

INFECTIOUS DISEASE SELF DECLARATION

The Southern Interior Flight Centre web site outlines the specific Self-Declaration required each day for customers entering SIFC or OC facilities.

Please consult the following link for the most up to date information for the self-declaration:

<https://www.flysifc.ca/pandemic.html>