



CORONAVIRUS (COVID-19) COMPANY POLICY

In this **Coronavirus (COVID-19) company policy**, you'll find all the essential guidelines employees should follow during the coronavirus outbreak and temporary alterations of existing sick leave and work from home policies.

Policy brief & purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This coronavirus policy applies to all of our employees. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Policy elements

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

Sensitization/ Awareness:

We have embarked on and will continue to disseminate information to staff to sensitize and raise awareness on identifying the symptoms of the virus, pre-emptively protecting yourself and colleagues and measures to be taken if you or your colleagues have been exposed to the virus.

Passenger and Staff Screening:

- Staff and passengers are subject to Body temperature checks using Non-Contact Thermometers.
- These checks are conducted by our trained Security personnel upon entering our facility.
- Passengers who are returning, will also be required to comply with screening procedures.

Personal Protective Gear:

- PPE are available for all staff.
- The company has adequate stocks of face mask, gloves, hand sanitizer, hand soap and body suits for use.



- We also stock face masks for customers and visitors who visit the company without their own.

Cleaning and Sanitization:

- Cleaning items are provided through the company for the cleaning and sanitizing of all work spaces.
- Sanitization is done several times daily.
- High traffic areas are washed down regularly.

Hand Wash Stations:

- Additional hand wash stations have been added at our Check-in area and Maintenance hangar.
- Handwash stations are equipped with anti-bacterial hand soap and detergents.
- Several hand sanitizer stations have been erected around the company.

Aircraft Cleaning / Grooming:

- Aircraft are rigorously cleaned and sterilized prior to the first flight of the day and during transit landings throughout the day by our trained groomers.

Signage / Information Guides:

- We have prominently displayed Information guides on Hand Washing techniques and COVID-19 Awareness Flyers at our check-in area, passenger lounge and on Information boards within the facility to promote awareness and healthy hygiene protocols to protect our staff and passengers.

Sick leave arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave.
- If you have a positive COVID-19 diagnosis, you can return to the office *only after* you've fully recovered, with a doctor's note confirming your recovery.

Work from home requests:

- If you are feeling ill, but you are able to work, you can request to work from home **if the nature of your work permits such**. The details of such arrangement will be discussed with you beforehand.
- If you have recently returned from areas with a high number of COVID-19 cases (based on the NCTF announcements), we'll ask you to remain home for 14 calendar days, and return to the work only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request leave. You will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you have to stay at home with your children, request leave.

AIR SERVICES LIMITED

COVID 19 POLICY DOCUMENT



- If you need to provide care to a family member infected by COVID-19, request leave. You'll only be permitted to return to the work 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

Travelling/commuting measures:

- All work trips and events will be minimized as far as possible.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews).
- If you normally commute to the office by public transportation and do not have other alternatives, you can request leave as a precaution.
- If you are planning to travel voluntarily to a high-risk area with increased COVID-19 cases, we'll ask you to stay at home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting leave).

ASL stands committed to providing support on ensuring the safety, security and good health of our passengers and employees.