



# Staff Instruction

**Subject: On-Site Inspection Procedures During COVID-19**

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## **1.0 Introduction**

### **1.1 Purpose**

- (1) The purpose of this Staff Instruction (SI) is to provide procedures to reduce the risk of exposure to COVID-19 by personnel while conducting inspection, surveillance, enforcement, investigation or other on-site activities on behalf of Transport Canada, Civil Aviation (TCCA).

### **1.2 Applicability**

- (1) This document applies to TCCA personnel, delegates, and other personnel engaged in inspection, surveillance, enforcement, investigation or other on-site activities on behalf of TCCA.

### **1.3 Description of changes**

- (1) Not applicable.

## **2.0 References and Requirements**

### **2.1 Reference documents and sources**

- (1) The following documents and sources have been referred to in the preparation of this SI:
  - (a) [Public Health Agency of Canada Coronavirus Disease \(COVID-19\): Outbreak Update](#)
  - (b) [Risk-Informed Decision-Making Guidelines for Workplaces and Businesses During the COVID-19 Pandemic](#)
  - (c) [Information for Government of Canada Employees: Coronavirus Disease \(COVID-19\)](#)
  - (d) [COVID-19 measures, updates, and guidance issued by Transport Canada.](#)

### **2.2 Cancelled documents**

- (1) Not applicable.

### **2.3 Definitions and Abbreviations**

- (1) The following terms used in this document are defined as follows:
  - (a) **Inspection:** Any on-site activity undertaken by TCCA personnel or delegates including, but not limited to, inspection, surveillance, enforcement, and investigation.
  - (b) **Inspector:** Any TC employee or delegate conducting on-site inspections, as defined above.
- (2) The following **abbreviations** are used in this document:
  - (a) **COVID-19:** Coronavirus Disease
  - (b) **HC:** Health Canada
  - (c) **PHAC:** Public Health Agency of Canada
  - (d) **SI:** Staff Instruction
  - (e) **TC:** Transport Canada
  - (f) **TCCA:** Transport Canada Civil Aviation

### **3.0 Background**

- (1) PHAC is the lead Federal agency responsible for coordinating efforts to respond to the COVID-19 pandemic.
- (2) HC is the Federal agency responsible for occupational health advice to the Government of Canada and its employees, including that related to COVID-19.
- (3) TCCA has developed this SI to ensure the health and safety of its personnel operating in areas with known or suspected community transmission of COVID-19.
- (4) This SI is intended to be used in conjunction with guidance provided by PHAC, HC, and other public health authorities.
- (5) Updated guidance from PHAC, HC, or other public health authorities shall supersede any less restrictive protective measures described in this SI. Supervisors shall notify their inspectors of any changes PHAC or public health authority recommendation for protective measures. Supervisors shall ensure that such changes are communicated through their Regional offices to the Contact Office below.

### **4.0 COVID-19 Measures**

#### **4.1 General**

- (1) Inspectors and supervisors shall regularly check the websites listed in the References at section 2.1 for updates related to COVID-19.
- (2) Inspectors shall self-monitor for signs and symptoms of COVID-19 in accordance with PHAC recommendations (Ref a). Inspectors shall inform their supervisors and not report for duty if unwell, in any way.
- (3) Inspectors shall, as much as possible, follow the PHAC recommendations (Ref a) and other applicable public health authority directions regarding preventive measures for COVID-19. PHAC recommendations at the time of issuance of this SI include:
  - (a) Maintaining physical (social) distance of 2 meters from other persons;
  - (b) Avoiding crowded places and non-essential gatherings;
  - (c) Washing hands often with soap and water for at least 20 seconds or using alcohol-based hand sanitizer if soap and water are not available;
  - (d) Sneezing/coughing into the bend of the arm or into a tissue and then disposing of the tissue into a lined waste basket (and washing hands after); and
  - (e) Avoiding touching eyes, nose, or mouth with unwashed hands.

#### **4.2 Pre-Inspection Procedures**

- (1) When possible prior to undertaking an on-site activity, the inspector shall confirm the following information regarding the status of the inspection site:
  - (a) whether any persons on-site have recently been diagnosed with or suspected to have COVID-19;
  - (b) whether any persons on-site have been exposed to COVID-19;
  - (c) whether any persons on-site are currently exhibiting symptoms of COVID-19 as described by PHAC (Ref a), typically including: fever, cough, and difficulty breathing;

- (d) what precautions are in place on-site for preventing COVID-19 amongst workers and visitors, including the ability to maintain social distancing during the inspection.
- (2) Prior to undertaking an inspection, the inspector shall complete a risk assessment to include:
  - (a) Risks associated with traveling to and from the inspection site, including exposure to crowded areas or public transit;
  - (b) Adequacy of measures in place on-site for preventing COVID-19 amongst workers and visitors;
  - (c) Ability of the inspector to comply with prevention measures during the inspection, including social distancing;
  - (d) Additional prevention measures that may be implemented during the inspection to mitigate the risk of COVID-19 exposure, such as modification of the inspection procedure (e.g. visual inspections only) and increased frequency of hand hygiene; and,
  - (e) Possible deferral of non-essential inspections
- (3) Inspectors with any concerns regarding their risk assessment shall inform their supervisors prior to conducting the inspection for further discussion and direction.
- (4) If any risk assessment indicates the possible need for Personal Protective Equipment (PPE) to protect against COVID-19, the inspector shall defer the inspection and discuss next steps with their supervisor.

#### **4.3 Procedures During an Inspection**

- (1) If no pre-inspection communication was possible prior to the inspection, the inspector shall complete the Pre-Inspection Procedures on-site, as listed in section 4.2.
- (2) Out of an abundance of caution, inspectors shall not pass or share equipment with other persons to limit the likelihood of transmission of COVID-19 on objects.
- (3) During an inspection, if the inspector is of the opinion that the risks associated with the inspection can no longer be adequately managed, the inspector shall discontinue the inspection and advise their supervisor immediately.

#### **4.4 Post-Inspection Procedures**

- (1) Once an inspection is complete, inspectors shall practice hand hygiene.
- (2) Out of an abundance of caution, non-porous equipment used during the inspection may be cleaned according to the guidance at Ref a using household cleaner, soap and water, or a diluted bleach solution (5 mL of 5% bleach in 250 mL of water).
- (3) Inspectors shall advise their supervisors immediately of any concerns related to COVID-19 that they encountered during the inspection.
- (4) Out of an abundance of caution, inspectors shall be provided with an opportunity to change clothing before proceeding to another site or home. Used clothing shall be washed in a regular hot water laundry cycle and may be laundered with other clothing.
- (5) Inspectors shall continue to self-monitor for signs and symptoms of COVID-19 in accordance with PHAC recommendations (Ref a). Inspectors shall inform their supervisor and not report for duty if unwell, in any way.
- (6) Inspectors experiencing stress may contact the Employee Assistance Program 1-800-268-7708, or 1-800-567-5803 (TTY – for people with hearing impairments).

## **5.0 Document History**

- (1) Not applicable

## **6.0 Contact Office**

For more information, please contact:

Technical Programs, Evaluation and Coordination (AARTT)

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We invite suggestions for amendment to this document. Submit your comments to:

Civil Aviation Communications Centre

E-mail : [services@tc.gc.ca](mailto:services@tc.gc.ca)

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