

30 April 2020

To: All Employees
From: Matt Greene
Subject: Work Schedule for the Week of May 4th

All employees will continue to be paid based on a 32-hour work week.

The work schedule as provided last week will remain in place for all employees the week of Monday, May 4th through Saturday, May 9th. Per that schedule, the groups that worked the extra shift last week will rotate so that Production and Repairs will work the same number of shifts over the two-week period. Contact your supervisor with any questions regarding your assigned schedule.

Last week we successfully implemented the COVID-19 Workplace Guidance. We have received positive response from several employees and encourage feedback or suggestions regarding the safety measures applied throughout the facility.

Social distancing and proper hygiene remain the most effective tool for protecting the safety of workers. Employees are requested to take their own temperature and monitor for symptoms before leaving for work each day. Temperature screening will be provided for those who do not have access to a thermometer. We continue to require that everyone wear masks and wash hands when they enter the facility. A mask will be provided for employees that do not have access to face coverings.

We will communicate the schedule beginning Monday, May 11th on Thursday of next week via the Safe Flight Alert Notification System, on our website (www.safeflight.com/alerts) and by email.

Safe Flight COVID-19 Workplace Guidance

The only proven means to combat the spread of the virus and protect the safety and wellbeing of employees is effective social distancing. Social distancing policies and procedures will be implemented for the facility. The following interim practices and policies will be in place as we ramp up a return to work presence during the COVID-19 pandemic: It is **every employee's** responsibility to adhere to these guidelines.

Health and Hygiene

- **If you are sick, showing symptoms, or have been exposed to someone with the virus stay home** and notify Michele Collins of the reason for your absence in accordance with the April 3rd COVID-19 Leave Benefits.
- If you are showing symptoms during the day, notify your supervisor and leave the facility immediately.
- Employees are requested to take their own temperature and monitor for symptoms before leaving for work each day. For employees who cannot take their temperature prior to coming to work, temperature screening will be available in the Training Room. Contact a supervisor to coordinate.
- **Face masks or coverings are required for all employees.** Please wear your own mask to work.
 - A mask will be provided for those who do not have them on a weekly basis.
- **All employees must wash hands upon entering the facility when arriving at work, and at any time returning from outside of the building.**
- Safe Flight has implemented additional cleaning. Expanded nightly cleaning as well as disinfecting of commonly used surfaces will be conducted throughout the day.
- Gloves must be worn in the cafeteria when touching communal surfaces such as coffee machine, utensils, refrigerators and microwaves.

Social Distancing

- The work schedules have been designed to increase employee separation. Group assignments and schedules will be provided by supervisors.
 - Each group will have designated times for arrival, breaks, lunch and departure.
 - Workers will enter and leave the building in a single file line.
- Employees are to maintain a minimum of 6 feet of distance from others.
- Wherever the required 6-foot separation cannot be guaranteed, employees may be required to use face shields.
- Materials or tools are not to be directly handed to others. Materials and tools must be set down, so that they can be picked up at a safe distance. All meetings should be conducted via WebEx or telecom while in the office. Conference room and cafeteria chairs have been arranged to comply with social distancing.