



# Coronavirus

## Safety Plan and Policy

Langley Flying School (LFS) resumed training operations on **May 19th, 2020**, following interruptions related to coronavirus (COVID - 19). As per WorkSafeBC and Provincial Health Recommendations, Langley Flying School initially conducted a risk assessment prior to reopening the institution in May. The risk assessment was done in accordance with the recommendations of the local PHA and we were able to come up with a 3-step approach which has resulted in zero cases of COVID-19 since our resumption in May 2020: The focus has been to:

1. Create continuous awareness: We have posters, emails and pictures in shared areas that highlight the significant risk COVID 19 poses. Training has also been provided to all employees and students. Students who arrive the school are provided online access via Flight Schedule Pro and online zoom ground school to ensure they have no need to come to the campus until their mandatory quarantine is completed.

2.Reduce the risk of infection: We have provided sufficient space to manage students (individually or in cohorts) by reducing the number of individuals who are scheduled to enter the facility in a 24 hour, 7 day, and 14 day period by utilizing a new flight scheduling software known as Flight Schedule Pro. We have also disabled (using signs and placards) areas of our facility that enable loitering, or shared use of equipment.

We ensure all students, staff, and stakeholders receive and acknowledge copies of our COVID 19 safety plan and policy which stresses the importance of washing hands, social distancing, and other preventative measures such as the use of a face mask etc.

3. As part of the policy and declaration, we have provided a means for reporting/tracking any suspected cases: as part of the mandatory self-declaration that is required of all students and individuals entering the facility, we request contact information and request daily sign in/out which helps us track, report and monitor any suspected cases.

In the event of an outbreak or a suspected case of COVID 19, all operations will be temporarily suspended, and all individuals will be asked to return home to self-isolate while we review our data to facilitate contact tracing.

The Langley Flying School Office Administrator collects all data on persons entering and leaving the facility and this daily occupancy tracker has been stored since May 2020.

This will be provided to the Chief Flight Instructor CFI (Aaron) who will contact all persons who were in the facility on the day of said outbreak, to inform them to self-isolate pending further directions from the Provincial Health Officer. Any individuals who fail to comply with the 14-day mandatory quarantine period shall be immediately suspended from training by the Flight Instructor assigned to the candidate and a report will be submitted to the Chief Flight Instructor who will immediately call and share the report with the Office of the Provincial Health Officer for further direction. The local police will also be informed by the Assistant Chief Flight Instructor in cases where candidates are seen or suspected to be in violation of the mandatory quarantine period.

With assistance from the President and the Assistant Chief Flight Instructor, The CFI will also complete a report which will be immediately sent to the Office of the Provincial Health Officer and the BC Medical Health Officer for our region Dr. Martin Lavoie (Martin.lavoie@fraserhealth.ca) by the Chief Flight Instructor for further direction. The Chief Flight Instructor will also attempt to contact the Medical Health Officer by telephone.

LFS has developed the following *COVID-19 Safety Plan and Policy*. This tool will guide you through the policy, procedures, and recommendations that we have in place to reduce the risk of transmission.

It also includes a **self-declaration** you must complete prior to entering the premises - this applies to all staff, students, and stakeholders.

Please note, you are encouraged to go above these recommended measures and exercise all due diligence to keep yourself safe and informed regarding the COVID-19 pandemic.

The **maximum occupancy limit** for the facility (110 - 5385 216 Street Langley BC) is now set to a maximum of **40** individuals. Furthermore, there is a spreadsheet at the entrance used to track daily occupancy - as well as the completion of the daily COVID-19 self-declaration.

Should you be feeling unwell, or have contact with anyone who is ill please contact the Chief Flight Instructor at [cfi@langleyflyingschool.com](mailto:cfi@langleyflyingschool.com) or via telephone 1-877-532-6461.

The Provincial Health Officer and the BC CDC have issued the following guidance around self-isolation:

1. Anyone who has had **symptoms** of COVID-19 in the last 10 days must self-isolate at home; symptoms include **fever, chills, new or worsening cough, shortness of breath, sore throat** and new **muscle aches** or **headache**.
2. Anyone under the direction of the Provincial Health Officer to **self-isolate** must follow those instructions.
3. Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.

With that in mind these procedures must be strictly followed:

1. Protecting yourself and others:
  - i. The best thing you can do to prevent spreading COVID-19 is to **wash your hands** frequently with warm water and soap for at least 20 seconds. This must be done immediately upon entering the building, as well as before and after breaks.
  - ii. Use a hand sanitizer frequently, especially after touching shared surfaces and items such as door handles, microwaves, and coffee machines etc.
  - iii. Handshakes, hugs, or other unnecessary forms of **physical contact** are strongly discouraged.
  - iv. You are encouraged to wear gloves, and a non-medical face mask or face covering at all times. However, LFS only mandates the **use of a non- medical mask or face covering** when unable to maintain a minimum physical distance of 2 metres (6 feet) between yourself and others, as well as **when in the aircraft**.
2. Maintaining physical distance:
  - i. Maintain at least **2 metres (7 feet)** between yourself and others whenever possible.

### 3. Cleaning and Hygiene:

- i Use disinfecting wipes to **clean** any shared areas that you intend to use prior to first use, such as, tables, keyboards, aircraft keys, aircraft door handles, control column and knobs, seatbelt buckles, tow bars etc.

#### For international Students Planning to ARRIVE CANADA:

a) International students planning arrival from outside Canada are required to provide a minimum 7 (seven) days' notice via email ([administration@langleyflyingschool.com](mailto:administration@langleyflyingschool.com)) with the date, flight number, number of people to come and if any of the travelers have any symptoms of COVID-19.

International student would be notified of the Quarantine Act, and get the link:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#ua>

Students and co-arriving family members would also be required to download and use ArriveCAN app and COVID-19 BC Support App at least 48 hours before the trip to monitor any symptoms, these apps are also required during 14-days quarantine.

b) Students and co-arriving family members will be met at the airport by a designated Langley Flying School, students and co-arriving family members would not be allowed to take public transportation. The car for transporting student and family members will be sanitized, drivers will be required to wear a mask throughout the trip, drivers will maintain at least a 2-metre social distance.

Students and co-arriving family members will always also be required to wear masks while in the vehicle. The Driver will drive the students and co-arriving family members to the designated quarantine hotel via the shortest route and minimum delay, the transporting vehicle will again be sanitized after dropping off the student and co-arriving family members.

c) Even though all international students are required to have accommodation arrangements prior to their arrival, in the event that some do not, said student(s) and co-arriving family members will be transported to a designated quarantine hotel, the hotel will assist with providing meals via contactless delivery. The hotel room will be only occupied by the student or with the co-arriving family members, should not allow contact with other people. If any prescription drugs needed, Langley Flying School representative will assist with getting prescription drugs. Student and their co-arriving family members will not be allowed to leave the hotel room unless they are in an emergency (fire, alarm, etc.), in those cases they will be required to wear a face mask and maintain at least 2 meters from other people. If student or co-arriving family members need to get medical treatment, Langley Flying School representative will assist with coordinate 811 or 911 if required. Langley Flying School representative will assist with getting groceries for the student and family members in a contactless delivery.

d) While student is in quarantine a daily self-temperature check is required and the student will be provided a thermometer when they arrive at the airport. The reports are to be sent to [administration@langleyflyingschool.com](mailto:administration@langleyflyingschool.com) daily. Students in quarantine are also encouraged to report COVID19 symptoms, general well-being on daily basics.

If any temperature report exceeds 37.8 Degrees Celsius, or any COVID-19 symptoms are reported, such as coughing, difficulty breathing etc. The student will be reminded to call 811 for further assessment. A Langley Flying School representative will also assist with notifying 811 and oversee any required transportation arrangements with the same cleaning and sanitizing procedures described for arriving procedures. When applicable, the hotel will be notified.

e) Student and family members will be giving video links of Canadian Culture and Langley Flying Schools while they are in the quarantine to help student and family members understand community cultures better.

f) Langley Flying School has a lot of international students, especially from China where certain individuals believe the pandemic started. However, we ensure all staff and students are aware of the reality of a pandemic that it can pass from person to person regardless of race, age, sex, etc. We ensure reliable, accurate messages about COVID-19, including any related stigma and anti-racism supports, mental health and cultural/religious considerations are made available.

g) We provide information about COVID-19 testing and contact tracing as part of our safety plan and occupancy tracker system. We do not provide COVID-19 care, but we have a plan in place to refer any individuals who are unwell to a doctor or to stay at home and self-isolate for 14 days.

h) Langley Flying School provides the name and contact information of the person responsible to ensure the institution's compliance with the plan as part of the plan as well as the email and daytime telephone number.

i) Langley Flying School does not subcontract and of the services to other parties. Langley Flying School remains responsible for enforcing our COVID-19 safety plan and policy.



SELF-DECLARATION FORM

**Name**

**Email**

example@example.com

**Phone Number**

Area Code Phone Number

**Country/Location when filling out this form.**

**Current Home Address**

Street Address

Street Address Line 2

City

State /Province

Postal / Zip Code

**Have you been exposed to coronavirus (COVID-19) in the last 14 days?**

Yes

No

**If Yes, please specify details of the places visited in the last 14 days.**

**Have you been in close contact with a suspected or confirmed case of coronavirus (COVID-19)?**

Yes

No

**If Yes, please specify:**

**Do you disagree with any of the recommended procedures to help reduce the risk of transmitting coronavirus (COVID-19)?**

Yes

No

**If Yes, please provide details of your disagreement:**

**Are you currently experiencing any illness or any of the following symptoms (cough, shortness of breath, fever)?**

Yes

No

**Submit**