

Airswift Holdings Ltd.

Pandemic Preparedness Safety Program

Date: November 18, 2020

Version: 02

Owner: Operations Manager – North America



Airswift Holdings Ltd.

HSE Management System Pandemic Preparedness – COVID-19 Safety Program

REGULATORY STANDARD:

OSHA – 29 CFR 1910.1030; Subpart I
Guidance 3930-03 2020

Important Notice:

1. This procedure is a Controlled Document and shall not be amended without the authority of the Operations Manager – North America.
2. Any queries or feedback concerning the contents of this Procedure should be addressed to the Operations Manager – North America.

Airswift Holdings Ltd.

Pandemic Preparedness Safety Program

Date: November 18, 2020

Version: 02

Owner: Operations Manager – North America



Contents

1.0	PURPOSE	3
2.0	GENERAL.....	3
3.0	OVERALL GUIDANCE	3
4.0	TRAVEL.....	4
5.0	WHAT SHOULD I DO IF I HAVE OR THINK I HAVE COVID-19?.....	5
6.0	LOCAL MEDICAL AND GOVERNMENTAL ADVICE FOR THE UNITED STATES	5
7.0	WHERE CAN I FIND MORE INFORMATION ON COVID-19?	6
8.0	RETURN TO WORK PROTECTIVE MEASURES	6
9.0	MANAGING CONFIRMED OR SUSPECTED CASES ON THE WORKPLACE.....	7
10.0	RECORDKEEPING	10
11.0	CONFIDENTIALITY/PRIVACY	10
12.0	TRAINING.....	10

Airswift Holdings Ltd.

Pandemic Preparedness Safety Program

Date: November 18, 2020

Version: 02

Owner: Operations Manager – North America



1.0 PURPOSE

The purpose of this program is to provide a safe working environment during a Pandemic. The policy applies to all Airswift Employee, Contractors and Sub-Contractors working on behalf of Airswift.

2.0 GENERAL

All Airswift Employees, Contractors and Sub-Contractors are required to comply with the provisions of this policy and procedure. Any deviation, unless spelled out specifically in the policy and requires the permission of Airswift Safety Team or designee.

Airswift's Safety Specialist is the designated Administrator and has the authority and responsibility for implementing and maintaining the Pandemic Policy. Based on job site hazards, and regulatory requirements, Airswift Employees and Contractors may be advised by the client supervisor of required site-specific requirements

- Airswift is closely monitoring the COVID-19 outbreak and we are committed to ensuring that all our employees, contractors and clients receive timely, accurate, and useful information to best manage the potential risk to contractor health and safety, as well as operational continuity.
- Link to our website ([Safety Information Regarding COVID-19](#)) where we will maintain regular updates regarding COVID-19, as well as local and governmental information and health advice based on their country of work. Our incident management and leadership teams are closely connected and will continue to share information and update our cautionary policies to keep everyone safe.
- Airswift is requesting all employees to keep regularly updated with the latest communications published by the World Health Organization (WHO) and the local authorities where they are based.
- In the past week, confirmed cases in South Korea and Italy have significantly increased. Airswift have identified the following countries as **high risk**: Mainland China, Hong Kong, South Korea, Japan, and Italy.
- Flexible work policies will be developed as required. Workers are instructed to stay at home when ill, when having to care for ill family members, or when caring for children when schools close, without fear of reprisal. Tele-commuting or other work-at-home strategies are in place and will be communicated as and when required.
- A business continuity checklist has been developed to notify key contacts including both customers and suppliers in the event an outbreak has impacted our company's ability to perform services. This procedure includes notification to customers and suppliers when operations resume. This procedure is covered in our global business continuity plan and includes key contact information.

3.0 OVERALL GUIDANCE

Hygiene and overall vigilance

Pay special attention to personal hygiene and follow the tips below to keep you and those around you healthy.

- **Self-Monitor** | Monitor your health carefully and seek medical attention if you feel unwell or experience flu-like symptoms (fever, cough, or difficulty breathing).

Airswift Holdings Ltd.

Pandemic Preparedness Safety Program

Date: November 18, 2020
Version: 02
Owner: Operations Manager – North America



- **Prevent Spread** | Do not come into work if you are sick. Contact your Airswift representative to report your situation so further guidance can be issued. Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- **Clean Hands** | Wash hands often with soap and water for at least 20 seconds and use an alcohol-based hand sanitizer if soap and water are not available. Soap and Hand Sanitizing stations are available in office areas
- **Cleaning of Office areas**. all areas that are likely to have frequent hand contact (like doorknobs, faucets, handrails) periodically and when visibly soiled. Work surfaces will also be cleaned frequently using normal cleaning products.
- **Large Gatherings** | Consider carefully whether you need to attend events such as conferences or other mass events locally or internationally.

If you are concerned you may have come into contact with an affected person OR experience flu-like symptoms (including fever, cough, or difficulty breathing), you should:

- **Stay Home** | Do not come to work, and do not travel. Contact your Airswift representative straight away so plans can be agreed with the Client.
- **Medical Care** | Seek medical care right away if you experience symptoms. Before you go to a doctor's office or emergency room, call ahead and tell them about your recent travel and your symptoms.
- **Protect Others** | Avoid contact with others, including separating yourself from others in your home and wear a facemask when you are in the same room with other people and when you visit a healthcare provider. If you cannot wear a facemask, the people who live with you should wear one while they are in the same room as you.

3.1 REMOTE WORKING

Key contacts, a chain of communications and contact numbers for employees, and processes for tracking business and employee's status shall be developed and communicated.

Remote working will be put in place with weekly check-ins. All daily communications between employees and vendors can be conducted via the use of Microsoft TEAMS.

4.0 TRAVEL

- **Self-Quarantine** | If you have recently returned from or will return from travel to Mainland China, Hong Kong, Singapore, South Korea, Japan, and/or Italy for either personal or business reasons, please inform your Airswift point of contact immediately as you **may be required to self-isolate for 14 days** following your return to ensure you're healthy before returning to work.
- **Postponing Travel** | Please contact your Airswift point of contact if you are planning travel to, within or from Mainland China, Hong Kong, Singapore, South Korea, Japan, and Italy. Airswift will work with clients to ascertain each travel request on a case by case basis unless clients have already issued country/region wide advice specific to their projects and worksites. As stated, do not travel anywhere if you are feeling unwell.

Airswift Holdings Ltd.

Pandemic Preparedness Safety Program

Date: November 18, 2020

Version: 02

Owner: Operations Manager – North America



- **Reconsider All Travel** | Use your best judgement about whether any international travel is necessary. The global coronavirus situation remains fluid – national governments continue to revise their travel guidance and restrictions, and airlines are continually modifying their plans and schedules. Be mindful that travel disruptions may be more likely no matter where you are headed.

5.0 WHAT SHOULD I DO IF I HAVE OR THINK I HAVE COVID-19?

- Contact your Airswift Service Consultant and your local medical insurance provider
- If you cannot reach anyone at Airswift, please refer to your Airswift Safety Badge for 24-hour emergency contacts instructions.
- If you are on a business trip, you can contact **ATPI** at **(832) 369-1566** or **(866) 218-8739** using the **PIN: 80355** or by email airswiftUS@atpi.com. (Hours of support are 8:00 AM - 6:00 PM CST, Monday to Friday)
- Follow your local medical / governmental advice, and keep Airswift and your line manager informed

6.0 LOCAL MEDICAL AND GOVERNMENTAL ADVICE FOR THE UNITED STATES

Local Health Advice

If you experience reported symptoms you should go to your nearest healthcare facility immediately. If possible, you should call ahead to notify the doctor's office or emergency room to advise that you have suspected symptoms of COVID-19.

BCBSTX Mobile App

We encourage you to schedule visits with your doctor virtually through the **BCBSTX mobile app**. Standard copay will apply, depending on your level of insurance and service selected.



To download the app, search for **BCBSTX** in the [Apple App Store](#) or [Google Play](#).

1. Open the **BCBSTX mobile app** on your device
2. Create a log in (if you don't already have one) - You will need your BCBSTX insurance card
3. Click on **Find Care in Network**
4. Click on **Virtual Visits** to open **MDLIVE**
5. At the top, click "Sign In" or "Get Started" to create a new account
6. Once you are logged in, you can choose your services based on your insurance.

If you have questions about the mobile app, please contact benefits@airswift.com.

Airswift 24-Hour Emergency Contacts for USA

Please refer to your Airswift Safety Badge for all emergency contact information.
In the event of a medical emergency, please call **911**

Airswift Holdings Ltd.

Pandemic Preparedness Safety Program

Date: November 18, 2020
Version: 02
Owner: Operations Manager – North America



To report ALL injuries, please call:

AXIOM at +1 (877) 502-9466

To report all safety incidents or near misses, please call or email:

Airswift Safety Specialist

(832) 942-2010

USincidents@airswift.com

These numbers should only be used in a genuine emergency such as a medical or safety/security incident.

Day-to-day queries should be addressed to your local Airswift office.

Workers will be encouraged to obtain appropriate immunizations to help avoid disease. Granting time off work to obtain the vaccine should be considered when vaccines become available in the community.

7.0 WHERE CAN I FIND MORE INFORMATION ON COVID-19?

The latest updates on COVID-19 can be found at trusted organizations including:

- [WHO \(World Health Organization\)](#)
- [CDC \(Centers for Disease Control and Prevention\)](#)

8.0 RETURN TO WORK PROTECTIVE MEASURES

General Safety Policies and Rules

- Any Airswift employee/contractor showing symptoms of COVID-19 will be asked to leave the worksite and return home.
- Communication will be conducted via Microsoft Team.
- Avoid touching eyes, nose or mouth with unwashed hands. Where the use of soap and water to wash hands are unavailable, alcohol-based hand sanitizer with at least 60% alcohol can be used.
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors and visitors) to increase personal space to at least six (6) feet, where possible. Where conference rooms are used, only necessary employees should attend the meeting in person and all employees should maintain social distancing while inside the conference.
- Where social distancing cannot be achieved employees, contractor and visitors must wear a face cover.
 - **Cloth Face Covering** are intended to keep the person wearing from spreading respiratory secretions when talking, sneezing or coughing. They are not PPE and it is uncertain whether cloth face coverings protect the wearer.
 - **Face Masks** are PPE and are often referred to as surgical masks or procedure masks. Use of face masks according to product labeling requirements.
 - **N95/KN95 Masks** are classified as respirators. A respirator is a personal protective device that is worn on the face to cover at least the nose and mouth and is used to reduce the wearer' risk of inhaling hazardous airborne particles (including dust particle and infectious agents) gases or vapors.

Airswift Holdings Ltd.

Pandemic Preparedness Safety Program

Date: November 18, 2020

Version: 02

Owner: Operations Manager – North America



- Employees will be encouraged to space breaks and lunches to reduce the number of individuals in the breakroom to less than ten (10) people and any given time.
- Sanitize the work areas upon arrival and throughout the workday.
- Wash and sanitize hands immediately before and after completing your workday.
- Airswift will provide alcohol-based wipes for the purpose of cleaning and sanitizing.

Visitors to the Work Site

- The number of visitors to the worksite will be limited to only those necessary for work. To the extent possible, meeting will be conducted by telephone or Microsoft Teams Teleconference.
- All visitors will be screened in advance and will be required to cover their face prior to entering the meeting room. If visitor answers “yes” to any of the attestation questions, he/she should not be permitted to access the meeting room. (click highlighted link to see questions) [Attestation Questions](#).
- Food deliveries (Door Dash, Uber Eats, etc.) will be prohibited from entering the building per building management restrictions. Drivers must be met out front and all delivery containers must be wiped with sanitizing wipes.

Work Site Cleaning and Disinfecting

- Airswift will ensure the following regular housekeeping practices take place in the office suite:
 - Any trash collected in the office must be changed frequently by someone wearing gloves and face covering.
 - Frequent cleaning of bathrooms will include disinfecting on a regular basis by building service staff.
 - Filled hand sanitizing dispensers containing at least 60% alcohol will be located throughout the office and as you exit the elevators.
 - Individual employees will be responsible for wiping down desk areas and electronic equipment frequently during the workday.

9.0 MANAGING CONFIRMED OR SUSPECTED CASES ON THE WORKPLACE

The following sets forth the steps a safety representative or officer manager should take in the event of a confirmed or suspected COVID-19 case in any Airswift workplace. The following four steps are intended to help prevent further transmission of COVID-19 and are based on a review of public health and industry guidance for managing confirmed or suspected cases in the workplace.

Step 1 – IDENTIFY

A confirmed or suspected case of COVID-19 is identified either through symptoms reported during an employee’s daily self-assessment/screening or a positive test result. According to the US Center for Disease Control (CDC) and many other regulatory bodies around the world, suspected cases of COVID-19 involve persons with symptoms consistent with COVID-19, which include fever or chills, cough, and shortness of breath.

The office safety representative, office manager or other employee identified as in charge of monitoring and enforcing the company’s COVID-19 Return to Work Policy (for purposes of this policy, the “Safety Representative”) that is notified by an employee, or a screener, if applicable, of having COVID-19 symptoms or a positive test must identify such employee and immediately initiate the following steps below. The Safety

Airswift Holdings Ltd.

Pandemic Preparedness Safety Program

Date: November 18, 2020
Version: 02
Owner: Operations Manager – North America



Representative shall also immediately notify the Chief Operations Director (James Allen, james.allen@airswift.com) and General Counsel (Keith Gee, keith.gee@airswift.com) of such suspected or confirmed COVID-19 case.

Efforts should be taken to maintain confidential documentation of a confirmed or suspected COVID-19 case. Such documentation should be treated as confidential protected health information in accordance with company's data protection policy.

Step 2- ISOLATE

The employee should be sent home or, if unable to immediately return home, isolated away from others in the workplace until able to travel home. If employee informed Safety Representative of symptoms or a positive test, but has not yet been to the workplace, the employee must refrain from coming to the workplace. The employee should quarantine for a period of 14 days.

All affected workplace areas will need to be cleaned and disinfected. The management team will determine the severity of exposure to physical spaces and surfaces to justify decisions such as an emergency shutdown, or if a limited threat, only temporarily limiting spaces for entry to allow for cleaning and disinfecting.

If the employee with a confirmed or suspected case is already at home and has not been in the workplace for the past 14 days and has not been in close contact with another work-related contact, no further action is needed other than offering support and following-up on symptoms to determine when it is safe to return to the workplace.

Employees under quarantine must consult with and obtain prior approval from Safety Representative prior to returning to the workplace.

Step 3 – INVESTIGATE

The Safety Representative should interview the employee to identify his/her "close contacts" that were work-related starting from 48 hours before he/she began experiencing symptoms until the time the individual was isolated at home. It is up to the individual to inform their local health department and his/her personal (non-workplace related) contacts may have been exposed.

A "close contact" is defined as: a) being within approximately six feet of an infected person for at least 15 minutes; or b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on), in either case starting from 48 hours before illness onset until the time the individual was isolated.¹ Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether either the case patient or contact were wearing an N95 respirator (which can efficiently block respiratory secretions from contaminating others and the environment).

Based on this inquiry with the employee, the company will determine any close contacts, including those outside of the workplace. Possible contacts may also include contractors or clients that may have been exposed or infected.

Information to collect to determine close contacts. The more specific the responses from the employee, the more helpful.

¹See CDC's definition of "close contact" at <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

Airswift Holdings Ltd.

Pandemic Preparedness Safety Program

Date: November 18, 2020
Version: 02
Owner: Operations Manager – North America



- i. When did the interaction occur?
- ii. With whom did you interact?
- iii. Was the interaction internal or with external contractors/vendors/clients?
- iv. Where did the interaction occur?
- v. What was the nature of the interaction?
 - a. Were you within 6 feet of each other?
 - b. How long did the interaction last?
 - c. Were face coverings/masks worn?
 - d. Were any symptoms present at the time of the interaction?

Step 4 – INFORM

Based on the investigation in Step 3, the Safety Representative, in consultation with Chief Operations Director, will determine which of employee’s work-related contacts or interactions are considered close contacts.

While protecting the identity of the employee, the Safety Representative will inform the close contacts of their potential exposure and provide guidance on next steps. These steps include:

- i. Stay home until 14 days after last potential exposure and maintain social distance (at least six feet) from others at all times.
- ii. Self-monitor for symptoms by checking temperature twice daily and watching for fever of 100.4F or higher, cough, shortness of breath, chills, muscle pain, headache, loss of smell or taste.
- iii. Avoid contact with people at a higher risk for severe illness.
- iv. If symptoms develop, employee should follow requirements in their jurisdiction for reporting exposure, if applicable, and guidelines for those who are sick², including isolation until such time as it is safe to return to the workplace.³
- v. Safety Representative will begin the process of investigating this employee’s work-related “close contacts” and informing them of potential exposure (i.e. repeat Step 3 for this employee).

The company will communicate the criteria for returning to work and conduct follow-up interviews with the employee and his/her work-related close contacts to indicate when they can return to the workplace. For purposes of this policy, the company will follow the [CDC’s guidelines](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/when-to-return-to-work.html) for determining when persons infected with COVID-19 can return to work.

The Safety Representative should document each notification of a close contact and ultimate resolution of each case (e.g., symptoms did not develop following 14 days of potential exposure). All close contacts should be informed if an employee who reported symptoms receives a positive or negative test result.

² <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

³ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>



10.0 RECORDKEEPING

All confirmed case of COVID-19 must be reported to Airswift Safety Specialist. It will then be determined through investigation if it meets the criteria for recordability and reportability under OSHA’s recordkeeping rule.

For purposes of COVID-19, OSHA is considering it an “illness.” and only confirmed cases of COVID-19 should be considered an illness under the rule. Employers must report to OSHA any work-related illness that:

- Results in a fatality
- 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.
- 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.

11.0 CONFIDENTIALITY/PRIVACY

Airswift is legally required to report workplace occurrences of communicable disease in the workplace to OSHA, the confidentiality of all medial conditions will be maintained in accordance with applicable laws. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to a minimum to comply with reporting requirements and to limit the potential for transmissions to others.

Airswift reserves the right to inform other employees, clients and vendors that an unnamed co-worker has been diagnosed with COVID-19 if the unnamed employees might have been exposed to the disease so they may take measures to protect their own health.

12.0 TRAINING

Employees shall be trained on health issues of the pertinent disease to include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. Disease containment plans and expectations will be shared with employees.

13.0 LESSONS LEARNED

Following a pandemic event, the Airswift management team will be working together to identify learning opportunities and take action to implement any corrective actions. The plan and emergency communication strategies shall be periodically tested to ensure it is effective and workable.

Airswift Holdings Ltd.

Pandemic Preparedness Safety Program

Date: November 18, 2020

Version: 02

Owner: Operations Manager – North America



Document Control – Revisions and Amendments

Version Number	Effective Date	Author	Amendments	Reasons for Amendments
03	7/15/2021	Carol Stallworth	Vaccine Status	Updating protocol on vaccine status