**Institution Information**

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| Institution Name: Canadian Aviation College |
| Institution Location(s): | 18300 Ford Road |
| Hangar #72/73 |
| Pitt Meadows, BC V3Y 0C6 |
| Designated Institution Contact for COVID-19 Reporting: John Ling |
| Position at Institution: Student Administration Officer |
| Email: info@cacbc.ca | Telephone: 604-299-7777 |
| **Enrolment Information**  |
| Number of post-secondary students currently enrolled and studying with the BC institution (including online or in-person):  | Canadian Citizens/Permanent Residents: 4 |
| International on Study Permit: 30 |
| Other:0 |
| Total: 34 |
| Estimated number of international students on study permits arriving from outside Canada to enrol and study at the BC institution. (September through December, 2020):  | Total: September – December 2020: 2  |
| Planned Program delivery method through to December 2020 (e.g. online only, blended, face-to-face)  | Blended, including face-to-face, classroom, at home study |
| Estimated number/percent of students accessing the campus for in-person learning:  |  100% |

**Readiness Assessment Proposal**

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| **Requirement 1**  |
| Have you developed and made available on your website: Yes* a [COVID 19 safety plan](https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en).
* Protocols that meet the expectations of the [B.C *Post Secondary COVID 19 Go-Forward Guidelines*](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest_postsecgoforwardguidelines.pdf) and the [orders of the Provincial Health Officer](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), for all locations? Yes

Please provide an overview of your plans below and how it meets the above expectations. Include the URL link to your plan(s) with your response.  |
| International students must submit a quarantine plan to the school at least 6 weeks prior to entering Canada. They are directed to complete the ArriveCAN application prior to arrival.All students and staff are required to sign a Self Declaration form Prior to entering the premises everyone must read the Self-Assessment Form, sign in with name and contact information, self declaration, and temperature reading. They are instructed to use the hand sanitizer and masks provided.Communication about the safety plan and precautions is provided on several levels, first on CAC webpage. The safety plan and updates are provided at staff/instructor meetings. Students are informed via email, in class, and notices in public areas. Appropriate safety notices are posted in strategic locations, including warning symptoms and the emergency number 811 to call, if required.There is a limitation on the number of people in the hangars which is posted at the entrance, and there are periodic checks by designated staff that there is compliance. Social distancing is practiced throughout the premises, with posters as a visual reminder. Where it is a challenge to maintain social distancing masks are required, for example in the aircraft during flight training.Staff and students are requested to clean and disinfect surfaces they use, in the kitchen, washrooms, classrooms, and aircraft. Regular industrical cleaning is scheduled.  <https://www.cacbc.ca/covid-19-safety-policy> |
| **Requirement 2**  |
| Describe how your institution’s plan meets the expectations of the guidelines and protocols set out in the Government of Canada’s [*Guidance for Post-Secondary Institutions During the COIVD-19 Pandemic*](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-guidance-post-secondary-institutions-during-pandemic.html) (attached) |
| CAC has recognized a high area of risk is international students travelling from COVID 19 high-incidence regions and countries, so we are taking precautions prior to a student entering Canada. We have introduced new policies regarding living conditions (number of occupants in housing) and code of conduct (to discourage students from large gatherings in social settings) to minimize students’ risk and spread of contamination. CAC has developed a COVID 19 emergency contact team to guide students from initial contact through quarantine and introduction to new safety measures at the flight school. Flight training has been assessed and safety precautions have been introduced, including use of NMM/face coverings, increased cleaning protocols, sanitization, and social distancing. In the case of an outbreak or incidence of COVID 19 connected to the school we have initiated a response team approach to communicate and assist students and staff to get the required health care and support needed and to manage communication to health organizations, contact tracing, and international relations, as necessary. |
| **Requirement 3**  |
| Describe your institution’s plan for robust case management in the event of an outbreak to support outbreak response efforts, to meet the needs and requirements of local and provincial public health guidelines. Include the URL link to your plan(s) with your response.  |
| In the case of reported or suspected COVID 19 symptoms 1. students must report to the Student Administration Officer immediately. Then call 8-1-1.
2. Instructors, staff, and guests must call 8-1-1 then report to CAC 604-299-7777 immediately
3. The individual must wear a mask and leave the premises immediately.
4. They are informed they must self-isolate and monitor symptoms daily

<https://ca.thrive.health/>and <https://www.publicsafety.gc.ca/cnt/trnsprnc/brfng-mtrls/prlmntry-bndrs/20200730/007/index-en.aspx>For further support call 1-888-COVID19 or 1-888-268-4319 1. CAC will contact the Maple Ridge/Pitt Meadows Public health Office 604-476-7000 or Maple Ridge hospital 604-463-4111 immediately to report and ask for further advice.

<https://www.fraserhealth.ca/Service-Directory/Locations/Maple-Ridge---Pitt-Meadows/ridge-meadows-hospital#.X5rs4ohKiUk> 1. They will consider the close down threshold as recommended by Centre for Disease Control in the case a complete lock down of the school is required.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/indicators.html> 1. CAC will gather information from the school’s daily log in sheets for contact tracing and provide that information as required. They will call everyone on the log-in sheets to inform them of either a suspected or confirmed case of COVID 19.
2. Students can communicate to the CAC COVID support team via phone 604-299-7777, email info@cacbc.ca , Messenger, Skype, Wechat or Watsup – each team member will be responsible to follow up with individual students and/or staff and monitor on a daily basis
3. Coping with isolation – instructors and staff are available to answer questions or offer support or advice.
4. Professional help is available via Canada Suicide Prevention Service 1-833-456-4566 (24 hours per day) or Crisis text – TALK to 686868
5. Check for current COVID19 updates <https://www.canada.ca/en/managed-web-service/get-updates-covid-19.html>
6. Check CAC webpage for school updates - <https://www.cacbc.ca/covid-19-safety-policy>
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| **Requirement 4**  |
| Provide your institution' protocols to notify local and provincial public health authorities of any compliance issues within the 14-day mandatory quarantine period.  |
| The CAC COVID 19 Emergency Team will immediately contact 8-1-1 and local health authorities in Maple Ridge. They will follow up and communicate with the student(s)/staff in quarantine on a daily basis. Should they suspect a breach of quarantine they will report it immediately to local and health officials.The nearest local health unit in the Pitt Meadows area is in Maple Ridge at 400-22470 Dewdney Truck Road, Maple Ridge, BC, Phone 604-476-7000 (limited service Monday-Friday 8:30 a.m. – 4:30 p.m.)For 24 hour/7 days per week contact Ridge Meadows Hospital at Phone 604-463-4111<https://www.fraserhealth.ca/Service-Directory/Locations/Maple-Ridge---Pitt-Meadows/ridge-meadows-hospital#.X5rs4ohKiUk> <https://www.fraserhealth.ca/Service-Directory/Locations/Maple-Ridge---Pitt-Meadows/maple-ridge-public-health-unit#.X5rqAYhKiUk> In the case of suspected or non-compliance of quarantine orders CAC will contact Pitt Meadows enhanced bylaw services on COVID19 (phone 604-465-2428) <https://www.pittmeadows.ca/covid19> In the case of suspected or non-compliance of quarantine orders CAC will contact RCMP Phone 604-463-6251 <https://www.mapleridge.ca/2426/Who-To-Call>  |
| **Requirement 5**  |
| Do you have a detailed plan to manage arriving international students’ compliance with the federal guidelines document to implement 14-day quarantine requirement under the *Quarantine Act*? If yes, please explain your plan. Describe how the plan contains each of the following elements. Provide the URL where the information is publicly available. 1. Procedures to communicate to students/co-arriving family members, *in advance of their travel to Canada*, their requirement to adhere to the order under the Quarantine Act, including use of the ArriveCAN app and the BC Covid-19 App?
2. Procedures and responsibilities for airport arrival and transportation for asymptomatic travellers (e.g., wearing a mask, avoiding public transit other than taxi) to the 14-day quarantine facilities.
3. Suitable place for student and co-arriving family members to quarantine with procedures including:
* Access to supplies such as prescriptions and food;
* Students will not have contact with vulnerable individuals or be living in a group or communal setting (except for family members);
* Quarantine accommodation enabling individual physical distancing, and infection-prevention control protocols in place;
1. Regular and robust monitoring provided throughout the quarantine period for COVID19 symptoms, general well-being, and compliance with quarantine requirements;
2. The institution integrates the student into its community and culture while isolated;
3. Reliable, accurate messages about COVID-19, including related stigma and anti-racism supports, mental health and cultural/religious considerations are made available;
4. Information about COVID-19 testing, contact tracing, and care is made available;
5. The institution provides the name and contact information of the person responsible to ensure the institution’s compliance with the plan; and
6. Whether any of these services will be subcontracted to other parties and the expertise of the third party to fulfill the requirements. The institution remains responsible for the actions of the parties.
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| Yes.a) All communication and correspondence with international students include instructions that they are required to submit to the school at least 6 weeks prior to their arrival; their travel itinerary, and quarantine plans for a period of 14 days.All international correspondence includes the following links Quarantine – <https://www.publicsafety.gc.ca/cnt/trnsprnc/brfng-mtrls/prlmntry-bndrs/20200730/007/index-en.aspx> ArriveCAN – [https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travelhealth-advice.html#ua](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travelhealth-advice.html%22%20%5Cl%20%22ua) Self Assessment Tool – <https://ca.thrive.health/> COVID 19 Alert – <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html> COVID 19 updates – <https://www.canada.ca/en/managed-web-service/get-updates-covid-19.html> COVID-19 Information site – <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>BC – Provincial linksAssessment Process – <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/self-isolation-on-return#assessment> BC Self-Isolation Plan – <https://travelscreening.gov.bc.ca/> Provincial Orders – <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> Provincial Support – <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/phase-3> b) International students are informed they must wear a mask upon arrival in Canada. A taxi will be provided at the airport to take them directly to their quarantine location.c) A quarantine location will be determined and secured prior to the student’s arrival. In most cases it will likely be a hotel in the vicinity of the school to make deliveries and support easier. The CAC COVID 19 Emergency Team will ensure students are aware of options for self-isolation.* Initial food and other supplies will be provided upon their arrival. They will be informed about service delivery, including the 3 pharmacies in Pitt Meadows, Meadows Pharmacy 604-460-0541; Pharmasave 604-465-8807; and Best Care 604-262-4949
* Food delivery is available from Save-on-Foods (Maple Ridge) 604-465-8665 or M&M (Maple Ridge) 604-460-8221
* Students must submit a quarantine plan at least 6 weeks prior to arrival. They must give complete contact information if they have family that can offer safe self-isolation accommodation. Otherwise, we will assist them in booking hotel accommodation with kitchen facilities and food service.

d) The COVID Team will follow up on a daily basis to ensure the student has contact and support in the case of any medical or other requirements. They will ask about self-monitoring results and concerns. They will call at various times with updates on the COVID situation in the area and province. If they are unable to reach the student/family they will begin immediate enquiries about their location and activities.e) A flight instructor will be assigned to the new student. The flight instructor will contact them on a regular basis to direct them and assist in a study plan. In some cases, it may be an exercise in practicing language skills or answers questions about aviation or Canadian culture.f) A package of information (pamphlets, leaflets, internet links) about COVID 19 in Canada, BC, and the Pitt Meadows area will be supplied upon the student’s arrival. A television will be available for up-to-date news and information. The student will have the contact information for CAC and the COVID team. Team members are matched with international students based on language and culture. Part of the enquiry about well being will include an invitation to reach any religious or cultural contact in the area. Efforts will be extended to find names and phone numbers for support as requested.g) Prior to arrival all international students are provided with complete information on requirements prior to arrival, upon arrival, and while in quarantine. Students are provided with a primary care giver contact email, phone, text, or Skype and secondary emergency contact information, in the event they cannot contact the primary care giver. Information about current events or activities at CAC will be provided.h) The person responsible for CAC compliance is the President, Mr. John Ling. His contact information is email - john@cacbc.ca and phone 778-858-7908 i) CAC does not intend to subcontract. CAC has instructors and staff available to support incoming international students.  |
| **Requirement 6**What process is in place to ensure that new-arriving international students will not overextend your institution’s capacity to meet federal quarantine requirements and the B.C. Post-Secondary Go-Forward Guidelines, and deliver education to your current students? Attach any relevant documents.  |
| International students must apply and be interviewed prior to admission to the school. CAC is cautious about maintaining a balanced ratio of instructors to students to aircraft to staff, to ensure students are provided with quality training and instructors work regular hours. Management meet regularly to review and assess. The COVID Emergency Team will be assigned one-on-one care, therefore they will not be overextended in supporting numerous students at any time.<https://www.cacbc.ca/covid-19-safety-policy>As the number of international students has been significantly reduced due to the halt and slow-down of international student visas, managing the new international students is not expected to be an issue. In the event that international student visas increase significantly CAC has adopted a maximum capacity policy of not more than 5 international students per month. CAC is monitoring the situation as existing international students complete their flight training and leave the school, it allows space for new international students to be admitted |
| **Certification** |
| By signing and submitting this document the institution leadership confirms that:* The information provided is true, and will be actioned and maintained while all Health Orders are in place;
* The institution has the staff and resources to ensure maintenance of the plan and added supports for international students;
* The institution has enrolment management strategies in place to ensure that the institution does not overextend its capacity regarding facilities, services and supports for existing students by accepting new international students arriving to British Columbia.
* The institution agrees to the review process and reporting requirements set out below.
* The institution confirms the understanding that if the institution does not maintain its plans and the actions outlined in this template, it may lose its EQA Designation and access to new international students arriving to British Columbia.
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| Please provide the name, position and signature of the person in a leadership position within the institution (President, CEO or equivalent) who has attested to your institution’s COVID-19 safety plan and 14-day quarantine requirement.  |
| Name: John Ling Position: President |
| SignatureDate: 2020-10-21  |

**Government Review**

The Ministry of Advanced Education, Skills and Training, will facilitate reviews of institutions’ plans by the Ministry of Health, Provincial Health Officer, and regional health authorities for completeness of the readiness plans and the capacity of the institution to accept international students.

If the institution’s readiness plan is deemed complete and sufficient, the Ministry will advise Public Health Agency of Canada and Immigration, Refugees and Citizenship Canada (IRCC) that the institution is ready to receive new international students on study permits, should the Government of Canada open the border. The ministry may share the plan with federal authorities to discuss the measures the institutions have put in place.

Institutions determined not to have submitted a complete readiness plan will be advised of the reasons. The institution will have the opportunity to review and update the plan and re‐submit.

Please note that acceptance of the plan by the Ministry is based on the satisfactory completion of the readiness assessment and is not an endorsement of the plan itself.

**Institutions with an Accepted Readiness Plan**

If an institutions readiness plan is accepted, the institution agrees to the following:

1. **Reporting: Institutions will report to the Ministry**
	* Upon request:
		+ Estimated total international student enrolment and actual student enrolment
		+ Estimated international student arrivals for an upcoming period of time.
		+ For comparison purposes to the current estimates, international student enrolment from prior academic periods
		+ Other Data that may be relevant to the management and oversight of the program.
	* Weekly, unless otherwise directed:
	* Number of new international student arrivals during reporting period.
	* Number of international students currently in self-isolation during reporting period.
	* Number of international students who tested positive for COVID-19 while in self-isolation during reporting period.
	* Number of international students cleared of COVID-19 to return to in-person classes during reporting period.
	* Comments, notes or issues arising during the reporting period.
2. **Monitoring and Enforcement:** Under the EQA designation, the institution may be monitored for compliance with its plan and actions outlined to the Ministry in its proposal. Institutions found not in compliance may be removed from the federal list to receive newly arriving international students, and/or their EQA designation.