

**COVID-19 GO-FORWARD
GUIDELINES OF COASTAL PACIFIC
AVIATION**





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PURPOSE OF THESE GUIDELINES

As government regulations and public health advice continue to develop, the post-secondary Institution is looking ahead to resuming operations that were closed or operating with reduced occupancy due to the COVID-19 pandemic.

In doing so, the health and safety of people in these areas must be a priority and proper measures must be put in place. These measures will consider such factors as legal obligations, public health advice, and operational considerations.

Our institution will need to put in place measures to protect the health and safety of our staff, students and other members of the CPA community, and to provide reassurance to community members who may have concerns about COVID-19 transmission.

The purpose of this plan is to protect the health and safety of our students, staff and visitors by minimizing exposure and reducing the risk of spreading COVID-19 during school daily operations.

The following are the standards and protocols that we follow in our daily work, including cleaning protocols, hygiene regulations, social distancing, and mask use to ensure a safe environment for everyone.

RISK OF COVID-19

Corona virus disease (COVID-19) is an infectious disease caused by a newly discovered corona virus.

The virus that causes COVID-19 is spread mainly through droplets produced when an infected person coughs, sneezes or exhales. It can also be spread through touch. If droplets are left on objects and surfaces after an infected person sneezes, coughs, or



touches them, other people may become infected by touching these objects or surfaces and then touching their eyes, nose or mouth.

The risk of transmission is increased when multiple people contact the same surface, and when these contacts occur within a short time interval, the risk of transmission increases.

The risk of person-to-person transmission is increased the closer people come to other people infected with COVID-19, and the amount of time spent in their proximity.

Most common symptoms:

- fever
- dry cough
- tiredness

Less common symptoms:

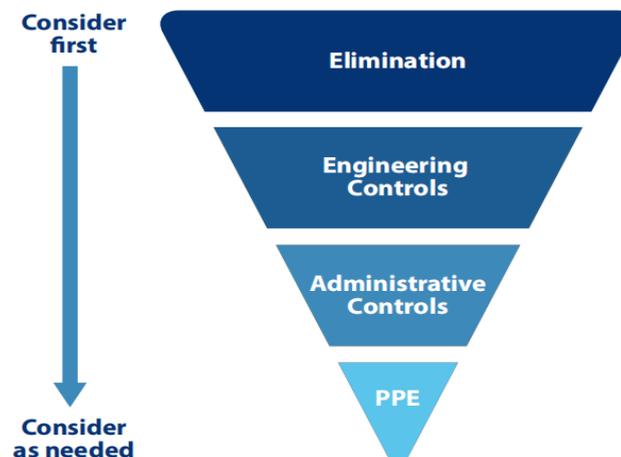
- aches and pains
- sore throat
- diarrhea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes.

Serious symptoms:

- difficulty breathing or shortness of breath
- chest pain or pressure.
- loss of speech or movement

PREVENTION MEASURES FOR THE WORKPLACE

By following guidelines laid out by the Provincial Health Authority, Coastal Pacific Aviation students and staff will be protected on four levels:





First level of protection (elimination):

Based on ensuring feasibility, follow the recommendations of the Provincial Health Officer to expand the safe physical distance of students and staff. We will Use reasonable policies and procedures to reduce the long-term close contact between teachers, staff and students. This includes setting up fixed distance seats in the classroom and assigning each seat to a specific student.

Second level of protection (engineering controls):

In high traffic areas where physical distance cannot be maintained install a suitable physical barrier such as plexiglass.

Third level of protection (administrative controls):

Establish rules and guidelines, such as cleaning protocols, advising faculty, staff and students not to share tools, and implementing one-way doors and walkways. Maintain hand hygiene stations and clean high touch surfaces.

Fourth level of protection (non-medical masks or PPE):

When the level of community transmission is high and physical distance is difficult to maintain, non-medical masks are a necessity. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Make sure that every faculty member and student knows how to use masks properly. Health experts advise that masks may be problematic for some people, such as those with asthma, autism, or hearing impairments. For this reason, other options (e.g. face shields) should be included in planning.

PROTOCOLS FOR COASTAL PACIFIC AVIATION

Accessing Coastal Pacific Aviation

To comply with the residence restrictions recommended by public health regulations to ensure physical distancing, the personnel on campus will be restricted to asymptomatic staff, lecturers and students.

Visitors must wear masks and take their body temperature at the front desk. Those who have fevers will not be allowed to school.



A 3-step daily check-in will be required for all staff and students.

3-Step Daily Check-In Process

- All Instructors, students and visitors entering the institution must wear masks at all times.
- Staff and students must complete a self-check on the BC COVID-19 app every day before entering the institution.
- After arriving at the school, everyone will be required to have their temperature taken, using a non-contact thermometer. If a high temperature is found, access will be denied.

Briefing Room and Classroom Modifications

- Reorganize chairs and tables in the classroom to promote social distancing.
- Hand-sanitizer/ sprays and paper towels are made available in each room.
- Students/Instructors are required to disinfect regularly-touched surfaces before and after briefings.
- Facemasks are mandatory in the briefing room and the classroom.

Common Area Modifications

- If the social distance of 2 meters cannot be guaranteed, a glass barrier will be put into use.
- Wipe counters, doorknobs, computers and all other frequently touched surfaces with disinfectant regularly throughout the day.
- Washrooms are cleaned and sanitized every day.
- Signage has been set up to remind of hygiene, cleaning, and physical distancing protocol.
- Hand-sanitizing stations set-up throughout the building.
- Place visible signs on the floor to promote social distancing.
- All office areas are areas that only staff can enter. Students can only enter when permitted and must wear a mask.

Dispatch Area Modifications

- Place a sign at the front door informing all visitors that they must check their temperature and wear a mask.
- A social distance area of 2m has been established in front of the dispatch area.
- Floor markers have been placed to manage any line-ups.
- Set up disinfection stations in the dispatch area and the entire building.
- All staff and students are equipped with masks when dispatched and are required to always wear a mask during school.



Simulator Area Modifications

- Reorganize chairs and tables in the planning area to promote social distancing.
- Students who do not have simulation courses are prohibited from entering the classroom.
- Before and after operating the simulator, students/instructors must disinfect the touched surfaces.
- A mask must be worn in the simulator room.
- Hand sanitizer is provided in every simulator room.
- Markers are installed on the floor to enhance social distancing.
- Signs have been set up to remind occupants of the procedures for hygiene, cleanliness and physical distancing.
- Disinfectant spray and wipes are provided

In-Aircraft Modifications

- Use approved disinfection sprays and wipes for students and instructors to disinfect before and after using the aircraft or simulator.
- When using the aircraft, wear a mask throughout the journey. The mask should cover the nose and mouth.
- It is strongly recommended that students buy and use their own headphones
- Aircraft Engineers must sanitize the aircraft with disinfectant once maintenance is complete.

Physical Distancing Protocols

To ensure social distancing while in school, the staff and students are guided on proper protocols in the following ways.

- Place a sign in a conspicuous place on the campus to remind staff and students about maintaining a 2-meter distance.
- In areas where queuing may occur, use floor markings to indicate a 2-meter distance.
- Divide fixed seats in the study area and ensure that the distance between two adjacent seats is two meters.
- Students should only come to school when they have courses and flight plans and leave immediately after they finish.
- Replaced classroom-based Ground School classes with Online Ground School.

Hygiene Protocols

Coastal Pacific Aviation advises all students and faculty to maintain hygiene by following the list below:

- Practice social distances whenever possible.



- Everyone must clean their hands after arriving at school, hand sanitizing stations have been installed.
- After touching public surfaces and before and after using the simulator, hand sanitizing is required.
- Do not touch your own face/eyes/mouth with unwashed hands.
- Wear masks all the time during school.
- Cover your mouth when coughing or sneezing and use clean tissues instead of your own hands.
- All used disposable PPEs should be placed in a specially marked garbage bin with lid for disposal.
- All trash bins will be emptied and disinfected regularly by trained staff.
- Maintaining sufficient inventory of recommended cleaning supplies and PPEs.

Personal Protective Equipment (PPE)

- It is required to wear a mask on school premises and during flight training.
- Post the correct use of masks in conspicuous places in schools and at common areas.
- Additional masks and gloves have been placed in the office area.
- Staff, instructors and students can request masks and gloves from the dispatch front desk.

International Student Guidelines

- International students and co-arriving family members are required to download and use the ArriveCAN app and the BC Covid-19 app beginning 48 hours prior to their scheduled arrival in Canada, and throughout their quarantine. (a)
- International students are only allowed to take taxis or personal rides from airports to their 14-day quarantine facilities. Taking any other public transportation is prohibited. (b)

Richmond Taxi Phone Number :(604)-272-1111

Vancouver Taxi Phone Number: (604)-681-1111

- The three hotels listed below are suggested to be 14-day quarantine facilities for International students and co-arriving family members. (c)

1) Ramada by Wyndham Abbotsford

3-star hotel

2073 Clearbrook Rd, Abbotsford, BC V2T 2X1

(604)756-4090



2) *Coast Hotel And Suites*
3-star hotel
2020 Sumas Way, Abbotsford BC, V2S-2C7
(604)853-1880

3) *Sandman Hotel Abbotsford Airport*
3-star hotel
3010 Mount Lehman Rd, Abbotsford, BC V4X 2L4
(604)859-7263

Individuals in quarantine are encouraged to use local food delivery apps such as SkiptheDishes and Doordash to obtain food. Local grocery stores such as Save On Food also provide online delivery services.

Individuals in quarantine are not allowed to have physical contact with any other person except for the co-arriving family members, nor are they permitted to leave their hotel room, until quarantine ends.

- International students and co-arriving family members are recommended to use the “Self Check” function from BC Covid 19 app to do a self check every day by themselves before having physical contact with other persons. (d)
- We will be creating a ‘WhatsApp’ group chat for all students in quarantine facilities. Here, students can ask questions, get to know one another virtually and become introduced to the school culture. Here, students can also communicate with the CPA staff members in charge of the WhatsApp group, to ask questions and check in. (e)
- Travelling to a new country is an exciting experience - but it can be stressful as well. Especially with the added factor of a 14-day quarantine period. In order to ensure the mental well being of students in quarantine, we will ensure that all students stay connected to each other and to staff members through the WhatsApp chat group. The school will phone students in quarantine at least three times each week, to ask about their physical and mental well being. We will also ensure that the students are aware of local mental health resources, such as Canada Suicide Prevention Service 1-833-456-4566 (24 hours a day) and Crisis Text Line - Text TALK to 686868. If necessary, we can facilitate meetings with a psychological councillor should a student wish it.



We will strive to eliminate social stigmas related to Covid-19 by promptly addressing and correcting misconceptions and false information, educating students and staff with up-to-date and accurate information about the virus, referring to the virus as Covid-19, and treating all students, domestic and international equally. (f)

- All students are required to sign the COVID-19 guidelines, and students who enter the school every day will have their temperature taken and be asked about their physical condition. Upon entering the school each day, students and staff must complete a Self Check on the BC Covid-19 Alert App. Students who are feeling unwell or display symptoms of Covid-19 will be asked to return to their place of residence, and will be assisted to contact the BC Health Link at 811. (g)
- The person responsible to ensure the institution's compliance with the plan:
Name: Reza Far Contact: (604)855-1112
Director of Flight Operation Chief Operating Officer (h)
- Any of these services may be subcontracted to other parties and the expertise of the third party to fulfill the requirements. The institution remains responsible for the actions of the parties. (i)

COVID-19 OUTBREAK RESPONSE PLAN

If an employee or student of the the organization develops symptoms of Covid-19, we will take the following measures:

-Quickly isolate the potentially infectious person from the rest of the students and staff, and return him/her to his/her place of residence. Transportation arrangements will be coordinated if required.

-Advise the student / staff member to contact Health Link 811 to report the case. Assistance will be provided to students who wish it.

-Notify the Chief Flight Instructor (Reza Far) immediately.

-Start investigating the person's recent school visit records, and determine with whom he/she may have had contact.



-On the same day, disinfectant will be used to sanitize the entire school, and the routine disinfection and cleaning procedures will repeat the following day.

-Contact all students and faculty who have been in close contact with the potentially infectious person and inform them of the situation. Then, we will track their health conditions.

-If the infected person does not either self-isolate for 14 days or receive a negative test result of COVID-19, he/she will not be able to return to the institution until full recovery is confirmed.

Compliance Issues

As of March 25, 2020 it is mandatory under the Quarantine Act that anyone arriving in British Columbia from outside of Canada self-isolate and monitor for symptoms for 14 days upon their arrival. Failure to comply with this Order is an offense under the Quarantine Act. Maximum penalties for non-compliance include a fine of up to \$750,000 and/or imprisonment for six months.

Locally in Abbotsford, Fraser Health, as the provincial health authority, is the entity with the authority to enforce Public Health Orders, including the Order focused on quarantining and self-isolating. The Abbotsford Health Protection Office, through Fraser Health, can be contacted at 604-587-3936 or by email foodsafety@fraserhealth.ca to report violations to recent Health Orders. If need be, Abbotsford Health Protection Bylaw Officers can be contacted at the Abbotsford Police non emergency line at 604-859-5225

On a provincial level, Provincial Health Authorities can be contacted by phone at 1-888-COVID19 or by texting 604-630-0300.

If we become aware that a student is failing to comply with the protocols put into place during the 14-day quarantine period, we will notify both the local and provincial health authorities of the individual's non-compliance.

SUMMARY

Coastal Pacific Aviation's COVID-19 Safety Plan was created by incorporating all recommendations provided by Federal and Provincial Health authorities, Worksafe BC, BC's Go-Forward Guidelines for Post-Secondary Institutions, and BC's Centre for Disease Control (BCCDC).



[**www.coastalpacific.com**](http://www.coastalpacific.com)

All students, and employees will be required to strictly observe and maintain these guidelines, in order to ensure the safety of the school and surrounding communities.