

Northwest Regional Airport COVID-19 Safety Plan

This policy includes the measures the Northwest Regional Airport is taking to mitigate the spread of coronavirus and to provide a safe workplace for all our staff. It is expected that all employees follow this policy diligently, to help sustain a healthy and safe workplace. It is important that we all respond responsibly and transparently to these health precautions.

This policy is susceptible to changes with the introduction of additional governmental guidelines. If so, the Northwest Regional Airport will update the policy as applicable. As always, we encourage employees to bring forward any safety concerns. This can be done by directly contacting your supervisor or by submitting a formal report through the SMS reporting system.

- Maintain a distance of 6 feet between workers and others wherever possible, if unable to do so you **must** wear a mask.
- All employees **must** wear masks when in the ATB.
- Employees attending any meetings in person (if not logging in virtually) **must** follow physical distancing protocols and not exceed maximum numbers in gathering areas. Masks **must** be worn when physical distancing cannot be maintained.
- Employees entering the CSB must immediately wash their hands or use hand sanitizer.
- All midday crew meetings are cancelled until further notice to avoid unnecessary gathering. Employees checking in for midday shifts are required to check in with the supervisor for their daily assignment. The sign in sheet will be located in the CSB Hallway to avoid congestion in the lunchroom.

NOTE: If the supervisor is not available please organize a task from the whiteboard or worklist (as per regular protocol)

- Employees should not arrive onsite prior to 15 minutes before their shift to avoid extra people onsite when not working.
- Employee in a vehicle with more than one person must **wear** a mask.
- Limit visitors inside the CSB. (no unnecessary guests, no tours)
- Any contractors visiting or working on premises are required to wear a mask.
- It is required that employees sanitize any shared tools, equipment, vehicles, radios, computer keyboards before and after each use.
- As janitors only clean the CSB and touchpoints once per day, take time to sanitize touchpoints at minimum daily.
- Shared items are not to be left on the lunchroom table, such as salt & pepper shakers, newspapers, placemats.
- Employees that work from home will be provided with the necessary tools and equipment to complete their jobs safely. It will be their responsibility to ensure they are working safely and practicing COVID safety protocols.

Employee Illness Policy

The provincial health officer has issued the following guidance around self-isolation. It is expected all employees follow these guidelines.

- Anyone who has had symptoms of COVID-19 in the last 10 days must notify their supervisor and must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, must notify their supervisor and must self-isolate for 14 days and monitor for symptoms.