

## **Montair Aviation Communicable Disease Prevention Plan (CDPP)**

**Effective December 1<sup>st</sup>, 2022**

**Note:** Starting November 17, 2022, people with symptoms who test positive for COVID-19 should stay home until their fever has resolved and they feel well enough to participate in daily activities.

### **Purpose**

Montair Aviation's Communicable Disease Prevention Plan (CDPP) was created by incorporating all recommendations provided by Federal and Provincial Health Authorities, WorkSafeBC, BC's Centre for Disease Control (BCCDC), and the B.C. Post-Secondary Institutions "COVID-19 Return to Campus Guidelines" (October 25, 2021).

This document was created in compliance with the WorkSafeBC CDPP template, and incorporates the 4 steps required of a CDPP;

***STEP 1 – Understanding the Risk***

***STEP 2 – Implement measures, practices, and policies to reduce the risk***

***STEP 3 – Communicate measures, practices and policies***

***STEP 4 – Monitor your workplace and update your plan as necessary***

A *communicable disease* is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person to another. Examples of a communicable disease that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

Preventing communicable disease involves taking ongoing measures to reduce the risk of communicable disease transmission in the workplace. It also involves implementing additional measures when advised to do so by relevant authorities during periods of elevated risk. Any required modifications will be supported by an amendment to this document, which will be distributed to all relevant individuals

### **Reducing the Risks**

Montair Aviation is committed to fostering a safe, productive and healthy workplace for its employees and clients. As flight training requires the instructor and client to be less than two meters apart while in the cockpit of the aircraft, our intention is to ensure that employees and clients are able to complete all flight training in a safe and meaningful way.

The following section provides the detailed Policies and Protocols currently in effect at Montair Aviation, in support of the company's Communicable Disease Prevention Plan.

#### **A. Workplace Cleaning & Disinfection Protocols**

To promote the health and safety of our employees, clients, and visitors, Montair has created a Workplace Disinfection protocol to establish standard disinfection practices and minimize hazards in the workplace. Daily cleaning will be performed for all educational and public spaces, with a focus on high touch areas.

**High Touch Surfaces Requiring Frequent Cleaning:**

The following are a list of high touch surfaces that are required to be sanitized by our cleaning contractors at the end of the working day:

- Door knobs, cabinet handles, handrails, toilet handles, light switches, faucets and taps, remote controls, soap and hand sanitizer dispensers
- Desks, countertops, computers, keyboards and mouse, phones, equipment handles
- Boardroom, bathrooms, kitchen areas, lunch room
- Dispatchers will assist with the daily cleaning of the Dispatch area
- The VP of Operations will monitor cleaning standards and ensure that adequate cleaning supplies are available

**Sanitation Information:**

- Cleaning staff have been trained on the required procedures and safety considerations
- Workplace policies and procedures must be followed at all times
- Cleaning refers to the removal of visible soil, dust, or foreign material on a surface. Disinfecting refers to using a chemical to kill a germ on a surface
- Manufacturer’s instructions must be followed to ensure the safe and proper application of specific cleaning and disinfecting products
- Ensure information found on the safety data sheets (SDS) for the cleaning solutions being used is understood and that all Workplace Hazardous Information Material System (WHIMS) protocols are being followed
- Hands must be washed regularly and thoroughly with warm water and soap, before and after cleaning and/or disinfecting surfaces
- Hands must be washed with warm water and soap or use alcohol-based hand sanitizer after taking gloves off

**Procedures:**

- All surfaces should be cleaned with a soft wipe or dampened cloth with a disinfectant that is approved by Health Canada
- The “wipe twice” method will be used for cleaning throughout the building:
  1. Wipe surfaces down with a cleaning agent to clean off soil, dirt, or foreign material
  2. Wipe the surface a second time with a disinfectant (approved by Health Canada)
- Liquid disinfectants must not be sprayed or poured directly onto IT devices
- Start cleaning and disinfecting at high surfaces and end with low surfaces
- Change cleaning solutions as per the manufacturer’s instructions
- Change cleaning solutions more frequently in heavily contaminated or visibly soiled areas
- Change cloths/mop heads frequently
- Place obvious waste in an appropriate container
- All surfaces to air dry

**B. Hand Hygiene Protocols**

Effective hand hygiene practices are the single most important practice in reducing the spread of bacteria, viruses, diseases and potential infection. In order to protect ourselves and others, all Montair employees and clients, are required to wash 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 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 and after putting on gloves
- before leaving work
- whenever in doubt

***Standard Handwashing Procedures:***

All employees and clients 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, in between and around the fingertips and thumb
- Rinse thoroughly under warm running water
- Dry hands with paper towel
- 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, hand washing may be substituted with an alcohol-based hand rub (with an alcohol content of 60%-90%). If hands are visibly soiled, wash hands following the standard handwashing procedures before applying alcohol-based hand rub.

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

**C. Respiratory Hygiene Protocols**

Employees and clients 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
- Be aware of social distancing and apply as needed. Also, be respectful of other individuals' desires for social distancing

- 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
- Do not share personal items such as utensils, straws, pens, etc.
- Spitting is strictly prohibited

#### **D. Ventilation**

For all activities that take place indoors, Montair Aviation will ensure that our building ventilation systems are in good operating condition by keeping HVAC systems regularly maintained in accordance with WorkSafeBC requirements. This will include the changing of filters, the inspection of critical components, and verification that the system meets its design conditions for airflow. Windows will also be left open when environmental conditions allow, to enhance ventilation and air quality/circulation.

#### **E. Additional Precautionary Measures currently in place:**

##### ***Employee Precautionary Measures***

- No employee may return to the office if they are showing symptoms of a communicable disease. Where applicable, staff may request to work from home.
- No company mandated international travel will take place without specific approval of the Accountable Executive.
- Additional PPE is available to employees and visitors if needed
- Employees are encouraged to eat at their desk whenever possible

##### ***Student Precautionary Measures***

- No student may return to the office if they are showing symptoms of a communicable disease.
- **All Transport Canada Orders must continue to be followed until revoked by the Government of Canada.**

##### ***Common Area Modifications***

- Corporate events remain a higher risk activity and as such will be subject to prior review and risk assessment before any approval. Any approved event will adhere to the Public Health guidelines applicable at that time
- No visitors will be allowed into Montair facilities if they have symptoms of a communicable disease.
- We are cognizant of social distancing benefits, and will use this as a tool in all areas possible, and as required by Health Orders.
- Face masks are no longer mandatory whilst on Montair facilities. However, due to the close proximity and longer duration of interaction, face coverings may continue to be used at the individuals discretion during training activities.
- Where possible, employees and clients are asked to refrain from using public transportation
- Onsite managers will conduct daily monitoring of employees and clients for any visible signs or symptoms of illness. No individual is permitted to enter Montair facilities if they are displaying symptoms of a communicable disease.

The continued use of face masks in non-mandatory areas is a personal choice and no individual shall be stigmatized for choosing to use them. PPE, including masks, will continue to be made available to all individuals.

#### ***Dispatch & Hangar Area Modifications***

- Under no circumstances will clients be permitted behind the dispatch desk in YPK

#### ***Flight Training Modifications***

- Montair Dispatchers and Instructors have the right to deny any clients whom they believe may be unfit to fly, including displaying symptoms of a communicable disease
- The instructor and students will agree to take all necessary precautionary measures to protect themselves and others by:
  1. avoiding contact with anyone who may have been exposed to a communicable disease or who has displayed symptoms; and
  2. adhering to company policies, procedures and preventative measures to assist in maintaining a healthy and safe work place

#### ***Ground School Teaching***

Montair's ground school classroom may now be used for class/small group teaching. Student seat allocations should be distributed using the whole area to maximize distancing. Windows should be left open for airflow distribution whenever the environmental conditions allow.

#### **F. Case Management and Outbreak Response**

Case management and outbreak response is important in limiting the transmissions of a communicable disease. Montair Aviation has prepared the following plan that adheres to all Provincial guidelines currently in place.

- Employees and clients are required to closely monitor their health daily and must continue to complete a self-assessment for any symptoms of illness at home, before coming to the workplace
- In the event of a possible or known exposure to someone with COVID-19, individuals must follow all public health guidance.
- In the event an employee and/or student is feeling unwell, has a temperature of 37.6°C (99.7°F) or higher, and/or exhibits symptoms of a communicable disease, they will be required to stay home. Symptoms of a communicable disease may include but are not limited to the following: cough, fever, chills, sore throat, shortness of breath, diarrhea, etc.
- Any individual demonstrating signs of a communicable disease whilst on Montair Aviation premises will be required to immediately return home, unless immediate medical attention is needed, in which case 911 will be called.
- In all cases where an employee has symptoms of a communicable disease:
  1. Employees must immediately notify their direct supervisor, HR, and may contact Health Link at 811 or use the online self-assessment tool <https://bc.thrive.health>
  2. Clients must immediately notify their instructor and Student Liaison team. The Student Liaison will assist them in next steps where needed
  3. Where there are symptoms of a communicable disease, employees and clients will not be able to return to Montair Aviation premises until asymptomatic

4. If an individual obtains a positive COVID-19 test, then all public health requirements must be followed.
5. Should an employee or client show symptoms specific to COVID-19 and does not get tested, they will be required to isolate away from Montair Aviation premises until asymptomatic
6. Employees and clients who are in self-isolation and obtain a negative COVID-19 test should still remain in isolation until asymptomatic.
7. Where an employee is able to work from home, this will be approved until they are able to return to Montair premises

Note: Montair has access to COVID-19 rapid antigen test kits and these will be made available to any **symptomatic** individual (for as long as the Company has access to a supply of these kits). The company may ask an individual to voluntarily take a rapid antigen test in certain circumstances.

In the event of an outbreak, Montair will assign an Emergency Response Director to manage the situation. If deemed necessary, they will convene an emergency meeting with an initial response team consisting of the Accountable Executive, VP Operations, HR Manager and Chief Flight Instructor, to formulate an appropriate action plan.

In the event that an employee or client tests positive for a communicable disease, Montair Aviation will fully cooperate with provincial health authorities as required, to ensure that the correct measures are taken to notify others who may have been exposed, and that proper guidance is received. This includes the immediate cleaning and disinfecting of all surfaces and areas with which the individual may have come into contact with.

### **Mental Health Supports**

Montair understands that employees and clients may be anxious or experiencing increased levels of stress about returning to Montair Aviation premises. Mental health supports will be critical for everyone's health and wellbeing as part of the return to in-person activities. The following resources are available to our employees and clients –

- Here2Talk is a free and confidential 24/7 mental health counselling and referral service, and the new Capacity to Connect Program provides staff at post-secondary institutions with easy access to the tools and skills they need to provide intervention and help for students who are struggling with their mental health and wellness. ([www.here2talk.ca](http://www.here2talk.ca)) (Canada-wide toll free; 1-877-857-3397)
- The Canadian Association for Suicide Prevention (CASP) provides information and resources to communities to reduce the suicide rate and minimize the harmful consequences of suicidal behaviors. ([www.suicideprevention.ca](http://www.suicideprevention.ca))
- The KUU-US Crisis Line Society provides a First Nations and Indigenous specific crisis line available 24/7 (Toll free: 1-800-588-8717)

### **Communicating, Maintenance and Monitoring of the CDP**

This document is based on current recommendations at the time of writing, and may change. Montair Aviation is consistently monitoring Provincial and Federal recommendations as well as the risk level within our organization, and will update their policies and protocols as required. The policies and protocols in this document will likely change and will be monitored weekly by the VP of Operations & Training, or delegate.

Any changes or updates to this document, as well as communications regarding provincial health order updates, will be communicated to all employees and clients via electronic mail, and/or our internal memo system, and/or signage at all applicable areas in our buildings. Recipients will be advised of the required changes to policies or procedures, the reason for this change and whether the change is permanent or temporary. Additional training will be conducted when necessary. The CDPP will be updated as required with a new document effective date.

Training of staff and clients regarding the information contained in this document, and any further updates, will be completed by the VP of Operations & Training, or delegate. The regularity of this training will be reviewed on a monthly basis by the VP of Operations & Training.

New employees will receive a training package that includes this Communicable Disease Prevention Plan.

Monthly workplace inspections conducted by the VP of Operations, or delegate, will ensure a regular review of whether the measures outlined in this document are functioning as intended, and that they are being followed and maintained as required.

The VP of Operations & Training will attend the monthly Workplace Health and Safety meetings as an additional means of informing and reviewing the policies and procedures in this document.

### **Questions or Concerns**

Concerns for safety in the workplace should be reported to your direct supervisor and/or the Health and Safety Committee of Montair Aviation.

Employee questions or concerns should be reported to HR and/or your direct supervisor.

Client questions or concerns should be reported to HR and/or Admissions.

Anyone with questions or concerns about institutional exposure to a communicable disease can call WorkSafeBC's Prevention Information Line at 604-276-3100 in the Lower Mainland (toll-free within B.C. at 1-888-621-SAFE).