



## COVID-19 INTERNATIONAL STUDENT ARRIVAL POLICY

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

The health and wellbeing of our employees and student remain our priority, thus the International Student Arrival Guidelines are to ensure that our international students are able to arrive in Canada and begin their training in a safe and healthy way. We continue to follow the advice of the Public Health Office of Canada and our Provincial Health Authorities.

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 at Principal Air. They may NOT leave their quarantine room or suite for any reason, except for a medical emergency, for the entire 14-day period.

### **Guidance for post-secondary institutions**

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-guidance-post-secondary-institutions-during-pandemic.html>

### **Prior to Arrival**

- As part of the visa application process, all students and accompanying family members arriving in Canada must download and use the **ArriveCAN** application 48 hours prior to their arrival, this application is also to be used for required daily symptom reporting during their 14-day quarantine.  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#ua>
- Students and accompanying family members must also download the COVID-19 Self-Assessment Tool, in order to monitor symptoms on a daily basis.  
**Canada Covid-19 App and Self-Assessment Tool**  
<https://ca.thrive.health/>
- **Covid Alert App**  
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html>
- **Covid-19 email updates**  
<https://www.canada.ca/en/managed-web-service/get-updates-covid-19.html>
- A local hotel will be organized on your behalf and we will assist with means to have food delivered each day.

### **Arrival in Canada**

- Students will be met at the airport by a Principal Air representative or a qualified driving company. All vehicles will be thoroughly cleaned and disinfected.
- Face coverings (masks) are to be worn at all times upon arrival in Canada and they must be worn until arrival at the place of quarantine. Any legitimate reason (medical related) to leave the quarantine room will require the student to always wear a mask.
- Temperature checks will be done on arrival at the hotel.
- Returning students may use their existing accommodations provided that their place of stay allows for the same quarantine measures.



## Accommodation and Meals

- Requests can be made for students to have either a private room or a suite so that any accompanying family can quarantine together. All rooms/suites will have their own bathroom and access to hot water, electricity and Wi-Fi. Principal Air will make these arrangements for students prior to their arrival.
- We can assist with means to have food delivered each day or as needed.

## Temperature Checking

- Temperature checks will be done on arrival at the hotel prior to quarantine.
- Half way through the quarantine period, temperatures will be checked again.
- Students will then have their temperature checked with a touchless thermometer once they have completed their quarantine period and begin their training at Principal Air. Temperature checks will be done daily for a further 7 days.
- It will be required that the Employee that does the temperature checks is to wash/sanitize their hands and wear a mask as well as sanitize the touchless thermometer for each use.
- The student will be required to wear a face mask at all times for the proceeding 7 days after quarantine.
- Temperatures will be recorded during the quarantine period and the 14 days post quarantine. This information will be made available to the Public Health Office or for contact tracing should the student present with Covid-19 symptoms at any stage.

## Procedure if Covid-19 symptoms are exhibited

- 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.
- Principal Air will assist the student with contacting 811 and if in event they would need to see a doctor, arrangements will be made to transport them. All cleaning protocols previously described for transportation will apply.
- Principal Air will arrange/assist for medical transportation if hospitalization is required.
- 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.

## Policies and Training

Upon completion of the mandatory 14-day quarantine period, students will be trained in school policies and equipment disinfection procedures once at the school. Whilst in the aircraft, instructors will assist students with complying with all Principal Air policies including but not limited to Covid-19.



## Mental Health and Social Stigma

Principal Air is aware that travelling to an unfamiliar country and being isolated for 14 days can be a challenge on one's mental health. We will maintain regular contact with our international students to ensure that they are coping with the stresses as mentioned above.

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
- Canada Suicide Prevention Service 1-833-456-4566** (24 hours a day)  
**Crisis Text Line - Text TALK to 686868**

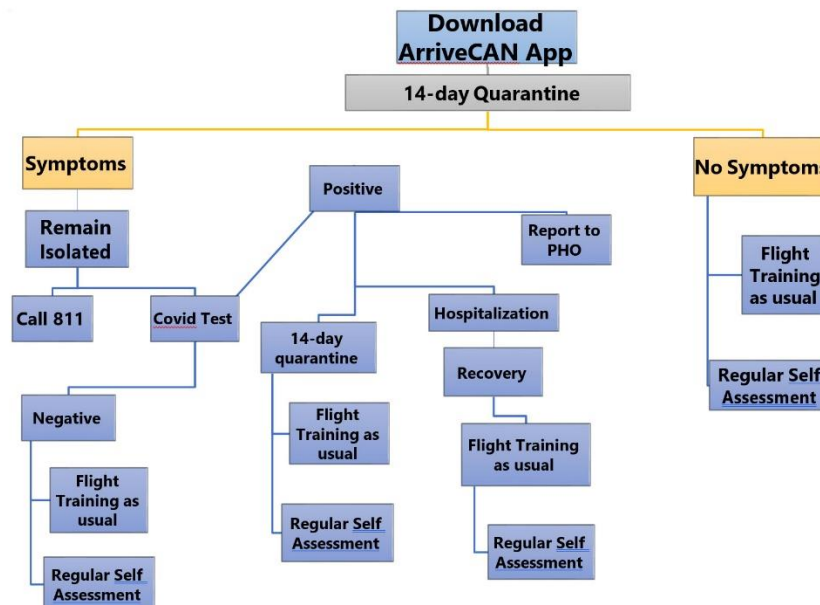
Principal Air strives to eliminate social stigma related to Covid-19 by:

- Referring to the virus as Covid-19
- Applying policies and procedures to everyone at Principal Air
- Addressing concerns, rumors 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 at Principal Air safe and healthy

## Compliance Issues

Principal Air will notify 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. Students will be informed that non-compliance could result in fines or jail time. We remain committed to providing a safe and healthy workplace for everyone at Principal Air.

## COVID-19 Flow Chart





## COVID-19 SAFETY MEASURES POLICY

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 order we have from our government.

We have put measures in place, however, to minimize the risk of contamination and ensure that both employees and student are healthy before entering the cockpit together.

We expect that these measures are proactive enough to provide some protection in a somewhat difficult circumstance.

The safety measures can be divided into five primary areas:

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

### **General**

- Only 30 (or less) people will be permitted our hanger at one time
- Regular 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 on an ongoing basis by Principal Air management and staff.

### **Screening measures in place for anyone entering the FTU premises**

The following questions will be asked:

- Have you exhibited any symptoms of COVID-19, such as coughing, fever or difficulty in breathing?
- Have you travelled internationally within the last 14 days or have family who have travelled?
- Have you been in close contact with any person who has been diagnosed with COVID-19?
- Are you feeling fatigued, have loss of taste or feeling unwell?
- After having completed a 14-day quarantine for any reason have you had any symptoms of Covid-19?

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

If exposed to a positive case or exhibiting symptoms of Covid-19, Prior to resuming work or flight training, employees and students will be required to do the following:

- 14+ days of self-isolation for all employees and student.
- Social distancing where possible for employees and students.
- Online or in-class ground school will be offered with class size limited to a maximum of 12 students.
- Students are required to wear masks at all times in the aircraft or in situations where social distancing is not possible.



## Government COVID-19 Guideline Resources:

- **BC's Restart Plan** - <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan>
- **BC's Go Forward Strategy Checklist** - [https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go\\_forward\\_strategy\\_checklist\\_web.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf)
- **BC's Go Forward Management Strategy** - [https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/bc\\_covid-19\\_go-forward\\_management\\_strategy\\_web.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/bc_covid-19_go-forward_management_strategy_web.pdf)
- **Worksafe BC** - <https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/covid-19-returning-safe-operation>  
<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>
- **Provincial Orders, Notices, Guidance** - <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>
- **BCCDC COVID-19 Information** - <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
- **Guidance for post-secondary institutions** - <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-guidance-post-secondary-institutions-during-pandemic.html>
- **Covid-19 email updates**  
<https://www.canada.ca/en/managed-web-service/get-updates-covid-19.html>

## 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 at least 6 feet from others
- Avoid sharing personal items such as utensils, straws, pens, etc.
- Spitting is strictly prohibited
- Students and instructors are required to wear all necessary Personal Protection Equipment during flight training.

## **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 Principal Air employees, students and visitors are encouraged to wash their hands on a regular basis. A hands free soap dispenser is available in the washroom with anti-bacterial soap.

## **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 only
- 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.
- Allow the hand sanitizer to dry.
- If hands are visibly soiled, wash hands following the standard handwashing procedures before applying alcohol-based hand rub.

## **Illness**

- In the event of showing any symptoms of illness, especially COVID-19 symptoms:
  - Employees must immediately management 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, shall report this to the Office Manager and will immediately be asked to self-quarantine till everyone in the family is healthy again.
- Contact tracing may be required by the Public Health Office
- Further mass self-isolation may have to be considered.

## **International Students**

- Refer to Principal Air **Covid-19 International Student Arrival Policy** for all procedures and protocols.
- In compliance with the Quarantine Act, all 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 at Principal Air . Non-compliance could result in fines or jail time.  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#a2>  
<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/self-isolation-on-return>
- A local hotel can be organized on the student's behalf and we can assist with means to have food delivered each day. Students and any accompanying family members may **NOT** leave their hotel room for any reason except a medical emergency for the entire 14-day period.
- All students together with any family members arriving in Canada **must download** and use the **ArriveCAN** application 48 hours prior to their arrival, this application is also to be used for required daily symptom reporting during their 14-day quarantine  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#ua>
- Principal Air can also arrange for airport pickup or the student can arrange to hire a car to take them directly to the hotel they will be isolating at.
- Face coverings (masks) are to be worn at all times upon arrival in Canada and they must be worn until arrival at the place of quarantine. Any legitimate reason (medical related) to leave the quarantine room will require the



student to always wear a mask.

- **Covid-19 Alert App**  
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html>
- **Canada Covid-19 App and Self-Assessment Tool**  
<https://ca.thrive.health/>
- **Canadian Crisis Centre**  
<https://thelifelinecanada.ca/help/crisis-centres/canadian-crisis-centres/>

## **Facilities**

- Counters, furniture, door handles, computers and all other regularly touched surfaces are wiped down with a disinfectant regularly throughout the day. Bathrooms are cleaned and sanitized every day.
- To promote the required physical distance of 2 meters apart the following has been completed in the classroom:
  - Chairs and tables may be re-organized, where necessary. Do not move furniture in any room without the permission of the Chief Flight Instructors, Office Manager and or staff.
- Dedicated flight briefing areas will be indicated to allow for social distancing.

## **Training and Flight Operations**

- A healthy instructor will be allocated to a group of healthy students (Having been in isolation for 14 days)
- The instructors and students will be briefed as to our new Covid-19 policy.
- The instructor and students will agree to take all necessary precautionary measures to protect themselves and others by:
  - Limiting travel between school and home as best as possible;
  - 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.
  - Avoid coming to the school if feeling unwell.

## **Aircraft Hygiene**

- A Lysol solution and or wipes have been made available for students for use each time they begin a lesson in the aircraft. Students and or instructors are required to wipe down all instruments, handles and headsets that would be touched by the previous student to minimize the risk of exposure. More information can be found in the video posted on the school's Facebook page about how to properly disinfect the aircraft on the preflight inspection.
- Purchase and use of their own headset will be encouraged for students.
- Microphones to be wiped with disinfectant by each student.

## **High Touched Surfaces that Required Frequent Cleaning**

Employees and students shall maintain hygiene in the aircraft by disinfecting all surfaces listed below BEFORE every flight:

- Door handles
- Seats including seat belt fasteners



- Flight Controls
- Ancillary controls
- Avionic controls
- Inside of cockpit windows
- Microphones (if not own headset)

## 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 seatbelt buckles must be cleaned before each flight.
- Aircraft windows must be cleaned with regular supplied window cleaner only as directed.  
**IMPORTANT: The use of isopropyl alcohol spray cleaner, or any other cleaner is strictly prohibited on any window located on the aircraft.**
- Personal Protective Equipment must be worn at all times in the aircraft. The mask must cover the nose and the mouth.
- Employees and students to wash their hands before and after each flight.

As an employer, Principal Air will conduct active monitoring of their employees and students for any of the COVID-19 symptoms and they are asked to closely self-monitor, and self-isolate immediately should they exhibit any symptoms.

In these difficult COVID-19 times, it is everyone's responsibility to help minimize health risks. We require that every person does their part, by following these guidelines, in order to best protect the health of all our staff and students.