



Genesis Flight College Policies and Procedures
for
Flight Training
During COVID-19 Pandemic

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Overview

Resuming operations at Genesis Flight College (Genesis) after shutdown due to the COVID-19 pandemic involves moving from risk avoidance to risk management. Your personal decision to return to or begin training at Genesis involves accepting some level of risk and following specific procedures to minimize impact to personnel, operations, and to the community at large. This document provides policy and procedure detail that Genesis has implemented to carefully reopen while monitoring the operation for signs of sustained strength and health.

The information provided here should not be considered definitive or exhaustive and will be adapted as we progress through the reopening and beyond.

Provincial and health department guidance is evolving regarding how to apply policies for specific businesses and leaves some room for interpretation. Decisions may vary between flight school operators providing similar service. Genesis has put great care and expense into developing these policies and where practical we state the rationale for each decision. We have always and will continue to encourage an open channel to stay connected and share perspectives on the situation as it develops.

Summary of Policies

Facilities: Prior to re-opening, the entire facility has been thoroughly cleaned, sanitized, and configured to promote social distancing. We have reorganized the office furniture layout and removed some seating in order to limit common congregation areas. We have installed a glass panel at the dispatch desk to help with this high traffic area. Where practical we are posting specific procedure details at locations like entry, briefing rooms, restrooms, and in common areas. We have posted signage reminding staff and students to wash hands or use hand sanitizer frequently. Each entry point and classroom is stocked with hand sanitizer and body temperature will be checked and recorded each visit. We have established policies to ensure facilities are cleaned thoroughly every day including a wipe of hard surfaces at least twice a day.

Aircraft: Policies have been established that include all areas accessed by hands including door latches, oil dipsticks, switches, levers, avionics buttons, control stick, throttles, ignition keys, etc. Cleaning the aircraft is now part of the pre-flight checklist, and the cleaning process itself has a detailed checklist. Removal of all material not specifically assigned for permanent placement in the aircraft is required, with emphasis on trash, water bottles, etc. All students must now have their own aircraft checklist. Checklists will be removed from the standard location in aircraft (a copy will remain behind the right seat). Most students already have their own checklists as part of the ground school kit. Students and renters who do not, will be required to purchase their own from Genesis. All personnel must wash hands before and after accessing the aircraft.

PPE: Masks must always be worn while at the facility and in the aircraft, even for solo flights. Genesis will provide a new disposable mask for each flight. Genesis will also provide a new pair of disposable gloves for the aircraft pre-flight cleaning and inspection (walk-around). Individuals are required to provide their own reusable or disposable masks for all other times in the office.

Dual Instruction: Dual instruction presents the highest risk due to the proximity of instructor and student. While sterilizing the aircraft and mandating masks in the aircraft can reduce the risks, instructors who fly with multiple students each day are at the highest risk of exposure. We must be hypervigilant about the safety of the instructors and, when available to asymptomatic individuals, a COVID-19 test will be required of all staff and students. Everyone using the airplane must also agree to limit their interactions during non-flying activities (maintain social distancing).

Minimal contact policy: We will continue to refine our procedures that limit the need for facility access and contact with personnel. We have considered the entire workflow from booking, dispatching, flight, and payment to limit contact. Access to the facility is restricted to operational needs, listed in more detail within this document.

Continuous monitoring: We will constantly review our policies and as the situation changes, re-assess the risks and expand or roll back operations as necessary. Expect continual and vigilant assessment of staff and student compliance with these policies and procedures.

Reported illness: In the event any person engaged in the operation reports symptoms of COVID-19, immediate response is required. We will evaluate whether a total shutdown is necessary or whether we can isolate the affected people and equipment and continue operations. We have developed a system to track when each person enters and exits the facility to enable contact tracing. In the event of a reported illness we will notify all personnel who came in contact with the symptomatic person. We will prohibit anyone who came in contact with the infected person from accessing the facility or from using aircraft or equipment for 14 days and require a negative COVID-19 test to return.

Front Matter

Changes

Initial version released on 2 June, 2020. Minor revisions since.

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. Genesis assumes no responsibility or liability for the way in which this information is used.

Purpose

This document is intended as guidance for operating procedures at Genesis to operate safely during the COVID-19 pandemic. 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 will remain in place for the duration of the COVID-19 threat. As conditions change, Genesis will adapt these 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 support of a gradual and carefully controlled re-opening of these businesses, the Air Transport Association of Canada (ATAC) have developed a roadmap to enable flight training organizations to safely resume their operations as soon as possible, while respecting the instructions of the governing health authority. Genesis is using the ATAC roadmap and other government and industry sources to develop policies specific to the operating environment at Genesis.

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 policies 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 policies and procedures should reduce the likelihood of spreading SARS-CoV-2 among the flight training community and the population at large.

Definitions

“Employees”: Anyone who performs paid or volunteer work for Genesis. Employees can be full-time, part-time, or contract.

“Employer”: Genesis Flight College (Fly Genesis Inc.) .

“Facility”: The buildings, hangars, flight training devices, and aircraft operated by Genesis.

“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 has 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. Genesis Flight College is a Flight Training Unit.

“Individuals”: includes employees and non-employees.

“Non-employee”: Students, renters, and anyone using the facility. For the purpose of this document, “students” and “non-employees” are used interchangeably.

“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

General 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.

Genesis has implemented 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 will be delivered in accordance 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 written assessment test. 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. This training should be conducted every six months for as long as COVID-19 remains a threat.

Students will be issued a copy of this policy document prior to resuming training or starting a flight training program and must indicate they have read and understood the information by achieving a passing mark of 100% on a written assessment test. A record of this acknowledgment will be kept for not less than one year.

Minimal Contact Policy

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

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

Access to company facilities will be restricted to only those employees and non-employees (students, renters) who are scheduled to be there at that time. Physical distancing guidelines will be respected within company facilities to the extent that duties allow.

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

Employee Schedule

Genesis will prepare a schedule for each employee. Where practical, employees will be scheduled to work at different times in order to minimize contact between people. Employees will only be permitted within company facilities when they are scheduled to work.

Physical Distancing

Where possible, physical distancing of a 2 metre (m) minimum distance between people should be maintained at all times. Regardless as to whether a 2 m distance between individuals can be maintained, a face mask must be worn at all times while in the premises. Masks may only be removed when physical distancing can be assured. (i.e. stationary in a classroom or office and you are the only person in the room)

Individuals should avoid unnecessarily gathering in groups within the facility. One example of a gathering that should be avoided is queueing around the dispatch area for check in/out procedures.

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

Genesis will minimize opportunities for transmission of pathogens by implementing a Cleaning Procedure for all objects and surfaces that are frequently exposed to multiple individuals. Use of shared materials such as pens and pencils will also be restricted. Students are required to supply their own pens and pencils (reminder that pens are not allowed in the aircraft). Proper hand-washing facilities are available, and hand sanitizer is accessible throughout company facilities, including in the aircraft, in order to further reduce the likelihood of infection through contact with contaminated surfaces.

Checklists will be used to ensure that cleaning procedures are carried out correctly. Genesis will ensure that employees and students 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 and Disinfecting Procedures may differ based on the equipment or surfaces being cleaned. For example, aircraft and FTD interiors require different products and procedures than building interiors.

Genesis has implemented 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

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 (subject to regulatory requirements, including CAR 605.93(1)(b)).

Sharing of personal items such as view limiting devices is restricted and rental of pilot headsets will be tightly controlled with disposable contact surfaces.

Hand Cleaning

Genesis will ensure that ample opportunity exists for hand washing and hand sanitization within company

facilities, using appropriate hand-cleaning products and procedures supplied by Genesis.

Enhanced Cleaning and Disinfecting

“Enhanced” cleaning and disinfecting procedures go above and beyond what is routinely practiced, even during the COVID-19 pandemic, and are intended for special circumstances such as when illness is detected within a company’s population. Genesis will follow the latest guidance available from the 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. Genesis has implemented 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. Disposable surgical masks are a barrier to splashes, droplets, and spit¹, and do not require fit testing as they do not depend on a tight seal. Nonsurgical reusable 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, and then reusable cloth face coverings. Wearing face coverings helps people, who may have COVID-19 and not know it, avoid transmitting the virus to others². The Genesis PPE Policy requires everyone to wear face coverings at all times while within company facilities.

Disposable surgical masks are required in the airplane. Genesis will provide a new disposable surgical mask to instructors and students for each flight. Masks will be issued at dispatch and must be worn for the entire duration of the flight and disposed of after the flight. Masks used in the airplane must be disposed and not reused. Masks must be worn for all flights including solo flights.

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.

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 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 of the

¹ Canadian Centre for Occupational Health and Safety (CCOHS):
https://www.ccohs.ca/oshanswers/prevention/ppe/surgical_mask.html

² Federal Aviation Administration (FAA):
https://www.faa.gov/other_visit/aviation_industry/airline_operators/airline_safety/safo/all_safos/media/2020/SA_FO20009.pdf

aircraft and during walk-around.

Contaminated gloves must be carefully removed as soon as possible after use. Genesis will supply disposable gloves for the pre-flight aircraft cleaning procedure. Hand washing is required after removal of gloves.

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, who regularly wear PPE in flight, 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 provides Genesis the opportunity to have a record of who was on company property and when. This information will allow Genesis 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 pass the company's Screening Procedure.

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

Genesis has implemented 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
- vi. A record of COVID-19 test 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 will 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, Genesis has implemented 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, Genesis will take steps to minimize the possibility of further infection. The Exposure Procedure includes 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 days³. 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 includes⁴:

- 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.

³ 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>

⁴ Federal Aviation Administration (FAA): https://www.faa.gov/other_visit/aviation_industry/airline_operators/airline_safety/safo/all_safos/media/2020/SA_FO20009.pdf

Discontinuation of Isolation Policy

Genesis 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 the 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. Genesis will assess the effect that these additional policies will have on our operation and take necessary steps to maintain equivalent or better flight safety. Flight safety and occupational health are two imperatives that must co-exist for flight training operations to resume safely.

COVID-19 Testing Policy

Dual instruction presents the highest risk due to the proximity of instructor and student. While sterilizing the aircraft and mandating masks in the aircraft can reduce the risks, instructors who fly with multiple students each day are at the highest risk of exposure. We must be hypervigilant about the safety of the instructors and, when accessible to asymptomatic individuals, a COVID-19 test will be required of all staff and students. Everyone using the airplane must also agree to limit their interactions during non-flying activities (maintain social distancing).

Social Distancing Policy Away from Facility

In accepting the policies contained herein, you must agree to maintain social distancing guidelines while away from Genesis:

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en>

Enforcement Policy

Reporting of policy negligence/ noncompliance will be recorded through the Genesis Safety Management System. The Safety Management system can be accessed through Flight Schedule Pro.

Procedures

Acceptance of Genesis Policies and Procedures

All employees and non-employees must acknowledge and accept the policies and procedures in this document and any subsequent revisions.

A written assessment test must be completed prior to your first flight dispatch which will confirm acceptance of the procedures in this document. A passing mark of 100% on a written assessment test must be achieved prior to your first flight dispatch.

Cleaning and Disinfecting Procedure

The majority of the following information was adapted from the American Centers for Disease Control and Prevention (CDC)⁵.

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 each flight

Cleaning Procedure

- Wear disposable gloves to clean and disinfect. Clean office surfaces using soap and water, disinfecting spray such as Lysol, or alcohol solution.
- Aircraft surfaces must only be cleaned with alcohol solution.
- Routine cleaning of frequently touched surfaces. High touch surfaces include:
 - Facilities: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. Tables must be cleaned between each use (i.e. in classroom)
 - Aircraft: Seatbelt fasteners, flight controls, engine and fuel controls, avionics controls, door handles, front and side windows (inside) and window latches. A complete checklist will be provided for aircraft cleaning.
 - Electronics and Avionics: Use alcohol solution only. DO NOT apply solution directly to the electronics. Apply to cloth and then wipe the item.
- 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.
- A designated PPE disposal site will be available and proper disposal technique posted

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

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 another person.
- 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
 - Prior to and after touching common items that because of their nature cannot be disinfected easily (i.e. aircraft documents, journey log, PTRs, flight sheet)
 - Before and after 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 has been designated for initial entry into company facilities (from the parking lot). Screening questions that must be answered at check-in are posted at the door. These screening questions should be reviewed prior to each visit to the facility, including taking your temperature prior to leaving the house.
- A face mask must be worn upon entering the facility. Proceed directly to the dispatch desk for check-in. Do not use the washroom or put down any of your belongings before check-in. If a dispatcher is not immediately available for check-in then please wait patiently while ensuring you maintain at least 2 m distance from others.
- Signs will be placed in the vicinity of the screening area to support this activity
- Hand sanitizer will be available at the dispatch desk
- The conditions for access to the facility will be clearly posted
- Individuals who have already been screened that day may exit and reenter the facility without check-in
- The dispatcher will have access to the schedule of all staff and students who are scheduled to be present during the day.
 - The dispatcher will deny access to anyone not scheduled to be present. This will include family members not required for the reservation. Family members will be asked to wait

outside.

- The dispatcher will have access to the Exclusion List, in accordance with the Confirmed or Possible Exposure Policy
 - The dispatcher will deny access to anyone on the Exclusion List.
- Screening Questions
 1. Do you have a fever? (fever is a temperature of 37.8 °C or greater)
 - Your temperature will be taken at check-in
 2. Do you have any of the following symptoms or signs?
 - New or worsening cough
 - Shortness of breath
 - Sore throat
 - Runny nose or sneezing
 - Nasal congestion
 - Hoarse voice
 - Difficulty swallowing
 - New smell or taste disorder(s)
 - Nausea/vomiting, diarrhea, abdominal pain
 - Unexplained fatigue/malaise
 - Chills
 - Headache
 3. Have you travelled or had close contact with anyone that has travelled in the past 14 days?
 4. Have you or someone in your household had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19?
- If the individual answers NO to all questions, they have passed the questionnaire and can continue with the temperature check.
- 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.
- Upon successful completion of the questionnaire, the dispatcher will measure the temperature of the visitor using a contactless infrared thermometer.
- If the visitor's temperature is less than 37.8°C (100.4°F), they have passed the screening and may enter.
- Handwashing or use of hand sanitizer must be completed at check-in.
- 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

- Individuals must check-out with dispatch when preparing to exit the facility for the day.
- The dispatcher will record the time of exit
- Recording of entry and exit time 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 dispatcher 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, Genesis 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
 - Genesis 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: 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>