



COVID-19 EXPOSURE PREVENTION IN-CLASS INSTRUCTION RISK ASSESSMENT

Assessment Date:	May 1, 2020	Room(s):	Aerospace/Pacific Flying Club	Class Type:	<input type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input checked="" type="checkbox"/> Laboratory <input type="checkbox"/> Shop Floor
Assesor(s):	Cheryl Cahill			Hand Washing Location(s):	There are five locations at the Pacific Flying Club where students could potentially wash hands – Two men’s and ladies’ washrooms and two kitchen sinks. There may also be sinks and washrooms in other parts of the facility, but not likely open to students.
Use Description:	The students in the program will be conducting flight training in a Cessna 152 or 172 aircraft that is owned by Pacific Flying Club (3 rd party contractor)				

GENERAL TRANSMISSION PREVENTION GUIDELINES

EDUCATION	Post infection control practices and physical distancing posters. <i>Posters available on OHS ShareSpace.</i>
	Identify the nearest handwashing location to students and ensure it is stocked with soap and paper towel.
	Frequently remind students to avoid face touching during class and to wash hands before and after class (and during when possible).
	Advise staff and students to stay home if sick. Develop and communicate accommodations for students in isolation/quarantine.
	Promote no eating during classes/in class rooms.
	Ensure all staff have completed the online BCIT Pandemic Exposure Control Plan Training .
PHYSICAL DISTANCING	Ensure that class rooms are set up to allow 2-metre physical distancing between all occupants, unless controls in place.
	Determine and implement class/room capacities in order to maintain 2-metre physical distancing.
	Set up demonstration/instruction areas to allow for students and staff to maintain 2-metre physical distancing. <i>With tape, chalk, etc.</i>
	Set up physical distancing (with tape, etc.) for the use of any shared tools/equipment for the class.
CONTROLLING COMMON TOUCH POINTS	Do not provide students with physical handout papers/forms, pens, and other common writing/learning tools unless controls in place.
	Remove any unnecessary common touch points, objects, or self-serve items (i.e. hearing protection, gloves).
	For any class-provided tools/equipment – if possible ensure each student has their own dedicated items.
	Identify all tools/equipment that must be shared be all students.
	Develop and post transmission prevention and/or sanitization procedures for all shared items and common classroom touchpoints.
Ensure that cleaning supplies are provided and students are instructed on how to correctly clean/sanitize, if applicable.	
PERSONAL PROTECTIVE EQUIPEMENT (PPE)	Instruct students on how to safely use, remove, and dispose/clean (as applicable) any required PPE for the class.

Note: PPE (gloves, respirators, face shields, etc.) should only be recommended/required for pandemic exposure control if best practices (physical distancing, hand washing) are impossible to maintain. Please contact ssemohs@bcit.ca for further guidance regarding PPE.

SECTION A: To be completed by assessors.

Table 1 – Common Tasks/Situations

Directions for assessors:

1. List and assess common tasks/situations encountered in the instructional setting.
2. Refer to the [BCIT Risk Assessment Matrix](#) for further instructions.
3. Assign Exposure Likelihood (**Rare, Unlikely, Possible, Likely, Very Likely**), Consequence (**Extreme, Major, Moderate, Minor, Insignificant**) and Risk Level (**High, Medium, Low**) for the task/situation without controls (W/out) and with controls (With).
4. State possible control measures for the task/situation in the final column.
5. Controls must be implemented for such that the risk level with controls (With) is Low.
6. Use Appendix A to attach any relevant photos.

	Lists of potential tasks/situations during instruction.	Potential hazardous conditions associated with the task/situation.	Likelihood		Consequence		Risk Level		Possible Controls <i>See Table 2 for implemented control measures.</i>
			W/out	With	W/out	With	W/out	With	
1.	Check in at flying school to conduct solo flight	Contact with PFC staff on front desk who may not have been tested or checked	Possible	Unlikely	Moderate	Minor	Medium	Low	Staff will conduct temperature check with each student and complete a verbal questionnaire. Staff is trained on duties and assigned schedule or duties – Two separate training events at 1 hour per session. Recommend PFC staff complete BCIT Pandemic Exposure Control training online.
2.	Meet with flight supervisor to sign off on solo flight activity	Contact with PFC staff (Executive Director and flight managers); other students may be in the flying school	Possible	Unlikely	Moderate	Minor	Medium	Low	Physical distancing, masks, gloves as needed. Sanitizing of site is completed twice per day by PFC staff
3.	Proceed to the aircraft to conduct walk around The student will be responsible for sanitizing aircraft touch points PFC has training for how to properly sanitize and no clear procedure for sanitizing or use of PPE but not details shared with BCIT	There are many surfaces that need to be touched; propeller blades, fuel cap, touch flap and check wheel, fuselage and other parts of the aircraft as required PFC members will be using the aircraft that BCIT student are also using	Possible	Unlikely	Moderate	Minor	Medium	Low	Checklist related to sanitizing – PFC and BCIT checklist must be followed Observation by staff for first booking then on an adhoc basis, no formal surveillance being conducted for subsequent bookings. If required additional surveillance will be done to ensure protocols are being followed. Pacific Flying Club has a Safety Management System in place for staff, members and/or students to report safety concerns. The SMS concerns are discussed at weekly management meetings and actions are taken to resolve the concerns.

									Common safety issues are publicized at the club on bulletin boards and shared with students as deemed necessary.
4.	Enter aircraft and prepare for taxi and take off The student will be responsible for sanitizing aircraft touch points No training identified for how to properly sanitize and no clear procedure for sanitizing or use of PPE	Touch door handles, hand grabs, control column, side windows and front wind screen, switches, dials related to flight controls, radio, seat adjustment lever, arm rests and other interior parts, survival kits, first aid kits and/or knee board, flight bag etc.	Possible	Unlikely	Moderate	Minor	Medium	Low	Due to the policy related to self reporting illness or exposure to COVID19 exposure and self isolation due to out of country travel, it reduces the risk of infection/spread
5.	Conduct flight activity (the duration can vary from 1 hours to 5 hours); depends on the nature of the flight syllabus	The student is in flight solo for the duration of the flight activity	Unlikely	Unlikely	Minor	Minor	Low	Low	If all student pilots, sanitize aircraft touch points and follow procedures then exposure significantly reduced. Use of hand sanitizer and no touching of face or eyes also reduces probability. Washing hands after the flight reduces risk. Hand washing station on apron might improve cleanliness or sanitizing station outside apron door access – outside to inside.
6.	Cross Country flights (this may be one of the activities) which will take the student outside the Lower Mainland	Students are required to a 3 or 5 hour solo cross country e.g. these flights will require students to fly to north central BC or southeastern BC	Possible	Unlikely	Moderate	Minor	Medium	Low	If student pilot is required to land aircraft due to emergency or mechanical then risk exposure, consequence and risk level could increase to Possible, Moderate, Medium with controls in place. The community students will fly into and the airport level of service will determine the risk associated with the long cross country. It would be beneficial to have a list of airports who are accepting general aviation pilots and what their level of service and protocols are for itinerant traffic during COVID19
7.	The student pilot may need to land aircraft at long cross country destination for fueling, food, washroom break	The student will be in contact with fueling personnel and/or public access self fueling system, potentially use washroom at airport or on airside (depends on airport)	Possible	Unlikely	Moderate	Minor	Medium	Low	If student pilot is required to land aircraft due to emergency or mechanical then risk exposure, consequence and risk level could increase to Possible, Moderate, Medium with controls in place. The community students will fly into and the airport level of service will determine the risk associated



	and/or emergency purposes									with the long cross country. Communication with PFC site manager critical so that necessary information can be shared with pilot and airport staff/service provider
8.	If there is a malfunction while on route then student may need to deviate from flight plan and land aircraft to determine maintenance issue	The student may have contact with on airport maintenance repair personnel or airport personnel The student may be required to stay overnight in the community if there is hotel or motel accommodations (they cannot sleep on airside)	Possible	Unlikely	Moderate	Minor	Medium	Low		If student pilot is required to land aircraft due to emergency or mechanical then risk exposure, consequence and risk level could increase to Possible, Moderate, Medium with controls in place. The community students will fly into and the airport level of service will determine the risk associated with the long cross country. Communication with PFC site manager critical so that necessary information can be shared with pilot and airport staff/service provider
9.	Return to PFC involves sanitizing the aircraft controls and all touch points Student will properly sanitize wearing gloves (mandatory), but masks optional	Student will check in aircraft, interact with front desk and complete necessary paperwork or computer related to sign in or sign out. Student may need to file necessary paperwork in their Pilot Training Record (PTR) – need to check with Clark Duimel	Possible	Unlikely	Medium	Low	Medium	Low		If student pilots and staff follow COVID19 safety protocols then no threat exists. If students properly sanitize aircraft and exit public areas of club immediately then minimal risk involved. On site supervision will be present to advise students to exit building. Limited access to washrooms and kitchen areas.
10.	Meet with flight instructor (Step 2) May need to speak with PFC maintenance (optional)	Use of washroom and/or other public areas in the club.	Possible	Unlikely	Medium	Low	Medium	Low		If student pilots and staff follow COVID19 safety protocols then no threat exists. If students properly sanitize aircraft and exit public areas of club immediately then minimal risk involved. On site supervision will be present to advise students to exit building. Limited access to washrooms and kitchen areas. See detailed PFC COVID19 manual attached.



SECTION B: To be completed by the Manager/Supervisor/Chief Instructor

Table 2 – Implementing Control Measures

Directions:

1. Refer to the General Transmission Prevention Guidelines above for standard pandemic control measures.
2. List each control measure implemented, a description on how the control measure is being implemented, and state each applicable task number for the listed control.
3. Indicate if a control requires the use of Personal Protective Equipment (PPE).
4. If applicable, state how any materials needed to implement the control will be procured.

NOTE: Supplies such as PPE (gloves, face masks, N95 respirators) and sanitizing products (hand sanitizer) are in short supply and high demand, with most being sent to healthcare settings. Please keep that in consideration when implementing control measures.

Control Measure	Control Description	Tasks Controlled	PPE?		Material Procurement Details
			Yes	No	
<i>State control measure title.</i>	<i>Provide a brief description of what is the control measure.</i>	<i>List applicable task #s.</i>			<i>State how each item will be procured and by whom.</i>
Sanitizing aircraft and public areas	See the procedures outlined in manual provided		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student pilots (aircraft), staff at PFC including Pat Kennedy and Clark Duimel
Training related to use of PPE	See the procedures outlined in manual provided		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clark Duimel, Paul Harris, Marcel Gimenez, Tony Brugger
Emergency landing or mechanical at airport	See the procedures outlined in the manual provided		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clark Duimel and Mike Wolfe (Aircraft Mtce Engineer)
One on One briefing	See the procedures outlined in the manual provided		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clark Duimel, Paul Harris, Marcel Gimenez, flight instructor team
Theory/Ground School	See the procedures outlined in the manual provided		<input checked="" type="checkbox"/>	<input type="checkbox"/>	On line only
Entry and Exit to Pacific Flying Club – pre and post flight	See the procedures outlined in the manual provided		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Separate entry and exit pathways Pre and post flight briefings conducted via Zoom or physical distancing in the ground school room or outside the flying school

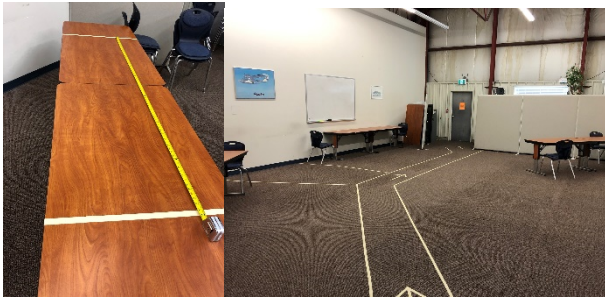


Upon Assessment Completion: Supervisor/Manager

<ol style="list-style-type: none">1. Upon the completion of Tables 1 and 2, the approving supervisor/manager signs or types name in the adjacent space.2. If you need any assistance to complete this assessment, contact BCIT OHS (ssemohs@bcit.ca).3. Please submit a copy to BCIT OHS (ssemohs@bcit.ca) for final approval.	Supervisor/Manager Name:	
	Approval Date:	

Appendix A Photographs

Ground School Configuration



Front Desk – plexiglass and hand sanitizer



Signage and Markings

