



COVID-19 Preparedness and Response Plan

6/15/20

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Introduction

We're ready.

Over the past several months, the Gerald R. Ford International Airport Authority (GFIAA) has relied on CDC guidelines and best practices from health officials to prepare our facility for the return of the flying public. That has meant investing in sanitizing and disinfecting technology and enhanced protocols. It has also meant establishing new practices to enforce physical distancing, wearing of facial coverings, hand washing and other best practices designed to stop the spread of COVID-19.

This Preparedness and Response Plan is designed to share our commitment to the health and safety of our team and travelers who pass through our doors each day. Through our new Fly Safe. Fly Ford, program, we are working to restore the confidence of business and leisure travelers by reinforcing the safety protocols we have in place throughout the Gerald R. Ford International Airport. We believe in the power of travel and its ability to bring people from all over the globe together – and we're not wavering in that belief.

We're ready – and we look forward to seeing everyone again soon!

Pandemic Response and Continuity Plan

The Gerald R. Ford International Airport Authority (GFIAA) aims to protect the health and welfare of travelers, staff and the public, and to reduce the opportunities for dissemination of communicable diseases. To do so, the GFIAA has developed a Pandemic Response and Continuity plan to help outline measures taken by the airport to avoid a serious risk to public health.

The recommendations in the plan are designed to reduce exposure to an infectious agent and to improve the response to health-related emergencies by establishing mechanisms for rapid decision-making and action. These recommendations are intended as guidance, not necessarily to be adopted as written, but to be consulted and modified as necessary for any pandemic. The objectives of that plan are to 1) limit the spread of infectious disease; 2) remain operational for essential travel (Continuity of Operations Plan); and 3) communicate. These objectives should expand and contract based on the situation and severity of the incident locally, nationally and globally. This COVID-19 plan was created utilizing those recommendations.

About COVID-19

Recognizing Signs of COVID-19

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. Employees must familiarize themselves with the symptoms and exposure risks of COVID-19.

The primary symptoms of COVID-19 include the following:

- Dry cough
- Fever or chills (either feeling feverish or a temperature of 100.4 degrees or higher)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Diarrhea
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

The U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC) provides the [latest information about COVID-19](#).

Other people have experienced no symptoms at all when testing positive, which is referred to as asymptomatic.

How COVID-19 Spreads

COVID-19 is a virus spread from person-to-person in close contact with one another (within about 6 feet). It is spread through droplets when an infected person coughs or sneezes.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough and/or shortness of breath). The [CDC website](#) provides the latest information about COVID-19 transmission.

Health Screening Protocol

The airport has initiated a health screening protocol for all Authority employees utilizing a QR code. When the QR code is utilized through a smart phone camera, it will ask its user to open a shared Google document which contains GFIAA's Employee COVID-19 Health Questionnaire.

The questionnaire begins with some standard information about the employee (Full Name and Agency) before moving on to the questions regarding COVID-19 symptoms and recent contact. All questions must be completed. Those visiting the workspaces of GFIAA employees will be asked to complete this form as well. **If you answer yes to any of the questions, please do not enter your workspace, notify your supervisor and return home.**

QR codes will be located at the entrance to each department office. Paper questionnaires will also be available in the department space. **All employees are required to submit a health screening before starting each shift.** GFIA takes the security of protected health information seriously. We have guidelines in place to ensure this information is capture and stored in accordance with HIPAA.

*Outside visitors will be restricted from the GFIAA private offices to every extent possible. Those using conference rooms will be asked to complete the survey.

What to do when you are sick

Employees are required to self-monitor for signs and symptoms of COVID-19. If they suspect possible exposure or develop a fever and/or other symptoms of respiratory illness, employees must:

- NOT report to work and stay home, except to receive medical care.
- Notify their supervisor immediately and consult your healthcare provider.

Likewise, if employees are in close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider **before arriving on site to work.** The Authority

will also work with that employee to identify any employees who have had close contact with individuals diagnosed with COVID-19.

If an employee is identified with a confirmed case of COVID-19, they must:

- Notify the airport's Human Resource Department immediately.

The Human Resource must:

- Notify the local public health department immediately and;
- Within 24 hours, notify co-workers, contractors, or suppliers who may have come in contact with the person with a confirmed case of COVID-19.
- Ensure deep cleaning of all areas that person was in contact with.

For a person to be considered a high-risk contact to a person with COVID-19 and thus require quarantine, they must meet one of the following criteria:

- Live in the same household as a person with COVID-19
- Have direct physical contact with a COVID-19 case (e.g. shaking hands)
- Have unprotected direct contact with infectious secretions of a COVID-19 case (e.g. infected person coughed or sneezed on them)
- Spend at least 15 minutes within six feet of a person with COVID-19

This contact must have taken place while the person diagnosed with COVID-19 was symptomatic. Spending time with the person prior to the onset of symptoms is not necessarily considered a high-risk contact and does not require quarantine.

Those older than 60 and/or with serious chronic medical conditions are at higher risk for complications. If an employee falls into a higher risk category and needs to remain home, the employee should speak with their Supervisor and the Human Resources Department.

Return to work

Suspected or confirmed cases of COVID-19 may return to work only after they are no longer deemed infectious according to their healthcare professional, utilizing Center of Disease Control guidelines. Employees with a confirmed case will also need to be released from quarantine or isolation by the local public health department.

Safe Practices

The airport has deployed safe work practices in the public spaces of the airport as well as GFIAA employee spaces. The airport is committed to:

- Encouraging sick employees, passengers and guests to stay at home.
- Posting proper hygiene, healthy habits and other COVID-19-related reminders throughout the facility including on airport monitors, video walls and in restrooms.
- Providing alcohol-based hand sanitizer (containing at least 60% alcohol) throughout the airport terminal building in public spaces, as well as Authority work areas.
- Increased facility cleaning and disinfection
- Installing physical barriers, such as clear plastic sneeze guards, where feasible.
- Providing social distancing markers for public spaces.
- Providing disposable towels for employees to clean their work surfaces regularly in high-touch areas.
- Replaced face-to-face meetings with virtual communications when possible.
- Reducing airport conference room maximum capacities to allow for physical distancing.
- Scheduling regular calls with employees so they that new information is disseminated and workers' concerns are addressed.
- Discouraging employees from nonessential travel to locations with ongoing COVID-19 outbreaks.
- Providing cloth facial coverings for all GFIAA employees. Additional non-medial grade facial coverings are available as needed.
- Face coverings are required in all enclosed public spaces as well as Ford Airport work sites. They are also required outdoors if not able to maintain six-foot distances. This includes during in-person meetings, even when social distancing can be met.



Additionally, the airport has provided guidance to staff with the following reminders:

- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. Cleaning products are provided by maintenance, any needed items should go through them.
- Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office. Use virtual meetings whenever possible.
- Facial coverings are to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workspace.
- Wear face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- Remote work will be utilized to the extent possible.

If you witness a practice you feel may be unsafe or you feel uncomfortable being asked to perform a task, send a detailed email to hr@grr.org. Your outreach will be kept confidential and shared only with the appropriate people so the situation can be addressed.



TRAVEL HEALTHY

- ✕ Wash hands - thoroughly and frequently
- ✕ Maintain social distancing
- ✕ Properly cover your sneeze/cough with a tissue
- ✕ Disinfect objects and surfaces
- ✕ Avoid contact with sick people
- ✕ If symptomatic, seek medical care

GRR has a rigorous cleaning regimen and has added hand sanitizing stations throughout the airport

SEALCO FORD
FORD Airport

Personal Protective Equipment (PPE)

The airport has a Health and Safety Program, identifying a Personal Protective Equipment Policy. The scope of this program includes PPE for eye, face, head, foot and hand protection. If respirators and/or hearing protection is necessary, their use will be covered under the GFIAA Respirator Protection Program and Hearing Conservation Program, respectively. The purpose of this Personal Protective Equipment Policy is to:

- Provide employees PPE appropriate for the occupational hazards encountered.
- Select appropriate personal protective equipment based on identified or potential occupational health and safety hazards.
- Prohibit the use of defective or damaged PPE.
- Provide employee training in the proper use, care and selection of PPE and the requirements of this policy.