



## **COVID-19 HEALTH & SAFETY PROTOCOLS**

Updated 06/19/2020

Venture Travel dba Taquan Air will adhere to the following protocols in order to control the movement of individuals within the business environment in efforts to prevent, slow and otherwise disrupt the spread of the virus that causes COVID-19.

These protocols are subject to change based on the updated information provided by the State of Alaska Department of Health and Social Services.

- I. **State of Alaska Health Mandates:** Adherence to current State of Alaska Health Mandates/Guidance strategies still in effect. Printed copies of the current and superseded State of Alaska mandates are available for review on the Taquan Air service counter.
  - a. **Please contact Taquan Air staff or your local community for details regarding passenger travel.**
  
- II. **Public Areas:** All surfaces are cleaned daily with the following cleaning solutions/materials: Clorox Clean-Up All Purpose Bleach, Clorox Disinfecting Wipes, and Lysol Multi-Purpose Cleaner with hydrogen Peroxide.
  - a. Lobby/ Front Counter/Retail Area:
    - i. **All passengers connecting from another state and are awaiting a negative COVID-19 test result are required to wear a cloth face covering in the Taquan building, and when around staff and guests.**
    - ii. Hand sanitizers are available for customer and employee use in between and after transactions.
  - b. Restrooms:
    - i. Hand washing signage is listed in restrooms outlining proper handwashing procedures from the State of Alaska.
  - c. Public Beverage Station:
    - i. Will be discontinued until such time it is safe to recommence.
  - d. Aircraft:
    - i. **All passengers traveling on flights are required to wear a cloth face covering.**
    - ii. Pilots will wear a cloth face covering at passenger request.
    - iii. Aircraft are cleaned between each passenger flight and daily when only flying Mail/Freight.
  - e. Agent Work Areas/Office:

- i. Social distancing is practiced between agents and guests as aircrafts are unloading and loading aircraft.
- ii. Payments by phone are required for select locations.

III. **Non-Public Areas:** All surfaces are cleaned daily with the following cleaning solutions/materials: Clorox Clean-Up All Purpose Bleach, Clorox Disinfecting Wipes, and Lysol Multi-Purpose Cleaner with hydrogen Peroxide.

a. Dispatch/Freight/Maintenance Area:

- i. Hand sanitizers are available around workstations.
- ii. As a precaution, gloves are worn by employees handling mail and freight. Gloves are interchanged throughout the day to avoid cross contamination.

b. Upstairs/ Administration:

- i. Upstairs restrooms are reserved for upstairs staff members only.
- ii. Hand sanitizers are available around workstations.

IV. **Additional Information**

a. Action Plan:

- i. This COVID-19 Action Plan is available for all customers and staff members to see throughout the facility, as well as on the company website and Facebook Page.

b. Signage:

- i. Proper hand hygiene, cleaning procedures to practice and methods to avoid catching and spreading disease are posted throughout facility.
- ii. Protection that is required and recommended is listed throughout facility.