



INSIGNIA
COLLEGE

Insignia College COVID-19 Safety Plan

B.C Post-Secondary COVID-19 Go-Forward Guidelines
& Quarantine Management



Overview

This plan is designed to support safe levels of in-person teaching, flight training, learning, administrative and support services at Insignia College to reduce the risk of COVID-19 transmission.

This plan is prepared for returning to safe operation and is determined with alignment to government/ministry directives and private/public school guidelines.

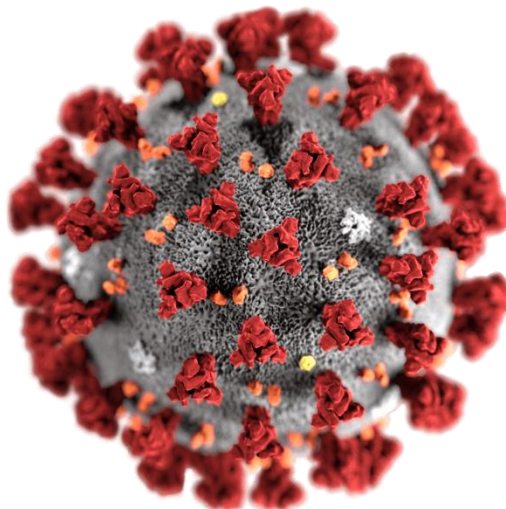
Insignia College will regularly update this plan to reflect changes in response to any new information from regulatory bodies and health authorities. Please feel free to send us comments or suggestions at covidhelp@insigniacollege.com.

Knowing the risk of COVID-19

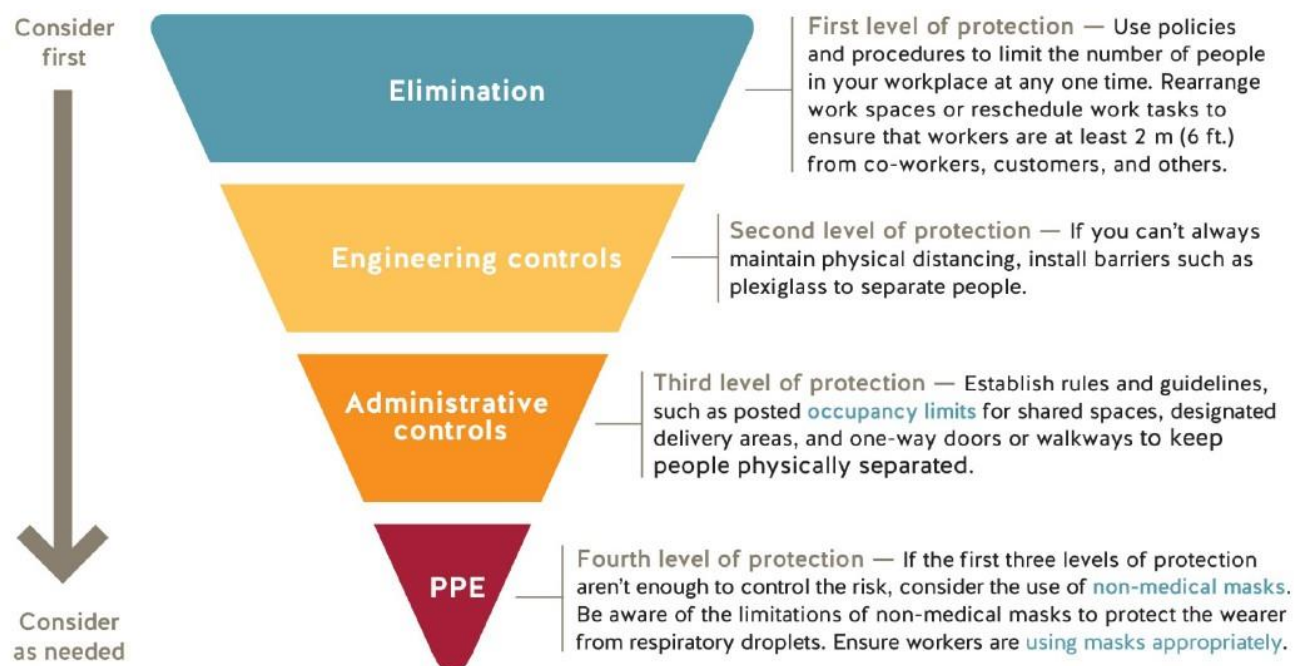
The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help to mitigate this risk.

The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.



Reducing the risk of COVID-19



Insignia College will continue to function with collection of preventative measures in place. Current level of community transmission will play a key role in determining the measures in place.

First Level Protection (elimination): We are promoting physical distancing between people as per recommendations. We have markings in place to guide people. We have blocked seating areas that will allow less than recommended distance. We have reduced number of students that could sit in classroom. We have switched to online classes where possible. Our Academic Instructors are teaching online.

Second Level Protection (engineering controls): We have installed PLEXI glass at reception area where there is a possibility of less than 2 meters physical distancing. We have moved office areas to ensure each employee has a dedicated desk away from one another with required physical distancing.

Third level protection (administrative controls): We have implemented various policies in regards to frequent cleaning of high touch areas and guidelines for training employees. Every person must answer health questions before entry into the campus as per recommendations of PHO. Each person must be Temperature checked. We have cancelled shared headset rental, safety vest and other pilot equipment. Each confined space is occupancy limited to allow safe physical distancing. Airplanes are sanitized after each use. Hand Sanitizers are available at every visible area that is accessible to public. Signage is posted on entrance, hallways and common areas promoting do and don't as per PHO guidelines.

Fourth level protection (protective Equipment or PPE): Masks are mandatory when unable to maintain physical distance. Masks are mandatory in briefing rooms and airplanes at all times. Instructors and staff members are responsible to ensure that students are following the mask protocols. Instructions on usage of masks are in a clear view at entrance where mask is requested.

Roles and Responsibility

At Insignia College, Safety of our students and staff members is highest priority. It is everyone's responsibility to play a vital role to reduce the risk of COVID-19 transmission.

At Insignia College, we commit to:

- Ensuring Insignia College is in compliance with all provincial and federal health and safety regulations.
- Ensuring COVID-19 Safety Plan is regularly updates as COVID-19 evolves and requires amendments.
- Ensuring common areas, classrooms, hanger area and offices have been analyzed for safe occupancy limits and have maximum capacities clearly posted.
- Ensuring all required signage is posted at all entrances, washrooms and common areas.
- Installing physical barriers such as Plexiglas where physical distancing is not possible.
- Providing guidelines, training and signage for students, visitors and employees regarding safe conduct on campus.
- Ensuring adequate handwashing and hand sanitizing supplies are available on campus.
- Ensuring enhanced cleaning protocols are followed.
- Ensuring that students and employees adhere to college policies regarding non-discrimination and respectful conduct.

Everyone needs to follow the guidelines bellow:

- Self-assessing daily for COVID-19 symptoms. Online tools is available and must be used on entrance to campus daily
- Reading and understanding COVID-19 safety plans.
- Attending health and safety meetings as required.
- Following posted safety signage such as room occupancy, physical distancing, direction of travel, and seating.
- Following posted safe hygiene and hand-washing practices.
- Wearing medical or non-medical PPE as circumstances require.
- Understanding how to report and reporting potential exposure or other COVID 19-related unsafe conditions

Safety Measures on Campus

Reducing Visits

Insignia College supports practices to reduce the number of students on campus, including:

- Delivering programs via online learning.
- Encouraging meetings by phone or videoconferencing.
- Implementing HR policies that supports employees to stay off campus if they are feeling unwell.
- Continue to follow provincial orders and guidance by prohibiting maximum number of people for gatherings.

Occupancy Limits and Physical Distancing

Insignia College has occupancy limits in common briefing rooms, classrooms, service areas, break rooms and offices. Physical distancing is promoted throughout the campus using signage. Strategic seating measures are in place restricting common area seating to permit required physical distancing.

Everyone at campus are expected to follow the room occupancy limits and follow all other signage as they are directions by the Provincial Health Officer.

Campus is open for pre-booked 2 hour flight training with remote ground school sessions to limit the face to face interactions and restrict frequent visits to campus. Insignia College is not participating in any community events and not arranging any gatherings in Campus in this pandemic.

Face Coverings and Hand Hygiene

Face covering helps to block the transmission of respiratory droplets that carries the COVID-19 virus so, Insignia College is encouraging the staff and students to continue to use the medical or non-medical face coverings at all times inside the Campus area and where 2 meter physical distancing is not possible. Non-medical face masks are also available at the reception area for everyone visiting the Campus.

Hand Hygiene is another critical step to kill the virus before transmitting. At Insignia College it is mandatory for everyone to immediately wash their hands after entering the Campus. Staff should also wash or sanitize their hands after receiving any documents or touching the common areas of use. Sanitizing stations are located all around the campus- at entrance, reception area, briefing rooms, classrooms, break rooms and offices.

Campus Sanitizing Protocols

Insignia College is following the [BCCDC's Guidelines](#) to clean and disinfecting the campus. Whole campus is getting cleaned and disinfected twice a week nightly by the professional cleaning company. The high touch or common area such as door handles, washrooms, break rooms, general office areas, briefing rooms, class rooms get sanitized several times in a day by using the pre-made solutions or ready to use 60% or more alcohol based disinfecting wipes. Reception area is equipped with a Plexiglas for the safety of front end staff from the visitors. All common use computer keyboards, mouse, telephones, light switches and appliances will get sanitized after each use. Lobby sofas and chairs get sanitized twice a day or after each use.



Safety Measures in Flight Training

Pre-Flight Safety Plan

At Insignia College everyone has to do the health assessment upon entrance to campus premises. Student and Instructor shall have to sanitize the Aeroplane on their pre-flight inspection with 60% or more alcohol based wipes. Before flight an in house COVID-19 AEROPLANE SIGN-OUT FORM should be signed by the student and instructor to verify that they will comply with the COVID-19 Flight Safety Protocol. Students have to follow the protocols to sanitize the airplane before and after flight. Certain videos on aircraft sanitization are available on our [social media](#) and [website](#).

In-Flight Safety Plan

Mask and Gloves shall also be worn throughout the Flight Training.

Post-Flight Safety Plan

Post flight student and instructor shall sanitize the Aeroplane for next use and for the post flight briefings student and instructor should dispose the pair of gloves and wash hands prior to touch anything in the campus.

International Students

We have developed Pre-Arrival Package for our International Students which will guide them step by step from the point of visa approval to the first day of class. Please access International Pre Arrival Package [here](#).

For any suggestions or recommendations to our Safety Plan or International Pre Arrival Package, please email us at covidhelp@insigniacollege.com