



## **Cherry Capital Airport COVID-19 Preparedness and Response Plan**

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# Cherry Capital Airport

## COVID-19 Preparedness and Response Plan

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## **Introduction**

COVID-19 has created an unprecedented global challenge, particularly to the aviation industry. The quick spread of the virus has caused governments to rapidly restrict travel and close borders to limit the spread. This has had a drastic and detrimental effect on airports worldwide. A variety of new measures have become a necessity at airports, based on various phases of the pandemic, related medical criteria coming from recognized health authorities, and stages of business recovery. For airport operators, the main principles are to protect the health and welfare of travelers, staff, and the public, to minimize the opportunities for dissemination of communicable diseases, and be able to maintain efficient operations.

In order to properly respond to the Michigan Department of Health and Human Services current State of Emergency order related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, the **Cherry Capital Airport** has developed the following COVID-19 Preparedness and Response Plan (the “Plan”).

This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

## **Essential Critical Infrastructure Functions Workforce Guidance for COVID-19**

The Cybersecurity & Infrastructure Security Agency (CISA), in collaboration with other federal agencies, State and local governments, and the private sector, has issued the Essential Critical Infrastructure Workforce Guidance for COVID-19 response (V4.0 dated December 16, 2020). This advisory identifies workers who conduct a range of operations and services that are typically essential to continued critical infrastructure viability. The industries that essential workers support include, but are not limited to, medical and healthcare, telecommunications, information technology systems, defense, food and agriculture, transportation and logistics, energy, water and wastewater, and law enforcement (ref Appendix A).

Under this guidance, and in conjunction with the Michigan Department of Health and Human Services Emergency Order under MCL 333.2253 as updated, employees not considered part of the essential workforce are encouraged to work remotely when possible and, organizations are encouraged to identify alternative methods for safely engaging in activities that typically required in-person, non-mandatory interactions.

Critical infrastructure workers, or those required to conduct minimum basic operations, may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

The employees of Cherry Capital Airport are considered critical workers under the “Transportation and Logistics” section of the December 16, 2020 CISA guidance document. The airport’s Operations Manager, Operations Supervisors, Maintenance Supervisor and Maintainers are always required on-site to ensure the airport remains operational, safe, and secure. Its Airport Director, Assistant Airport Director - Operations and Maintenance, Assistant Airport Director - Finance and Administration, Security Administrator, Airport Properties Administrator, and Account Specialist can work remotely, if necessary.

## **Cherry Capital Airport Protective Safety Measures**

Cherry Capital Airport realizes that the ever-changing situation related to COVID-19 requires a robust response by airport operators to ensure the safety of passengers, staff, and air operations at airports. To achieve this, the airport has implemented existing health-related contingency plans as described herein, and will adapt to them as necessary, while developing new protocols as future guidance is received via state and local agencies.

### ***Masking Requirements***

In conjunction with updated CDC guidance, effective May 15, 2021, the Michigan Department of Health and Human Services (MDHHS) scaled back requirements associated with emergency order MCL 333.2253 regarding gatherings and face masks. This guidance provides that fully vaccinated persons need not wear a mask in most settings, regardless of whether indoors or outdoors.

Although this change is a welcomed step forward to our daily lives moving closer to normalcy, it should be noted that the CDC and U.S. Department of Transportation (DOT) has indicated that per the President's Executive Order dated January 21, 2021 promoting COVID-19 safety in domestic travel, mandatory requirements for the use of facemasks on certain domestic modes of transportation shall remain in place. These include airports, commercial aircraft, trains, public maritime vessels (including ferries), intercity buses, and all other forms of public transportation as defined in section 5302 of title 49, United States Code.

Current CDC requirements related to the applicability of mask use for transportation is as follows:

- (1) Persons must wear masks over the mouth and nose when traveling on conveyances into and within the United States. Persons must also wear masks at transportation hubs as defined in the Order.
- (2) A conveyance operator transporting persons into and within the United States must require all persons onboard to wear masks for the duration of travel.
- (3) A conveyance operator operating a conveyance arriving at or departing from a U.S. port of entry must require all persons on board to wear masks for the duration of travel as a condition of entering a U.S. port.
- (4) Conveyance operators must use best efforts to ensure that any person on the conveyance wears a mask when boarding, disembarking, and for the duration of travel.
- (5) Operators of transportation hubs must use best efforts to ensure that any person entering or on the premises of the transportation hub wear a mask.

Additional to this mandate, the Transportation Security Administration issued a directive effective February 1, 2021 applicable to all transportation networks across the United States, including airports, emphasizing the requirement and enforcement of the use of face masks. This directive is currently scheduled to be in effect until September 13, 2021.

It is the policy of the Airport to comply first and foremost with all applicable guidelines furnished by the CDC, along with any additional directives provided by the DOT or TSA regarding masking requirements. As such, all NRAC staff members are required to wear a mask as described above while at work and working in an enclosed public space. The airport will provide masks for its employee's use while on duty, as well as to those travelers passing through the airport that may need one.

## ***Employee/Subcontractor Screening Before Entering the Workplace***

All Cherry Capital Airport employees and subcontractors are required to go through a daily screening process prior to beginning their assigned shifts, which is outlined in **Appendix B**. This procedure has been developed in conjunction with the screening process recommendations of the state or local jurisdiction in which the airport resides.

If an employee or subcontractor fails the daily screening process, he or she will be told not to come in until they are able to provide a release from their primary care provider indicating they are no longer at risk of spreading the virus. Their ability to return to work will also be subject to the direction of any current executive or public health orders in place.

In an instance when taking an individual's temperature is necessary, screening personnel will be required to wear appropriate personal protective equipment (face mask, gloves and glasses or a face shield).

## ***Sick Leave***

Any employee working on-site who appears to have a respiratory illness will be separated from other employees and/or sent home. In the event of being sent home, Cherry Capital Airport employees will be permitted to take paid sick leave consistent with the airport's current employment practices.

## ***Remote Work***

There are a select group of employees at Cherry Capital Airport that may be able to work remotely as the circumstances surrounding COVID-19 evolve. These roles include the Airport's Director, Assistant Airport Director-Operations and Maintenance, Assistant Airport Director-Finance and Administration, Security Administrator, Airport Properties Administrator, and Account Specialist. The job duties of these individuals reasonably allow them to work remotely, and they will do so as necessary when applicable state and local guidance requires it.

## ***Visitor Screening***

Visitors to the Cherry Capital Airport offices should not be allowed unless their visit is deemed essential to the operations of the airport or its critical infrastructure function. Any visits to the administration office that are deemed essential will be by appointment only.

Any visitor entering the offices shall be screened following the same question/answer protocol as outlined in **Appendix B**. In addition, each visitor will be required to sign in on the "Visitor and Health Screening Log Sheet", as referenced in **Appendix D**, which provides indication that the required screening has been completed.

If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions, they will not be allowed further access to the building. The visitor will be asked to leave the facility, followed by the initiation of pandemic cleaning protocols for areas the visitor has passed through.

An informational video has been created for visitors to Cherry Capital Airport that provides information on what precautions the airport is taking to battle COVID-19. This video is available for viewing on our website at [www.tvcairport.com](http://www.tvcairport.com).

### ***Enhanced Social Distancing***

Cherry Capital Airport supervision will direct its employees in performing their work in such a way to reasonably avoid coming within six feet of other individuals. Where possible, employees may be asked to relocate, or be provided additional resources to avoid the shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break or lunchroom shall be limited, to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

*See Appendix E for related signage and display examples.*

### ***Enhanced Hygiene***

Cherry Capital Airport employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Various locations are available and identified throughout the facility for frequent hand washing, in addition to locations for access hand sanitizer and tissues. Appropriate disposal receptacles are also provided.

Signage regarding proper hand washing methods, as instructed by recognized health authorities, will be posted in all restrooms. Hand shaking is also discouraged, to prevent the potential spread of COVID-19 and ensure proper hand hygiene.

*See Appendix E for related signage and display examples.*

### ***Enhanced Cleaning and Disinfecting***

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed extensively using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes or sanitizer spray cans, so any commonly used surfaces can be cleaned as necessary both prior to use and afterward.

The Cherry Capital Airport has expanded its standard terminal cleaning practices to include a more robust disinfecting routine to ensure that staff and travelers remain safe. The airport terminal is currently disinfected six (6) times throughout the day. Cherry Capital's airport staff will perform three of these disinfecting shifts throughout the day, while the staff of our janitorial contractor will cover the other three.

If an employee or passenger that has been through the airport in the last 14 days tests positive for COVID-19, a thorough cleaning and disinfection of all areas the individual has been through or in contact with will be conducted.

## **Employees/Subcontractors with Suspected or Confirmed COVID-19 Cases**

### ***Suspected Cases***

An employee/subcontractor will be considered to have a ***Suspected Case*** of COVID-19 under one of the following two scenarios:

- They are experiencing any of the following COVID-19 symptoms:
  - Fever
  - Shortness of breath; and/or
  - Continuous cough.
- They have been exposed to a COVID-19 positive person, meaning:
  - An immediate family member has tested positive for or exhibited symptoms of COVID-19, or
  - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee/subcontractor believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources.
- If experiencing COVID-19 symptoms, seek immediate medical care or advice.
- If in the case of exposure with someone that has tested positive, self-quarantine for **14 days** from the date of last contact with individual. If at the end of these 14 days the person has not tested positive and does not have symptoms, they may return to work.

If an employee/subcontractor qualifies as a ***Suspected Case***, the Cherry Capital Airport will:

- Notify all employees/subcontractors who may have come into close contact (being within approximately six feet for a prolonged period without PPE) with the employee/subcontractor in the past 14 days (while not disclosing the identity of the individual to ensure privacy), and
- Ensure that the employee/subcontractor's work area is thoroughly cleaned.

### ***Confirmed Cases***

An employee/subcontractor is considered a ***Confirmed Case*** of COVID-19 when that person has tested positive for COVID-19, while performing in-person operations in the previous 14 days leading up to the positive test result.

If an employee/subcontractor believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources (Assistant Director of Finance and Administration and Account Specialist) contact of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work by meeting the following three criteria:
  - It has been at least **10 days** from the date of their positive test or since symptoms first appeared, and
  - They have had no fever for at least 24 hours without the use of fever-reducing medication, and
  - Their other COVID-19 symptoms are improving. The loss of taste and smell may last for week or months and would not be considered a reason to continue to isolate.

If an employee/subcontractor qualifies as a **Confirmed Case**, the Cherry Capital Airport will:

- Notify all employees/subcontractors who may have come into close contact with the identified individual (being within approximately six feet for a prolonged period without PPE) in the past 14 days (while not disclosing the identity of the individual to ensure privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees/subcontractors about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

The above protective measures implemented by Cherry Capital Airport are provided for the guidance of its staff and related stakeholders. They are subject to modification at any given time should additional direction or information be provided by the appropriate health agencies to further prevent the spread of COVID-19. The airport will remain diligent in its efforts to ensure the safety of all individuals that pass through our facility doors.

## **Workplace and Public Meeting Requirements**

### ***General Workplace Meetings***

All workplace meetings within Cherry Capital Airport are subject to the Michigan Department of Health and Human Services (MDHHS) Emergency Order MCL 333.2253, and any related amendments thereto. These meetings are also subject to related CDC guidelines and TSA directives as applicable. Currently, workplace meetings can take place in person, provided that all meetings are designed to encourage and maintain physical distancing while ensuring that persons not part of the same group maintain 6 feet of distance from one another to the extent possible. All meetings held on airport property continue to be subject to the **Masking Requirements** section noted above.

### ***NRAC Public Meetings***

Our ability to continue the Northwestern Regional Airport Commission's business is crucial to the continued successful operations of the Cherry Capital Airport. This includes conducting our public commission board meetings as scheduled.

To mitigate the spread of COVID-19 while allowing the commission to continue meet its requirements of conducting public business, the NRAC has put forth Resolution 2020-3 (*see Appendix F*), which is intended to establish rules for authorized participation via remote access by members of the NRAC Board and the NRAC's appointed boards, commissions, or its committeees. This resolution also allows for attendance via remote access by members of the public in the interest of the public health, safety, and welfare during the Coronavirus outbreak, while preserving meaningful access to meetings and communication for the Board and its appointed board, commission, committee members, and members of the public, including members of the press and other news media. This Resolution shall remain in effect so long as authorized by law.

As additional guidance is received regarding our ability to return to in-person public meetings, appropriate accommodations will be made to minimize the risk of the spread of COVID-19, to ensure the health and safety of all participants.

## COVID-19 Testing

As we work through the effects of COVID, it is equally important to focus on efforts associated with minimizing its impacts on travelers through the transfer of the virus. To assist travelers with increasing the awareness of COVID, and in conjunction with the **Travel Points Testing Project** funded through the Michigan Department of Health and Human Services (MDHHS), the Cherry Capital Airport offers free COVID-19 testing services at the airport.

To minimize any inconveniences to air travelers, testing conducted at airports for COVID-19 should be both quick and reliable, with the ability to be scalable over time as demands change. Affordability and ease of use are also key components for making the implementation of testing successful.

The current testing program in place at Cherry Capital airport utilizes the BinaxNOW antigen (quick) test, which provides results via email/text within 30 minutes. Although testing is on a walk-in basis, pre-registration is available to help expedite the process and get the traveler on their way. To ensure passenger levels align with when testing is being offered, assessments of expected passenger traffic are conducted regularly in conjunction with changes in airline schedules. This ensures that the opportunity for travelers to be tested quickly and efficiently will be maximized.



## Vaccination Support

On April 19, 2021, our Governor set the state of Michigan on a pathway to return to normal by unveiling the “MI Vacc to Normal” plan to push forward towards meeting its vaccination goal of 70% of Michiganders ages 16 and older. This plan applies four vaccination-based milestones, which will be used to guide future decisions on rolling back restrictions and enable us to continue a path towards normalcy.

These targeted milestones focus on the percentage of Michiganders aged 16 and older that have received their first vaccine dose. As vaccinations increase, the state will look at scaling back certain public health policies, as these activities become less risky for vaccinated individuals.

To assist with getting Michiganders vaccinated and achieving these state targets, the Cherry Capital Airport is in discussions with the Grand Traverse County Health Department (GTCHD) regarding options for the airport to be set up to provide vaccinations in support of its travelers and the surrounding community. With vaccinations slowing down at fixed-location sites, the GTCHD is looking at establishing alternative outreach clinics that would provide a more convenient opportunity for individuals to get vaccinated, to remain focused on reaching the 70% goal.

The Airport also allows for any of its employees to schedule a vaccination appointment during their normal work hours, as needed.

## **Business Continuity Plans**

To address the aspect of business continuity pieces from an airport system perspective, Cherry Capital Airport has designated a team of COVID-19 Workplace Coordinators. This group consists of its Assistant Airport Director - Operations and Maintenance, Assistant Airport Director - Finance and Administration, Airport Properties Administrator, and Operations Manager. This groups key focus includes, but is not limited to:

- Working with airport management in cross-training employees to perform essential functions if key employees are absent, to ensure continuity in the operations of the airport.
- Identify alternate supply chains for critical goods and services in the event of supplier disruption.
- Develop an emergency communication plan to convey critical messages to employees, constituents, and stakeholders related to the crisis at hand.

## **APPENDIX A**

### **CRITICAL INFRASTRUCTURE WORKERS**

Consistent with the December 16, 2020 CISA guidance document (v4.0), critical infrastructure workers include essential workers found in each of the following sectors:

- a. Health care and public health.
- b. Law enforcement, public safety, and other first responders.
- c. Education
- d. Food and agriculture.
- e. Energy.
- f. Water and wastewater.
- g. Transportation and logistics.
- h. Public works and infrastructure support services.
- i. Communications and information technology.
- j. Other community-based government operations and essential functions.
- k. Critical manufacturing.
- l. Hazardous materials.
- m. Financial services.
- n. Chemical.
- o. Defense industrial base.
- p. Commercial facilities.
- q. Residential/shelter facilities, housing and real estate, and related services.
- r. Hygiene products and services.

Cherry Capital Airport's critical infrastructure workers fall under sector (g), Transportation and logistics. These workers include the following:

- Airport Director
- Assistant Airport Director, Operations and Maintenance
- Assistant Airport Director, Finance and Administration
- Airport Properties Administrator
- Account Specialist
- Security Administrator
- Operations Manager
- Operations Supervisors
- Maintenance Supervisor
- Airport Maintainers

Cherry Capital Airport's essential workforce also incorporates a select list of contract workers. These include armed security guards, firefighters, janitorial staff, and parking lot personnel.

## **APPENDIX B**

### **DAILY SCREENING OF EMPLOYEES FOR POTENTIAL RISK OF SPREADING COVID-19**

#### **Screening Steps**

Airport Operations Supervisors will screen all Operations and Maintenance employees as they enter the SRE building at the start of each shift for the potential risk of spreading COVID-19.

Airport Operations Supervisors will screen airport administrative staff before they begin their work on the airport's campus for the potential risk of spreading COVID-19.

Airport Operations Supervisors will screen NRAC sub-contract employees before they begin their work on the airport's campus for the potential risk of spreading COVID-19. Our sub-contractors are: ARFF Contractor, Janitorial Contractor, Security Contractor, and Parking Contractor.

#### **Screening Operations and Maintenance Staff**

Meet each staff member at the start of their shift to receive their COVID-19 screening. Maintain social distancing.

#### **Screening Airport Administration Staff**

You will receive a phone call from an administrative staff member letting you know they are on site and requesting a COVID-19 screening.

#### **Screening NRAC Sub-Contract Workers**

Screening Security Contractor: The security guard will check in for each shift via phone. The guards may be running split shifts. Let the security guard know that any other guard(s) that comes in for the day will need to check in with airport operations for COVID-19 screening.

Screening Janitorial Contractor: Each janitorial contractor will call to check in for their shift and ask to be screened for COVID-19. If they forget to check in, follow up with a phone call.

Screening ARFF: The firefighter will call the Operations phone at the shift change over each day to receive there COVID-19 screening.

Screening Parking Contractor: Each parking attendant employee will call the Operations phone at the beginning of their shift to receive their COVID-19 screening. If you do not receive a call, please follow up with the parking both and screen the parking attendant employee.

Note: Contract workers hours are subject to change without notice.

#### **Screening Guests**

Each guest entering the SRE building must be screened for COVID-19 before they are able to enter the building.

**Make this statement:**

"Good morning/afternoon! As you know, COVID-19 continues to evolve quickly. We are screening all employees (or sub-contractors) for potential risks of COVID-19 to ensure the health and safety of everyone."

**Ask these Questions:**

1) Do you have, or have you had in the past 24 hours any of the following symptoms: fever/feverish, new, or worsening cough, shortness of breath, sore throat, or digestive symptoms such as diarrhea or vomiting?

Yes      No

2) Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?

Yes      No

If "No", the individual has passed screening question 2.

If "Yes", ask the individual if they have been fully vaccinated for COVID-19.

If "Yes", the individual has passed screening question 2.

If "No", the individual has failed screening question 2.

3) Have you failed to comply with any of the Michigan Health Department's current Epidemic Orders?

Yes      No

4) Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?

Yes      No

**How to Respond:**

If the individual answers NO to all questions, they have passed the screening and can begin working.

If the individual answers YES to any screening questions, with the exception to question 2 for fully vaccinated individuals, or refuses to answer, they have failed the screening. Keep the individual away from others and send them home immediately. Instruct the individual to self-isolate and to contact their health provider or 911 if needed.

Contact the Operations Manager or Assistant Airport Director of Operations and Maintenance.

**Communication:**

Report your findings in the Daily Activity Report by simply writing:

"All staff members/sub-contract workers were screened for COVID-19 and all individuals passed the screening".

Or

"All staff members/sub-contract were screened for COVID-19, an individual(s) that was screened failed the test. That individual was sent home. CS or DS was contacted".

**Promote and practice these healthy habits to prevent the spread of COVID-19**

- Wash your hands with soap and warm water for 20 seconds. If unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve.
- Immediately throw away used tissues in the trash, then wash hands.
- Clean and disinfect frequently touched surfaces, such as doorknobs, handles, light switches, tables, toilets, faucets, sinks and cell phones.
- Avoid touching common surfaces in public places -- elevator buttons, door handles, handrails, etc. Use elbows or knuckles to push buttons/door handles when you do not have a tissue or sleeve to cover your hand/finger.
- Make sure others in your household, or anyone you are regularly in close contact with, follow these precautions.

**NORTHWESTERN REGIONAL AIRPORT COMMISSION  
VISITOR AND HEALTH SCREENING LOG SHEET**

APPENDIX C

# VISITOR AND HEALTH SCREENING LOG SHEET

## APPENDIX D

### CORONAVIRUS READY RESPONSE KIT FOR NOVEL CORONAVIRUS SYMPTOMATIC CREW MEMBER OR PASSENGER

The U.S Department of Transportation, Federal Aviation Administration issued Safety Alert for Operators (SAFO) 20009, which addresses the following subject:

#### ***COVID-19: Updated Interim Occupational Health and Safety Guidance for Air Carriers and Crews.***

This alert provides guidance for the Northwestern Regional Airport Commission's (NRAC) Response to Readiness. The NRAC has prepared a Coronavirus Ready Kit to be used when responding to crew or passenger(s) who are showing symptoms of the Novel Coronavirus. Included in this kit are various items such as personal protective equipment (PPE) and cleaning agents for NRAC staff members to use while responding to symptomatic individual(s) or responding to the area that a symptomatic person(s) had recently dwelled.

To reduce the risk of exposure, please follow the important health and safety instructions outlined in the scenario below:

***Scenario: Aircraft at terminal gate. Pilot in Command or Flight Crew has determined through company guidance that an individual(s) on their aircraft meets the criteria for a person under investigation for the Novel Coronavirus. The individual(s) is showing symptoms of the Novel Coronavirus.***

1. When receiving the initial communication ask the person making the report to hold the symptomatic individual(s) on the aircraft or at the gate. Ask that the symptomatic individual(s) is kept no less than 12 feet from other nearby non-symptomatic persons.
2. Make contact with the Grand Traverse Central Dispatch (GTCD) by calling 911 or 231-922-4550 (non-emergency number). Inform GTCD of who you are and why you are calling. Inform the dispatcher that there is a Novel Coronavirus symptomatic individual(s) on an aircraft at the airport. Ask the dispatcher to call the Grand Traverse County Health Department via the Hotline and let them know of our situation. Note: The Michigan Interim 2019 Novel Coronavirus (COVID-19), Persons Under Investigation (PUI)/Case Report Form is attached to this Memo for guidance on assessing a symptomatic individual.
3. Call the Assistant Airport Director of Operations and Maintenance, the Operations Manager, or Airport Director to report the incident. Expect to receive additional guidance.
4. Retrieve the Coronavirus ready kit which is located in the ambulatory room (Room # 135A) of the terminal building. The ready kit will contain the following:

6	N95 Respirator Masks	3	Simple Respirator Dust Masks
4	Tyvek Suits	4	Splash Resistant Safety Goggles
1	Box of Large Latex Gloves	4	Rolls of Paper Towel
4	Cans of Lysol Disinfectant Spray	2	Cans of Foaming Germicidal Cleanser
1	2 oz. Bottle of Hand Sanitizer Gel	4	Bio-Hazardous Bags for Waste

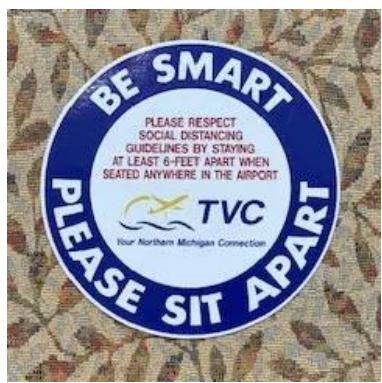
5. Remove the PPE from the ready kit and place the PPE on your person. Give PPE to any other person that is assisting with the incident. There will be enough PPE for four (4) individuals to assist.
  - a. Tyvek Suit
  - b. N95 respirator mask
  - c. Splash resistant safety goggles
  - d. Rubber gloves
6. Locate the symptomatic individual(s). Ask the individual(s) to place a simple respirator mask (dusk mask) over their nose and mouth.
7. Depending on the direction from either the Assistant Director of Operations and Maintenance, the Operations Manager, or the Airport Director you will do one of three options:
  - Option 1 - Simply ask the individual(s) to exit the terminal and drive directly home. Advise the individual(s) to contact their doctor as soon as possible and self-quarantine at home. Use Lysol disinfectant spray to disinfect the symptomatic individual(s) path from the gate to the location where the individual(s) exits the terminal. Do not allow the individual(s) to touch anything while they are making their way through the terminal.
  - Option 2 - Relocate the individual(s) to the Coronavirus quarantine room. ***Note: The Coronavirus quarantine room is in the car rental break room (Room # 118A) directly behind the car rental offices.*** Do not allow anyone to come into contact with the symptomatic individual(s) or into the quarantine room without wearing proper PPE. Use Lysol disinfectant spray to disinfect the symptomatic individual(s) path from the gate to the quarantine room. Do not allow the individual(s) to touch anything while they are making their way to the quarantine room.
  - Option 3 – This option is for an individual(s) that is displaying **respiratory distress**. This means that the person is actively sneezing or coughing. Escort the individual(s) directly outside using the closest gate to the ramp. Keep the individual(s) under close surveillance while in this area, as it is the secured area of the airport. Use Lysol disinfectant spray to disinfect the symptomatic individual(s) path. Do not allow the individual(s) to touch anything while they are making their way to the ramp. The first responder(s) will evaluate the symptomatic individual(s) at this location and transport, as necessary.
8. Wait for the Traverse City Fire Department (TCFD) and other mutual aid to respond and assist as needed.
9. The Assistant Airport Director of Operations and Maintenance or the Operations Manager will contact the terminal cleaning contractor for additional hazardous cleaning services.

Grand Traverse Health Department Contacts:

- Mike Lahey: **231-335-6070** or **231-409-6327**
- Wendy Hirshberger: **231-995-6101** or **231-409-4731**

Munson Medical Center Emergency Room: **231-935-7834**

**APPENDIX E**  
**BUILDING SIGNAGE AND DISPLAYS**



## Clean Hands Save Lives!

- It is best to wash your hands with soap and warm water for 20 seconds.
- When water is not available, use alcohol-based products (sanitizers).
- Wash hands before preparing or eating food and after going to the bathroom.
- Keeping your hands clean helps you avoid getting sick.



### When should you wash your hands?

- Before preparing or eating food
- After going to the bathroom
- After changing diapers or cleaning up a child who has gone to the bathroom
- Before and after caring for someone who is sick
- After handling uncooked foods, particularly raw meat, poultry, or fish
- After blowing your nose, coughing, or sneezing
- After handling an animal or animal waste
- After handling garbage
- Before and after treating a cut or wound
- After handling items contaminated by flood water or sewage
- When your hands are visibly dirty

### Using alcohol-based sanitizers

- Apply product to the palm of one hand.
- Rub hands together.
- Rub product over all surfaces of hands and fingers until hands are dry.



### Washing with soap and water

- Place your hands together under water (warm if possible).
- Rub your hands together for at least 20 seconds (with soap if possible).
- Wash your hands thoroughly, including wrists, palms, back of hands, and under the fingernails.
- Clean the dirt from under fingernails
- Rinse the soap from your hands.
- Dry your hands completely with a clean towel if possible (this helps remove the germs). However, if towels are not available it is okay to air dry your hands.
- Pat your skin rather than rubbing to avoid chapping and cracking.
- If you use a disposable towel, throw it in the trash.





## APPENDIX F

### **NORTHWESTERN REGIONAL AIRPORT COMMISSION RESOLUTION 2020-3**

#### **RESOLUTION ESTABLISHING RULES FOR REMOTE ATTENDANCE AND PARTICIPATION BY COMMISSION AND COMMITTEE MEMBERS AND MEMBERS OF THE PUBLIC AT MEETINGS DUE TO CORONAVIRUS PANDEMIC**

WHEREAS, on March 10, 2020, Governor Whitmer declared a state of emergency as a result of the Coronavirus outbreak; and

WHEREAS, on March 11, 2020, the World Health Organization declared the Coronavirus outbreak a pandemic; and

WHEREAS, on March 13, 2020, the President declared a National Emergency as a result of the Coronavirus outbreak; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) has issued Interim Recommendations for COVID-19 Community Mitigation Strategies; and

WHEREAS, such strategies include encouraging staff to tele-work when feasible and implementing social distancing measures as feasible, including limiting in-person meetings, and to limit large work-related gatherings; and

WHEREAS, such strategies include encouraging staff to tele-work when feasible and implementing social distancing measures as feasible, including limiting in-person meetings, and to limit large work-related gatherings; and

WHEREAS, PA 228 of 2020 was enacted by the Michigan legislature and approved by the Governor on October 16, 2020, allowing for remote meetings in certain circumstances; and

WHEREAS, to the NRAC desires to implement MDHHS's mitigation strategies, allow the Commission and its appointed boards, committees, or commissions to continue public business, and to allow the public to attend meetings of the NRAC and its appointed committees remotely, consistent with compliance with PA 228 of 2020, the NRAC desires to establish rules to authorize and allow its members and members of the public to attend meetings of the NRAC and its appointed committees by telephone or other electronic means as set forth in the Resolution:

NOW THEREFORE BE IT RESOLVED, that the NRAC immediately authorizes its members and members of its appointed committees, and members of the public to attend all meetings of the NRAC or its committees by telephone or other electronic means and establishes rules as follows:

**A. NOTICE OF MEETINGS:**

1. For every meeting to be held remotely pursuant to this Resolution, the Secretary or designee shall post on the homepage of the NRAC's website in a conspicuous location and at the NRAC's office, the following:
  - a. An explanation of why the NRAC or committee is meeting remotely.

- b. Contact information for all members along with information about how the public may contact the member(s) to provide input on any business that will come before the NRAC or committee.
  - c. The dial-in conference number or other necessary information for members of the public to utilize to access the meeting remotely.
  - d. The agenda for the meeting at least 18 hours prior to the meeting.
  - e. Procedures by which persons with disabilities may participate in the meeting.
2. If any meeting includes a public hearing, all material that will be considered by the NRAC or committee at the public hearing shall be posted or linked on the homepage of the NRAC's website in a conspicuous location as well as available for inspection at the NRAC's office, not less than 18 hours prior to the public hearing or as otherwise required by law. This provision shall not apply to written public comments received by the NRAC or committee for the public hearing.

B. CONDUCT OF THE MEETING BY MEMBERS:

1. The telephone or other electronic technology being utilized shall allow the member to communicate to any other member in attendance and any member of the public or staff attending and shall allow any member, any member of the public, or staff attending to communicate with any member attending.
2. A members' remote attendance shall be considered attendance for the purpose of establishing a quorum.
3. Any vote by a member participating remotely pursuant to this resolution shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a member remotely.
4. If any member is participating remotely, all votes on any matter shall be taken by roll call vote.
5. Adjournment of a meeting shall occur only on a roll call vote of the NRAC or committee.
6. A member participating remotely shall disclose any person or persons present in the same room as the member during their remote attendance and if attending remotely for a purpose other than military duty, the member's physical location by stating the county, city, township or village and state or country from which they are attending remotely.
7. For closed sessions conducted under this policy, each member and authorized attendee of the closed session shall not allow anyone else to hear or view the closed session. All members and authorized attendees of the closed session shall affirm, before the closed session begins, that they are in compliance with this subsection.
8. Emails, texting, or other forms of electronic communication by or between members during the meeting shall not be allowed.

9. If an email, text, or other form of electronic communication is received by a member, the NRAC or committee prior to the meeting or during the meeting related to any item on the agenda for the meeting, the email, text, or other electronic communication shall be read by the NRAC or committee or the member receiving the communication during the agenda item and it shall be addressed by the NRAC or committee as appropriate during the meeting.

C. ATTENDANCE BY MEMBERS OF THE PUBLIC AND RULES FOR PUBLIC COMMENT:

1. Immediately after calling the meeting to order, the chair of the meeting shall insure that the dial-in number or other means of conducting the meeting remotely is working. If the dial-in number or other means of conducting the meeting remotely is not working, the meeting shall be immediately adjourned by the chair of the meeting without any decision or deliberation on any matter.
2. If the dial-in number or other means of conducting the meeting remotely is working, attendance shall be taken for all persons attending, including members of the public. If the number of persons in attendance, including NRAC or committee members, exceeds 250 persons, the meeting shall be immediately adjourned without deliberation or a decision on any matter except to adjourn the meeting. If members of the public remotely join the meeting during the course of the meeting, they will be asked, but not required, to identify themselves and shall be added to the public attendance list for the meeting. No member of the public shall be required to identify themselves except as necessary to permit the person to participate in public comment.
3. If any member of the public is attending remotely, each member of the public shall be provided an opportunity to provide public comment during public comment immediately following approval of the agenda, immediately preceding commissioner comments on the agenda, and prior to NRAC or committee action on any matter requiring a public hearing.

Public comment following approval of the agenda shall be for public comment on any items on the agenda or general public comment on any matter related to the Airport. Public comment immediately preceding the commissioner comment on the agenda shall be for general public comment on any matter related to the Airport. Public comment in connection with a public hearing should be limited to comment on the matter for which a public hearing is being held.

The opportunity for public comment shall be given by the chair of the meeting or such other person as designated by the chair asking each individual attending by name whether they have any public comment (the "Roll Call Method") or such other method to ensure each member of the public attending has an opportunity to provide public comment as allowed by the remote meeting platform being utilized.

- a. Roll Call Method. If the Roll Call Method is utilized, the chair of the meeting or person designated by the chair shall not move to the next name or person for public comment unless the person verbally confirms that they have no comment or there is no response after at least thirty (30) seconds. At the conclusion of the Roll Call Method, the chair or person designated by the chair will inquire whether there is any further public comment

of any member of the public attending that had not been called. Any member of the public not already called desiring to give public comment shall be permitted to provide public comment.

- b. Other Method. If another method for providing public comment is utilized as allowed by the remote meeting platform, the chair or person designated by the chair shall utilize such methods as necessary to ensure all members of the public attending the meeting have an opportunity to provide public comment and shall not close public comment until the chair or person designated by the chair has ascertained that no member of the public has any further public comment.

If any member of the public is attending, and a closed session is called by the NRAC or committee as permitted by the Open Meetings Act, a separate call in number or other electronic means of remotely participating shall be available for the NRAC or committee to utilize for a closed session that is not available to the public, the chair of the meeting shall clearly indicate at what point in the agenda the closed session will occur, the projected length of the closed session, that the public will not be able to hear the NRAC or committee or provide comment during the closed session, and the NRAC or committee shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.

This Resolution is intended to establish rules for and authorize participation by remote access by members of the NRAC Board and the NRAC's appointed boards, commissions, or committees and attendance by remote access by members of the public in the interest of the public health, safety, and welfare during the Coronavirus outbreak while preserving meaningful access to meetings and communication for the Board and its appointed board, commission, and committee members and members of the public, including members of the press and other news media.

In the event of a conflict between this Resolution and the rules of the NRAC Board, its appointed boards, commissions, or committees, the terms of this Resolution shall control.

This Resolution replaces in its entirety Resolution 2020-2.

This Resolution shall be effective immediately and shall remain in effect so long as authorized by law.

Ayes:

Opposed:

I, Kevin C. Klein, Secretary for the NRAC, do hereby certify that on October 27, 2020, the preceding resolution was adopted by the NRAC.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Kevin C. Klein, Secretary

## APPENDIX G

### OTHER RESOURCES

**Cherry Capital Airport COVID-19 Information Page:**

- [www.tvcairport.com/covid-19-information](http://www.tvcairport.com/covid-19-information)

**Governor Whitmer's "MI Vacc to Normal" Plan:**

- [www.michigan.gov/whitmer/0,9309,7-387-90487-558091--,00.html#:~:text=LANSING%2C%20Mich.,ages%2016%20years%20or%20older.](http://www.michigan.gov/whitmer/0,9309,7-387-90487-558091--,00.html#:~:text=LANSING%2C%20Mich.,ages%2016%20years%20or%20older.)

**MDHHS Gatherings and Face Mask Emergency Order MCL 333.2253:**

- [www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-560465--,00.html](http://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-560465--,00.html)

**Requirement for Face Masks on Public Transportation Conveyances and at Transportation Hubs**

- [www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html](http://www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html)

**Michigan Occupational Safety & Health Administration Emergency Rules (MIOSHA) – May 24, 2021**

- [www.michigan.gov/documents/leo/MIOSHA\\_COVID\\_Emergency\\_Rules\\_726100\\_7.pdf?ct=t\(EMAIL SPECIAL ALERT 5 24 21\)](http://www.michigan.gov/documents/leo/MIOSHA_COVID_Emergency_Rules_726100_7.pdf?ct=t(EMAIL SPECIAL ALERT 5 24 21))

**Presidential Executive Order on Promoting COVID-19 Safety in Domestic and International Travel:**

- [www.whitehouse.gov/briefing-room/presidential-actions/2021/01/21/executive-order-promoting-covid-19-safety-in-domestic-and-international-travel](http://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/21/executive-order-promoting-covid-19-safety-in-domestic-and-international-travel)

**CISA Advisory Memorandum on Ensuring Essential Critical Infrastructure Workers' Ability to Work During the COVID-19 Response:**

- [www.cisa.gov/sites/default/files/publications/ECIW\\_4.0\\_Guidance\\_on\\_Essential\\_Critical\\_Infrastructure\\_Workers\\_Final3\\_508\\_0.pdf](http://www.cisa.gov/sites/default/files/publications/ECIW_4.0_Guidance_on_Essential_Critical_Infrastructure_Workers_Final3_508_0.pdf)

**Helpful CDC Guidance:**

- *How to Protect Yourself and Others:*
  - [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf)
- *Stop the Spread of Germs:*
  - [www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf](http://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf)
- *Handwashing Fact Sheet:*
  - <https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>
- *When You Are Sick:*
  - [www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf](http://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf)
- *Guide to Masks:*
  - [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html)
- *Guidance for Businesses and Employers:*
  - [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

**Grand Traverse County COVID-19 information:**

- [www.gtcousmi.gov/2231/COVID-19-Novel-Coronavirus](http://www.gtcousmi.gov/2231/COVID-19-Novel-Coronavirus)

**Transportation Security Administration Coronavirus Information:**

- [www.tsa.gov/coronavirus](http://www.tsa.gov/coronavirus)

**Airline Travel Information Regarding COVID-19:**

- American Airlines – [www.aa.com/i18n/travel-info/coronavirus-updates.jsp](http://www.aa.com/i18n/travel-info/coronavirus-updates.jsp)
- Delta Airlines – [www.delta.com/us/en/travel-update-center](http://www.delta.com/us/en/travel-update-center)
- United Airlines – [www.united.com/ual/en/us/fly/travel/united-cleanplus.html](http://www.united.com/ual/en/us/fly/travel/united-cleanplus.html)
- Allegiant Airlines – [www.allegiantair.com/going-distance-health-safety](http://www.allegiantair.com/going-distance-health-safety)

## **APPENDIX H**

### **Cherry Capital Airport COVID-19 PREPAREDNESS AND RESPONSE PLAN Certification by Responsible Public Official**

This is to certify that I have reviewed the Cherry Capital Airports COVID-19 Preparedness and Response Plan and any applicable revisions attached hereto, and to the best of my knowledge and belief:

1. It complies with the most recent guidelines of the Michigan Department of Health and Human Services Emergency Order MCL.333.2253.
2. The plan is consistent with the guidance of the United States Department of Labor, Occupational Health and Safety Administration titled "Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace."
3. The plan is available on the Cherry Capital Airport's website [www.tvcairport.com/covid-19-information](http://www.tvcairport.com/covid-19-information) and at each Cherry Capital Airport facility where in-person operations take place during the COVID-19 emergency.

**I declare that the foregoing is true and correct.**

Municipality/Entity:      Cherry Capital Airport

Signature: 

Name of Official:      Kevin C. Klein, A.A.E

Title:      Airport Director

Date:      March 3, 2020