

## 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.
- All employees **must** wear masks when in all airport building public areas, with the exception of eating their lunch (ensuring adequate distance when at lunch table). When entering anyone's office space you must ensure employees are wearing masks.
- Masks should follow the government guidelines – see attached.
- 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.
- Employees visiting the main office must use hand sanitizer prior to entering and wear a mask.
- Masks must be worn during crew meetings.
- Meetings must be held in a location that allows appropriate physical distancing and does not exceed the maximum capacity.
- The crew sign in sheet will be located in the CSB entrance to avoid congestion in the lunchroom.
- Employees should not arrive onsite prior to 15 minutes before their shift to avoid extra people onsite when not working.
- Sani-kits are supplied to all maintenance personnel, which must be carried around from to clean areas/vehicles/etc. during your work day. These should be topped up and maintained at all times.
- Employee in a vehicle with more than one person must **wear** a mask.
- Limit visitors inside the CSB. (no unnecessary guests, no tours)
- Limit visitors inside of the Airport Admin office. (closed to public)
- Maximum capacity in CSB lunchroom is 4 people at the lunch table at any time, allowing for 1 person to be at sink or counter/computer/photocopier.
- Employees must sanitize their lunch station, including chair, before and after each use.
- 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. Each maintenance employee is assigned a cleaning kit, that should be kept with them and used at all times.
- 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.
- It is expected you sanitize your lunch station both before and after each use, including the chair.

- 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.

**In order to receive COVID sick leave benefits, you must follow the following protocols.**

As per BCCDC <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms> the symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold.

- Fever
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

While less common, symptoms can also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes.

**If you have any of these symptoms, you must: (\*\*It is important you take these steps immediately and do not wait a day or two to see if symptoms change as it takes time to schedule testing and get results.)**

- Immediately notify your supervisor.
- Immediately either complete the [B.C. COVID-19 Self-Assessment Tool](#), call your family doctor or 8-1-1 and follow their advice.
  - You may be referred to a COVID testing centre if it is determined that your symptoms indicate possible COVID-19 infection
  - You will need to self-isolate while you wait for your test results, so you do not potentially spread illness to others. Those who get diagnosed with COVID-19 will need to self-isolate for 14 days from when their symptoms started. Self-isolation means staying at home.
- **If you are staying home due to symptoms it would be expected you get tested asap and not delay in setting up appointment. It does take a day to get a call back for an appointment, so it is important you call right away.**

- The **number to book your COVID test is 1.844.645.7811**
- Hours to call this number are:
- Mon-Fri 7am-10pm
- Sat, Sun, Stats: 8am-8pm
- **To check on your results you can call: 1.833.707.2792 and it states on website usually will be available within 48 hours if negative. We ask you call this line after 48 hours to check as the text back, health gateway and call back service is not 100% and they do miss, so it can delay your results.**
- Please keep your supervisor up to date with test booking, test completion and results for scheduling purposes.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- Anyone who has travelled 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 or until you receive a negative test.

If it has been determined you or a family member in your household have to be tested for COVID, you must remain home from work until negative results are received or if positive for 14 days and self-isolate. As above noted for employees, it would be expected your family member get tested without delay.

In order to qualify for certified sick leave, you must attach the COVID-19 results to your LOA submission.

If you have health questions, you can call HealthLink BC at 8-1-1 toll-free.

We take the threat of COVID-19 seriously and we hope you do as well. To help protect your families, your friends and your colleagues we strongly encourage employees to follow all provincial recommendations and be mindful to wash their hands often, to wear masks not only in the terminal, but whenever out in public and to minimize interactions with people outside of your household.

We appreciate everyone working together to help maintain a safe and healthy workplace for everyone.