

COVID -19 Return to work Policies and Procedures

Medic Air Systems, Inc.

As we all return to work at full capacity, it is important that we all stay well informed as to proper protocols and procedures to make this process as safe and seamless as possible. These procedures are in place to keep us all as safe and productive as possible. One way we can all stay informed as a company, is to have a written plan that can be referred to at any time. Below, is the Medic Air Systems Inc. written plan, to get us back to work both full time, and at full capacity.

First and foremost, we at Medic Air Systems Inc., would like to re-emphasize the importance of the below advice. Please continue to follow these suggestions in your everyday lives, and throughout all phases in this plan.

- **Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.**
- **Avoid touching your face.**
- **Sneeze or cough into a tissue, or the inside of your elbow.**
- **Disinfect frequently used items and surfaces as much as possible.**
- **Strongly consider using face coverings while in public, and particularly when using mass transit.**

According to Federal Regulations, our country, on a national scale, will come back to work in three phases. Although not all of the information in every phase has to do with coming back to work specifically at Medic Air Systems, we feel this information is still important to include in our company plan, because all of the below events are tied to our community. Each of the below events are still applicable to each Medic Air Systems employee because, what we do while we are away from work, will still certainly affect our health upon returning to work. We have highlighted the protocols that most affect Medic Air Systems, Inc. and its employees below.

Phase 1:

- **ALL VULNERABLE INDIVIDUALS** should continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.
- All individuals, **WHEN IN PUBLIC** (e.g., parks, outdoor recreation areas, shopping areas), should maximize physical distance from others. Social settings of more than 10 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed.
- Avoid **SOCIALIZING** in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing (e.g., receptions, trade shows)
- **MINIMIZE NON-ESSENTIAL TRAVEL** and adhere to CDC guidelines regarding isolation following travel.
- Continue to **ENCOURAGE TELEWORK**, whenever possible and feasible with business operations.
- Close **COMMON AREAS** where personnel are likely to congregate and interact, or enforce strict social distancing protocols.
- Strongly consider **SPECIAL ACCOMMODATIONS** for personnel who are members of a **VULNERABLE POPULATION**.
- **SCHOOLS AND ORGANIZED YOUTH ACTIVITIES** (e.g., daycare, camp) that are currently closed should remain closed.
- **VISITS TO SENIOR LIVING FACILITIES AND HOSPITALS** should be prohibited. Those who do interact with residents and patients must adhere to strict protocols regarding hygiene.
- **LARGE VENUES** (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under strict physical distancing protocols.
- **ELECTIVE SURGERIES** can resume, as clinically appropriate, on an outpatient basis at facilities that adhere to CMS guidelines.
- **GYMS** can open if they adhere to strict physical distancing and sanitation protocols.
- **BARS** should remain closed.

Phase 2:

- **ALL VULNERABLE INDIVIDUALS** should continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.
- All individuals, **WHEN IN PUBLIC** (e.g., parks, outdoor recreation areas, shopping areas), should maximize physical distance from others. Social settings of more than 50 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed.
- **NON-ESSENTIAL TRAVEL** can resume.
- Continue to **ENCOURAGE TELEWORK**, whenever possible and feasible with business operations.
- Close **COMMON AREAS** where personnel are likely to congregate and interact, or enforce moderate social distancing protocols.
- Strongly consider **SPECIAL ACCOMMODATIONS** for personnel who are members of a **VULNERABLE POPULATION**.
- **SCHOOLS AND ORGANIZED YOUTH ACTIVITIES** (e.g., daycare, camp) can reopen.
- **VISITS TO SENIOR CARE FACILITIES AND HOSPITALS** should be prohibited. Those who do interact with residents and patients must adhere to strict protocols regarding hygiene.
- **LARGE VENUES** (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under moderate physical distancing protocols.
- **ELECTIVE SURGERIES** can resume, as clinically appropriate, on an outpatient and in-patient basis at facilities that adhere to CMS guidelines.
- **GYMS** can remain open if they adhere to strict physical distancing and sanitation protocols.
- **BARS** may operate with diminished standing-room occupancy, where applicable and appropriate.

Phase 3:

- **VULNERABLE INDIVIDUALS** can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.
- **LOW-RISK POPULATIONS** should consider minimizing time spent in crowded environments.
- Employers can resume **UNRESTRICTED STAFFING** of worksites.
- **VISITS TO SENIOR CARE FACILITIES AND HOSPITALS** can resume. Those who interact with residents and patients must be diligent regarding hygiene.
- **LARGE VENUES** (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under limited physical distancing protocols.
- **GYMS** can remain open if they adhere to standard sanitation protocols.
- **BARS** may operate with increased standing room occupancy, where applicable.

These above three phases, as well as any appropriate local government guidelines, and specific company guidelines, may be added to this company response plan at any time. If applicable, any revisions or changes to this response plan will be implemented at Medic Air Systems Inc. as soon as possible. The date and duration of each of the above phases will vary depending on effectiveness.

To stay compliant with proper cleaning and sanitizing of our offices and jobsites, Medic Air Systems Inc. will also be following the “Cleaning & Disinfecting Decision Tool” as well as “Reopening Guidance for Cleaning & Disinfecting” as provided by the CDC, for our cleaning and sanitizing protocols. This information will be made available to our Medic Air Systems cleaning teams.

Medic Air Systems Inc. will assign a cleaning and sanitizing team to be named within the company during this, and any further pandemic that may threaten our companies working practices. The number of employees on the team will range from 1-3 people depending on the scale of the worksite, and the amount of work to be performed. Our goal with these cleaning teams is to provide efficient cleaning and sanitizing of common work areas while minimizing exposure to large groups of employees. Each employee assigned to this cleaning and disinfecting

team, will be provided the proper PPE and Hazmat training pertaining to their individual tasks. SDS sheets will be provided for all chemicals used, as well as: Training, Fit testing, and Respirator maintenance for any respirators used.

At Medic Air Systems Inc., the safety of our employees is our top priority. We encourage an open flow of communication between management and each employee. This includes strict reporting requirements of any illnesses as soon as they occur, as well as strict adherence to self-quarantine and social distancing protocols already in place. As we all continue to communicate, and work with each other, we can overcome any emergency pandemic that may come our way.

This plan will be revised and approved annually by Medic Air Systems, Inc. upper management and Company Safety Director.