

Tulsa Airports Improvement Trust (TAIT) is committed to providing a safe and healthy workplace for all our workers, customers, guests and visitors. To ensure we have a safe and healthy workplace, TAIT has developed the following COVID-19 Response Plan in response to the COVID-19 pandemic. All employees are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and this effort requires full cooperation of our employees throughout the organization. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Response Plan is administered by the TAIT Safety Committee, who maintains the overall authority and responsibility for the plan. However, all employees are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Response Plan. TAIT's managers and supervisors provide oversight and enforcement of the provisions of this plan.

All TAIT employees are considered essential critical infrastructure workers. "Employees" refers to all TAIT employees. In the policies and procedures outlined below, employees who have the ability to do their job remotely will be referred to as "Work from Home (WFH)" employees. Those employees who are required to be at work to perform their job functions will be referred to as "critical" employees.

TAIT's COVID-19 Response Plan follows the industry guidance developed by the Centers for Disease Control and Prevention (CDC) and Oklahoma's relevant and current executive orders. It addresses:

- Policies and Procedures
- Facilities and Supplies
- Education and Training
- Gatherings, Visitors and Events
- Communication and Messaging
- Preparing for a Sick Employee

## **Policies and Procedures**

### **Sick Leave Policies**

TAIT 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. Our sick leave policies are as follows:

- Existing sick leave policies will remain in effect. Employees accrue 8 hours of sick time for each month of employment.
- A Donated Leave Bank is available for employees with an FMLA Qualifying Event-type absence based on eligibility.
- During the pandemic, supervisors of employees who have requested a sick day must notify HR.
- For any illness related to COVID-19 or a concern for personal health employees may stay home using their own sick or vacation leave time, once approved by a supervisor.
- HR will follow up with employee and advise accordingly, adhering to the protocols established by the CDC, State of Oklahoma, and/or the City of Tulsa.
- Payment for COVID-19 testing should be covered at a rate of 100% through the employee's own insurance in-network provider, Alpha Xpress Lab or refer to this link for [Oklahoma testing sites](#).

### **Critical Employee Guidelines**

- If an employee is feeling ill, employee should request a sick day from their supervisor. Supervisor shall ask if employee's illness is suspected to be COVID-19 related. If so, supervisor will relay this information to HR.
- If employee is exhibiting symptoms of COVID-19, the employee will be required to get a COVID-19 test.
- If the employee test positive, the employee cannot return to work for 5 days. The employee is not to return until their fever is resolved. On the 6<sup>th</sup> day after the positive test, if the employee has not had a fever for 24 hours without the use of fever reducing medication they can return to work. Other symptoms may still be present but as long as the fever is resolved they can return to work.
- A potentially exposed critical employee is required to continue working provided that they remain asymptomatic. They will be required to get a test on the 5<sup>th</sup> day from the exposure date. During this period after exposure the following precautions are implemented:
  - Pre-Screen: Take temperature each day before coming to work.
  - Regular Monitoring: Self-monitor for COVID-19 symptoms.
  - Social Distance: **Must** maintain a 6 feet social distance at work.
  - Disinfect and Clean work space: Clean and disinfect all areas and equipment they use routinely.

### **Work-From-Home Employee Guidelines**

- If an employee is feeling ill, employee should request a sick day from their supervisor. Supervisor shall ask if employee's illness is suspected to be COVID-19 related. If so, supervisor will relay this information to HR.
- If employee is exhibiting symptoms of COVID-19, the employee will be required to get a COVID-19 test.
- If the employee test positive, the employee cannot return to work for 5 days. The employee is not to return until their fever is resolved. On the 6<sup>th</sup> day after the positive test, if the employee has not had a fever for 24 hours without the use of fever reducing medication they can return to work. Other symptoms may still be present but as long as the fever is resolved they can return to work.

- At the approval of the employee's Director, they will be allowed to work from home as needed.
- A potentially exposed WFH employee is permitted to continue working provided that they remain asymptomatic. They will be required to get a test on the 5<sup>th</sup> day from the exposure date. During this period after exposure the following precautions are implemented:
  - Pre-Screen: Take temperature each day before coming to work.
  - Regular Monitoring: Self-monitor for COVID-19 symptoms.
  - Social Distance: **Must** maintain a 6 feet social distance at work.
  - Disinfect and Clean work space: Clean and disinfect all areas and equipment they use routinely.
  - At the approval of the employee's Director, they will be allowed to work from home as needed.

### **Travel Policy**

Modifications to TAIT's travel policy are as follows:

- All employees wanting to attend a conference, meeting, or training course that requires overnight travel will be required to complete a Travel Waiver Form in addition to the Travel Authorization Form when submitting the request to their Director for approval.
- The traveling employee is responsible for verifying that they meet any COVID-19 safety protocols that are in place at the location of the event.
- The form can be found here:
  - R:\All Departments\Paylocity Documents & Forms\Travel Waiver Form - March 18 2022
  - On the Paylocity website, Self-Service Portal, Company Section, Travel Waiver – March 2022

### **COVID-19 Coordinator**

TAIT's Human Resources department will act as TAIT's COVID-19 Coordinators and will be responsible to assist with COVID-19 issues. The coordinators will monitor absenteeism of any employee, and advise their supervisor accordingly. Any employee who has possibly been exposed, is feeling ill, or has any other COVID-19 related concern should contact their supervisor and a member of Human Resources:

- Patti Colbry, HR Director- 918-838-5019 or 918-982-2519
- Tara McCloud, HR Generalist – 918-838-5020 or 417-973-1599

### **Health Checks**

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19, i.e.: fever (100.4F or greater) 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. Employees are to report when they are sick or experiencing these symptoms to their supervisor or HR. The following policies and procedures are being implemented:

- There will be no onsite screening for employees.
- Employees will do a temperature check and overall personal health assessment at home before coming to work.
- **Any employee with suspected COVID-19 or potential exposure should notify their supervisor and HR before coming to work.**

### **Sick Employee Plan**

If an employee is suspected of becoming ill at work with COVID-19 symptoms, the employee will be asked to leave the area immediately and go to Alpha Xpress Lab for testing. Please see Sick Leave policies above for either Critical or WFH employees for additional guidance. The employee and the plan coordinators will maintain frequent communication. In addition, the supervisor will complete the following:

- Notify Facilities Support Services of the sick employee and request the area be disinfected.
- Notify other workers of their potential exposure. WFH workers will follow the WFH Guidelines found in the Sick Leave Policy listed in this document. Critical workers will be required to report to work following the Critical Employee Guidelines found in the Sick Leave Policy listed in this document.

If you have been in close contact (within 6 feet) of a person with a COVID-19 infection for at least 15 minutes but do not have symptoms, you must adhere to the following protocol.

- Pre-Screen: Take temperature each day before coming to work.
- Regular Monitoring: Self-monitor for COVID-19 symptoms.
- Social Distance: **Must** maintain a 6 feet social distance at work.
- Disinfect and Clean work space: Clean and disinfect all areas and equipment they use routinely.
- Get tested for COVID 19 on the 5<sup>th</sup> day from the exposure date.

### **PPE Policy**

TAIT recommends employees to wear masks/face coverings when in the public areas and anywhere within the facility. Employees should wear other forms of PPE as needed for the tasks they are performing such as: Gloves, face shields or N95 masks. All PPE is provided by TAIT.

### **Social Distancing Measures**

Social distancing of at least six feet will be implemented and maintained between workers, customers, clients, patrons, guests and visitors in the workplace through the following protocols:

- Employees are required to maintain six feet of distance between themselves and each other when practicable.
- Face coverings are recommended.
- WFH workers who have the ability to work remotely will be allowed to do so as approved by their Division Director. These workers may come into work as necessary as long as the proper social distancing measures are in practice.

- Handshaking and other close contact will be avoided.
- Limit sharing, as much as practicable, of devices, equipment and tools and disinfect them before and after use.
- Employee belongings shall be kept separate such as in drawers or lockers.

### **COVID-19 Accommodations, Modifications and Assistance**

Any COVID-19 related concern including accommodations, modifications and assistance for employees with special health care needs or disabilities should contact a member of Human Resources:

- Patti Colbry, HR Director- 918-838-5019 or 918-982-2519
- Tara McCloud, HR Generalist – 918-838-5020 or 417-973-1599

### **Visitor/Client Guidance**

Visitors and customers are encouraged to follow all CDC recommendations concerning preventing the spread of COVID-19. This includes:

- Face coverings are recommended
- Cover coughs and sneezes
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Stay at least 6 feet (about 2 arms' length) from other people.
- If you are feeling sick do not come to the airport and do not travel.

These recommendations are shared with our customers on signage throughout the building, on our website and through our social media posts.

## **Facilities and Supplies**

### **Supplies**

Appropriate and effective cleaning and disinfecting supplies have been purchased by TAIT and are available for use in accordance with product labels, safety data sheets and manufacturer specifications. All cleaning and disinfecting products are being used with required personal protective equipment for the product. TAIT is using two different spray disinfectants along with disinfecting wipes from the EPA's list of Disinfectants for Use Against SARS-CoV-2 (COVID-19).

TAIT has stock of the following items for all facilities: Soap for no touch dispensers, paper towels, tissues, and cloth face coverings. These are available throughout the terminal and in employee areas. The trash cans throughout the facility are also no touch.

TAIT has a stock of hand sanitizer (at least 60% alcohol). There are hand sanitizer dispensers located throughout the terminal for customers to use and in employee areas. Individual bottles of hand sanitizer are also available to employees.

### **Cleaning and Disinfecting**

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, and meeting rooms. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Employees are to clean shared tools and equipment between each use.

Cleaning and disinfecting frequencies are as follows:

TAIT employee areas by contracted janitorial company:

- Employee offices once a day
- Employee restrooms, breakroom, meeting rooms and common areas three times a day.

TAIT employee areas by TAIT staff:

- Employee offices, restrooms, breakroom, meeting rooms and common areas one time a week with an electrostatic sprayer.
- Employees are encouraged to clean/sanitize their personal spaces and common area regularly.

Public areas by contracted janitorial company:

- Restrooms every 2 hours.
- Gate lobbies and counters, waiting areas and tables, ticket counters, bag claim areas and desks at least three times per day.
- High-touch areas such as door hardware, elevator panels, railings, escalator handrails, etc. at least three times a day.
- In addition, all public area counters, tables, furniture, restroom fixtures, high-touch areas are treated with electrostatic sprayers each night.

### **Ventilation**

The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Some areas of the building use a MERV-8 pre-filter and then a MERV-14 filter. Other areas use only a MERV-8 filter. Options are available to minimize air flow blowing across employees while they are at their work stations.

### **Physical Barriers**

Access within TAIT office space is restricted. A sneeze guard has been installed in the service window of the Badging Office.

## **Education and Training**

### **Educate Employees**

TAIT employees have been educated on the main symptoms to be aware of regarding COVID-19 such as: fever (100.4F or greater) 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.

Employees have been instructed to stay home if they are sick. They have been educated concerning TAIT's sick leave policies thereby minimizing the fear of job loss or retaliation.

Employees are to notify their supervisor and HR if they have been diagnosed with COVID-19 or have had a potential exposure to it **before** coming to work. They have been instructed that they can return to work per the Sick Leave policies above.

### **Train/Reinforce**

Employees 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. Hand-sanitizer dispensers (that use sanitizers of greater

than 60% alcohol) are located throughout the facility 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. Hand sanitizing etiquette will be demonstrated on posters and supported by making soap, water, towels and hand sanitizer available to all workers and other persons entering the facility.

Employees, customers and visitors are being instructed 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. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the facility.

Employees have received instruction on the importance of social distancing. Stay at least six feet apart from other people. Social distancing will be demonstrated and reinforced on posters and floor decals throughout the facility.

Instructions will be communicated to all workers, including employees, temporary workers,

independent contractors, subcontractors, vendors and outside technicians along with customers and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) practices for hygiene and respiratory etiquette; 3) recommendations regarding the use of face-coverings and/or face-shields by workers, customers and visitors. All workers, customers and visitors will also be advised not to enter the facility if they are experiencing symptoms or have contracted COVID-19. For the most recent information on protecting yourself, please click [here](#).

## **Gatherings, Visitors, and Events**

Group meetings are encouraged to practice social distancing. Virtual meetings are encouraged for all meetings, training, etc.

Any workers contracted by TAIT will receive a copy of this COVID-19 Response Plan. A contracted worker who suspects they are ill or has become ill with COVID-19, will notify their TAIT work coordinator. The contract worker will be advised to follow the guidelines in this plan.

## **Communication and Messaging**

### **Signs and Locations**

Signs and posters encouraging good hygiene, respiratory etiquette, hand washing instructions and social distancing are located in all employee areas and throughout the facility. TAIT has installed floor decals throughout the terminal. Tenants have added their own floor decals and posters in their public queuing areas.

### **Messaging**

TAIT consistently communicates with employees, customers and guests concerning step to prevent the spread of COVID-19. TAIT has added a COVID-19 page to its website to share the prevention messaging and airport updates concerning COVID-19.

## **Preparing for a Sick Employee**

### **Response**

If an employee is suspected of being ill at work with COVID-19 symptoms, the employee will be asked to leave the area immediately and go to Alpha Xpress Lab. Appointments at Alpha Xpress Lab can be set by calling [918-303-5656](tel:918-303-5656). Employee will be advised to seek medical attention. Please see Sick Leave policies above for either Critical or WFH employees for additional guidance. The employee and COVID-19 coordinators will maintain frequent communication.

After 24 hours the employee's personal office area and equipment will be disinfected, including vehicles. Any common use employee areas and equipment such as breakroom, restrooms, copy machine, vehicle, etc. will be sanitized immediately with the electrostatic sprayers.

**Contact Tracing**

Other workers will be advised of their potential exposure by their supervisor and/or HR. Workers will follow the respective protocols listed under Sick Leave Policies in this document.

**Confidentiality**

TAIT will protect the privacy of workers' health status and health information as much as possible, but reserves the right to share the work location of any employee who is diagnosed or suspected of COVID-19 infection.

**Closures/Restrictions**

Any closures or restrictions on the use of an area due to a COVID-19 exposure will be communicated to employees by HR.

Managers and supervisors are expected to monitor how effectively the program has been implemented. All employees are to take an active role and collaborate in carrying out the various aspects of this plan. Any updates to the protections, protocols, work-practices and training will be made by the plan administrator. This COVID-19 Preparedness Plan has been approved by TAIT management and the plan was posted throughout the workplace and made readily available to employees.

Approved by:



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Tulsa Airports Improvement Trust  
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