

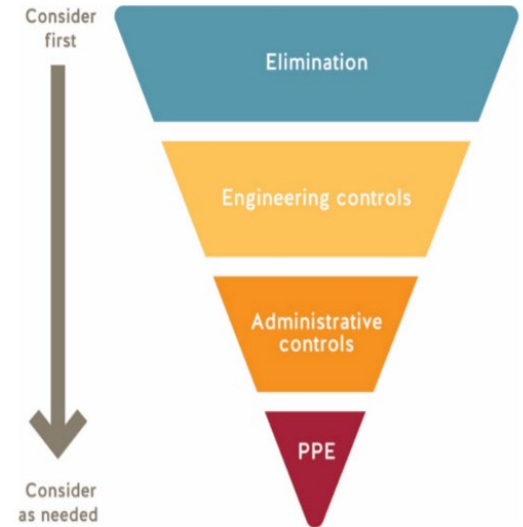


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All returning programs/courses must adhere to this process. Please refer to the [BCIT COVID-19 Go-Forward Plan](#) for additional information.

### CONTACT INFORMATION

<b>Course/Program Name:</b>	<b>Airline and Flight Operations – Class 20</b>		
<b>Proportion of program offered on campus:</b>	<i>Face to face instruction must be conducted to complete flight training and/or simulation at Pacific Flying Club at the Boundary Bay Airport</i>		
<b>Start date:</b>	May 3, 2021	<b>End date:</b>	December 31, 2022
<b>Total # of students in program:</b>	25 students	<b>Total # of employees:</b>	1 instructor in aircraft 1 instructor in simulator 1 instructor for ground school (ZOOM)
<b>Anticipated # of students on campus daily when scheduled:</b>	6 to 10 students at the flying school per day.	<b>Anticipated # of employees on campus daily when scheduled</b>	Greater than 1 but less than 10
<b>Completed by:</b>	Name Cheryl Cahill	Position Department Head	Date April 15, 2021
<b>Replaces</b>	<b>RTC Safety Plan #:</b>		
	<b>GFP Safety Plan #:</b>		



### ROOM INFORMATION

<p>In this section, please identify all of the rooms that will be used by this returning program/course.  <b>NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.</b></p>			
Campus/ Building	Room Number <small>Floor Plans found <a href="#">here</a></small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
<i>Pacific Flying Club</i>	See Appendix A for facility layout and photographs	Aircraft (Cessna 152 and 172), large and small briefing rooms (optional), simulator room, front reception/dispatch & exam room	Aircraft = 2 people Large briefing room = 12 with masks Small briefing rooms = 2 with masks

## COVID-19 SAFETY PLAN ACADEMIC SPACES

			Simulator = 3 with masks Exam room = 3 with masks
BCIT - ATC Test Centre (optional)		BCIT ATC Test Centre	8 students per room
Transport Canada – Test Centre Surrey CPL (Term 3) INRAT and IATRA written exams (Term 4)		Transport Canada Test Centre – Surrey Office	4 students per exam sitting – computer based

### RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining the need for students to be on campus. Your narrative should be focused on the practical elements of the program or activity that are critical to achieving learning outcomes, and why on campus components cannot be replicated in an online or alternative environment (e.g. student bringing learning equipment home).

Students must complete flight training at Pacific Flying Club using their aircraft, simulator and briefing rooms (optional due to poor winter weather) and/or exam room (for TC invigilated exams)

Students are required to check in at the PFC front reception/dispatch to sign out aircraft and collect aircraft documents relevant to the flight

Students are required to complete simulator exercise for a variety of flight training competencies e.g. night rating, commercial flight training, instrument flight training, multi-engine rating, multi crew exercise including any remedial flight training at PFC.

### CONTROL MEASURES

#### COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

##### Directions for completing a Safety Plan:

1. First step read the [BCIT COVID-19 Go-Forward Plan](#) as the overall planning document, and use it to complete Steps 2-7.
2. Use this checklist as a tool to assess COVID-19 control measure preparedness for students and employees and the spaces they will be using. Refer to the BCIT COVID-19 Go-Forward Plan for standardized safety guidelines and procedures.
3. For each control measure, state the details. If the control measure is a 'No' or 'NA', please provide a brief explanation.
4. The manager requests all PPE requirements by submitting this draft Safety Plan to the [PPE@bcit.ca](mailto:PPE@bcit.ca).

## COVID-19 SAFETY PLAN ACADEMIC SPACES

5. Implement all the safety measures in this Safety Plan.
6. The manager completes a site visit to ensure all control measures and safety supplies are in place.
7. The manager signs the completed Safety Plan and submits it to [returntocampus@bcit.ca](mailto:returntocampus@bcit.ca) for approval.
8. Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan.

Note: The workspaces cannot be used until all applicable control measures are in place and Safety Plan is approved. For additional resources the [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email [ssemohs@bcit.ca](mailto:ssemohs@bcit.ca).

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
<b>ELIMINATION</b>					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. <b>Note:</b> Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See photographs in Appendix A Can achieve 2 m physical distancing in the simulator, large/small briefing rooms and exam rooms Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): Cannot achieve 2 m physical distancing in aircraft but will wear PPE and sanitize before and after flight
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See photographs in Appendix A Can achieve the 2 m physical distancing when in simulator and briefing rooms used. Exception allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): Cannot achieve 2 m physical distancing in aircraft but will wear PPE and sanitize before and after flight
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outside the Pacific Flying Club front entrance or on the airport apron/ramp
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aircraft, simulator, exam and briefing rooms are scheduled to restrict capacity at the flying club.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See simulator, exam room and briefing rooms photographs in Appendix A
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See signage and arrows on the floor identifying directions in main reception areas and large briefing rooms. See Appendix A including the facility layout plan

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No water fountains are in place at the Pacific Flying Club
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fans are in place PFC and will only be turned on during spring and summer due to hot weather. PFC has high ceilings in several of the main floor spaces.
9.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit 1 in each of the men's and women's washrooms on the main floor.
10.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing? Occupancy Limit _____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/></i>
11.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing? Staff remain in their offices during breaks or asked to leave the facility Occupancy Limit 1. If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
13.	<a href="#">Barriers</a> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See exam room set up, this room may not be used but a back up exam room if student needs to be rewrite Transport Canada exams. Appendix A
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exam room set up. Appendix A
15.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Filter in ventilation system meets WorkSafe OHS requirements
16.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE) Signage is available @ <a href="#">BCIT online Inventory</a>. Guidelines for posting signs are available on <a href="#">ShareSpace</a>.</b>					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Appendix A
18.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Appendix A
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Appendix A
20.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Appendix A
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Appendix A
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Appendix A
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>See Appendix B; PFC COVID19 manual</i>
24.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list: At PFC</i>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
25.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PFC and BCIT meet on a weekly basis or as needed to review safety protocols and any issues identified are documented in BCIT's IRIS system and mitigation
26.	All students have completed the online <a href="#">COVID-19 Pandemic On-Campus Guidelines</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Department Head runs report to determine completion. If student did not complete the required on line material then they are not permitted on site. All stakeholders are advised</i>
27.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The safety orientation is found in the Class 18 GENR page in the Learning Hub</i>
28.	All employees have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PFC has completed Pandemic Control Plan training specific to the PFC operations and management team has reviewed BCIT Pandemic Exposure Control Plan training and employees are in compliance.
29.	All employees have completed the online <a href="#">OHS New Employee Orientation module</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found <a href="#">here</a>. Each employee to save the checklist to their online OHS New Employee Orientation course. This course is required to be completed by new employees and by employees working on campus.</i>
30.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
31.	All unnecessary and self-serve items have been removed from the spaces. <i>e.g., pens, paper, etc.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Students are required to bring their own supplies</i>
32.	Doors that students are to use to enter and exit have been clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signs are posted and arrows on the floor indicate entry and exit procedures.</i>
33.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Students are required to bring their own supplies</i>
34.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each student has their own pilot training record (binder), logbook, headsets, maps, charts and other items critical to flight training
35.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Aircraft are shared equipment so aircraft are sanitized before and after each flight and checked by PFC staff throughout the day or as needed/requested.</i>
36.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only PFC staff can occupy their office space unless student entering space remains within 2m physical distancing and wears a mask.
37.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gloves, masks, paper towels and cotton rags (one time use then sanitized) are available.
38.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan: This matter is discussed with BCIT Early Assist through the BCIT Department Head</i>
39.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The <a href="#">health screen</a> sign (Item 3C, BCIT online inventory, EOC approved signage) is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment</a> tool can be used to support this.</i>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					<i>See PFC COVID19 policy and procedure manual in Appendix B</i>
40.	There is a procedure in place if a student or employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Department Head has reviewed the <a href="#">COVID-19 Pandemic Scenario Response Plan</a> for more information. If the person is reporting symptoms, ask them to avoid others and return home. If they require immediate medical attention, call First Aid and 911. See PFC COVID19 policy and procedure manual in Appendix B</i>
41.	There are procedures in place if a student or employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Both BCIT and PFC have reviewed the <a href="#">COVID-19 Pandemic Scenario Response Plan</a> for more information. Confirm if the person is aware of self-isolation <a href="#">requirements</a> and <a href="#">protocols</a>. See PFC COVID19 policy and procedure manual in Appendix B</i>
42.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
43.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the <a href="#">PPE Flowchart</a> to determine what PPE is required for COVID-19 purposes.</b>					
44.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>PPE includes masks, sanitizer, gloves as needed both at PFC and/or BCIT ATC.</i>
45.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Students completed the BCIT Pandemic Control training and PFC employees have completed the PFC in house training.</i>
46.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to students and employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Personnel at PFC will provide PPE if student does not bring mask to the flying school. BCIT will provide masks at Security if student does not have a mask.  <i>Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Assessment Matrix Summary.</i></i>
47.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Post applicable signs in a visible location if ppe required. Use the <a href="#">Student Orientation checklist</a> to assist orientation/training by instructors. Use the <a href="#">OHS Employee Orientation checklist</a> to assist orientation/training by their supervisors.</i>
48.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					
49.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas.</i>
50.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>PFC has identified the cleaning duties and materials and assigns cleaning duties for staff on shift. Mask, gloves and eye wear (optional) must be worn.</i>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
51.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. Some areas find a ratio of 8:1, students to sink, effective. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks.
52.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sink Location: <u>6</u> Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
53.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ABHS (Alcohol-Based Hand Sanitizer):</b> Location(s) <u>8</u>  Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:
54.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If not, describe:
55.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.
57.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning/sanitizing procedures for common touch points and shared items are posted e.g. shared machinery, equipment, tools, etc. Identify who will clean and how often (e.g. staff and/or students):
58.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All storage spaces have been removed ONLY Instructors have lockers in the instructor room Who will clean: Instructor Where is the storage: Instructor break room
59.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
60.	There is a plan to conduct <a href="#">regular inspections</a> of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PFC staff members are assigned to check that procedures are followed according to the checklists and protocol and procedures manual
61.	<a href="#">Audits of inspections</a> are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Senior management at PFC will conduct audits on an as needed basis or when there is an issue of non-compliance reported.



## COVID-19 SAFETY PLAN ACADEMIC SPACES

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Sanja Boskovic	Position Associate Dean	Date:
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date May 6, 2021

### REVISION APPROVAL (if applicable)

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name	Position	Date
EOC	Name	Position	Date



# BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

## Appendix A: Drawing and Photographs – PFC facility layout (1<sup>st</sup> floor only), room layout and signage

Pacific Flying Club – reception area (check in for aircraft), aircraft, simulator, small briefing room, large briefing room and exam room

Figure 1A: main floor

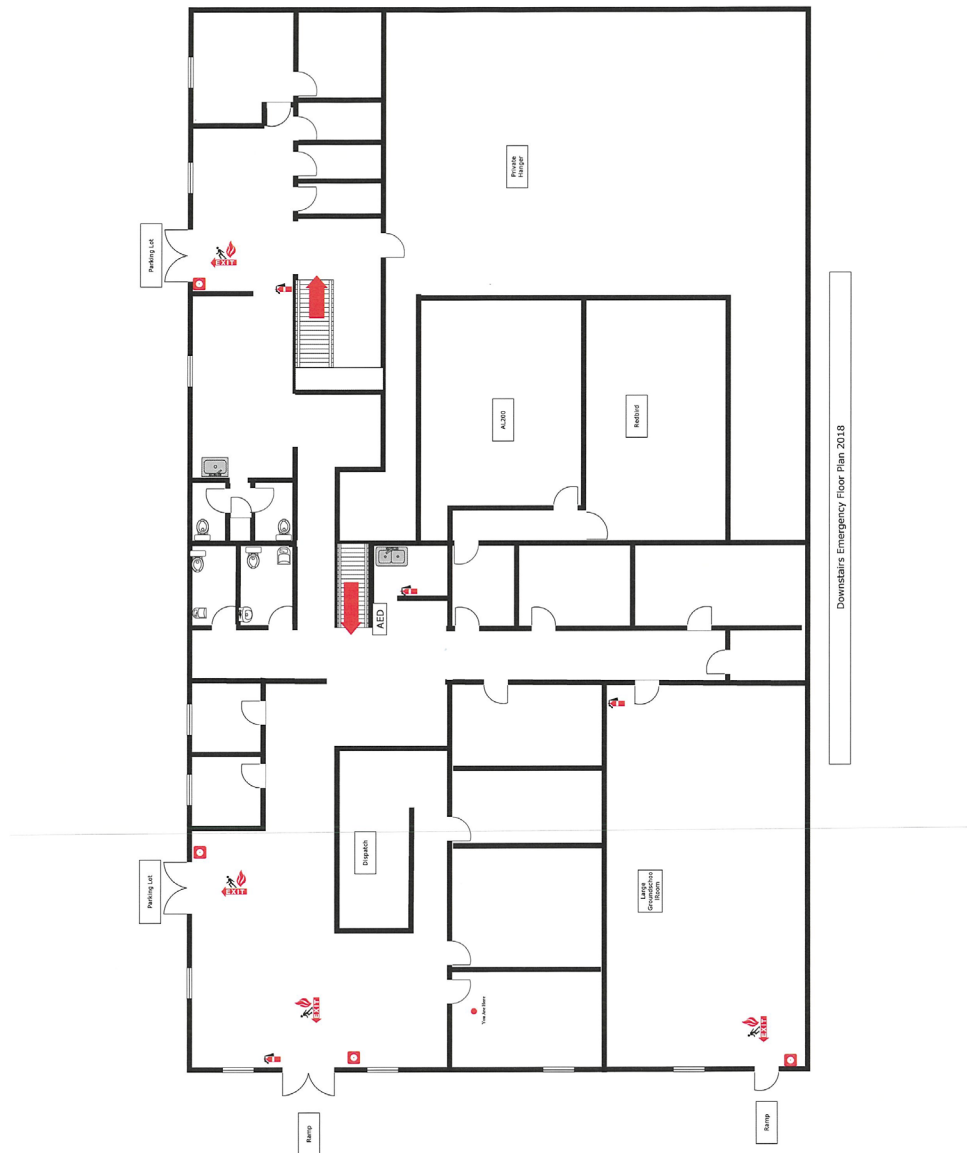
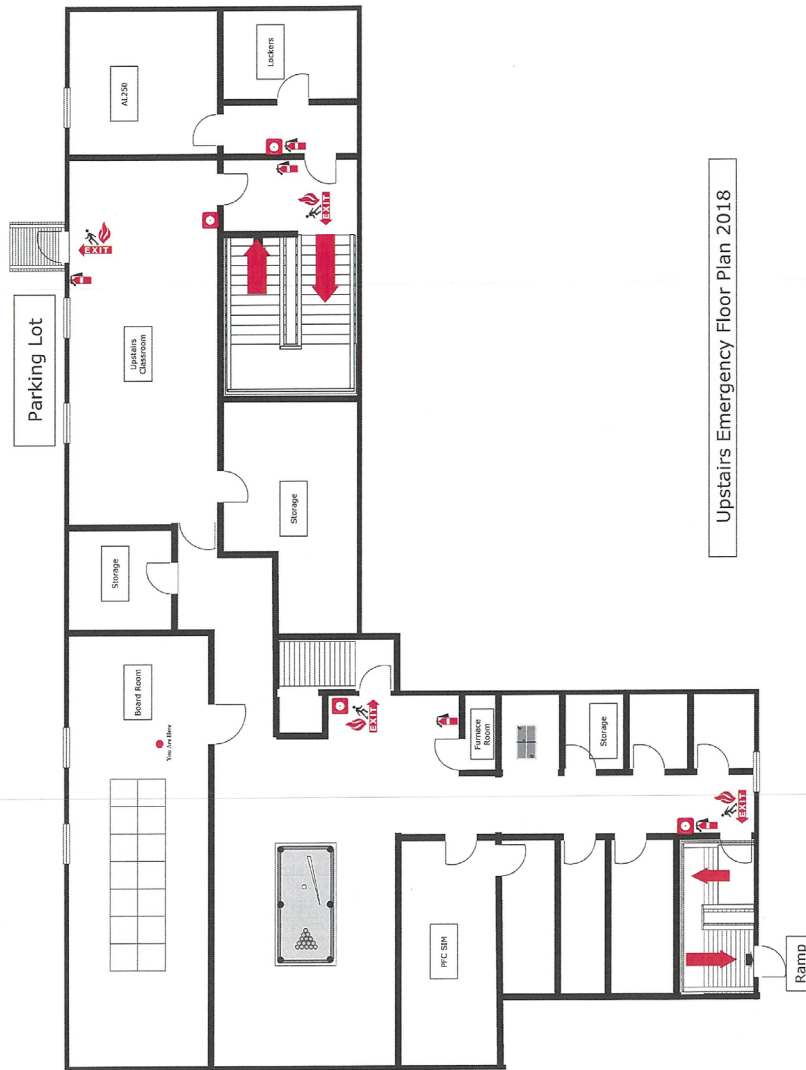


Figure 1B: 2<sup>nd</sup> floor (Simulation rooms open only)



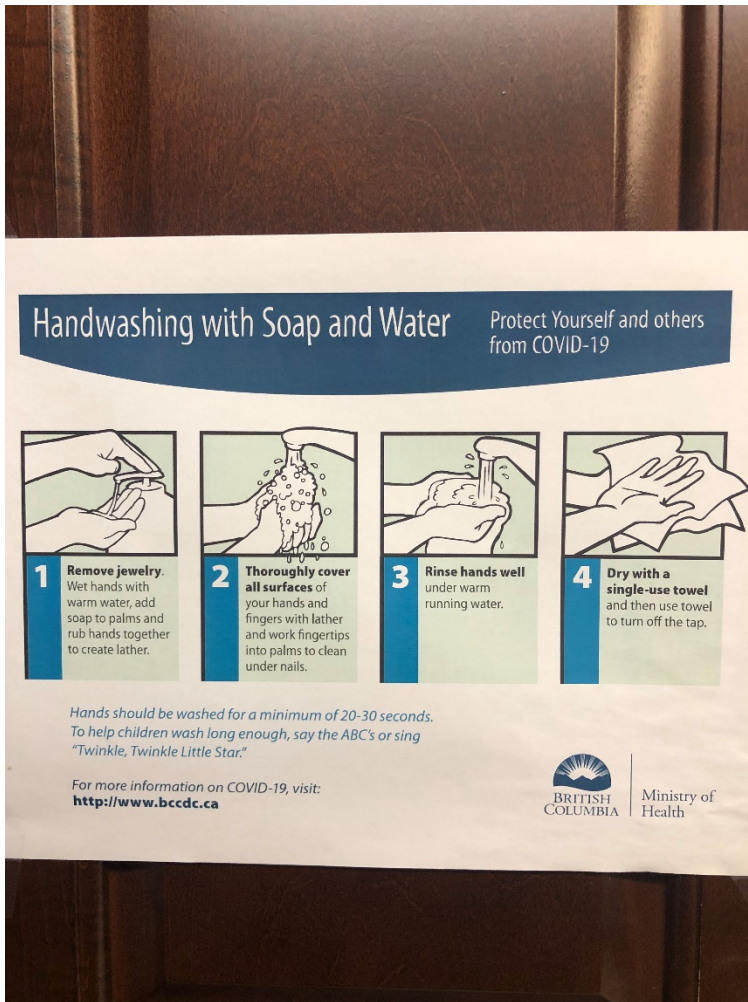


Figure 2: Handwashing procedure

Figure 3: Check in notices and handwashing procedure

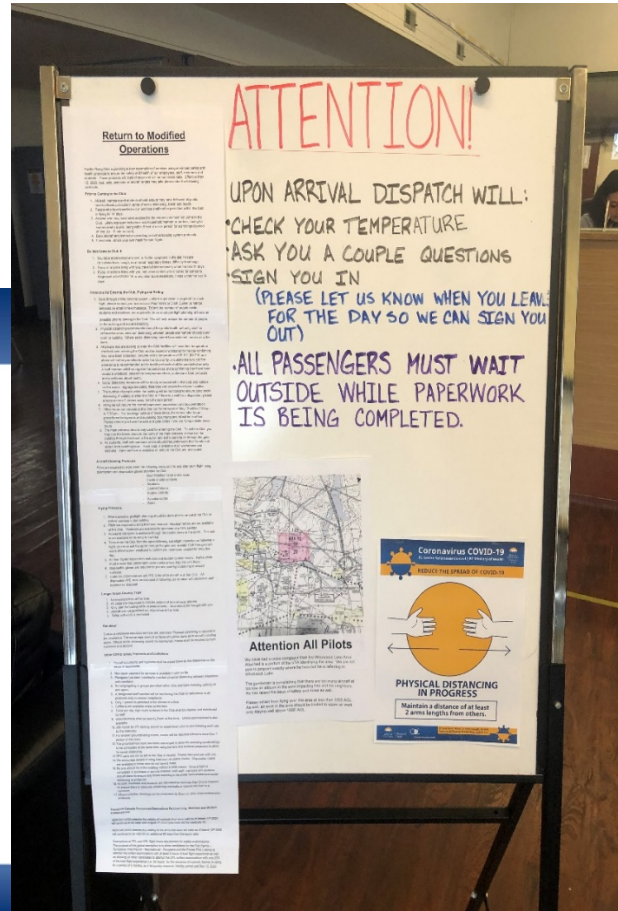




Figure 4: Sanitizer used to clean surfaces

Disinfectant provided by Pacific Flying Club includes Lysol, Clorox, ICS

**COVID-19 SAFETY PLAN  
ACADEMIC SPACES**

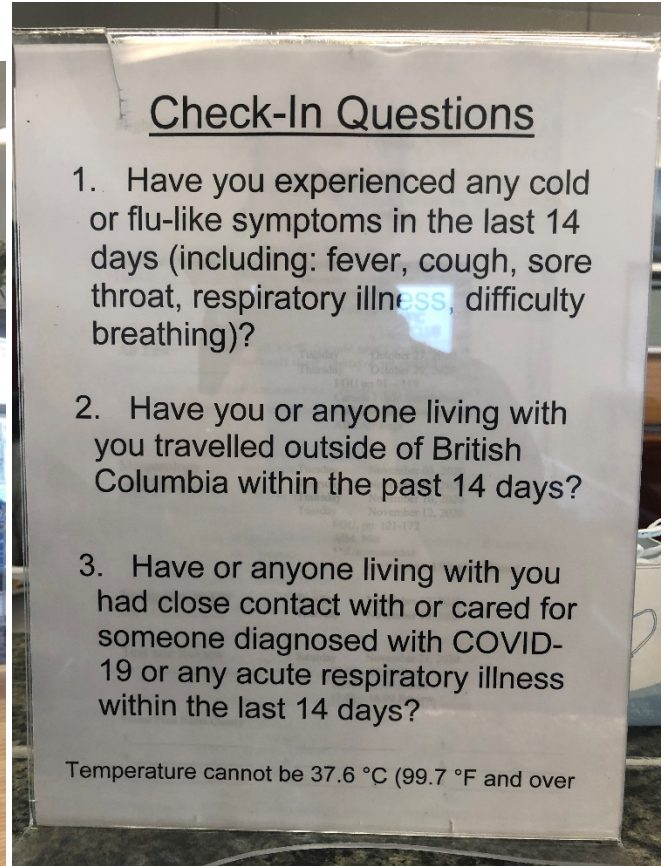


Figure 5: Front Reception/Dispatch area with plexi Check in Questions – each time student visits club they are asked these questions and sign in and get a wrist badge that identifies them as screened by front reception staff.



Figure 6: No access to 2<sup>nd</sup> floor

Floor signage

Directional signage

## COVID-19 SAFETY PLAN ACADEMIC SPACES

Partitions have been added to the positions at the back end of the room between the two test stations.



**Pacific Flying Club** Boundary Bay Airport, Unit 4, 4335 Skeena St., Delta, BC V4K 0A6

Tel: (604) 946-0011 Fax: (604) 946-0821 e-mail: info@pacificflying.com

Exam Room #2 – Picture 1 of 1 (the tables would be adjusted to an exam setting)



Figure 7: Chairs have been removed to meet the capacity limits (no more than 3 chairs per table). All occupants of the room will wear masks.



Figure 8: Exam room will only be used if required. Students will be scheduled for exams at BCIT ATC test centre or the Transport Canada Test Centre in Surrey.



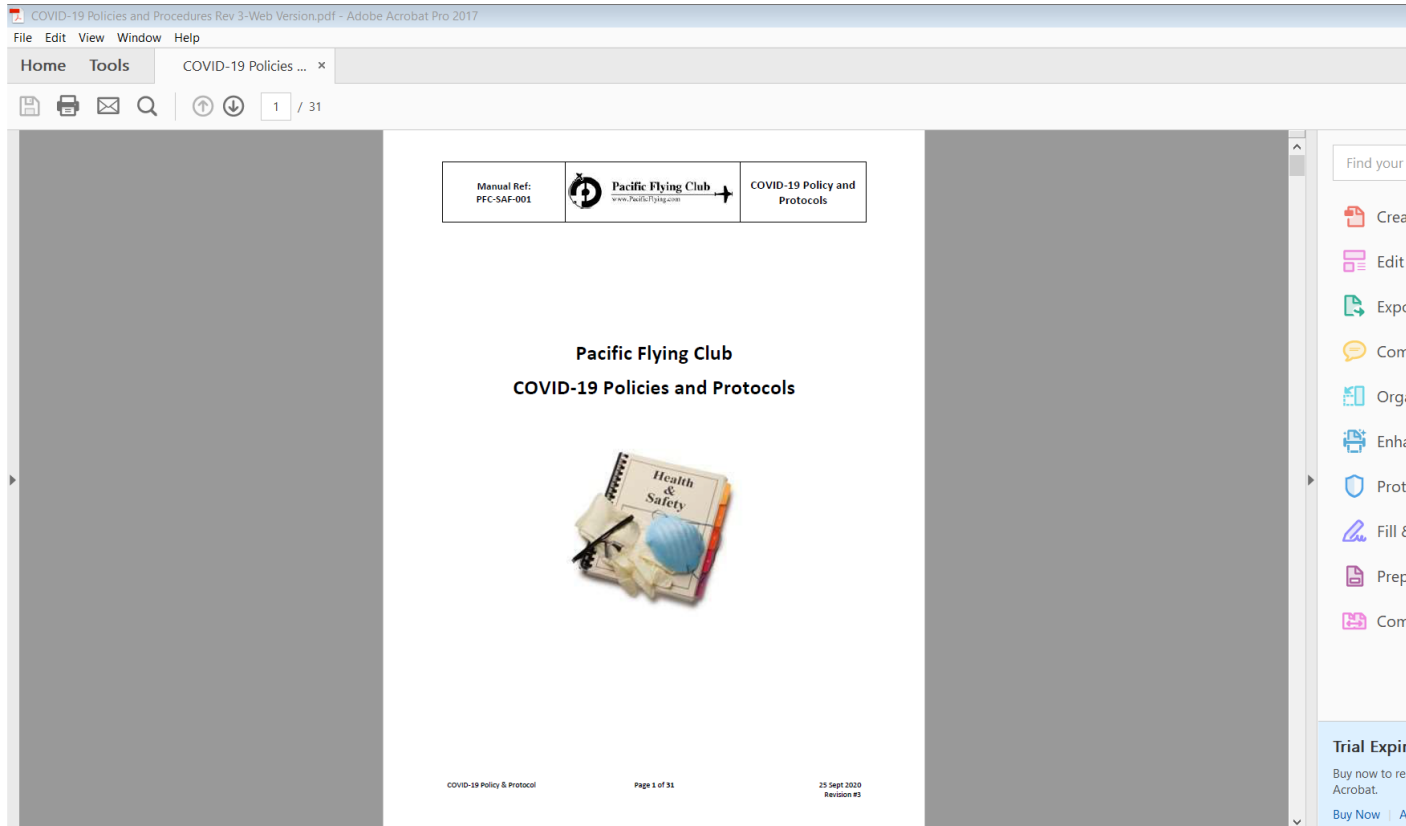
Figure 9: ALSIM simulator at Pacific Flying Club – capacity one instructor and two students. The instructor sits behind the student and both wear masks during simulator training. The simulator is sanitized before and after each simulator session.



Figure 10: Post simulator briefing table. If physically distancing cannot be achieved then briefing will be conducted in large briefing room. Instructor and students will wear masks in both locations.

## Appendix B: Pacific Flying Club COVID19 Safety Plan/Protocols

The manual will be attached to the Safety Plan submission via email. Go to <https://www.pacificflying.com/members/news-and-notice>




# COVID-19 SAFETY PLAN ACADEMIC SPACES

COVID-19 Policies and Procedures Rev 3-Web Version.pdf - Adobe Acrobat Pro 2017

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Home Tools COVID-19 Policies ... x

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Manual Ref: PFC-SAF-001	 Pacific Flying Club www.pacificflying.com	COVID-19 Policy and Protocols
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## COVID-19 SAFETY PLAN ACADEMIC SPACES

### Appendix C: Transport Canada Test Centre – Surrey location: Pandemic Safety Plan (Email send on Dec 9, 2020)

Hi Cheryl, Hope you are well. I am writing to follow up on our previous telephone chat about Covid safety precautions at our Transport Canada Centre for exam writing.

At Transport Canada we promote safe, secure, efficient and environmentally responsible transportation. During the pandemic we have continued to support aviation while ensuring the safety of our personnel as well as our stakeholders/certificate holders.

We have reviewed our hazard prevention program to identify the hazard of COVID 19 and have implemented safety measures that are in line with Public Health Agency of Canada (PHAC) guidance. Risk assessments have been conducted, task hazard analysis have been created, and preventative measures implemented to ensure safety.

Some of the preventative measures that we have implemented include:

- Employees have been provided with appropriate training on any preventative and protective equipment they are required to use.
- Passive and active screening to ensure anyone experiencing symptoms are not in the workplace environment (employees and stakeholders).
- Limiting time on-site and conducting virtual meetings/ interviews wherever practicable.
- Physically distancing measures applied whenever possible.
- Wearing a mask or face covering when physical distancing is not possible or is unpredictable.
- Signage indicating mandatory mask wearing for indoor workspaces serving clients.
- Exams by appointment only. Any required fees to be paid in advance and online.
- Practicing good hand hygiene as well as proper respiratory etiquette.
- Completing pre-exam appointment checklists/screening with stakeholders (clients) prior to arrival and upon arrival.
- Avoiding exchanging articles between individuals as well as not greeting people by shaking hands.
- Disinfecting equipment/office as required with proper tools.

We will continue to monitor public health guidance and update our preventative measures in accordance with their guidance and recommendations.

Sincerely,

Jeffrey Ellis

A/Regional Manager, Business Management

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