



COVID-19 AIR TRAVEL GUIDANCE

Black&McDonald

AIR TRAVEL GUIDELINES AND RECOMMENDATIONS

Black & McDonald is committed to protecting the health and safety of all our employees. During the pandemic, travel for business or personal reasons has the potential to increase the risk of virus transmission. To reduce this risk, the company has implemented temporary procedures and protocols for employees to follow when travel is necessary. All employees are required to comply with these protocols and procedures.

Air Travel (For Business):

Air Travel is a unique environment just like many other work locations which present unique challenges, such as:

- Close quarters.
- Large & uncontrolled corridors before & after & in terminals.
- Impossible to make completely sterile.
- Masks required based on proximity

Pre-Fly Hazard Assessment:

Just like we do prior to carrying out a work activity, we need to identify the potential hazards that exist with that activity. Prior to making any work-related travel arrangements, ask yourself the following questions:

- Do I really have to fly or is there another mode of transportation?
- **Do I have senior management approval to fly?**
- Questioning self-attitude: Am I fit for travel?
 - Fit for travel considerations: age, diabetes, obesity, smoking, hypertension, medication & frequency and other personal health factors which elevates the seriousness of catching COVID-19; especially when going to locations which are distanced away from medical services or unavailable.

Pre-Plan Travel:

If travel is scheduled after the above considerations are met, it is now critical to plan for your travel day accordingly, following the protocols below:

- Eat in advance; be self-dependent.
- Bring pre-packaged food in your carry-on.
- Go early and isolate – give yourself plenty of time to get through all required airport screenings.
- Plan your route through the terminals to mitigate lines as best you can.
- Research airport protocols and ensure you can adhere to them
- Most airports and/or airlines have mandated the use of PPE regardless of the ability to physical distance
- Pre-plan destination for hotel accommodations, car rentals/taxi, and interactions for each.
 - Really think it through (some hotels could be closed, etc.).
- Plan extra time for each trip so you are never having to compromise health & safety and take shortcuts.

Business Travel: Black & McDonald and Affiliates:

When travelling on business, the following items are required:

- PPE+ to be no different than working at a site when 6' physical distancing is not available.
- PPE+ to be provided by Black & McDonald and its Affiliates.
- Surgical mask or equivalent, and nitrile/vinyl gloves upon entering terminal until exiting at destination(s).
- Plan for adequate supply of PPE+ for your return trip and/or flight delays.
- Be diligent washing your hands/sanitizing & keep your hands away from your eyes, nose & mouth; repeat –keep washing your hands often! Have personal sanitizer wipes or liquid in permissible limits,, if available.

Personal Travel:

Until the Public Health Agencies and Transportation Officials in Canada and United States retract flying restrictions and advisories, employees must do the following regarding personal travel:

- **Employees shall report pre-flight plans to their supervisor and advise if international travel plans are expected, as mandatory 14-day isolation will apply upon return. Some jurisdictions may have additional control measures that will need to be adhered to. Employees are expected to use and follow safe measures during personal travel.**

AIR TRAVEL INFORMATION AND RESOURCES

As of April 20 The Government of Canada has directed that all travelers (with limited exceptions) MUST have a removable non-medical mask or face covering large enough to cover their mouth and nose during their travel through Canadian airports and in-flight and answer Health status questions. Please see link below.

1. [Transport Canada - COVID-19 Measures](#)
2. [WestJet travel information](#)
3. [Air Canada Travel Information](#)