



Flight 6ix Incorporated o/a Guelph Flight Centre

Policy 12: COVID-19 Policy

Background

The novel corona virus, known as COVID-19 or SARS-COV-2, has impacted the daily operations of many schools and businesses globally. As a result of the ongoing pandemic, the Government of Ontario has presented guidelines concerning everyone's health and safety. This policy describes the Flight 6ix Incorporated (the "Flight School") policies and procedures that must be adhered to while conducted business and schooling within all enclosed physical spaces.

1 Policy

- A) All students, teachers, staff, and visitors must wear a face covering at all times inside all enclosed spaces, such as buildings, hangar spaces, aircraft, and under any other circumstances where physical distancing of 6 feet, or 2 meters, is not possible.
- B) All pilots and student pilots must ensure that their respective training aircraft is sanitized.
 - a. All touchable surfaces must be wiped with disinfectant, including but not limited to: the control columns, buttons, knobs and all other touchable surfaces within reason.
 - b. The pilots and student pilots are also responsible to exercise care when cleaning the aircraft. Any damage to the aircraft caused by the individual as a result of cleaning will be the responsibility of that individual.
- C) In the classroom setting, only during class times, the ground school instructor may be relieved of wearing his or her face mask, as long as he or she maintains at least 6 feet (or 2 meters) distance from the nearest student.
- D) All students, teachers, staff and visitors must use hand sanitizer upon entry of the flight training centre and have their body-temperature registered at the front desk.
- E) Any individual entering the flight training centre must provide the following information for contact tracing:
 - First and last name
 - Phone number
 - Entry and exit time
 - Activity (i.e., flight training, ground school, meeting)

2 Vaccination Requirement

- A) All students, teachers, staff, and visitors must be fully vaccinated to participate in the regular operations of the Flight School and proof of vaccination status must be ready and producible when requested by the Flight School staff.

2.1 Exemptions

There are two exemptions that may be requested of the Flight School concerning the requirements for vaccination.

- A) Medical Exemption:
A medical exemption may be granted to individuals who have written documentation from a Medical Doctor stating that the individual is unable to receive a full dosage of the COVID-19 vaccine.
- B) Religious Exemption:
A religious exemption may be granted to individuals who have written and signed documentation by a recognized religious practitioner. If the individual's religion does not have a religious practitioner, a letter from a recognized scholar of that religion may provide supporting documentation.
- C) Any exemption request will have to be submitted to the Compliance Officer in writing via email. Exemption requests will be reviewed on a case-by-case basis and will be informed by public health guidelines.
- D) Any individual producing and/or submitting any falsified documentation to a staff member or the Compliance Officer concerning an exemption request, or a granted exemption, will be subject to expulsion, termination, and/or any applicable repercussion, within reason, in accordance with municipal and/or provincial legislation.
- E) In the case where a viral transmission may occur among an individual who is unvaccinated, the individual will be responsible for damages incurred by the Flight School. Furthermore, the individual fully releases the Flight School of all liability associated with viral infection or viral transmission, and assumes all responsibility should a viral infection or viral transmission were to occur.

3 Privacy and Liability

- A) All proof of vaccination documentation must be stored securely for at least 2 years upon receipt. All information concerning proof of vaccination, or any exemption documentation must be filed separately from a student or staff member's file as to enhance confidentiality.
- B) The Flight School is not liable and is fully indemnified in cases where a viral transmission may occur and remains protected of all liability surrounding this issue.

- C) In the case where a vaccination exemption has been granted, the individual having received the exemption indemnifies the Flight School and all its members, associates, directors, officers, staff and teachers from any and all liability.

4 Vaccination Reporting

- A) In accordance with the Career Colleges Act, a representative of the Flight School will be responsible for submitting information concerning the number of vaccinated students, teachers, and staff.
- a. A delegate who is on-site at the flight training facility will be tasked with supplying the requested information to the Compliance Officer weekly, on Fridays, before 3:00PM.
 - b. The Compliance Officer will subsequently submit the vaccination report to Career Colleges Branch.
 - c. If the delegate at the flight training facility is unavailable, it is their responsibility to find a replacement.
- B) The Compliance Officer may, at any time, request a vaccine report from the on-site responsible person. The vaccine report is to be produced to the Compliance Officer within a reasonable timeframe via email.

Statement of Supremacy

1. **Primary Authority:** The Ontario Career College Act, 2005 (hereinafter referred to as "the Act") shall serve as the primary authority governing all operations, policies, and procedures of Flight 6ix Incorporated (o/a Guelph Flight Centre) related to career and vocational training.
2. **Supersession Clause:** In the event of any conflict or inconsistency between the provisions of the Act and any internal clauses, policies, or procedures established by Guelph Flight Centre the provisions of the Act shall prevail and take precedence.
3. **Compliance Requirement:** Guelph Flight Centre is committed to full compliance with the Act. All employees, students, and affiliates are required to adhere to the standards and regulations set forth by the Act.
4. **Policy Review and Amendment:** Guelph Flight Centre shall regularly review its internal policies and procedures to ensure alignment with the Act. Any necessary amendments will be made to resolve discrepancies and ensure full compliance.
5. **Notice of Supersession:** This notice serves to inform all stakeholders that any clauses or policies provided by Guelph Flight Centre that contradict or fall short of the standards established by the Act are considered null and void to the extent of the conflict.
6. **Reference:** Please refer to Ontario Career Colleges Act, 2005, ONTARIO REGULATION 415/06, under this link: <https://www.ontario.ca/laws/regulation/060415>
7. **Application:** This statement applies to vocational program students only.

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