

# **Suggested Policies and Procedures for Flight Training during COVID-19 Pandemic**

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## Front Matter

### Changes

Initial version released on 6 May, 2020.

### Disclaimer

Care has been taken to ensure that this information is as accurate as possible and reflects information available through official government sources; however, this document is presented “as is”, without warranty or guarantees of any kind. Anyone wishing to implement policies and procedures concerning COVID-19 should consult with their governing health authority. ATAC assumes no responsibility or liability for the way in which this information is used.

### Purpose

This document is intended as guidance for Flight Training Units (FTUs) to develop their own policies and procedures to operate safely during the COVID-19 pandemic. FTUs are encouraged to adapt this document as necessary to meet their specific needs and circumstances; however, broad adoption of these principles will not only promote safety, but trust among governments, regulators, and the public that Canada’s flight training industry can operate responsibly, and resume operations quickly.

These policies and procedures should remain in place for the duration of the COVID-19 pandemic. As conditions change, FTUs should adapt their policies and procedures to reflect the current situation, including the latest instructions or guidance from relevant governments and health authorities.

### Background

SARS-CoV-2, the virus that causes COVID-19, has spread throughout the world and to all provinces and territories in Canada. In response to this pandemic, Federal and Provincial governments have, to varying degrees, ordered the closure of non-essential businesses within their jurisdictions. In anticipation of a gradual and carefully controlled re-opening of these businesses, the Air Transport Association of Canada (ATAC) and its members have developed a roadmap to enable flight training organizations to safely resume their operations as soon as possible, while respecting the instructions of their governing health authority.

Pilot training represents a particular challenge with respect to infection control, given that much of the training necessarily requires two people to work within the confined space of a small aircraft cockpit. These policies and procedures draw on guidance from the Public Health Agency of Canada (PHAC) and the American Centers for Disease Control and Prevention (CDC), as well as the experience of people who have safely operated under comparable circumstances for decades, such as flight paramedics.

The suggestions presented here are not prescriptive. They draw on the current understanding of how COVID-19 is most commonly transmitted, what risks need to be mitigated, and how to do so effectively. Following these suggestions should reduce the likelihood of spreading SARS-CoV-2 among the flight training community and the population at large.

### Definitions

“Employees”: Anyone who performs work for the employer in exchange for compensation. Employees can be full-time, part-time, or contract.

“Employer”: The individual or organization with authority over employees and responsibility for operation of the flight training unit.

“Facility”: A place, amenity, or piece of equipment provided for a particular purpose. This includes buildings, hangars, flight training devices, and aircraft.

“Fomite”: Inanimate objects or materials which are likely to carry infection, such as clothes, utensils, and furniture.

“FTD”: Flight Training Device. A full-scale replica of an airplane cockpit that may not have the motion or visual systems associated with flight simulators.

“FTU”: Flight Training Unit. An organization approved by Transport Canada to conduct flight training for the purpose of licensing pilots in Canada.

“Shall”, or “will”: Precedes an action that is considered essential, or necessary

“Should”, or “may”: Precedes a recommended action that is strongly encouraged but not necessary

## Principles

Policies and procedures in this document are based on the following principles:

1. Minimize contact between people
  - a. Maintain physical distance of 2 m (6 ft) whenever possible
    - i. Distance learning when possible
  - b. Minimize number of people inside the same building at the same time
2. Minimize opportunities for transmission
  - a. Fomite management
  - b. Enhanced cleaning
  - c. Personal Protective Equipment (PPE)
3. Prevent anyone showing signs of illness from entering facility
  - a. Screening Procedure
  - b. Exclusion after exposure policy
  - c. Record keeping
4. Promote compliance
  - a. Training and awareness
5. Maintain flight safety
  - a. Ongoing risk assessment of policies and procedures

## Policies

### COVID-19 Training Policy

Training is essential in order to ensure that everyone accessing company facilities understands the risks of COVID-19, and why they are being asked to take the measures that will be asked of them. Understanding will enhance compliance. Employees and non-employees may be treated differently under this policy, so long as each group has the knowledge they need to understand and mitigate the risks associated with COVID-19.

Employers will implement a Training Program that covers at least the following topics:

- i. Why it is important to slow the spread of COVID-19
- ii. Common virus transmission vectors
- iii. Understanding and recognition of COVID-19 symptoms
- iv. Proper handwashing
- v. Proper donning (putting on) and doffing (taking off) of PPE

This training should be delivered remotely, consistent with the company's Minimal Contact Policy. Each employee will demonstrate understanding upon completion of the training by achieving a passing mark of 100% on a cumulative assessment. Successful completion of the training will be noted in the employee's company employment records and kept on file for not less than one year.

Employers should decide what level of assessment is appropriate for non-employees (e.g. students). At a minimum, non-employees should indicate that they have read and understood the information. A record of this acknowledgment must be kept for not less than one year.

Individuals will complete this training prior to entering company facilities during the COVID-19 pandemic. This training should be conducted every six months for as long as COVID-19 remains a threat.

### Minimal Contact Policy

Employers will endeavour to minimize unnecessary contact between individuals in order to reduce the possibility of direct transmission of disease from person to person.

To this end, the employer will ensure that there are only a minimum number of employees necessary to maintain company operations at each location within its facilities at any given time.

Access to company facilities will be restricted to only those employees and clients who are scheduled to be there at that time. Physical distancing recommendations of the governing health authority will be respected within company facilities to the extent that duties allow.

Whenever possible, business will be conducted by video conference or other remote communication technologies. The employer will define which activities must take place at company facilities (e.g. flight training), and which activities may be conducted remotely.

### Employee Schedule

At companies large enough to have an employee schedule, the employer will prepare a schedule for each essential employee. Where practical, employees working in the same facility will be scheduled to work at different times in order to minimize contact between people. Employees will only be permitted within company facilities when and where they are scheduled to work.

### Physical Distancing

Where possible, employers will implement physical distancing that complies with current recommendations of their governing health authority. Such recommendations may include a minimum distance between people, such as 2 m (6 ft), a maximum number of people per room or per building, or other restrictions.

Changes such as rearranging of desks or furniture, or placing markings on the floor to indicate minimum allowable distances will be implemented as necessary to facilitate this policy.

Employers will prevent individuals within their facilities from unnecessarily gathering in groups. Examples of how this could be implemented include removing chairs and other amenities where people normally gather, and distributing certain activities across different areas to avoid queueing (e.g. aircraft sign-out). Implementation will vary according to each FTU's circumstances and facilities.

Where physical distancing is not possible, such as during flight training, personal protective equipment (PPE) will be required according to the company's PPE Policy.

### Fomite Management Policy

Employers will minimize opportunities for transmission of pathogens such as SARS-CoV-2 by implementing a Cleaning Procedure for all objects and surfaces that are frequently exposed to multiple individuals. Non-essential areas within buildings will be closed, and use of shared materials such as pens and paper will also be restricted. Proper hand-washing facilities will be available, and hand sanitizer will be accessible throughout company facilities, including aircraft, in order to further reduce the likelihood of infection through contact with contaminated surfaces.

Checklists will be used to ensure that procedures are carried out correctly. Employers will ensure that employees are familiar with each checklist, as well as when and where they are to be used.

### Cleaning and Disinfecting of Objects and Surfaces

High-touch surfaces in all shared facilities, including aircraft, will be disinfected regularly according to the company's Cleaning and Disinfecting Procedures. Cleaning/Disinfecting Procedures may differ based on the equipment or surfaces being cleaned. For example, aircraft and FTD interiors may require different products and procedures than building interiors; kitchens may require different procedures than dispatch counters.

Employers will implement Cleaning and Disinfecting Procedures that include at least the following:

- i. The surfaces or equipment to which the procedure applies
- ii. The types of cleaning and disinfecting products that may be used
- iii. Method of application and removal of products, as applicable
- iv. Any other information about the cleaning product required by applicable health and safety regulations

### Closure of Non-Essential Areas

Non-essential areas within facilities should be closed in order to reduce the number of surfaces where infection can be transmitted. Examples of such areas may include lunchrooms, break areas, computer labs, and flight planning areas (if all flight planning activities can be done off-site).

### Shared Material

Shared material such as pens, paper, and books will be removed to the extent possible. Where pen and paper are necessary, such as for regulatory documents, contact with these items will be limited to as few people as possible. One example of how this could be implemented is by pilots relaying flight times to a dispatcher who then records them in a logbook, rather than having each pilot write in the logbook (subject to regulatory requirements, including CAR 605.93(1)(b)).

Sharing of personal items such as pilot headsets should be prohibited as long as COVID-19 remains a threat.

## Hand Cleaning

Employers will ensure that ample opportunity exists for hand washing and hand sanitization within company facilities, using appropriate hand-cleaning products and procedures supplied by the employer.

## Enhanced Cleaning and Disinfecting

“Enhanced” cleaning and disinfecting procedures go above and beyond what is routinely practised, even during the COVID-19 pandemic, and are intended for special circumstances such as when illness is detected within a company’s population. Employers will follow the latest guidance available from their governing health authority on what to do in these circumstances.

## Personal Protective Equipment (PPE) Policy

PPE is equipment worn by an individual to minimize exposure to specific hazards. Examples of PPE include respirators, face shields, and gloves. When used correctly, PPE is effective at preventing the spread of disease directly through airborne droplets, as well as indirectly through contact with contaminated surfaces. Employers will implement PPE policies that include at least the following:

- i. The type of PPE that must be worn, and under what circumstances. This will include how PPE will be used in lieu of physical distancing inside aircraft.
- ii. Where and how to obtain clean PPE
- iii. Where and how to dispose of used PPE

## Respiratory Protection

Respiratory protection is a necessary component of PPE, and comes in different forms. Respirator masks protect from exposure to airborne particles such as viruses and bacteria. They do this by forcing air through a filter, which requires a tight seal between the mask and the wearer’s face. Fit testing is required to ensure an effective seal. Surgical masks are a barrier to splashes, droplets, and spit<sup>1</sup>, and do not require fit testing as they do not depend on a tight seal. Nonsurgical face coverings, made of cloth or other material, act as a barrier preventing the person being covered from spreading large droplets through the air.

Respirators offer the highest level of protection, followed by surgical masks; however, wearing face coverings helps people, who may have COVID-19 and not know it, avoid transmitting the virus to others<sup>2</sup>. The employer’s PPE Policy should encourage everyone to wear face coverings at all times while within company facilities. At a minimum, employers must require everyone to wear a face cover when it is not possible to maintain the physical distance requirement stated in their Minimal Contact Policy.

More information about respiratory protection can be found at the Canadian Centre of Occupational Health and Safety website: [https://www.ccohs.ca/oshanswers/prevention/ppe/surgical\\_mask.html](https://www.ccohs.ca/oshanswers/prevention/ppe/surgical_mask.html).

## Gloves

Wearing gloves, disposable or not, can be an effective way of preventing the spread of disease by touching contaminated surfaces. However, it is important to remember that contaminated gloves can spread

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<sup>1</sup> Canadian Centre for Occupational Health and Safety (CCOHS):  
[https://www.ccohs.ca/oshanswers/prevention/ppe/surgical\\_mask.html](https://www.ccohs.ca/oshanswers/prevention/ppe/surgical_mask.html)

<sup>2</sup> Federal Aviation Administration (FAA):  
[https://www.faa.gov/other\\_visit/aviation\\_industry/airline\\_operators/airline\\_safety/safo/all\\_safo/media/2020/SAFO20009.pdf](https://www.faa.gov/other_visit/aviation_industry/airline_operators/airline_safety/safo/all_safo/media/2020/SAFO20009.pdf)



disease just as easily as contaminated hands or surfaces. Therefore, gloves are best used only when it is necessary to touch surfaces that may be contaminated, especially during cleaning or disinfecting. Contaminated gloves must be carefully removed as soon as possible after the source of contamination has been eliminated.

### Inside Aircraft

The company's PPE policy will ensure that flight safety is not diminished by the pilots' use of PPE. The experience of medevac pilots has shown that PPE, including masks and gloves, can be used safely during flight. The company will take the necessary steps to ensure that pilots are safe and comfortable with the PPE requirement in lieu of physical distancing.

### Access Control Policy

The Access Control Policy, in conjunction with the Minimal Contact Policy, will reduce the likelihood that infected individuals will enter the property. It will also collect information that will be useful should infection be detected within the company's population. Having an Access Control Policy affords employers the opportunity to have a record of who was on company property and when. This information will allow the employer or the governing health authority to contact individuals who may have been exposed to an infected person and have them self-isolate to minimize the chances of infecting more people. Ultimately, this will slow the rate of infection and hasten the conditions under which procedures like this are no longer required.

### Entry to Company Facilities

Before accessing company facilities, all individuals must either pass the company's Screening Procedure, show that they have passed the company's Screening Procedure in the past twenty-four hours, or produce proof that they are immune from COVID-19, or otherwise incapable of contracting or transmitting it. This proof must be generally accepted as valid by the governing health authority. Examples of acceptable proof may include documentation provided by a doctor or health authority stating immunity due to previous infection or inoculation, or results of an approved COVID-19 test taken that shows immunity or no infection.

Employers will keep a record of everyone who enters their facility, including the date and time, and the screening result (pass/fail/NA).

Employers will implement a Screening Procedure that includes at least the following:

- i. Access to schedules, including the Employee Schedule, as applicable and 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 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 will be informed of any special procedures that must be followed with respect to infection control while accessing company facilities.

Individuals who fail the screening test should be excluded from company facilities in accordance with the company's Exposure Policy.

#### Exit from Company Facilities

To complete the information collected upon entering the facility, employers will implement an Exit Procedure that includes at least the following:

- i. A record of when individuals leave the facility, to facilitate contact tracing as necessary.

#### Record Keeping

Records relating to this policy, including screening results and entry/exit times, will be kept on file for at least two months, or as required to conduct contact tracing in the event infection is detected within the company's population.

Records will be kept in a secure location and protected in accordance with applicable privacy laws.

#### Confirmed or Possible Exposure Policy

In the event that confirmed or presumptive cases of COVID-19 are identified within the company's population, employers will take steps to minimize the possibility of further infection. An Exposure Procedure will be developed that will include at least the following:

- i. Exclusion of affected individual(s) from company facilities
- ii. Notification of governing health authority, and/or individuals who have been in close contact with the affected individual within the past two days<sup>3</sup>. These individuals will also be excluded from company facilities.
- iii. Disinfection of affected individual's workstation or belongings located in company facilities, as applicable

The policy will also apply if an individual within the population is likely to have been exposed to the virus. Likely exposure includes<sup>4</sup>:

- A sick household member or intimate partner
- Taking care of a sick person without using PPE; or
- Being within 2 metres (6 feet) of a sick person for a prolonged period of time (i.e. 10 minutes or longer)
  - NOTE: Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Brief interactions are less likely to result in transmission; however, it is important to consider the person's symptoms and the type of interaction.

This policy will also apply to individuals affected by Government of Canada travel restrictions, as they apply to requirements for self-isolation.

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<sup>3</sup> Government of Canada – Public health management of cases and contacts associated with COVID-19: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/interim-guidance-cases-contacts.html>

<sup>4</sup> Federal Aviation Administration (FAA):

[https://www.faa.gov/other\\_visit/aviation\\_industry/airline\\_operators/airline\\_safety/safo/all\\_safos/media/2020/SAFO20009.pdf](https://www.faa.gov/other_visit/aviation_industry/airline_operators/airline_safety/safo/all_safos/media/2020/SAFO20009.pdf)

## Discontinuation of Isolation Policy

The employer will not permit any individual who has been subject to the Confirmed or Possible Exposure policy, or otherwise required to isolate him/herself, to access company facilities until that individual meets the criteria for discontinuing self-isolation as determined by their governing health authority.

Government of Canada guidance on this topic can be found at: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/interim-guidance-cases-contacts.html>

## Equivalent Flight Safety Policy

Aviation operations are complex, and even small procedural changes can hide increased risk leading to unintended consequences. Employers will assess the effect that these additional policies will have on their operation and take necessary steps to maintain equivalent or better flight safety. Employers should complete a safety risk assessment and provide guidance to their employees on the importance of safety reporting during these abnormal operations. Flight safety and occupational health are two imperatives that must co-exist in order for flight training operations to resume safely.

## Procedures

### Cleaning and Disinfecting Procedure

The majority of the following information was adapted from the American Centers for Disease Control and Prevention (CDC) at: <https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc>

Procedure to clean and disinfect hard surfaces and objects

#### Frequency

- High touch surfaces within facilities will be cleaned and disinfected at least twice in every 24-hour period
- High touch surfaces within aircraft will be cleaned and disinfected before the first flight of the day and between subsequent flights

#### Cleaning

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water.
- Practice routine cleaning of frequently touched surfaces. High touch surfaces include:
  - Facilities: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
  - Aircraft: Seats and seatbelts, flight controls, engine and fuel controls, avionics controls, door handles, front and side windows (inside) and window latches

#### Disinfecting

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.

- Health Canada list of hard-surface disinfectants and hand sanitizers (COVID-19): <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>
- Follow the instructions on the label to ensure safe and effective use of the product.
- Many products recommend:
  - Keeping the disinfectant in contact with the surface for a period of time (see product label)
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
  - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on coloured clothing or for whitening may not be suitable for disinfection.
  - Unexpired household bleach will be effective against coronaviruses when properly diluted (at least 1000 ppm sodium hypochlorite<sup>5</sup>). Follow the manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.
  - To make a bleach solution, mix:
    - 5 tablespoons (1/3rd cup) bleach per gallon of water
    - OR
    - 4 teaspoons bleach per quart of water
- Alcohol solutions with at least 70% alcohol may also be used.

#### Cleaning and Disinfecting of Soft Surfaces

For soft surfaces such as upholstered seats, carpeted floor, rugs, and curtains

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect using an appropriate disinfectant
- Health Canada list of hard-surface disinfectants and hand sanitizers (COVID-19): <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>
- Not all hard-surface disinfectants are appropriate for soft surfaces. Vital Oxide (DIN 02422654) is one product that is indicated for use on hard and soft surfaces.

#### Electronics

For electronics, such as tablets, touch screens, keyboards, and remote controls.

- Consider putting a wipeable cover on electronics

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<sup>5</sup> CDC “Cleaning and Disinfection for Households”: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

- Follow manufacturer's instruction for cleaning and disinfecting
  - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

## Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance for hard or soft surfaces.
- Remove gloves, and wash hands right away.

## Hand Washing

- Wash your hands often with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a person who is sick.
- Hand sanitizer: If soap and water are not readily available and hands are not visibly dirty, use a hand sanitizer that contains at least 60% alcohol. However, if hands are visibly dirty, always wash hands with soap and water.
- Additional key times to clean hands include:
  - After blowing one's nose, coughing, or sneezing
  - After using the washroom
  - Before eating or preparing food
  - After contact with animals or pets
  - Before and after providing routine care for another person who needs assistance (e.g. a child)
- Avoid touching your eyes, nose, and mouth with unwashed hands.

## Screening Procedure

- One door will be designated for entry into company facilities. If possible, and with consideration for local fire regulations, other doors will be locked to prevent entry but not exit.
- One employee ("the screener") will be placed near this door and given PPE as appropriate under the assumption that everyone he/she screens could be infected.
- The screener will be given a script with screening questions and a process for handling non-compliant visitors
- Signs will be placed in the vicinity of the screening area to support this activity
- Hand sanitizer will be available at the screening table
- The conditions for access to the facility will be clearly posted
- Handouts explaining the screening and process changes will be available for all visitors
- Individuals who have already been screened within 24 hours may present proof of their successful screening and bypass the rest of the process.

- This can be done by consulting the screening record, or presenting the special token issued upon successful screening.
- The screener will have access to the Employee Schedule, if applicable, as well as a schedule of other people (e.g. students) who are scheduled to be present during the day.
  - The screener will deny access to anyone not scheduled to be present
- The screener will have access to the Exclusion List, in accordance with the Confirmed or Possible Exposure Policy
  - The screener will deny access to anyone on the Exclusion List.
- Sample screening script:
  - “Good morning/afternoon! As you know, COVID-19 remains a threat in our community and <Company name> is doing our part to control the spread. Part of that effort is preventing face-to-face contact between people who may have been exposed to the virus. We are conducting active screening for potential risks of COVID-19 with everyone entering the building to ensure the safety and well-being of everyone.”
  - “Do you have any of the following symptoms: fever, cough, or difficulty breathing? (yes/no)
  - Have you travelled outside Canada within the last 14 days? (yes/no)
  - Have you had close contact with a confirmed or probable COVID-19 case? (yes/no)
  - Have you had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days? (yes/no)
- If the individual answers NO to all questions, they have passed the questionnaire and can continue with further screening.
- If the individual answers YES to any of the screening questions, or refuses to answer, then they have failed the screening and cannot enter the facility
  - For visitors, vendors, volunteers: “I’m sorry but based on these answers, I’m not able to let you enter the facility today. Please contact your local public health authority for further instruction.”
  - If they become upset, contact a senior manager
  - For employees, or contract employees: “I’m sorry but based on these answers, I’m not able to let you enter the facility today. Please contact <manager’s name> to let them know and follow their instructions.”
- Upon successful completion of the questionnaire, the screener will measure the temperature of the visitor using one of the following devices:
  - A contactless infrared thermometer
  - An in-ear thermometer with a sanitary cover that is replaced after each use
- If the visitor’s temperature is less than 38°C (100.4°F), they have passed the screening and may enter.
  - “You’re cleared to enter the building. Please use the hand sanitizer before you go. Thank you for your patience and enjoy the rest of your day”
- A special token, such as a coloured paper wristband, will be given to individuals upon successful completion of screening. Care will be taken not to unnecessarily increase contact by this procedure. Tokens will be changed daily, and employees should be instructed to look for them so that any lapses in screening can be easily identified and corrected. Access to company facilities

will only be granted to those who present the correct token and comply with other access requirements, as applicable.

- The name of the individual, the result of the screening (pass/fail/NA), as well as the date and time that screening was completed will be recorded and kept on file according to the company's Access Control Policy.

### Exit Procedure

- Where possible, one door will be designated as the primary exit door from company facilities. This should be the same door designated for entry, so that the same screener can handle both entrance and exit.
- Signs will be placed on all other doors instructing individuals to exit only through the designated door
- Doors will not be locked, or otherwise prevented from opening from the inside
- An employee ("the screener") will be placed at each designated exit door to record the name of each individual and time that they exit the facility.
- The screener should explain to each individual that this is for the purposes of contact tracing should an infection be discovered.

### Exposure Procedure

- Individuals identified under the company's Confirmed or Possible Exposure Policy will be:
  - Told to contact their local health authority
  - Excluded from company facilities until the conditions of the Discontinuation of Isolation Policy are met.
- The names of excluded individuals will be placed on an "Exclusion List"
  - This list will be available to the screener according to the Access Control Policy.
- If an individual develops symptoms of COVID-19, the individual will
  - Immediately notify his/her manager (in the case of an employee), or instructor (in the case of a student)
  - Immediately take steps to protect others by excluding him/herself from the facility and following guidance of the governing health authority
- If an individual develops symptoms of COVID-19 while on company premises, the company will:
  - Take immediate steps to facilitate that individual returning to their residence, or to a medical facility as appropriate to the circumstances
  - Ensure that the individual has appropriate PPE, including face mask
  - Ensure that the individual does not take public transit or ride sharing services
  - Arrange private medical transport, if necessary, by contacting the local health authority
- If an individual is confirmed to have COVID-19, or has symptoms of COVID-19, the employer will:
  - Immediately close the affected facility or facilities temporarily to prevent further infection until enhanced cleaning can be completed
  - Immediately notify the governing health authority of the exposure and provide a list of people who may have had contact with the affected person;

**OR**

  - Immediately attempt to notify every individual identified as having contact with the affected person according to the Confirmed or Possible Exposure Policy

- The employer will identify and contact these individuals using information collected in accordance with the Access Control Policy.
- Carry out enhanced cleaning and disinfecting of the affected person's workstation and other high-touch objects and likely sources of contamination according to the Fomite Management Policy
- If an individual is subject to the Exposure Procedure for other reasons, such as mandatory self-isolation following travel, the individual will be instructed to self-isolate until the conditions of the Discontinuation of Isolation Policy are met.
  - Contact tracing is not required under these circumstances
  - Enhanced cleaning of workstations is not required under these circumstances



## Appendix A: Considerations for FTUs Prior to Resuming Operations

### 1. General return to work: health, safety and training

- Who will be recalled, who will not? Will there be a staged recall/return to operations and if so, what are those stages?
- Is the company continuing to encourage work-from-home for staff wherever practicable?
- What training and re-orientation will each employee be provided and by whom? How will this be conducted, where and how will it be documented?
- Which students/groups do you intend to train and in what programs? How will they be briefed on the company's new operations policies, by whom and how will it be recorded?
- Do you have any self-reporting protocols/methods for staff/students should they become symptomatic? Who will be informed and what will be the next steps?
- Do you have any travel restriction policies for staff?
- Will lunch rooms and staff rooms be open and if so, under what restricted conditions?
- How often will the company's H&S procedures be reviewed for effectiveness, what are the performance criteria?

### 2. Facilities policy

- Is there a maximum number of people allowed into each area of your facility?
- Are there any areas that are restricted or prohibited?
- Do you have physical distancing rules in place in the facility? How are people informed as to what they are?
- Will outside contractors and members of the public be allowed to enter and if so, under what restrictions?
- Will all staff and students be required to complete health questionnaires before entering the facility (for example, are they symptomatic, have they travelled, have they been in proximity to people who have travelled or been symptomatic)
- Is the company planning to conduct antibody testing if it is available; if so, who will be required to be tested? Who will conduct the tests?
- Is the company planning to undertake temperature/symptom screening for staff and/or students? If so, who will complete this and under what conditions?
- What PPE will staff/students/visitors need to use in the facility? What are the specifications of the PPE that will be required? How is it disposed of?
- What is the handwashing/sanitizing protocol for people in the facility? What supplies are available and where are they located?
- How will the facilities be cleaned? Using what? By whom? How often?

### 3. Training and flight operations policy

- Will all pilots, including student pilots, be required to complete a self-declaration prior to flight, as required by TC for commercial operations?
- How will the company conduct pre- and post-flight briefings?
- Is there classroom-based ground school and if so, under what conditions?
- How will flight planning and dispatch procedures be conducted? What PPE will be used?
- Are you planning to run staggered departure times to avoid students congregating?
- Will instructors be assigned to specific named students and aircraft registrations only?
- Is there a maximum instructor to student ratio?

- What PPE will be required in the aircraft?
- Are you planning to conduct simulator sessions, and if so under what conditions?
- Are observers/passengers allowed on flights or simulator sessions?

4. Aircraft hygiene policy

- How will the aircraft and simulators be cleaned? How often and how will it be recorded?
- Who will clean the aircraft and how will they be trained to ensure this is done safely?
- What products will be used?
- Will there be a procedure to indicate which aircraft have been sanitized and when that is visible to anybody entering the equipment?
- What PPE and cleaning products will be stored in the aircraft?
- What are the restrictions on use/sharing of headsets and/or microphone covers?

5. Maintenance policy

- Will the company be performing maintenance using their own staff?
- Will the company be performing maintenance using external AMOs?
- What policies and procedures do you have in place for each of the above?

## Appendix B: Suggested Materials List for FTUs

The following materials are suggested based on policies and procedures in this document:

- Contactless infrared thermometer
- Multi-coloured paper wristbands. Example: [https://www.amazon.ca/Goldistock-Tyvek-Wristbands-Variety-Pack/dp/B073N1QDQS/ref=sr\\_1\\_7?keywords=wristbands+events&qid=1588186831&sr=8-7](https://www.amazon.ca/Goldistock-Tyvek-Wristbands-Variety-Pack/dp/B073N1QDQS/ref=sr_1_7?keywords=wristbands+events&qid=1588186831&sr=8-7)
- Surgical masks or non-surgical face coverings
- Disposable gloves
- Hand sanitizer
- Hand soap
- Cleaning supplies, including your choice of disinfectant cleaning products from Health Canada list of hard-surface disinfectants and hand sanitizers (COVID-19): <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>
- Disinfectant wipes (alcohol)

## Appendix C: Resources

Transport Canada – COVID-19 Guidance for the Canadian Aviation Industry:

<https://www.tc.gc.ca/en/initiatives/covid-19-measures-updates-guidance-tc/covid-19-guidance-canadian-aviation-industry.html>

Government of Canada – COVID-19 Outbreak Update: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

American Centers for Disease Control and Prevention – COVID-19 Information:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>