



Heli-College Canada Training Inc.

COVID-19 FTU Workplace Safety Measures

Flight Training Units are unique as they require close contact between instructor and student when in the cockpit of the aircraft. This is counterintuitive to the social distancing guidelines we have received from our government. We have put these special measures in place, however, to minimize the risk of contamination and to help ensure that both employees and student are healthy before entering the cockpit together. We expect that these measures are proactive enough to provide protection in a somewhat difficult circumstance. In fact, ***we may not be allowed to operate without them!*** No procedures can be 100% safe though. If you are not comfortable with the degree of COVID-19 risk involved, you may excuse yourself from flight training until such time as this crisis has passed.

The safety measures can be divided into five primary areas:

1. General Return to Work - Health, Safety and Training
2. Facilities
3. Training and Flight Operations
4. Aircraft Hygiene
5. Maintenance

General Return to Work

Screening measures in place for anyone wishing entry the FTU premises

- Those who do not exhibit any symptoms of COVID-19, such as coughing, fever or difficulty in breathing.
- Those who have not travelled internationally within the last 14 days nor have family who have travelled.
- Those who have not been in close contact with any person who has been diagnosed with COVID-19.
- Those who have self-isolated for 14 days or more and have remained healthy.
- Only a combined total of 7 (or less) employees and students will be permitted in the office building at one time
- Anyone entering the building will be required to wash their hands upon entering and before exiting the building, even if gloves are worn. When scheduled to be onsite, students will be required to meet their instructor at a designated area and proceed to the aircraft with a minimal interaction with other staff.

Protocols in place are as follows at our flight training unit:

- 14+ days of quarantine (self-isolation) for all employees and students prior to return to flight training.
- **Self Declaration forms** are to be signed by employees and students on return and to be re-signed every week thereafter until such time as these measures are no longer required. This will be monitored by the Office Manager for the day.
- All visitors to sign a Self-Declaration form. Access may be denied at the discretion of the acting office manager.
- Video conferencing, phone, text, and email communication where possible.
- Social distancing where possible for employees and students.
- Online Ground School instead of evening classes to prevent students congregating in groups.
- Student presence at school will be for flight training only.

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Education

- Visitors will be educated on social distancing and our Covid-19 Policies and will be required to sign a Self Declaration form
- Clear and repeated communication with employees and students regarding safety measures to be taken.
- Notices have been posted around the FTU educating students on the symptoms of COVID-19 and what to watch out for. Medical help is encouraged if anyone exhibits the symptoms.
- All safety measures will be reviewed at the Health and Safety meeting

Respiratory Hygiene

Employees and students shall maintain respiratory hygiene by following the steps listed below:

- Cover your mouth when coughing or sneezing
- Cough into a clean tissue, not into your hands
- If you do not have a tissue, cough or sneeze into your elbow
- Use disposable tissues and discard in the nearest waste container immediately after use
- Sit as far away from others as possible
- Wash your hands for at least 20 seconds or use an alcohol-based hand sanitizer with an alcohol content of 60% - 90% sanitizer every time you touch your eyes, mouth or nose.
- Wash your hands for at least 20 seconds or use an alcohol-based hand sanitizer with an alcohol content of 60% - 90% right after your cough, sneeze or use the restroom.
- Avoid touching your eyes, mouth, and nose with unwashed hands
- Avoid sharing personal items such as utensils, straws, pens, etc.
- Spitting is strictly prohibited
- Students and employees are required to wear Personal Protection Equipment (Gloves, masks and protective eyewear eg.: helmets, reading glasses, screens, visors etc) during flight training.
- **All used PPE will be disposed of in a specially marked bin with a closing lid and gloves are to be worn when emptying the bin and sealing the garbage bag. The bin will also be disinfected regularly.**

Hand Hygiene

Effective hand hygiene practices are the single most important practice in reducing the spread of bacteria, diseases, and potential infection. In order to protect ourselves and others, all Heli-College Canada employees, students and visitors are required to wash and dry their hands as follows:

- before the start of shift
- before and after every flight or physical interaction with the aircraft (e.g. pre-flight inspections)
- before, during and after breaks
- before eating, drinking, or handling food
- before touching your face, eyes, mouth, ears, or nose
- after using the restroom
- after coughing, blowing the nose, or sneezing
- before any expected contact with clients and or visitors
- after contact with clients and or visitors
- after handling waste
- when hands are visibly soiled
- before putting on gloves and after removing gloves
- before leaving work
- whenever in doubt

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Standard Handwashing Procedures

All employees, students and visitors are required to wash their hands, periodically throughout the course of their day, as indicated above. Procedures for handwashing are as follows:

- Turn on warm water and wet your hands
- Apply soap and work up a good lather for a minimum of 20 seconds covering the entire hand, top, bottom, between and around the fingertips and thumb
- Rinse thoroughly under warm running water
- Dry hands with paper towel or hand air dryer
- Turn off the faucet with the paper towel
- Discard the paper towel into the appropriate container

Alcohol-based Hand Rub

When hands are not visibly soiled, and/or there is no immediate access to soap and water, employees, contractors, and students may substitute an alcohol-based hand rub (with an alcohol content of 60%-90%) for soap.

Procedures for using an alcohol-based hand rub are as follows:

- Put product on hands and rub together
- Cover all surfaces of the hand, top, bottom, in between and around the fingertips and thumb, and rub vigorously for approximately 20 seconds
- If hands are visibly soiled, wash hands following the standard handwashing procedures before applying alcohol-based hand rub.

Illness

- In the event of illness:
 - Employees must immediately notify their Senior Employees and contact Health Link at 811.
 - Students must immediately notify their CFI and Office Manager. Students will be assisted in contacting Health Link at 811.
- Any person that gets ill, or has a family member that is ill, are requested to report this to the acting Office Manager and will be asked to self-quarantine till everyone in the family is healthy again. We do not want to introduce any further viruses into our school.
- Further mass self-isolation may have to be considered if COVID-19 conditions deteriorate in BC.

Facilities

- Counters, furniture, door handles, computers and all other regularly touched surfaces are wiped down with a disinfectant every morning.
- Bathrooms are cleaned on a regular basis and sanitized every morning.
- To promote the required physical distance of 2 meters apart the following has been completed in the self-study room and dining area:
 - Visible markers may be placed on the floor, where necessary.
 - Chairs and tables may be re-organized, where necessary.
- Only 2 persons at one time will be permitted in the computer / lunch room. While in the lunch room physical distance must be maintained.
- To maintain the required physical distance of 2 meters, employees may be required to continue to work remotely where possible, this includes ground school classes being delivered online.

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Training and Flight Operations

- A healthy instructor (who has been in self-isolation for more than 14 days) will be allocated to a group of healthy students (who have also been in self-isolation for more than 14 days)
- The employees and students will be briefed as to our new Covid-19 policy and also sign a Self Declaration form attesting to the fact they have been isolated as best as possible and have not travelled internationally or been in contact with anyone who has been diagnosed with Covid-19.
- Each instructor and group of students may be allocated a single aircraft to fly and this will remain allocated for their use only
- Staggered flight times will be observed to avoid groups of student congregating at the school at the flight changeover time.
- The instructor and students will agree to take all necessary precautionary measures to protect themselves and others by:
 - Limiting travel between school and home;
 - Remaining in self-isolation while at home;
 - Avoiding contact with anyone who may have been exposed to the virus or who has displayed symptoms; and
 - Adhering to company procedures and preventative measures to assist in maintaining a healthy and safe workplace.

Aircraft Hygiene

- Special aircraft approved disinfectant wipes or spray have been made available for students for use each time they begin a lesson in the aircraft or simulator. Students are encouraged to wipe down all instruments, handles and headsets that would be touched by the previous student to minimize the risk of exposure.
- Personal headsets will be assigned to those students who do not have their own. Use the same headset on each flight.
- Anyone with their own headset or helmet will be encouraged to use them.
- Simulators will be considered the same as aircraft and the same protective and hygiene protocols will apply
- Gloves to be worn when fueling the aircraft.
- Aircraft should be sanitized following completion of maintenance.

High Touch Surfaces that Required Frequent Cleaning

Employees and students shall maintain hygiene in the aircraft by disinfecting all surfaces listed below upon entering the aircraft, before every flight and/or maintenance activity:

- Door handles
- Seats including seat belt fasteners
- Student side Flight Controls
- Ancillary controls
- Avionic controls, but not the bezels
- Inside of cockpit windows, if touched during the flight

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Specific Procedures

- All employees and students must have received the aircraft specific training prior to cleaning the aircraft. Training will be provided by the CFI and/or designated Flight Instructor.
- The flight controls, door latches, ancillary controls, and seatbelts must be cleaned at the beginning and end of each flight. To clean the above, please follow the steps below:
 - Obtain the disinfectant spray bottle labeled **"For Aircraft Use"** or the disinfectant wipes.
 - Dampen a cloth with the disinfectant spray and wipe down each area. Liquid disinfectant may not be sprayed or poured directly on any device or surface in the aircraft
 - In the event there is no disinfectant spray, cleaning cloths or wipes then additional supplies can be obtained from the maintenance department.
 - Remove obvious cleaning waste from the aircraft
- Employees and students are only permitted to use company supplied wipes on all avionics, including:
 - G430W, G150, KT76A, KY176A knobs and buttons. Avoid wiping the radio bezels with alcohol product.
 - Aircraft overhead switches, panel switches and flight controls.
- Aircraft windows must be cleaned at the beginning and end of each flight with regular window cleaner.
IMPORTANT: The use of isopropyl alcohol spray cleaner is strictly prohibited on any window located on the aircraft.
- Aircraft seats and upholstery will be disinfected using either Isopropyl Alcohol or approved seat/upholstery wipes as available when new crew are assigned an aircraft.
- Mask and gloves must be worn at all times in the aircraft. The mask must cover the nose and the mouth.
- Wear face mask and gloves for all cleaning procedures. Gloves must be disposed of in approved areas after use.
- After each flight the windows are to be left open to promote air circulation. However, in the event the wind is above 15 knots the windows must be closed.
- Instructors and students must wash their hands before and after each flight

As an employer, Heli-College Canada Training Inc. will conduct active monitoring of their employees and students for any of the COVID-19 symptoms and all are asked to closely self-monitor, and self-isolate immediately should they exhibit any symptoms. In these difficult COVID times, it is everyone's responsibility, not only employees but students as well, in order to minimize health risks to us all. We require that all involved do their part by following these guidelines in order to best protect the health of our staff and students while training at Heli-College Canada Training Inc. The health of our students is also closely linked to the health of our employees. We are all in this together.