

COVID-19 Preparedness Plan for Chisholm-Hibbing Airport Authority

Chisholm-Hibbing Airport Authority (CHAA) remains committed to providing a safe and healthy workplace for all our workers, customers, and visitors. To ensure we have a safe and healthy workplace, CHAA has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All staff are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation. Only through this cooperative effort can we establish and maintain the safety and health of all people in our workplaces.

The COVID-19 Preparedness Plan is administered by CHAA Executive Director Barrett Ziemer, who maintains the overall authority and responsibility for the plan. However, all CHAA staff are equally responsible for supporting, implementing, complying, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. CHAA's staff have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. CHAA is serious about safety and health and protecting all users at the airport. Involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: Encouraging open communication regarding the COVID-19 pandemic, discussing safety precautionary measures and working together to continually provide a safe environment for all those utilizing the CHAA airport authority office, General Aviation (FBO) building and terminal facility. For example, we have implemented hands free sanitation devices, extra signage to assist with social distancing, and performing extra sanitation measures provided by a highly experienced janitorial staff.

CHAA's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons
- social distancing – workers must try to be at least six-feet apart
- worker hygiene and source controls
- workplace building and ventilation protocol
- workplace cleaning and disinfection protocol
- drop-off, pick-up and delivery practices, and protocol
- communications and training practices, and protocol.

CHAA has reviewed and incorporated the industry guidance applicable to our organization provided by the state of Minnesota for the development of this plan, including the following industry guidance: Transportation, Distribution and Delivery services

- additional protections and protocols for customers, clients, guests, and visitors
- additional protections and protocols for personal protective equipment (PPE)
- additional protections and protocol for access and assignment
- additional protections and protocol for sanitation and hygiene
- additional protections and protocols for handwashing
- additional protections and protocol for distancing and barriers
- additional protections and protocols for managing occupancy
- additional protocols to limit face-to-face interaction and
- additional protections for receiving or exchanging payment

Ensure sick workers stay home and prompt identification and isolation of sick persons

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. To help ensure sick workers stay at home, CHAA asks that workers follow the guidelines of the, "Visitor and Employee Health Screening Checklist" published by the Minnesota Department of Health (MDH). For daily employees it is understood if they are experiencing any of the symptoms listed from the checklist; fever, chills, new cough, shortness of breath, sore throat, muscle aches, headache or loss of smell/taste, they are advised to stay home, away from other people and contact their healthcare provider. It is also requested management be informed in a timely manner so that information may be dispersed on a need to know basis. Workers with COVID-19 symptoms should be sent home immediately. If unable to be sent home immediately, isolate in a closed room until possible to be sent home. Workers who have been in close contact with a household member with COVID-19 should not report to work until their quarantine period is finished. "High Risk" and vulnerable employees are asked to self-identify as the CHAA will avoid making any unnecessary medical inquiries. Any worker with questions regarding the sick leave policies are encouraged to contact airport management.

CHAA has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees are encouraged to use accrued PTO to cover missed time because of illness. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions will receive assistance of reasonable request and maintained confidentiality.

CHAA has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required

amount of time. Contact information is kept on record to disseminate information to the appropriate parties in a timely manner.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. CHAA policy is that confidentiality shall be maintained, and information disseminated only on a need to know basis.

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers, customers, and visitors in the workplace through the following engineering and administrative controls: Limiting gatherings of workers to ten people or less. When staff meetings are necessary the conference room, located in the CHAA building, is utilized to allow workers to spread out and maintain social distancing. Transportation for customers to ride with airport staff to the Carey Lake Seaplane base is currently not allowed. All ride sharing is discouraged, especially if social distancing cannot be maintained. Workers are advised not to share workstations, phones, pens, computers, offices, work tools or equipment. If needed to be used by more than one user, cleaning/disinfecting must occur between use. Communication procedures have been established for use of telecommunications or in person if social distancing can take place. Signage for social distancing will be placed in the terminal as a reminder to workers, customers, and visitors. We adhere to the recommendations of the CDC and advise face masks to be worn, particularly if social distancing cannot be maintained. PPE including masks and gloves, may be provided if available, based on request.

Worker hygiene and source controls

Basic infection prevention measures are always being implemented at our workplaces. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All workers, customers, and visitors to the workplace are advised to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. CHAA keeps hand washing and/or hand sanitizer facilities readily available and appropriately stocked. Facemask coverings may be provided depending on availability and distribution will be based on request. Supplies in restrooms are regularly monitored and continuously supplied by the CHAA janitorial staff. Work vehicles are to be cleaned and disinfected in-between the use of each worker or work-crew, before and after each use. Furthermore, it is encouraged for workers to sanitize high touch touchpoints within their vehicles (for example, handles, locks, steering-wheel, seatbelt) upon entering.

Workers customers, and visitors are supposed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose, and eyes, with their hands. Workers customers, and visitors are expected to

dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. CHAA will aid this effort by providing trash receptacles available to all workers and other persons entering the workplace.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment, and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation, and air conditioning (HVAC) systems. CHAA will look to maximize the amount of fresh air being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. Systems are running continuously to enhance the ability to filter contaminants out of the air.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of the terminal, work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break room, conference room , and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, copy machines, credit card readers, delivery equipment, etc. Fortunately, CHAA has employed highly experienced janitorial services performing deep cleaning throughout the terminal. As recommended by the transportation guidelines and the CDC, CHAA has implemented immediate cleaning/disinfecting of the workplace if a worker, patron, or visitor becomes ill with COVID-19. Reference CDC's "Cleaning and Disinfecting Your Facility."

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. An established sanitation schedule is in place for frequency of sanitation and which agent is right for the surface.

Drop-off, pick-up and delivery practices, and protocol

It is expected if the delivery cannot be contactless, six feet will be maintained while verifying receipt of delivery between worker and delivery personnel. When possible, business will be attempted to be done electronically. Unnecessary sharing of scanners, pens, and other tools with delivery personnel will be minimized.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated electronically via email to all workers on June 26th, and necessary training was provided. Additional communication and training will be ongoing by keeping open communication and providing information and training as

requested/needed. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, independent contractors, subcontractors, vendors, outside technicians, customers, and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, and delivery; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by workers [and customers, clients, patrons, guests and visitors]. All workers, customers, and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. The COVID-19 Business Preparedness Plan is posted at all the CHAA's workplaces in readily accessible locations and is shared with and reviewed by all employees. All workers and members of management must be trained regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols. The training is to be provided and paid for by the CHAA. The training must be provided in a manner and language that each employee can understand and must be adjusted to reasonably accommodate all limiting factors present. CHAA will ensure the required rules and practices are communicated to workers, and adequately enforce their provisions. Additionally, CHAA will make sure the required protocols and practices are communicated to temporary or contract workers. Workers must ensure they comply with and follow established rules and regulations. Signage will also be maintained to remind customers of protections and protocols.

Management is expected to monitor how effective the program has been implemented. CHAA will combine a continuous group effort to maintain and improve the plan. This will be done by having workers well informed of current conditions and encouraged to provide feedback for any necessary changes/improvements. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices, and training as necessary. This COVID-19 Preparedness Plan has been certified by CHAA management and the plan was posted throughout the workplace and made readily available to employees June 25, 2020. It will be updated as necessary by CHAA Executive Director Barrett Ziemer.

Certified by:

x Barrett Ziemer

6/25/2020

CHAA Executive Director Barrett Ziemer

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/generalbusiness-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html CDC:
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html MDH:
www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
MDH: www.health.state.mn.us/diseases/coronavirus/basics.html
MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf
MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf
State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html
Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf
MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf