

COVID-19 Prevention Program (CPP) for Worldwide Flight Services, Inc., WFS Express, Inc., Oxford Airport Technical Services

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: March 1, 2021

Authority and Responsibility

Aleka Harvey, Director of Safety & Security Compliance Programs, at: **1+.469.401.1816** or email aleka.harvey@wfs.aero has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment. Required workplace postings will be displayed prominently in employee breakrooms, bulletin boards, and entrances to the facility as applicable by local, state, and WFS policy.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Safety Department's COVID-19 Inspection & Risk Assessment Protocol.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Company's safety inspection protocol process as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- To combat COVID-19, the Company has also implemented controls to help provide a safe workplace for our employees, including employee temperature screening, regularly scheduled work site deep cleaning and sanitizing, installation of Plexiglas and other physical barriers to aid our social distancing efforts, continue to provide personal protective equipment and face masks and require the proper use by all who enter our facilities.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Reporting to their Station Manager, immediate supervisor at their work location or *Aleka Harvey Director of Safety & Security Compliance Programs* any COVID-19 safety hazards they have observed or have concerns about for remedy. WFS is also open to employees' suggestions about how to remedy any potential COVID-19 hazards that may exist.

Employee Screening

WFS requires that every employee be temperature screened upon arrival to work. WFS accomplishes temperature screening whether by directly screening employees' temperatures when they come to work or having them self-screen according to California Department of Public Health ("CDPH") guidelines with a wall-mounted non-contact temperature screening device.

Any employee who has a recorded temperature at or above **100.4 degrees** Fahrenheit or who is experiencing any COVID-19 symptoms will be sent home. In addition to fever, "COVID-19 symptoms" include, but are not limited to, cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste and/or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. While this list of symptoms is consistent with current Centers for Disease Control and Prevention ("CDC") guidance, WFS acknowledges that this list does not include all possible COVID-19 symptoms, and it will continue to update this list consistent with CDC guidance as appropriate.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Company's safety inspection protocol process which will be maintained in the Company's confidential event reporting system, and corrected in a timely manner based on the severity of the hazards, as follows:

Supervisors and Station Managers at each work location along with the Regional Safety Managers assigned to the location will be responsible for assessing the severity of any COVID-19 hazard, as well as correcting any COVID-19 hazards. Upon notification or observance of a potential COVID-19 hazard, the Regional Safety Managers will investigate and assess the potential or actual COVID-19 hazard within 24 hours. Hazard investigation and assessments will include written documentation describing the hazard, hazard mitigation and follow up that the COVID-19 hazard correction was timely completed.

If a COVID-19 hazard is found to exist, and neither the supervisor nor Station Manager can abate the hazard on their own, they will promptly escalate the issue within 24 hours of their investigation and assessment to their Regional Safety Manager. To ensure that timely correction of a COVID-19 hazard, Regional Safety Managers along with the Director of Safety & Security Compliance Programs will closely monitor the status of any COVID-19 hazard until it has been completely abated, even if the COVID-19 hazard has been escalated.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Requiring employees to maintain at least six feet of distance from other individuals as much as possible and practicable.
- Configuring breakrooms and lunchrooms so as to allow for social distancing as much as possible and practicable.
- Posting visual cues, such as signs and floor markings, to indicate where employees and others should be located or their direction and path of travel.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Employees and visitors will be required to wear a mask or cloth face covering on Company premises and workplaces while indoors, performing customer-facing roles, or where required by local, state, or airport regulation and regardless of vaccination status.

- Should an employee need a replacement face covering, s/he should request one from his/her supervisor.
- Check with your supervisor to ensure your face covering is approved and appropriate for the workplace.
- Should employees encounter employees or non-employee(s) not wearing a face covering, they should immediately report it to their Station Manager for resolution.

The following are exceptions to the use of face coverings in our workplace:

- It is permissible to remove a face covering only if alone or in a private office or area or while eating or drinking, provided employees are at least six feet apart.
 - However, in no circumstances does wearing a face covering replace current requirements for social distancing and hand hygiene even if covering your face.
- Employees who cannot wear face coverings due to a medical condition or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Engineering Controls

WFS has implemented various controls to help provide a safe workplace for our employees, including employee temperature screening, proper handwashing techniques and handwashing supplies, regularly scheduled work site deep cleaning and sanitizing, installation of Plexiglas and other physical barriers to aid our social distancing efforts, providing personal protective equipment and face masks, requiring the proper use by all who enter our facilities, prohibiting sharing of personal protective equipment and, to the extent possible, any items that employees come into regular contact with (such as GSE controls, pushback headsets, lavatory servicing PPE, handheld radios, public announcement microphones and marshalling wands), and requiring physical distancing of at least six feet whenever possible.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by: Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- As recommended by the CDC, current sanitation and hygiene measures are required on a daily basis for high touch contact areas such as Ground Support Equipment (GSE), door handles, desks, rest rooms, telephones, pens and pencils, clipboards, time clocks, computer equipment (keyboards, mouse, touchscreens, scanners) etc.

- Dirty surfaces will be cleaned with soap and water before disinfecting them. Surfaces will be disinfected with products that meet EPA criteria for use against SARS-Cov-2 external icon, the virus that causes COVID-19, and are appropriate for the surface.

Should we have a COVID-19 case in our workplace, we will implement the following procedures as practical or feasible:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation.
- Waiting as long as practicable before cleaning or disinfecting (24 hours is optimal).
- Clean and disinfect all areas used by the COVID-19 case, including offices, bathrooms, common areas, shared electronic equipment.
- Vacuum the space if needed (do not vacuum with other people in the room).
- Providing cleaning workers with disposable gloves (additional PPE [e.g., safety glasses, goggles, aprons] might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash).
- After cleaning, disinfecting the surface with an appropriate EPA-registered disinfectant for use against SARS-CoV-2.
- Deep cleaning will be performed if a case is identified in the facility or a deeper clean is required.

Shared tools, equipment, and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles, and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by

- Special attention and hygiene cleaning measures will be applied to shared operational equipment and PPE, such as GSE controls, pushback headsets, Lavatory servicing PPE, handheld radios, public announcement microphones and marshalling wands.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected regularly.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we are:

- Encouraging employees to follow the six steps for proper handwashing technique:
 - Palm against palm
 - Back of hands
 - Between fingers
 - Back of fingers, thumbs, nails, and fingertips
- Providing employees with handwashing facilities and/or an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8,

section 3380, and provide such PPE as needed.

Investigating and Responding to COVID-19 Cases

Investigations are conducted at the local level and will be maintained in the Company's confidential event reporting system with limited access.

Employees who had potential COVID-19 exposure in our workplace will be:

- The Company will conduct contact tracing, for an employee who may have been in close contact to a coworker who has tested positive.
- If an employee has been in close contact with someone who tested positive to COVID-19 in the workplace, the Company will provide the below testing free of cost and exclude the employee from the workplace until they meet the below return to work criteria.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

Employees are to immediately report to their Station Manager and/or immediate Supervisor at their work location:

- Any COVID-19 symptoms, including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.
- Possible COVID-19 exposures, including any exposure to COVID-19 outside of the workplace.
- Possible COVID-19 hazards in the workplace.
- Employees may report any of the above orally or in writing. No adverse employment action will be taken against any employee for reporting COVID-19 symptoms, possible COVID-19 exposure, or possible COVID-19 hazards.

For any employee who has a medical or other condition that places him/her at an increased risk of severe COVID-19 illness, please notify Human Resources. The Company will make every effort to accommodate your condition.

- Where testing is not required, employees may access COVID-19 testing by visiting the following website: <https://covid19.ca.gov/get-tested/>. This website is supported by the State of California and will allow employees to search by current location, home address or zip code the testing facilities for their area.
- Employees may also check with their local health department or health insurance provider¹ for

¹ For employees who health insurance through Cigna, testing remains at no cost to the employees enrolled in the CIGNA medical plans through 4/21/2021 which is the current end to the Federal Health Emergency Period. For employees enrolled under the Kaiser Permanente plan, COVID-19 testing will be covered 100%.

additional information.

- In the event the Company is required to provide testing because of a workplace exposure or outbreak, the Company will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

If an employee has been in close contact with someone who tested positive to COVID-19 in the workplace, the Company will provide the below testing free of cost. Testing is required because at least one employee you may have been in close contact with has tested positive for COVID-19 in the workplace. If the employee test positive for COVID-19, the employee will be excluded from the workplace until the employee meets the below return to work criteria and will be entitled to the benefits identified above.

- The Company will compensate the employee for time related to obtaining a test.² Employees will be reimbursed for a reasonable amount of time and expense pursuant to California OSHA regulations for such testing.

Training and Instruction

The Company conducts training through e-learnings and safety bulletins which are maintained in its electronic recordkeeping system. This training will include the following required courses:

Required Training Courses

- [WFS COVID-19 Health and Safety Review](#)
 - This course will review safety procedures, current hygiene measures and any new protocols that have been implemented in order to keep you informed and focused on safety.
- [WFS SMS – Safety Management System Basics – Event Reporting, Hazard Inspections, Safety Protocols](#)
 - This course will review managing safety risk and assuring the effectiveness of safety risk controls. It includes systematic procedures, practices and policies for the management of safety risk.
- [WFS PPE – Personal Protective Equipment & Bloodborne Pathogens](#)
 - This course will describe what is PPE, why PPE is used, how PPE protects employees from specific hazards and how to identify, select, maintain, inspect and use PPE.

In addition, COVID-19 safety bulletins will also be posted throughout the workplace.

Exclusion of COVID-19 Cases and Return to Work Criteria

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure or employees who have tested positive from the workplace for 10 -14 days after the last known COVID-19 exposure to a COVID-19 case depending upon local ordinance requirements.

² This applies if your workplace has one or two positive tests within fourteen (14) days.

- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related. This will be accomplished by continuing employees’ pay and benefits during the 10 - 14 days employees are excluded from the workplace as a result of their exposure to COVID-19 (assuming the employee is otherwise able and available for work). To achieve this the Company will use any accrued sick time you have under the Company’s employee handbook – Sick Leave Policy and/or applicable collective bargaining agreement and/or any state or local sick policy mandate. All time off will be designated and tracked as Family and Medical Leave Act (“FMLA”) and/or California Family Rights Act (“CFRA”) qualifying leave.
- If you test positive for COVID-19, you will be excluded from the workplace until you meet the below return to work criteria and will be entitled to the benefits identified above.
 - COVID-19 positive employees who experience COVID-19 symptoms will not be permitted to return to work until:
 - At least 10 days (or more depending on doctors’ instructions) since symptom onset; and
 - At least 24 hours have passed with no fever of 100.4 or higher without the use of fever-reducing medications; and
 - Other symptoms have improved (for at least 48 hours) **Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.*
 - If you have recovered from your symptoms after testing positive for COVID-19, you may continue to test positive for three (3) months or more without being contagious to others. For this reason, you should be tested only if you develop new symptoms of possible COVID-19. Getting tested again should be discussed with your healthcare provider, especially if you have been in close contact with another person who has tested positive for COVID-19 in the last 14 days.³
 - COVID-19 positive employees who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work if they contracted COVID-19 as a result of a workplace exposure or they were exposed to COVID-19 in the workplace (i.e., close contact).

Regardless of whether an employee is symptomatic or not, if an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 day from the time the order to quarantine was effective.

³<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html#:~:text=If%20you%20have%20recovered%20from,possible%20COVID%2D19>

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Company event tracking system to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, **with personal identifying information removed**.

Mark A. Berner – Senior Vice President Safety & Security

Appendix C: Investigating COVID-19 Cases

Investigations are conducted at the local level. We maintain all identifying information in the Company's confidential event reporting system with limited access. All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Multiple COVID-19 Infections and COVID-19 Outbreaks – Three or More COVID-19 Cases Within a 14-day Period at the Workplace or Local Health Department Outbreak Designation

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 Cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 Investigation, Review and Hazard Correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.
 - [describe other applicable controls].

Notifications to the Local Health Department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 Testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 Cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of Workplace COVID-19 Illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 Hazard Correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the Local Health Department

We will comply with the requirements of our *Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department*.

Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations. Employer-provided housing includes a “labor camp” as that term is used in title 8 of the California Code of Regulations or other regulations or codes. The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping. Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker’s employment, whether or not rent or fees are paid or collected.

- This section does not apply to housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations, if:
 - The employer is a government entity; or
 - The housing is provided temporarily by a private employer and is necessary to conduct the emergency response operations.
- The requirements below for *Physical Distancing and Controls*, *Face Coverings*, *Cleaning and Disinfecting*, *Screening*, and *Isolation of COVID-19* cases and persons with COVID-19 exposure do not apply to occupants, such as family members, who maintained a household together prior to residing in employer-provided housing, but only when no other persons outside the household are present.]

Assignment of Housing Units

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

Physical Distancing and Controls

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers’ heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face Coverings

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and Disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage TDY assigned employees to report COVID-19 symptoms to their immediate supervisor, Station Manager or Aleka Harvey, Director of Safety & Security Compliance Programs, at: [1+.469.401.1816](tel:14694011816) or email aleka.harvey@wfs.aero.

COVID-19 Testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 Cases and Persons with COVID-19 Exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

This section will need to be added to your CPP if there is employer-provided motor vehicle transportation to and from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved.

This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations.

Assignment of Transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical Distancing and Face Coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing and Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and Disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand Hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.