



# COVID-19 Exposure Prevention, Preparedness, and Response Safety Plan

## *Ravn Alaska*

### **Purpose**

The purpose of this plan is to outline steps that Ravn Alaska and its employees can take to reduce the risk of exposure to COVID-19. The plan describes how to prevent worker exposure to coronavirus, protective measures to take on the jobsite, personal protective equipment and work practice controls to use, cleaning and disinfecting procedures, and what to do if a worker becomes sick.

Safety is the number one priority and core value of our airline. Keeping our team and our customers safe and healthy is extremely important. Having said that, Ravn is an essential company and our team members are essential workers. Most of us have to be at the workplace to conduct our functions for the company. It is our expectation that everyone follow all of the protocols listed below. It is also our expectation that unless you fall into one of the below categories that you come to work every day of your schedule.

### **Scope**

Ravn Alaska takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout Ravn Alaska and at all of our facilities. We have also identified a team of employees to monitor available U.S. Centers for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) guidance on the virus. This team is composed of:

<b>Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>E-Mail</b>
Tony Santiago	Director of Safety	907-744-7751	<a href="mailto:Tony.santiago@ravnalaska.com">Tony.santiago@ravnalaska.com</a>
Charles Bona	Manager of Safety & Security	907-519-9862	<a href="mailto:Charles.bona@ravnalaska.com">Charles.bona@ravnalaska.com</a>
Bjorn Wood	Manager of Flight Safety	907-444-6881	<a href="mailto:Bjorn.wood@ravnalaska.com">Bjorn.wood@ravnalaska.com</a>

This Plan is based on currently available information from the CDC, OSHA, FDA, and State of Alaska Mandates. It is subject to change based on further information provided by the CDC, OSHA, and other public officials. Ravn Alaska may also amend this Plan based on operational needs.

### **Responsibilities of Managers and Supervisors**

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

### **Responsibilities of Employees**

We ask every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, everyone must play a part. As set forth below, Ravn Alaska has instituted various housekeeping, social distancing, and other best practices at our jobsites—all employees are required to follow.

Additionally, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask a designated team member listed in the Scope of this program. OSHA, FDA, Alaska State Mandates, and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:



- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% ethanol alcohol or 70% isopropanol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- Maintain at least 6 feet apart.
- Encourage the use of filtering face pieces.
- Stay home and quarantine if COVID symptoms are present or tested positive.
- When out-of-state travel occurred, stay home for 14 days with no symptoms for 24hrs afterwards.
- If you think you might have COVID-19 symptoms (fever, sore throat, fatigue, shortness of breath, dry cough) contact your health care provider and supervisor.
- Disinfect surfaces with appropriate solutions (ones that specifically say they kill human coronavirus).
  - Be cautious of other health consequences to exposure from certain cleaners.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

Most common symptoms include:

- Fever
- Dry cough
- Tiredness

Less common symptoms:

- Aches and pains
- Sore throat
- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste or smell
- a rash on skin, or discoloration of fingers or toes

Serious symptoms:

- Difficulty breathing or shortness of breath
- Chest pain or pressure
- Loss of speech or movement
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*Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility. On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.*

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

### **Safety Policies and Rules**

- Before beginning work, all employees are required to wash their hands and use hand sanitizer. A designated individual with the proper training will disinfect the location.
- All employees will be screened in accordance with the Ravn Alaska question tree.



- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the facility and return home.
- Wear a face mask in any hallway, common room, elevator, or entrance. Anytime you are going to be in proximity (within six feet) to any other individual you must wear a face mask.
- Designated employees will be required to wear disposable gloves and are expected to change them out when potentially contaminated.
- Ravn Alaska is aware money transactions will occasionally occur. In such instances the employee will handle the money as little as possible while wearing gloves. These gloves will be discarded after each transaction.
- Meetings will be by telephone or video conference, if possible. If meetings are conducted in-person, attendance will be collected verbally and the supervisor will sign in each attendee. Attendance will not be tracked through sign-in sheets or mobile devices passed around. During any in-person meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six (6) feet, where possible. Where work stations are used, only necessary employees should enter the stations and all employees should maintain social distancing in near proximity.
- No mingling for social reasons. Please limit travel within your facility. Only visit another department for valid and necessary company business.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- Ravn Alaska will provide, when available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, Ravn Alaska will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturer's recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.
- Ravn Alaska will divide crews/staff into two (2) groups where possible so that projects can continue working effectively in the event that one of the divided teams is required to quarantine.
- Employees are encouraged to minimize ride sharing. While in vehicle, employees need to ensure proper ventilation.
- If practicable, employees should use/drive their same mode of transportation every shift.
- In lieu of using a common source of drinking water, such as coolers/drinking fountains/faucets, employees should use individual water bottles.
- Common surfaces will be decontaminated as needed. Such surfaces include shared handles, doorknobs, countertops, money tills, and transaction stations to name a few. The supervisor on shift may include additional surfaces as needed.
- Ravn Alaska will follow all CDC guidelines for COVID-19 testing.

#### **Contaminated surfaces**

If a surface is suspected to be potentially contaminated, the work station and site of contamination will be cleaned immediately and operations will cease if it interferes with other personnel (employee or customer) and safe work.

- Surfaces will be cleaned according to the "job site cleaning and disinfecting" of this plan.



### **Customers entering locations**

Customers visiting locations present unique hazards with regards to COVID-19 exposures. Customers are expected to enter each location in a designated fashion to limit probability of exposure. All such work should evaluate the specific hazards when determining best practices related to COVID-19.

- During this work, employees must maintain a disinfected work areas at all times, throughout the workday, and immediately before departure. Ravn Alaska will provide an approved disinfectant for this purpose.
- Employees should ask customers to keep a personal distance of six (6) feet at a minimum.
- Employees should encourage customers to use the available hand sanitizer before entering, before any transaction, and afterwards.
- Workers should wash hands immediately before starting and after completing the work.
- The number of visitors and employees in a facility will be limited to only those necessary for the work according to the regulations of the Anchorage Municipality and State Mandates.
- All visitors will be screened in advance of arriving at the facility. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the job site:
  - Have you been confirmed positive for COVID-19?
  - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
  - Have you been in close contact with any persons who have been confirmed positive for COVID-19?
  - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- Site deliveries will be permitted but should be properly coordinated in line with the employer’s minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles, if at all possible.
- Refer to the site supervisor on how customers will traverse through the facility. This may change daily depending on customers and employee daily review of the COVID-19 Plan. A sketch outline will be available onsite.

### **Personal Protective Equipment and Work Practice Controls**

In addition to regular PPE for workers engaged in various tasks, Ravn Alaska will also provide:

- Face:** Face masks/cloths will be provided by the employer. Employees are required to wear them at all times..

NOTE: The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Employees should wear N95 respirators if required by the work and if available.

### **Job Site Cleaning and Disinfecting**

Ravn Alaska has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Break, lunchroom, commonly touched surfaces, and common areas will be cleaned as needed. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves, gowns, respiratory protection, and goggles as recommended by the CDC.
- Ravn Alaska will ensure that hand sanitizer dispensers are always filled when product is available.
- Vehicles and equipment/tools should be cleaned at least once per day.
- If an employee has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, Ravn Alaska will clean those areas of the jobsite that a confirmed-positive individual may have come into contact with before employees can access that work space again.
- Ravn Alaska will ensure that any disinfection shall be conducted using one of the following:
  - Common EPA-registered household disinfectant or available Special Disinfectant Name solution;
  - Alcohol solution with at least 60% alcohol; or



- Diluted household bleach solutions (these can be used if appropriate for the surface).
- Ravn Alaska will maintain Safety Data Sheets of all disinfectants used on site.
- The jobsite exposure will be determined for what surfaces will potentially be contaminated. A list and map of these exposure surfaces will be available to employees.

### **Employee Exhibiting COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home for 14 days and until he or she is symptom free for 72 hours (three full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees must notify their supervisor and the Director of Safety. Ravn Alaska will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hours (three full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

### **Employee Tests Positive for COVID-19**

An employee that tests positive for COVID-19 must notify their supervisor and the Director of Safety. They will then be directed to self-quarantine away from work. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (three full days) have passed since recovery; and (2) at least fourteen (14) days have passed since symptoms first appeared. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. Ravn Alaska will require an employee to provide documentation clearing their return to work.

### **Employee Has Close Contact with a Tested Positive COVID-19 Individual**

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as up to six (6) feet apart for a prolonged period of time (15 minutes).

If Ravn Alaska learns that an employee has tested positive, Ravn Alaska will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

### **Airport and In-flight mask policy**

Ravn Alaska customers and employees are required to wear a face mask, or appropriate cloth covering over their nose and mouth throughout their travel. (includes boarding and deplaning) The face mask/covering may only be removed briefly when eating or drinking. Plastic face shields may be used in addition to a mask but are not approved mask replacements. Masks with valves, mesh material or holes of any kind will not be allowed on Ravn Alaska flights.

Face masks/coverings will also be required at all Ravn Alaska facilities. Mask exceptions will apply only to children under the age of two, young children who cannot maintain a face covering and unaccompanied minors. If a face mask/covering cannot be worn throughout the airport and for the duration of your flight for any reason, the customer will not be able to fly with us.

When conducting the passenger ID check, customer service agents will ask passengers to briefly remove their face mask to confirm identify. Once positive identification is made, masks are to be placed back in position.

### **Passenger Screening**

Ravn Alaska is required to comply with State of Alaska Mandates 12 and 18 for intrastate travel. The Covid-19 Passenger Screening Checklist has been developed to assist Customer Service Agents with the check-in process. Local communities may enact travel restrictions, but cannot require automatic quarantine or measure that prevent travel for critical personal needs and the conduct of essential services/critical infrastructure. As a part of the check-in process customer service agents will ask if travelers are permitted to travel under the Mandates. Ravn Alaska customer service agents shall rely upon the traveler's assurance that they are eligible to travel.

### **Ill Passengers Identified during Flight**

Travelers with the following specific symptoms must be reported to the CDC.



Report travelers with:

- Fever (person feels warm to the touch, gives a history of feeling feverish, or has an actual measured temperature of 100.4°F [38° C] or higher) that has persisted for more than 48 hours
- OR
- fever AND one of the following:
    - persistent cough
    - difficulty breathing
    - appears obviously unwell

Passengers exhibiting the above symptoms must be reported to the Director of Safety and the Director of Operations.

### **On-board COVID-19 Safety**

All passengers and crew must wear a face covering at all times while onboard the aircraft or in a public area. If they refuse, they will be asked to deplane and will be put on Ravn's no fly list. A disinfectant wipe will be offered to each passenger as they enter the aircraft and will be picked up before closing of the aircraft door as part of their "before closing the cabin door check"

***Note: PIC and First Officer may remove their mask while in the flight deck.***

Service – During Covid Operations

- a. Beverage - individual size water, Pepsi, diet Pepsi, and orange juice will be provided
- b. Food – Cookies on all flights.
- c. Double cookie and Danish/muffin on AM flights, snack option on afternoon flights to:
  - i. Dutch Harbor
  - ii. Cold Bay
  - iii. St Paul
  - iv. Sand Point

Safety announcement – when overwater safety demo required, life vest will be sanitized after each FA change out and/or at ANC domicile

Flight Attendant, Pilot, and ground personnel will assist in the cleaning of the aircraft at all out stations (is this confirmed)

- a. While wearing rubber gloves wipe down metal on seat belts, tray table, and arm rests
  - a. Location of rubber gloves – suggestion, first overhead compartment
  - b. Pilot should wipe down cockpit surfaces and microphones/headset
  - c. FA should wipe down all galley area and PA system

### **Cockpit Safety**

After each cockpit crew change, clean and disinfect surfaces in the flight deck that are frequently touched and utilized by cockpit crew members, such as yoke, throttles, auto pilots, radios, etc. Use products that are effective against COVID-19, compatible with aircraft, and approved by the aircraft manufacturer for use on board the aircraft.

### **Cleaning of Aircraft after Flight**

If no symptomatic passengers were identified during or immediately after the flight:

- Follow routine operating procedures for cleaning aircraft, managing solid waste, and wearing PPE.

If symptomatic passenger(s) are identified during or immediately after the flight, routine cleaning procedures should be followed, and enhanced cleaning procedures should also be used as follows:

- Clean porous (soft) surfaces (e.g., cloth seats, cloth seat belts) at the seat of the symptomatic passenger(s) and within 6 feet (2 meters) of the symptomatic passenger(s) in all directions.
  - Clean porous (soft) surfaces (e.g. seat covers and carpet) by removing visible contamination if present and using appropriate cleaners that are compatible with aircraft surfaces and components



- in accordance with the manufacturer's instructions. For items that can be laundered, use the warm setting and dry items completely on high heat.
- Clean non-porous (hard) surfaces (e.g., leather or vinyl seats) at the seat of the symptomatic passenger(s) and within 6 feet (2 meters) of the symptomatic passenger(s) in all directions, including: armrests, plastic and metal parts of the seats and seatbacks, tray tables, seat belt latches, light and air controls, cabin crew call button, overhead compartment handles, adjacent walls, bulkheads, windows and window shades, and individual video monitors.
    - Clean non-porous (hard) surfaces with disinfectant products with EPA-approved emerging viral pathogens claims that are expected to be effective against the virus that causes COVID-19 (SARS-CoV-2) and ensure these products are compatible with aircraft surfaces and components. All products should be used according to label instructions (e.g., concentration, application method and contact time, PPE).
  - Clean lavatories used by the symptomatic passenger(s), including: door handle, locking device, toilet seat, faucet, washbasin, adjacent walls, and counter.
  - Properly dispose of any items that cannot be cleaned (e.g., pillows, passenger safety placards, and other similar items as described below).

### **Recommended Personal Protective Equipment (PPE) during Enhanced Cleaning:**

- Disposable gloves that are recommended by the manufacturer of the disinfectant must be worn.
- If splashing is possible, eye protection, such as a faceshield or goggles and facemask may be required according to the manufacturer's label.

### **Enhanced Cleaning Policies**

- Ground and cleaning crews should not board the plane until all travelers have disembarked.
- After doffing (taking off) PPE, cleaning staff should immediately clean hands with soap and water for at least 20 seconds. If soap and water not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

### **General Infection control measures in flight**

#### *Protecting yourself and others*

- **Treat all body fluids (such as diarrhea, vomit, or blood) like they are infectious.**
- Handwashing **is the single most important infection control measure.**
  - Wash hands often with soap and water for at least 20 seconds after assisting sick travelers or touching potentially contaminated body fluids or surfaces. Also, wash hands when visibly soiled.
  - Use alcohol-based hand rub (containing at least 60% alcohol) if soap and water are not available.
  - Avoid touching your mouth, eyes, and nose with unwashed or gloved hands.

#### *Disposable gloves (Gloves don't replace proper handwashing.)*

- **Wear disposable gloves when:**
- **tending to a sick traveler**
- **touching body fluids (such as blood, vomit, or diarrhea)**
- **touching potentially contaminated surfaces, such as in bathrooms**

### **OSHA Recordkeeping**

If a confirmed case of COVID-19 is reported, Ravn Alaska will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of



one or more employee. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an “illness.” However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

If an employee has a confirmed case of COVID-19, Ravn Alaska will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

Ravn Alaska assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, Ravn Alaska will report the case to OSHA if it results in a fatality or an in-patient hospitalization within 8-hours of the exposure incident occurring.

#### **“Essential” or “Non-Essential” Industry**

Several states and localities are issuing orders that prohibit work and travel, except for essential businesses. In general, Ravn Alaska has been deemed essential and Ravn Alaska is committed to continuing operations safely. If essential only: If upon your travel to and from the worksite, you are stopped by State or local authorities, you will be provided a letter that you can show the authorities indicating that you are employed in an “essential” industry and are commuting to and from work.

#### **Sim Travel**

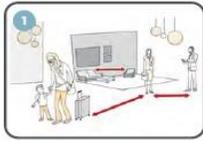
Travel to Seattle for simulator training is considered a part of essential industry. Employees traveling must comply with the following:

1. Proceed directly to the hotel in the most direct manner available.
2. While traveling via aircraft, in airports, and in taxi or rideshare or multi-passenger corporate vehicles, you must properly wear a face covering (covers the nose and mouth) at all times.
3. The Radisson Hotel has been contracted for overnight lodging for Ravn Alaska flight crews. Meals will be provided for breakfast, lunch, and dinner to crew hotel rooms.
  - a. Crewmembers will call and request what meals they would like delivered each day.
  - b. Please utilize room-service or restaurant delivery service for meals. If crewmembers decide to utilize restaurant delivery service, pay over the telephone, and arrange for contactless delivery of your meals. If that is not possible, you are required to wear a mask during interactions, and wash your hands before and after receiving your food delivery.
  - c. Comply with all hotel/lodging COVID-19 policies and procedures, and any applicable local health mandates.

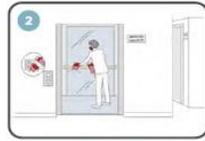
Note: The following images show the Radisson Hotels protocols for COVID-19 mitigation.

**20 Step Hotel Safety Protocol**

We remain committed to serve you with our Yes I Can! Spirit and have provided hotels with our **20-step protocol**, which includes strongly recommended measures such as:



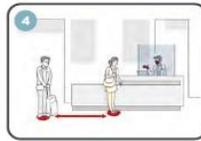
**1. Physical distancing**  
Implement physical distancing measures throughout the hotel



**2. Increase cleaning and disinfection**  
Increase cleaning and disinfection frequency of all hotel areas, paying special attention to high-touch items



**3. Air circulation**  
Implement improved air circulation processes to increase air quality



**4. Protective barrier**  
Install protective screens at the front desk between guests and team members



**5. Sanitizing stations**  
Install stations with alcohol-based hand sanitizer and gloves in the front entrance and hotel public areas



**6. Disinfect key cards**  
Ensure room keys are disinfected and presented safely upon check-in



**7. Door hangers**  
Display door hangers with cleaning and disinfection procedures in each room



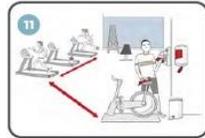
**8. Travel-size hand sanitizer**  
Provide complimentary travel size hand sanitizers to guests to be used during their stay



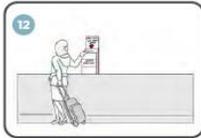
**9. TV remote control**  
Place TV remote controls in individually sealed protective bags after disinfection



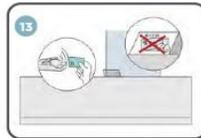
**10. Linens**  
Wash all linens at high temperatures for optimal disinfection



**11. Pool and other wellness areas**  
Offer sanitizer and disinfectant wipes to all guests



**12. Express check-out**  
Make Express check-out process available for guests to minimize contact



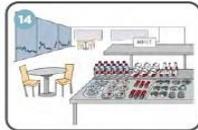
**13. Methods of payment**  
Offer cash-free methods of payments

Watch our Radisson Hotels Safety Protocol video for more details.

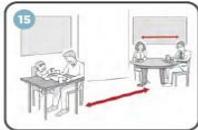


**20 Step Hotel Safety Protocol**

**Food and Beverage protocol**



**14. Grab and Go**  
Offer individually packaged or Grab and Go food options



**15. Bars and restaurants**  
Space tables safely apart in all restaurants and bars to ensure physical distancing



**16. Food safety**  
Serve all food and beverage respecting strict food safety procedures

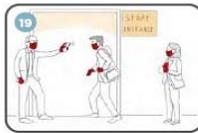


**17. Minibar**  
Lock or remove Minibars

**Team member protocol**



**18. Team training**  
Conduct comprehensive hygiene and prevention training programs for team members



**19. Team member temperature checks**  
Conduct temperature checks for team members and suppliers, if legally permitted or required



**20. Team member PPE**  
Provide team members with personal protective equipment



4. While at FlightSafety Seattle, the following protocols are in place for COVID-19 mitigation:
  - a. Face masks are required to be worn while in the facility in all common areas. FlightSafety will have masks that can be provided to you at the center.
  - b. In addition to the robust cleaning practices already in place both in the center and sims before each training session, the interiors of our flight simulators and other high-touch surfaces will be undergoing long-lasting biocide and viricide treatments, which will be refreshed every 90 days.
  - c. Continuously self-cleaning nano-septic door handle wraps have been installed at the facility. They use light to continuously oxidize and destroy pathogens which ensures that high touch point areas remain clean. Any handles that do not have this installed will be sanitized multiple times throughout the day.
  - d. The main breakroom has been temporarily closed to prevent large gatherings. Crews will have access to coffee/tea in the back breakroom.

### **Families First Coronavirus Response Act**

If you feel sick you must not come to work and seek medical attention. You must communicate with your supervisor as soon as possible. If you are told by your doctor to quarantine you will be compensated your full pay for a maximum of two weeks. You will not accrue additional PTO while on sick leave. Any leave needed beyond two weeks will be considered unpaid leave per FMLA.

If you need to care for an individual who is ordered to self-quarantine by a medical professional or if you have COVID symptoms but fail to seek medical attention, you will be compensated at 2/3 your normal pay with a maximum of \$200 per day for a maximum of two weeks. Any leave needed beyond two weeks will be considered unpaid leave per FMLA. You will not accrue additional PTO while out on leave.

If you need to care for a child, whose school or place of care is closed due to COVID you will be compensated 2/3 of your regular pay up to a maximum of \$200 per day for 12 weeks. Leave needed in addition to this time will be considered unpaid leave per FMLA. You will not accrue additional PTO while on leave.

### **Confidentiality/Privacy**

Except for circumstances in which Ravn Alaska is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee. Ravn Alaska reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease, so the employees may take measures to protect their own health.

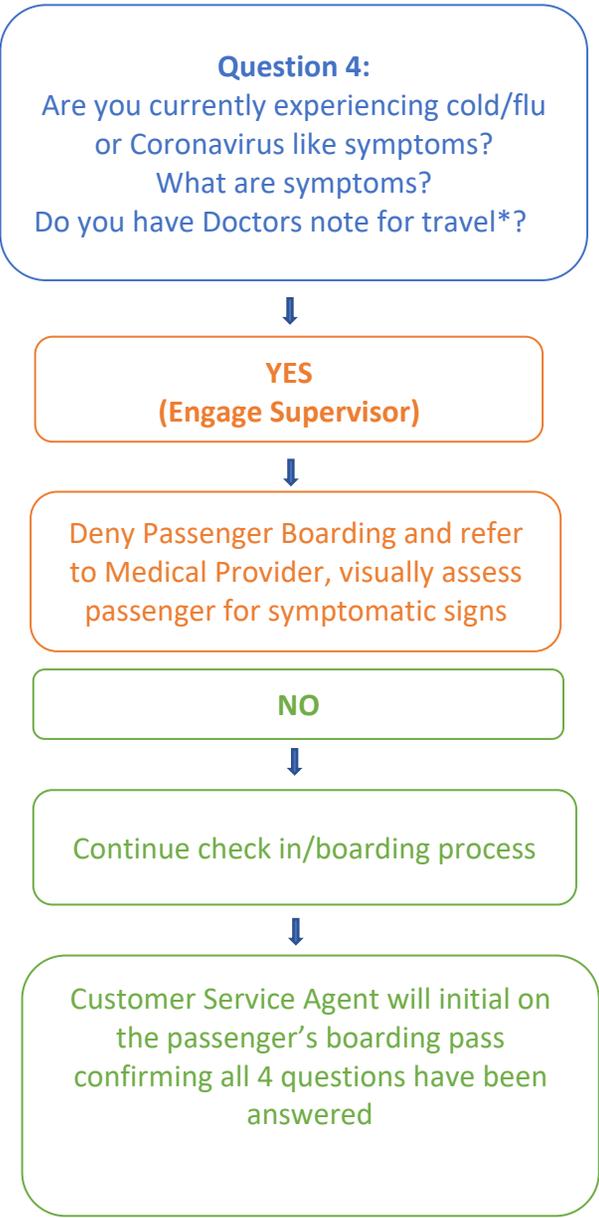
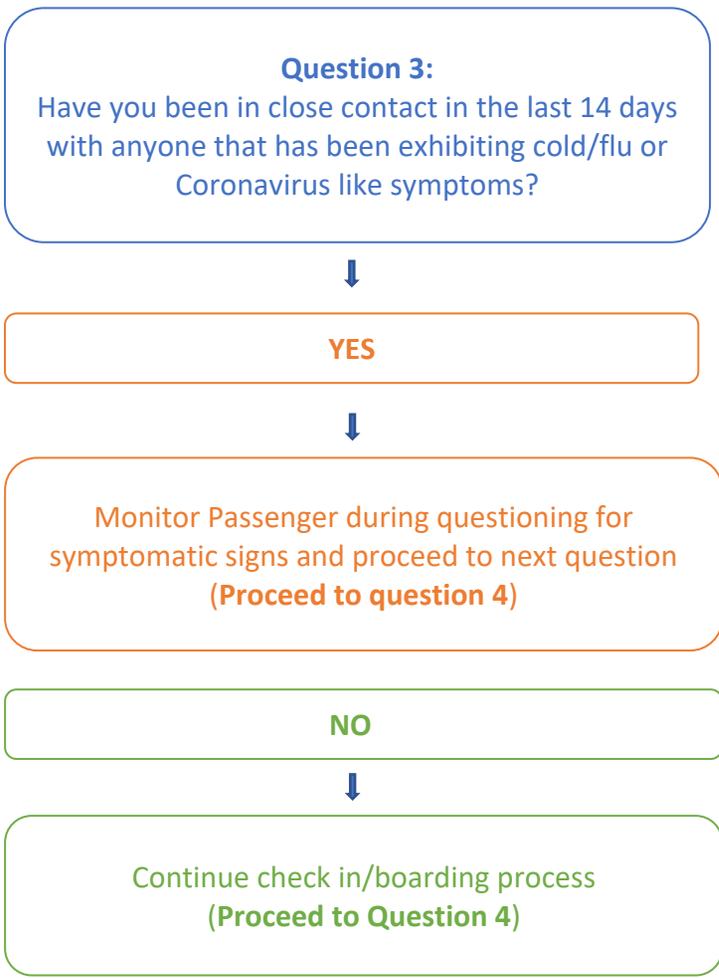
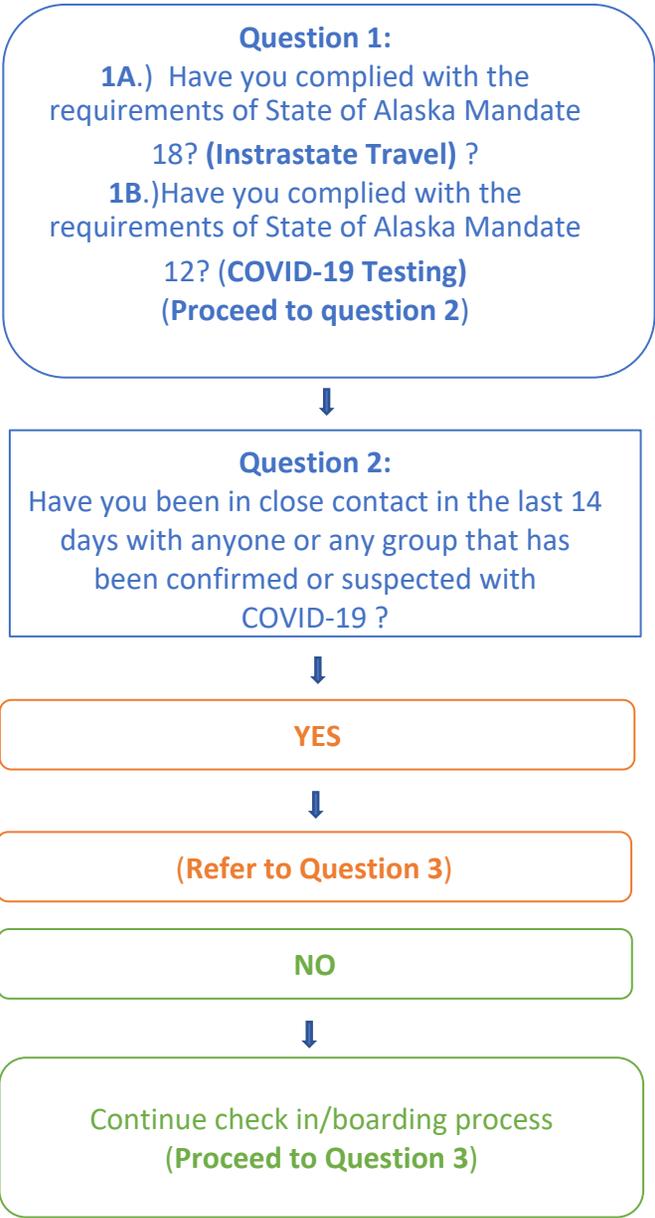
### **General Questions**

Given the fast-developing nature of the COVID-19 outbreak, Ravn Alaska may modify this Plan on a case by case basis. If you have any questions concerning this plan, please contact Tony Santiago, Director of Safety, 907-744-7751, and [tony.santiago@ravnalaska.com](mailto:tony.santiago@ravnalaska.com). You may also contact AKOSH Consultation and Training for information.



# COVID-19 Passenger Check-In Screening

September 18, 2020



Confidential – For Internal Use Only

**\*IMPORTANT NOTE:** Even though a passenger could provide a doctor's note, denial of boarding will occur if symptoms are displayed.



Screening employees daily can help in preventing the spread of the coronavirus in the workplace. The following is a list of recommended questions that can be used to screen employees for COVID-19.

### Each day, before the start of the shift, ask each employee the following

1. Do you have a new cough that you cannot attribute to another health condition?	YES / NO
2. Do you have new shortness of breath that you cannot attribute to another health condition?	YES / NO
3. Do you have a new fever (100.4°F or higher) or chills that you cannot attribute to another health condition?	YES / NO
4. Do you have any of the following symptoms? <input type="checkbox"/> Fatigue <input type="checkbox"/> New loss of taste or smell <input type="checkbox"/> Muscle or body aches <input type="checkbox"/> Congestion or runny nose <input type="checkbox"/> Headache <input type="checkbox"/> Nausea or vomiting <input type="checkbox"/> Sore throat <input type="checkbox"/> Diarrhea	YES / NO
5. Have you come into close contact (within 6 feet) with someone who has a laboratory-confirmed COVID-19 diagnosis in the past 14 days?	YES / NO

#### If an employee answers YES to ANY of the above questions, exclude the employee from work.

- If an employee exhibits COVID-19 symptoms, the employee must remain at home for 14 days and until he or she is symptom free for 72 hours (three full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees must notify their supervisor and the Director of Safety. Ravn Alaska will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hours (three full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.
- Employees who test positive for COVID-19 should not return to work until the criteria to discontinue home isolation are met:
- Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as up to six (6) feet apart for a prolonged period of time (15 minutes).

#### If an employee answered NO to ALL the above screening questions, allow the employee to start their shift and remind them to:

- ✓ Wash hands properly when necessary.
- ✓ Not shake hands or make direct contact with any other employees or customers.
- ✓ Continue to practice social distancing.
- ✓ Wear a cloth face covering.