



Return to Campus Plan COVID-19 Exposure Prevention

Campus	Aerospace- Pacific Flying Club Campus		Approving Authority	OH & S
Dept/School	ATC - Aviation Operations		Program	Airline & Flight Operations (AVFO) fixed
Submitter	Cheryl Cahill		Submission Date	May 21, 2020
# of Students involved	65		# of Staff involved	10 employees minimum (PFC employees) Up to 3 BCIT employees (CI, AD and possibly OH&S team member)
Return to campus start date and end date	Start Date (as soon as approved by EOC) June 8, 2020 FO 17 June 8, 2020 FO 18 June 26, 2020 FO 19	End Date Sept 4, 2020 FO 17 January 9, 2021 FO 18 September 18, 2020 FO19	Involved in developing the Plan	Cheryl Cahill, Sanja Boskovic Clark Duimel, Pat Kennedy
Purpose	<p>To re-initiate flight training in the Cessna 152 and 172 aircraft and access to the reception area and apron at Pacific Flying Club for AVFO CLASS 17 (16) & CLASS 18 (23) = 39 students effective June 8, 2020 (need to revise the dates once approved)</p> <p>To commence flight training in Cessna 152 and 172 aircraft and access to the reception area and apron at Pacific Flying Club for AVO CLASS 19 (26) effective June 26, 2020</p>			

Directions:

1. Plan is reviewed and signed by the approving authority (Associate Dean/Department Manager).
2. Plan, risk assessment, and any associated procedures (Documents) are submitted to the Emergency Operations Centre (EOC) at ReturntoCampus@bcit.ca
3. Documents are sent to the campus Joint Occupational Health and Safety Committee (JOHSC) for review, and will have 48 hours to review the Documents.
4. Feedback from the JOHSC sent back to the EOC for approval, who will provide a written response either approving or articulating why the plan is not approved to the Associate Dean/Department Manager.
5. Once approved, it is the department's responsibility on a daily basis to ensure all safety protocols are followed, as outlined in their return to campus plan.

Approved



Approving Authority Signature		Date	
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JOHSC Review

JOHSC Name		Date submitted to JOHSC	
Comments			

Revisions to Plan by Submitter:

Note changes made to plan based on JOHSC or EOC feedback, if applicable. Submit Plan back to EOC for approval.

Approving Authority Signature		Date	

EOC signature



Name	Position	Signature	Date

Return to Campus/PFC Plan

1. Description

The purpose of the return to the campus/Pacific Flying Club (PFC) is to restart the flight training for the Airline and Flight Operations program that was paused due to COVID19. When COVID19 was declared a provincial emergency, BCIT advised our flight training partner to stop all flight training for the BCIT students that were at the flying school. PFC voluntarily shutdown their operations on March 20th to mitigate the spread of COVID19 and protect their staff, students and public.

2. Framework (information captured in the Plan)

See PFC COVID19 Policy and Procedures; Section 5.5: Access Control and Section 6.2: Exit Procedures

- Entry and exit to the flying school has been established.
- Ground school room has been converted to reduced capacity from 30 to 15 or less
- No more 50 people permitted in school at any given time
- Wristbands attached to persons approved to be in the building
- Common areas are blocked off e.g. upstairs briefing rooms and smaller main floor briefing rooms
- Plan the work being conducted to allow for 2 metres physical distancing between all involved.
- Provide sufficient soap and water or hand sanitizers and post the locations to encourage good hand hygiene. See PFC COVID19 Policy and Procedures; Section 5.5: Access Control and Section 6.2: Exit Procedures
- Enhance cleaning and disinfecting of the workplace, particularly high contact items such as handrails, doorknobs, shared tools or equipment and washroom facilities.
- Hand washing, health check including temperature check and questionnaire, and physical distancing signs posted.
- Those who are displaying symptoms will not be permitted to enter the PFC facility or will be asked to leave the PFC facility.
- Employees must complete the Pandemic Exposure Control Plan Summary training.
- Communication to students regarding behaviour expectations and not coming to campus if sick.

PFC's Screening Procedure includes at least the following:

- Access to schedules, including the Employee Schedule, as required to control access in accordance with the Minimal Contact Policy
- A list of individuals who are excluded from company facilities in accordance with the Confirmed or Possible Exposure Policy
- A questionnaire for individuals to verbally self-report symptoms of illness (e.g. sore throat), and possible exposure through contact with an infected person
- An objective test for signs of illness (e.g. fever)



- A record of screening results

Following a successful Screening Procedure, individuals are informed of any special procedures that must be followed with respect to infection control while accessing company facilities that day and a wristband for the day provided to confirm proof of entry screening.

Individuals who fail the screening test are excluded from company facilities.

3. How the plan and procedures will be communicated to those involved

BCIT checklist will be reviewed with students prior to the startup date of the term. See Appendix C: BCIT AVFO PANDEMIC CHECKLIST. The checklist reinforces and outlines additional tips related to hygiene, social distancing, reporting and selection of PPE with specific focus on masks.

See PFC COVID19 Policy and Procedures; Section 5.1: Training Policy, Appendix A-F

- COVID19 Policy and Procedures Manual available for staff
- COVID19 procedures handout given to students/members/contractors – Appendix C
- Posters
- Checklists
- Sign in sheets
- Briefings – one on one virtually and face to face

4. Any education/training requirements

- Face to face training sessions with staff
- Pre-reading for students and members prior to first flight
- Video featuring the aircraft internal and external cleaning process is played on TV monitor in the club on a continuous loop.
- Flight instructors will provide Pandemic Exposure control measure briefing for students prior to dual flights

5. Materials/equipment needed to operationalize the Plan

See PFC COVID19 Policy and Procedures; Section 5.3: Formite Management Policy and Appendix F

Pat Kennedy, Chief Financial Officer at Pacific Flying Club is responsible for the procurement of all Personal Protective Equipment and cleaning supplies on behalf of Pacific Flying Club.

See PFC COVID19 Policy and Procedures; Appendix F

Item	Qty	Purpose/Supplier
Masks – Cloth	230	Anything Branded (200) and Amazon (30)
Masks – disposable	1800	Amazon, ICS Cleaning
Plexiglass Barriers	2	Xinita
Disposable Gloves	7400 pieces	Amazon, First Aid Plus,
Hand Sanitizer	40 Liters	Canadian Tire (Triton brand)
Hand Sanitizer	10 x 500 ml	ICS Cleaning
Handwashing	5 Liters	AJP Cleaning
Disinfectant Wipes	2 cannisters	Dentalmarket.ca
Disinfectant	4 x 32 oz	ICS Cleaning
Clorox/Lysol disinfectant	12 x 800 ml	Canadian Tire/Walmart/Etc
Wristbands for daily checkin	3000 (various colors)	Amazon

6. If physical distance (2 metres) can't be maintained, what control measures will be in place
See PFC COVID19 Policy and Procedures; Section 5.2: Minimal Contact Policy – Staff and Students

BCIT students will receive in-person flight debriefing in the ground school only if said debriefing is unable to proceed virtually.

If BCIT students receive front facing in-person flight debriefing in the ground school, that the ground school room configuration allows for two metres of distance between the workspace of each participant including space on the work surface for people seated to lean forward onto and over the surface as in normal conversation. See Appendix B which includes photos of the room configuration and pathway demarcation.

The large briefing room (formerly ground school room) at PFC allows for two metres of distance to be maintained as people move through the space while others remain seated. There is an exit door that is separate from the entry door. Floor demarcations for traffic flow has been installed in large briefing room space at PFC.

Monitoring by assigned Pacific Flying Club personnel.

Individuals will be asked to leave the facility if they do not comply with the procedures outlined in the PFC COVID19 Policy and Procedures manual and the BCIT AVFO Pandemic Exposure Control checklist.

7. Procedures for picking up/dropping off equipment (if applicable)

See PFC COVID19 Policy and Procedures; Section 5.3: Formite Management Policy: Sub-Section 5.3.3: Sharing Materials and Appendix D

Training video provides instructions on how to clean exterior and interior of aircraft
 The same protocols are followed for use of aircraft simulators

8. Procedures for room management (if applicable)

See PFC COVID19 Policy and Procedures; Section 5.5: Access Control

See Appendix B: Aircraft Disinfecting training video and photos of PFC facilities

9. Procedures for cleaning equipment/surfaces (if applicable)

See PFC COVID19 Policy and Procedures; Section 5.3: Formite Management Policy: Sub-Section 5.3.5 and Section 6.1: Cleaning and Disinfecting Procedure (hard and soft surfaces), Appendix D

Training video for cleaning aircraft which also applies to simulator

PFC personnel clean hard and soft surfaces twice per day or as needed

They have been trained on proper procedures for cleaning and have been equipped with WorkSafeBC recommended sanitizers.

10. Notifying Facilities for cleaning used areas (how this will be accomplished)

See PFC COVID19 Policy and Procedures; Section 5.3: Formite Management Policy: Sub-Section 5.3.5 and Section 6.1: Cleaning and Disinfecting Procedure (hard and soft surfaces) and Appendix E

PFC does not use the BCIT Facilities team for cleaning, this activity is performed by PFC staff.

11. Process for monitoring compliance to this Plan

See PFC COVID19 Policy and Procedures; Section 5.2, 5.5.3, 6.2 and Appendix C, D, E

See BCIT AVFO PANDEMIC CHECKLIST; REPORTING COVID INCIDENTS

PFC management have implemented steps to prevent individuals within the facility from unnecessarily gathering in groups. The ground school room has been configured to allow only ground briefing using office dividers to partition off space.

Only one person is allowed in the kitchen at any time.

Students are not allowed on premises for self study – this should be completed at home. Halls have been designated one way.

The upstairs area is cordoned off during normal operations and will be open only to accommodate enhanced social distancing if the main floor ground briefing spaces are all utilized. Strict access control affords PFC the opportunity to have a record of who was on company property and when.

PFC's Screening Procedure includes at least the following:

- i. Access to schedules, including the Employee Schedule, as required to control access in accordance with the Minimal Contact Policy
- ii. A list of individuals who are excluded from company facilities in accordance with the Confirmed or Possible Exposure Policy
- iii. A questionnaire for individuals to verbally self-report symptoms of illness (e.g. sore throat), and possible exposure through contact with an infected person
- iv. An objective test for signs of illness (e.g. fever)
- v. A record of screening results

Following a successful Screening Procedure, individuals are informed of any special procedures that must be followed with respect to infection control while accessing company facilities that day and a wristband for the day provided to confirm proof of entry screening.

Individuals who fail the screening test are excluded from company facilities.



BCIT students will receive front facing in-person flight debriefing in the large briefing room (formerly the ground school room) only if said debriefing is unable to proceed virtually using ZOOM, SKYPE, or other means of electronic communications.

If BCIT students requires front facing in-person pre or post flight debriefing in the large briefing room then all procedures outlined in the COVID19 Policy and Procedures manual (PFC) will be followed as well as, the AVFO BCIT Pandemic Exposure Control checklist.

As per the ATC JOH&S committee recommendations, the large briefing room (formerly ground school room) has been configured to all ensure two metres of distance between the workspace of each participant (assuming workspace includes space on the work surface for people seated to lean forward onto and over the surface as in normal conversation) and allows for two metres of distance to be maintained as people move through the space while others remain seat. See photos in Appendix B.

There is clear floor demarcation for traffic flow in the large briefing room. See photos in Appendix B.

Pacific Flying Club has a very robust aviation and workplace Safety Management System which supports 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. Any concerns related to BCIT students or program delivery will be reported to BCIT's Chief Instructor

The ATC JOH&S committee will add a standing agenda item to review the programme area's feedback on PFC's compliance to the Plan



Appendix A: PFC COVID19 Policy and Procedures manual (Please refer to the PFC COVID19 manual)

Table of Contents

1. Purpose	5
2. Background	5
3. Definitions	5
4. Principles	6
5. Policies	6
5.1 COVID-19 Training Policy	6
5.2 Minimal Contact Policy	7
i. Employee Schedule	7
ii. Physical Distancing	7
5.3 Fomite Management Policy	8
5.3.1 Cleaning and Disinfecting of Objects and Surfaces	8
5.3.2 Closure of Non-Essential Areas	8
5.3.3 Shared Material	9
5.3.4 Hand Cleaning	9
5.3.5 Enhanced Cleaning and Disinfecting	9
5.4 Personal Protective Equipment (PPE) Policy	9
5.4.1 Respiratory Protection	9
5.4.2 Gloves	10
5.4.3 Inside Aircraft	10
5.5 Access Control Policy	10
5.5.1 Entry to Club Facilities	10
5.5.2 Exit from Company Facilities	11
5.5.3 Record Keeping	12
5.6 Confirmed or Possible Exposure Policy	12
5.7 Discontinuation of Isolation Policy	12
5.8 Equivalent Flight Safety Policy	13
6. Procedures	13
6.1 Cleaning and Disinfecting Procedure	13
6.1.1 Procedure to Clean and Disinfect Hard Surfaces and Objects	13
6.1.2 Cleaning and Disinfection of Soft Surfaces	14
6.1.3 Electronics	14
6.1.4 Hand Washing	15
6.1.5 Cleaning Aircraft, Simulator and aircraft documents/logbooks Protocols	15
i. Aircraft	15
ii. Simulator	15
iii. Other Cleaning Protocols	15
6.2 Screening Procedure	16
6.3 Exit Procedure	17
6.4 Exposure Procedure	17
6.5 Long Cross-Country Trip Procedures	18
6.6 Other COVID Safety Protocols, Limitations and Procedures	18
7. Transport Canada Announced Exemptions re Licencing, Medicals & Written Examinations	19
APPENDICES	
APPENDIX A: COVID 19 – General Information	20
APPENDIX B: Return to Modified Operations (Handout given to members)	21
APPENDIX C: Daily Sign-In Sheet	25
Appendix D: Monthly Schedule	26
APPENDIX E: Cleaning Checklist	28
APPENDIX F: Resources	32

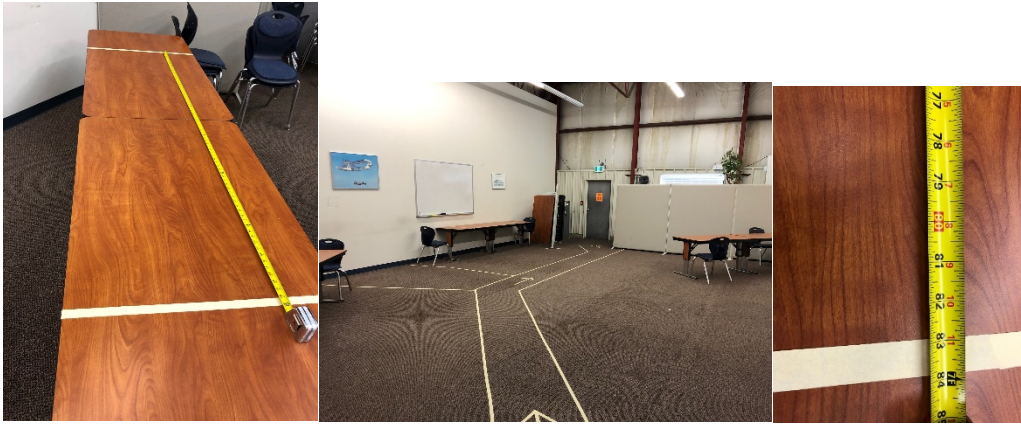
Appendix B: Aircraft Disinfecting Video and photos of PFC Common Areas including posters, markings and physical distancing room configuration



wipe down exterior.MOV



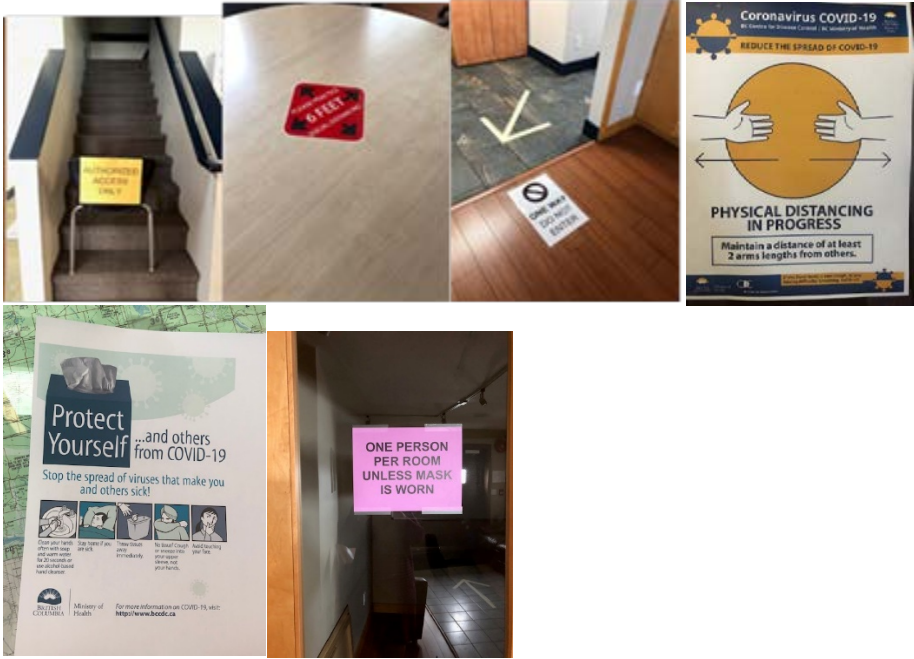
wipe down aircraft interior.mov



Large Briefing Room configuration



Front Desk Plexi-Glass



Floor demarcation and signage

Appendix C: BCIT AVFO PANDEMIC CONTROL CHECKLIST
BCIT AVFO PANDEMIC CHECKLIST

Student safety is paramount in both the operation of aircraft and in terms of reducing the risk of contracting COVID19 or mitigating the risk of exposure. We have provided a checklist for proper use of PPE, and best practices for sanitizing hands and surfaces and protocols for social distancing and reporting and some tips in selecting PPE (masks)

Hygiene

- Sanitize all surface contact points both hard and soft surfaces e.g. flight controls, seatbelts, binders etc. and/or sanitize your hands after handling items being used in your training. Do not take the risk of assuming the items are properly sanitized by others.
- Once sanitizing is done, remove PPE following the WorkSafe BC procedures below:



PERSONAL PROTECTIVE EQUIPMENT (PPE)



Glove removal procedure

To protect yourself from exposure to contamination, you must take your gloves off safely.

How to remove gloves safely



1. With both hands gloved, grasp the outside of one glove at the top of your wrist.



2. Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.



3. Hold the glove you just removed in your gloved hand.



- Wash and/or sanitize your hands after removing any PPE (gloves, masks or any other type of PPE)

COVID-19 health and safety

Selecting and using masks

B.C.'s provincial health officer has not recommended the widespread use of face masks. Employers considering the use of masks at their workplaces should ensure that other measures are in place, including physical distancing, handwashing, and staying at home when sick. Employers must understand the limitations of masks as a protective measure, and must also ensure that masks are selected and used appropriately.

How COVID-19 spreads

COVID-19 is an infectious disease that mainly spreads among humans through direct contact with an infected person and their respiratory droplets. Respiratory droplets are generated by breathing, speaking, coughing, and sneezing. Your exposure risk is greatest when you have prolonged close contact with an infected person.

The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches it with contaminated hands.




Should your workers use masks in the workplace?

The most effective ways to prevent the spread of infection include handwashing, cleaning and disinfecting work areas, physical distancing, and having sick workers stay at home. Employers may consider the use of masks as an additional control measure in combination with these measures. Some industry associations may recommend the use of masks as a worker protection or public health measure.

If your workers are wearing masks, ensure they are aware of the following:

- Cloth and surgical masks may not protect you from the virus because they do not form a tight seal with the face. However, they can reduce the spread of your respiratory droplets to others.
- Keep your mask clean and dry. If it gets wet, it's less effective at preventing the spread of droplets.
- Change masks as necessary. You may need several masks available as they build up moisture during the day and become less effective. If your mask becomes wet, soiled, or damaged, replace it immediately.
- Make sure you know how to wear and clean your mask. Wash cloth masks every day using the warmest water setting. Store in a clean, dry place to prevent contamination.
- Practise good hygiene even if you're wearing a mask. This includes covering sneezes and coughs and washing hands. Don't touch your eyes, nose, mouth, or mask (if you're wearing one).

The difference between cloth masks, surgical masks, and respirators

Type	Use
Cloth masks 	<ul style="list-style-type: none"> • May offer some level of protection to others by preventing the wide spread of droplets from the wearer. However, they are not a proven method of protection for the wearer as they may not prevent the inhalation of droplets. • May be considered by employers for use by workers and/or customers as a protective measure in combination with other controls, including physical distancing and appropriate hygiene practices. Masks should never be relied upon as a sole protective measure. • Cloth masks, including homemade masks, may be worn by workers as a matter of personal choice. • Cloth masks must be washed before they are reused. Replace masks that are wet, soiled, or damaged.
Surgical masks 	<ul style="list-style-type: none"> • Surgical masks, also referred to as medical masks, are specifically designed for health care environments. • Like cloth masks, these offer limited protection to the wearer from the inhalation of droplets, but may offer some protection to others by preventing the wide spread of droplets from the wearer. • Should be preserved for use by health care workers, whenever possible. • Employers outside of health care may consider these as part of their workplace controls to protect against the spread of COVID-19 in combination with other controls, recognizing there may be a lack of availability of surgical masks. • May be worn as a matter of personal choice by workers. • These are single-use items that should not be cleaned and reused.
Disposable respirators, such as N95 or P100 types 	<ul style="list-style-type: none"> • Primarily used in health care settings to prevent the spread of the virus that causes COVID-19. Other sectors may use these to protect against a variety of hazards, including silica dust. • These must be used in accordance with the manufacturer's instructions, and the use of these masks is regulated under the Occupational Health and Safety Regulation. • Due to lack of availability, employers outside of health care should not consider these as part of their workplace controls to protect against the spread of COVID-19. • Some dust masks may be similar in appearance to N95 disposable respirators; however, they are not manufactured to the same standards and would be similar to cloth masks in terms of protection.

Let's all do our part

When workplaces in British Columbia are healthy and safe, they contribute to a safe and healthy province. As COVID-19 restrictions are lifted and more businesses resume operations, let's all do our part. For more information and resources on workplace health and safety, visit worksafebc.com.