



# COVID-19 Risk Mitigation Procedures

**Effective Date: November 01, 2020**

**Version 4.1**

The following procedures are in effect until otherwise cancelled or amended.

## 1. Premises

- Maximum Occupancy **12 persons**.
- No Access to the building unless authorized.
- No Visitors will be permitted in the building without approval (Delivery Persons, Walk-in Inquiries, Contractors, etc.)
- Maintain Physical Distancing (2 Metres) at all times, when not possible Masks must be worn.
- No Sharing of Pens or Board Markers
- Sanitizing of all surfaces to be completed frequently throughout the day.

## 2. Scheduling

- Dual and Local Solo Flights are authorized
- Flight Scheduling will be made by Individual Flight Instructors for their students
- 2 shifts per day with a maximum of 5 bookings per day
- Each shift to have a maximum of 2 Flight Instructors
- "A Shift" will start at 08:00, "B Shift" will start at 09:00
- Each booking will be 2 hours in duration
- Flight Instructor shall should operate the same aircraft for duration of their shift whenever possible, when not possible flights in an aircraft should be contiguous as possible.
- Students must arrive exactly **10 minutes prior** to their scheduled booking and depart **no later than 10 minutes following** their booking.

## 3. Arrivals

- Upon Arrival into the building all staff and students will
  - Sanitize their hands
  - Be provided with gloves and a mask
  - Verify Health Declaration Form was submitted and is Acceptable
- Students and Staff should provide their own masks. Masks will be provided for a fee if required. Masks must be worn on the premises and in the aircraft. (Personal PPEs are acceptable).
- Students to arrive no sooner than 10 minutes prior to start of scheduled booking time

## 4. Aircraft Sanitizing

- Staff / Students will be required to sanitize the aircraft prior to each flight.



- Door Handles (Inside/Outside)
- Inside of Side Windows
- Seat Belts
- Seats
- All Switches
- Control Column
- Engine Controls
- Flap Levers
- Fuel Selectors
- Radio Selector Knobs
- Push-to-talks
- Trim Wheels
- Indicator knobs (AI, DG, VOR)
- Checklist
- Headsets
- Armrests / Door Pulls
- Aircraft Keys
- Tow bar

#### **5. Aircraft Fuelling Procedures**

- Fuel Card must not be shared between aircraft/students
- Fuel Card to be placed into tray at front desk following use.
- Receipts placed onto spike
- Online App to record Fuel log

#### **6. Dispatch of Aircraft**

##### **A. Dual Flights**

- Instructor will maintain a daily Operations Log which they will administer and keep in their possession until end of day.
- Instructor will complete the Journey Log
- Students will complete W&B, and other pre-flight requirements with us of their own personal smart devices
- Flight Record (Billing Ticket) will be submitted via online form.

##### **B. Solo Flights**

- A Dispatching Instructor will be scheduled and be responsible for all Solo Flight Dispatching.
- Dispatching Instructor will maintain a daily Operations Log for all Solo Flights
- Dispatching Instructor will complete the Journey Log
- Students will complete W&B, and other pre-flight requirements with us of their own personal smart devices
- Dispatching Instructor will provide the Pre-Flight Briefing.
- Dispatching Instructor will submit the Flight Record.



## 7. Flight Activities

- Dual and Local Solo Flights are authorized.
- All Flight Crew are required to wear Masks at all times.
- Gloves may be required to be worn at the discretion of the Instructor/Student

## 8. Pre/Post Flight Briefings

- Attempt to preform PGI online whenever possible
- Perform Briefings outdoors whenever possible
- If unable to maintain Physical Distancing, then Gloves will be required to be worn

## 9. Ground Classes

- Not Authorized

## 10. Written Examinations

- Authorized

## 11. Confirmed or Possible Exposure

If an individual(s) is confirmed to have COVID-19, or has symptoms of COVID-19, or is likely to have been exposed to COVID-19, we will:

- Immediately close the affected facility temporarily to prevent further infection until enhanced cleaning can be completed.
- Immediately notify the Public Health Authority via Health Link at 8-1-1
- Under the Direction of the Public Health Authority, we will assist, and support as required the notification every individual identified as having contact with the infected individual(s).
- Carry out enhanced cleaning and disinfecting of the facility, aircraft, and other high-touch objects and likely sources of contamination.

If the individual(s) becomes symptomatic while at the facility:

- The individual(s) are to be isolated from others in a supervised area, outside if able, and will be instructed to return to their place of residence.
- If symptoms persist or worsen, the individual(s) will be instructed to contact 8-1-1 or their local healthcare provider for further direction. The school will follow up and remain in contact with the student and their health status.
- Ensure the individual(s) are wearing appropriate PPE (facemask)
- Arrangements for transportation will be coordinated as required. A private car, or taxi/ride-hailing service would be acceptable.

Additionally, these procedures will apply if an individual(s) is likely to have been exposed to COVID-19 from:

- A sick household member



- Providing care to an infected person (family member/ housemate) without using a PPE
- Excessive socializing without maintaining proper physical distancing (2meters).
- In direct contact with individual(s) of persons who have travelled within 14 days of their contact.

## **12. Discontinuation of Isolation**

- An Individual who has been subject to isolate due to exposure or possible exposure to COVID-19 will not be permitted to access company facilities until that individual meets the criteria of the discontinuing self-isolation as determined by the BC Public Health Authority.
- Government of Canada guidance in this area can also be found at:  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/interim-guidance-cases-contacts.html>



## **COVID-19 INTERNATIONAL STUDENT ARRIVAL POLICY**

This Covid-19 International Student Arrival Policy is an additional policy.  
The Covid-19 Safety Policy remains in full effect.

In compliance with the Quarantine Act, all international students together with any family members arriving in Canada **MUST** quarantine for a 14-day period at their own extra expense prior to attending training. They may **NOT** leave their quarantine room or suite for any reason, except a medical emergency, for the entire 14-day period.

### **A) PRIOR TO ARRIVAL**

Prior to departure from their home country students must advise the administrator at [admin@skyquest.ca](mailto:admin@skyquest.ca) of the following information:

- Planned Arrival date into Canada
- Detailed quarantine plans including travel from airport and accommodations
- Suitable accommodations must be organized prior to arrival, helpful links below:

**Airbnb:** <https://www.airbnb.ca/>

**Hotels:** <https://www.choicehotels.com/>

**\*\*Please note:** If you're self-isolating, hotels will require you to stay in your room. Hotel staff, including housekeeping, won't be permitted to enter your room.

- Suitable food delivery provisions must be organized prior to arrival.
- All students and accompanying family members arriving **MUST**:
- download and use the ArriveCAN application 48 hours prior to their arrival
- download the COVID-19 Self-Assessment Tool.  
Canada Covid-19 App and Self-Assessment Tool
- download and use the Covid Alert App
- subscribe to Covid-19 email Update service.

### **B) ARRIVAL IN CANADA**

All students and accompanying family members must quarantine for 14 Days upon arrival.

Students and accompanying family members **MUST**:

- Go directly to prearranged suitable accommodations without delay, intermediate stops are prohibited



- Use private transportation (Lyft, Uber, Taxi is acceptable) You will find helpful links below.

Lyft: <https://www.lyft.com/rider/cities/vancouver-bc>

Uber: <https://www.uber.com/global/en/cities/vancouver/>

Pacific Cabs: <https://pacificcabs.com/book-online/>

\*\* Please avoid public transit such as buses and sky-train to ensure that your mode of transportation from the airport to your accommodation is as safe as possible.

- Wear a suitable non-medical mask or face covering while in transit.
- Practise Physical Distancing (2 metres) at all times.
- Not leave your place of quarantine unless seeking medical services.
- Monitor Health for 14 days

### **C) ACCOMODATION, MEALS AND MEDICATION**

- Ensure you have a suitable place of quarantine that has access to the necessities of life and is not shared with those that are vulnerable or at risk of more severe disease.
- We will assist with means to have food delivered each day or you can use a food delivery service.

#### **Food Delivery Services:**

Skip The Dishes: <https://www.skipthedishes.com/r/6ZX1MM5I5F/complete>

Door Dash: <https://www.doordash.com/en-CA>

Uber Eats: <https://www.ubereats.com>

Yogi's Kitchen: <https://www.yogiskitchen.ca/>

#### **Groceries:**

Save On Foods: <https://www.saveonfoods.com/>

Walmart: <https://www.walmart.ca/en>

- We will assist with any medication needed during the quarantine period and students will be instructed to bring any necessary prescription medication with them to cover the first month they are here.
- Do not quarantine in places you cannot separate yourself from those who live with you.

For example:

- in a group or communal living setting.
- in a household with large families or many people.



- in a shared small apartment with roommates who have not travelled with you; or
- at a camp, student dorm or other group setting where there is close contact and shared common spaces.

#### **Prohibited during quarantine:**

- You may not leave your place of quarantine unless it is to seek time-sensitive medical services, or you have received authorization for a limited release from quarantine on compassionate grounds and stringently follow directives provided.
- You may not have any guests even if you are outside and stay 2 metres apart from them.
- You may not use shared spaces such as lobbies, courtyards, restaurants, gyms or pools.

#### **Permitted during quarantine:**

- In your place of quarantine, you may:
  - Live with family/friends who did not travel with you provided you have a separate bedroom and bathroom.
  - Use shared spaces such as a kitchen, provided you:
    - limit interactions with others in the household and wear a mask or face covering if a 2-m distance cannot be maintained.
    - thoroughly and regularly clean common areas after use.
    - Use private outdoor spaces (i.e. balcony).

#### **Recommended during quarantine:**

- Wash your hands often with soap and warm water or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Avoid touching your face.
- Cover your mouth and nose with your arm when you cough or sneeze.

#### **D) MONITOR YOUR HEALTH**

- We will require daily check ins from the students to ensure their well-being and mental health



- If you start experiencing any symptoms of COVID-19 (new or worsening cough, shortness of breath, fever equal to or greater than 38°C, chills, fatigue or weakness, muscle or body aches, new loss of smell or taste, headache, gastrointestinal symptoms like abdominal pain, diarrhea, vomiting; or feeling very unwell):
- Isolate Yourself from Others.
- follow the COVID-19 instructions of the local public health authority.
- The 14-day period starts again if, during your quarantine period, you develop any signs and symptoms of COVID-19, including those noted above, or if you are exposed to another person subject to this Order who exhibits signs and symptoms or tests positive for COVID-19.

#### **E) INTEGRATION**

- Our new arrivals will be contacted by our existing students to help ease them into our community
- There is a group chat available for all of them to stay in contact, additionally they have our office email and phone number so they can contact us as well.
- We also share photos and updates on Social Media platforms, for students to stay involved.

#### **F) MENTAL HEALTH AND SOCIAL STIGMA**

Travelling to a foreign country and being isolated for 14 days can be a challenge on a person's mental health. We will maintain regular contact with our international students to ensure that they are coping with the any stress or mental health issues.

- If necessary, we will assist them in access to:
  - A therapist or counsellor
  - An appointment with a qualified medical professional
  - Access to online support groups
  - Crisis Text Line - Text TALK to 686868
- We will strive to eliminate social stigma related to COVID-19 by:
  - Referring to the virus as Covid-19
  - Applying policies and procedures to everyone
  - Addressing concerns, rumours and/or misconceptions quickly
  - Promoting a fair and respectful learning and working environment for all





- Maintaining transparency and trust with students and employees
- Remaining focused on keeping everyone safe and healthy

#### **G) TESTING, TRACING AND CARE**

- In the event that a student becomes unwell and/or demonstrates any symptoms of illness including but not limited to coughing, difficulty breathing, sneezing, etc. They will be required to contact 811 to determine if a Covid-19 test is required. If any symptoms present, the student will immediately have to isolate if not already in quarantine.
- Contact tracing may be required by the Public Health Office.
- Any illness will be reported to the place of accommodation where student is in quarantine so that they can follow their own Covid-19 cleaning protocols.

#### **H) COMPLIANCE ISSUES**

- SkyQuest Aviation will report the offender to the Public Health Office, Provincial health authorities and the Private Training Institute Branch of any compliance issues within 24 hours, when and if they arise, during the quarantine period.
- Will communicate to student that non-compliance could carry a fine or jail time.
- Will not allow the offender to enter onto school premises.
- Will assist the offender to determine what the barriers to quarantine are, giving them the best opportunity to comply with the Quarantine Act and be able to return/begin their flight training.
- *Ron Reynolds (President) is responsible for our institution's plan and can be contacted at 604-534-6855 or rreynolds@skyquest.ca.*

#### **I) SUBCONTRACTED**

SkyQuest Aviation will be handling all services listed above in house, we will not subcontracting anyone as to guarantee the requirements are fulfilled correctly by our staff.