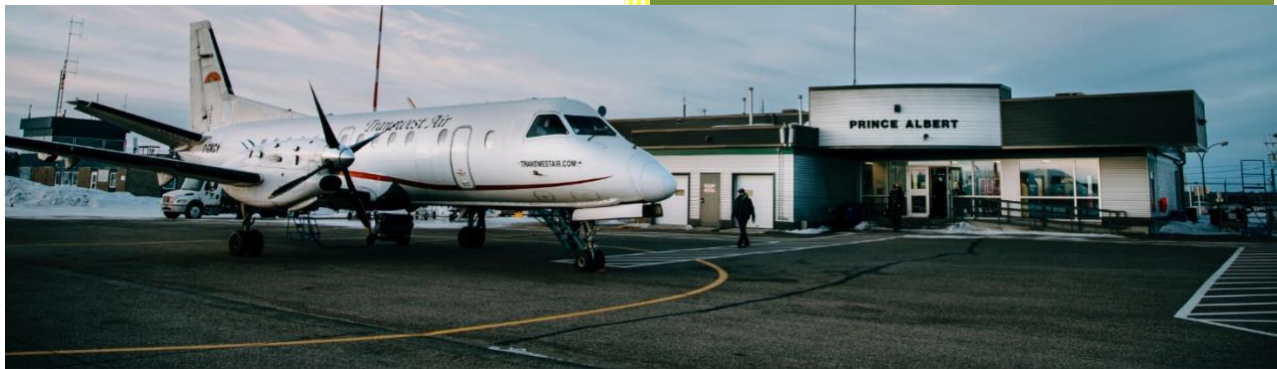




2021

# Air Terminal COVID-19 Safety Plan



Corey Nygaard

12/14/2021

# Air Terminal COVID -19 Safety Plan

## Objective

Guidance for the operation of terminal buildings to achieve a safe operational environment during a pandemic that considers all aspects of operations and the division of roles and responsibilities between the Airport Operator and Airline Operators. Meeting the federal and provincial guidelines for COVID-19; which includes who has access to the building, social distancing measures, and the upkeep of cleanliness and disinfection procedures in place within the terminal building, as well as health measures and the protocols for passengers and staff.

## Risk Assessment

Transport Canada has issued a guidance document “Canada’s Flight Plan for Navigating COVID-19” on May14, 2020. <https://tc.canada.ca/en/initiatives/covid-19-measures-updates-guidance-issued-transport-canada/canada-s-flight-plan-navigating-covid-19> . The attached link is more detailed direction provided by Transport Canada on how the airlines are to manage passengers and employee safety regarding COVID-19. [COVID-19: Guidance Material for air operators managing travellers during the check-in procedure for flights departing from an Aerodrome in Canada](#)

YPA is following the “Canada’s Flight Plan for Navigating COVID-19” which is based on the international standards ICAO, CART Take-off: Guidance for air travel through the COVID-19 Public Health Crisis – Airport Module with consideration of the size and scope of the YPA operation as our risk assessment and mitigation tool.

This plan was last revised to address the requirement of Interim Order Respecting Certain Requirements for Civil Aviation Due to COVID-19, which changes from time to time, for airlines and gateway airports to have a COVID Vaccination policy. The COVID policy requires all staff and passengers without valid exemptions to be vaccinated.

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## TRAVELLING BY AIR IN CANADA? NEW COVID-19 RESTRICTIONS IN EFFECT

**NO traveller** who is symptomatic of COVID-19 will be allowed to fly

**Health Check** consists of questions and visual observation

In order to manage the spread of COVID-19, the Government of Canada has new restrictions in place for air travel

- ✓ **Conducting health checks** of all travellers before boarding;
- ✗ **Denial of boarding on domestic flights** for symptomatic passengers or those who have been refused boarding in the past 14 days due to a medical reason related to the COVID-19 virus, or is the subject of a provincial or territorial or local public health order; and
- ✓ Notification to travellers that they may be **subject to a measure** to limit the spread of COVID-19 taken by the provincial or territorial government at their final destination.

### Pre-boarding identification requirements for domestic air travel

Until June 30, 2020, the Government of Canada is temporarily allowing, for domestic flights only, air carriers to accept government issued identification that has expired after March 1, 2020.

Passengers can show one of the following documents at the boarding gate:

- ✓ One piece of photo identification issued by a Canadian federal, provincial or territorial government with their full name and date of birth, or
- ✓ Two pieces of identification issued by a Canadian federal, provincial or territorial government. Both must have their name and at least one must have their full name and date of birth.

### Denied boarding due to COVID-19 symptoms?

- ✗ Go immediately to a place where you can **self-isolate for 14-days**, and use **private transportation** such as a personal vehicle
- ✗ Practice **physical distancing** by staying 2 metres (2 arm lengths) away from others
- ✗ Practice **frequent hygiene**, including **proper hand washing and coughing and sneezing into your elbow or a tissue**
- ✗ When available, wear a mask to protect others
- ✗ Get more information about provincial and territorial services at: [www.canada.ca/coronavirus](http://www.canada.ca/coronavirus)

### AVAILABLE COVID-19 RESOURCES

Government of Canada: 1-833-784-4397 or [www.canada.ca/coronavirus](http://www.canada.ca/coronavirus)

- Alberta: 811
- British Columbia: 811
- Manitoba: 1-888-315-9257
- New Brunswick: 811
- Newfoundland and Labrador: 811 or 1-888-709-2929
- Northwest Territories: 911
- Nova Scotia: 811
- Nunavut: 1-888-975-8601
- Ontario: 1-866-797-0000
- Prince Edward Island: 811
- Quebec: 1-877-644-4545
- Saskatchewan: 811
- Yukon: 811

No person should board a flight if feeling ill as they could potentially put others at risk.

Should you develop symptoms such as a fever, cough or difficulty breathing while in flight, please notify the flight crew immediately.

Government of Canada / Gouvernement du Canada	Canada
<p><b>Removable non-medical masks / face coverings SHOULD:</b></p> <ul style="list-style-type: none"> <li>✓ Be made of at least 3 layers*Note: Asterisk Instructions Regarding Assessing Non-Medical Masks or Face Coverings. There is no expectation to have passengers remove their mask to verify that there is a specific number of layers beyond "multiple" layers (which means more than one layer); a visual verification is sufficient to assess whether the requirements appear to be met. Air carriers can refer to the "Acceptable vs Not Acceptable Non-medical Mask of Face Covering" Poster that has been developed by Transport Canada. End note: 2 layers should be made of tightly woven fabric (such as cotton or linen) and between these layers should be a layer of a filter-type fabric</li> <li>✓ Be large enough to completely and comfortably cover the nose, mouth, and chin without gaping</li> <li>✓ Allow for easy breathing</li> <li>✓ Fit securely to the head with ties or ear loops (non-medical masks covering a person's beard or secured around a headwear (e.g. turban) are also considered acceptable)</li> <li>✓ Be comfortable and not require frequent adjustments</li> <li>✓ Be changed as soon as possible if damp or dirty</li> <li>✓ Maintain its shape after washing and drying</li> </ul>	<p><b>Removable non-medical masks / face coverings SHOULD NOT:</b></p> <ul style="list-style-type: none"> <li>✗ Be placed on children less than 2 years old</li> <li>✗ Be placed on anyone who is unconscious</li> <li>✗ Be placed on anyone unable to remove them without assistance</li> <li>✗ Be placed on anyone with a medical certificate indicating they should not wear a mask</li> <li>✗ Be made exclusively of plastic sheeting, lace or mesh, or materials that easily fall apart (e.g., tissues)</li> <li>✗ Be shared with others</li> <li>✗ Impair vision or interfere with tasks</li> </ul>

## BRING IT AND WEAR IT

Beyond this point, all persons are required to wear a non-medical mask or face covering, unless they have a medical certificate stating that they can't wear one.

All non-medical masks or face coverings must be made of multiple layers of tightly woven material (such as cotton or linen) and be secured to the person's head with ties or ear loops. When wearing a non-medical mask or face covering, one must ensure their nose, mouth and chin are fully covered.



Canada.ca/coronavirus

Within the cabin of the aircraft, during the enplaning and deplaning 2m social distancing is not achievable to maintain and passengers are required, by Transport Canada, to wear a non-medical mask.

The terminal check-in pre-boarding, boarding and deplaning area is essentially an extension of a passengers travel on an aircraft. The intent of the current provincial public health safety objectives can best be met by making masks mandatory in all public areas.

The Prince Albert Terminal building occupancy was assessed by the Fire Inspector at 190 persons (posted in the check-in area).

- If at any time there are significant flight delays the airline will make alternative arrangements for waiting passengers to maintain capacity for terminal social distancing.
- The terminal entrances are not monitored by the City for building occupancy, vaccination status or donned mask compliance. However, the measures within this safety plan indicate that the Terminal will meet the intent of building occupancy capacity and provide some social distancing guidelines or other precautions to reduce COVID-19 exposure risks.

# Air Terminal COVID -19 Safety Plan

## Airport / Air Operator Division Responsibilities

The airport operator does not staff or monitor the airport terminal building for daily passenger operations. The air operators (airlines) who use the terminal, manage their passengers and related cargo throughout the entire journey from check-in to deplaning and baggage/cargo claim.

<b>Terminal Operation Responsibilities</b>	<b>Airport</b>	<b>Airline</b>
<i>Cleaning and Disinfection</i>	Contract Janitorial - Public Areas	Leased areas as per tenant's standards
<i>Physical Distancing or Donned Masks</i>	Signs and Procedures	Monitoring Compliance
<i>Staff Protection</i>	Not Applicable	As required by Airline Policy
<i>Airport Terminal Access</i>	Signs and Procedures	Close terminal during non-flight hours
<i>Passenger Vehicle Parking</i>	Normal Process. Cleaning of Pay Stations and or ParkMobile Touchless option	Not applicable
<i>Low or Touchless Check-in</i>	Not Applicable	As required by Airline Policy
<i>Passenger Screening</i>	Not Applicable	As directed by Transport Canada – Health Checks and Airline Policy
<i>Passenger Food Services</i>	Vending machines only. Cleaning of machines	As required for charter flight delays
<i>Security Screening</i>	Not Applicable	Not Applicable
<i>Terminal Public Announcements</i>	PA system maintenance only	Reminders and Notifications
<i>Passenger Boarding / Deplaning</i>	Not Applicable	As directed by Transport Canada
<i>Gate / Aircraft Equipment</i>	Not Applicable	As required by Transport Canada
<i>Terminal Occupancy Management During Flight Delays</i>	Not Applicable	As required by Airline Policy
<i>Facility Air Filtration</i>	City Facilities Department	Not Applicable

## Mitigation Procedures

- Masks are required within all public areas of the terminal including the Pre-Boarding, Boarding & Deplaning Area; Posters at the gate and foyer entrance will identify the areas access is to limited to passenger and staff only and masks be worn in accordance with Transport Canada requirements.



- Check-in Area; as an additional measure, floor markings or barricades will be configured to achieve 2m distancing and efficient queuing for check-in.



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- Staff and Passenger interactions outside of the check-in counter shield will require masks be worn by air operator staff and passengers / cargo customers. Wearing of masks by airline staff in the restricted access areas is governed by their staffing policy.



- Passenger or Cargo Security Screening is not required by Transport Canada for the regional domestic flights departing YPA.
- The Waiting Room Area has, barriers between back to back rows to enhance social distancing. The local airlines have engaged local bus lines and have arranged to have them come to the airport and transport passenger's offsite. The airlines have arranged with a local facility to hold those passengers transported.
- Outdoor Waiting Areas; There are picnic tables on groundside in front of the terminal. However, since cleaning for disinfection of the wooden table surfaces is not practical and exterior social distance signage would need to be deployed the airport operator reserves the right to deploy or remove tables as resources allow. There is no designated smoking area due to building entrance and ventilation restrictions. The outdoor public sidewalk space does not have any notifications of social distancing.
- Vending Machines, Parking Pay Stations etc. will stay in operation; depending on medical conditions and extended delays this food/drink service is essential. All such vending machines will have signs posted "high touch surfaces are cleaned 3 times a day" for passengers to use at their own risk. Sign Locations are identified in Appendix A.

## **High Touch Surfaces are cleaned 3X Per Day**



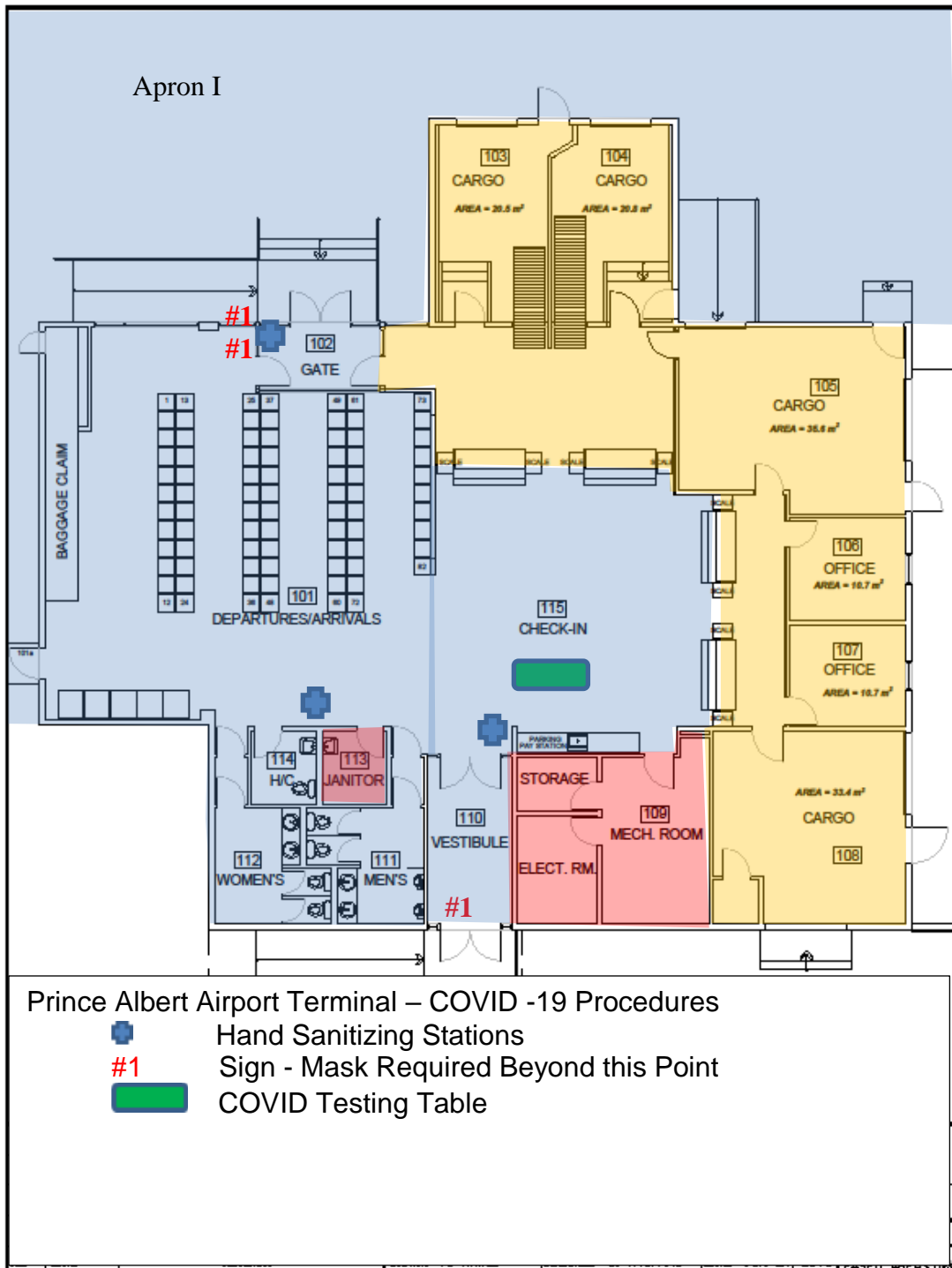
- All reading materials have been removed from their display cases.

The following terminal diagram indicates the different areas of the building use and touch points;

- Red – Mechanical Electrical, Restricted Area - Airport Maintenance Staff Only
- Yellow – Airline lease Areas – Restricted Area – Airline Safety Policy
- White – Check-in / Cargo Drop Off & Pick Up Area
- Blue – Pre-boarding, Boarding and Luggage Claim Area



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## Passenger Health Checks

It is the responsibility of the air operator to perform passenger health check screening, vaccine status verifications, exemption verifications and denial of boarding as per the Transport Canada interim order guidance material.

At this time Transport Canada does not require temperature checks at YPA as part of the passenger health check screening process. However, Rise Air flights are requiring temperature checks be conducted at check-in to allow boarding their aircraft.

## Hygiene

There are three (3) hand sanitizer stations within the terminal. They are strategically placed at touch point transitions such as the groundside entrance, boarding area and the airside gate.

The facility is equipped with three washrooms for hand cleaning within the seating area for passengers and staff.

Low touch / Touchless Options; the entrance door is equipped with an automated opener for low touch operation. The airside gate will be opened by airline staff during boarding or returning flights. Parking can be paid for via cellphone with the ParkMobile app.

The mining corporations are providing the required Personal Protective Equipment (PPE) for their charter passengers at the entrance of the terminal, to be managed by the airline.

The contract janitorial staff will perform enhanced the cleaning of common areas within the Airport Terminal for of high touch surface areas. This would include commonly touched hard surfaces such as:

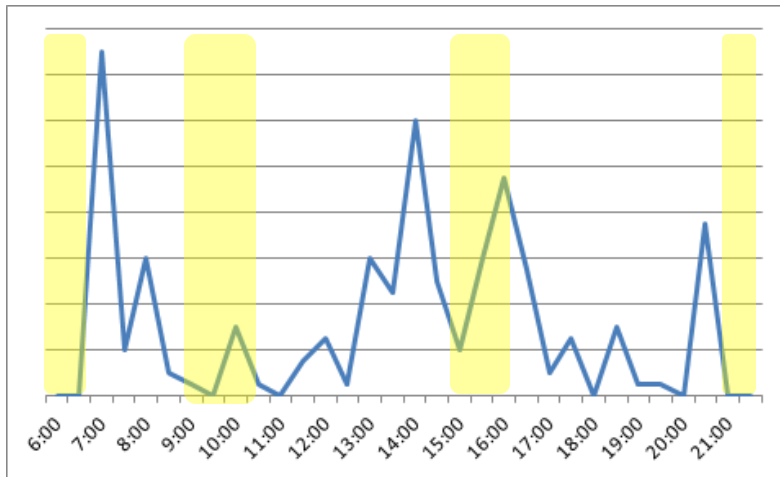
- Washroom fixtures and drinking fountain
- Hand Rails
- Door Knobs
- Waiting Room Chairs
- Vending machines including cellphone charge Station & ATM
- Taxi - Pay Telephones
- Light Switches

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They will use disinfectant product available and methods that meets the Public Health Agency of Canada recommendations.

The airlines are addressing the customer check-in counters, restricted areas medical declaration and PPE tables other with their own resources.

Cleaning will be performed at least three (3) times per day to address peak flows of passengers through the terminal.



The terminal building's heating ventilation and air-conditioning (HVAC) does not have a return air system requiring the Merv-13 filter for return air recommended by Transport Canada. The HVAC system draws fresh air from outside using normal particulate filtration.

### Public Notice

The Transport Canada requirements for air travel are posted on the airport website and bulletin boards within the terminal entrance. The airline is responsible to notify their passengers of the requirement to facilitate a pre-screening health check and for the use of non-medical masks within the terminal and during the boarding / deplaning process.



# Air Terminal COVID -19 Safety Plan

**Airline Operator Contact Information – YPA Terminal**  
(306) 764-4931

## **Airport Operator Contact information**

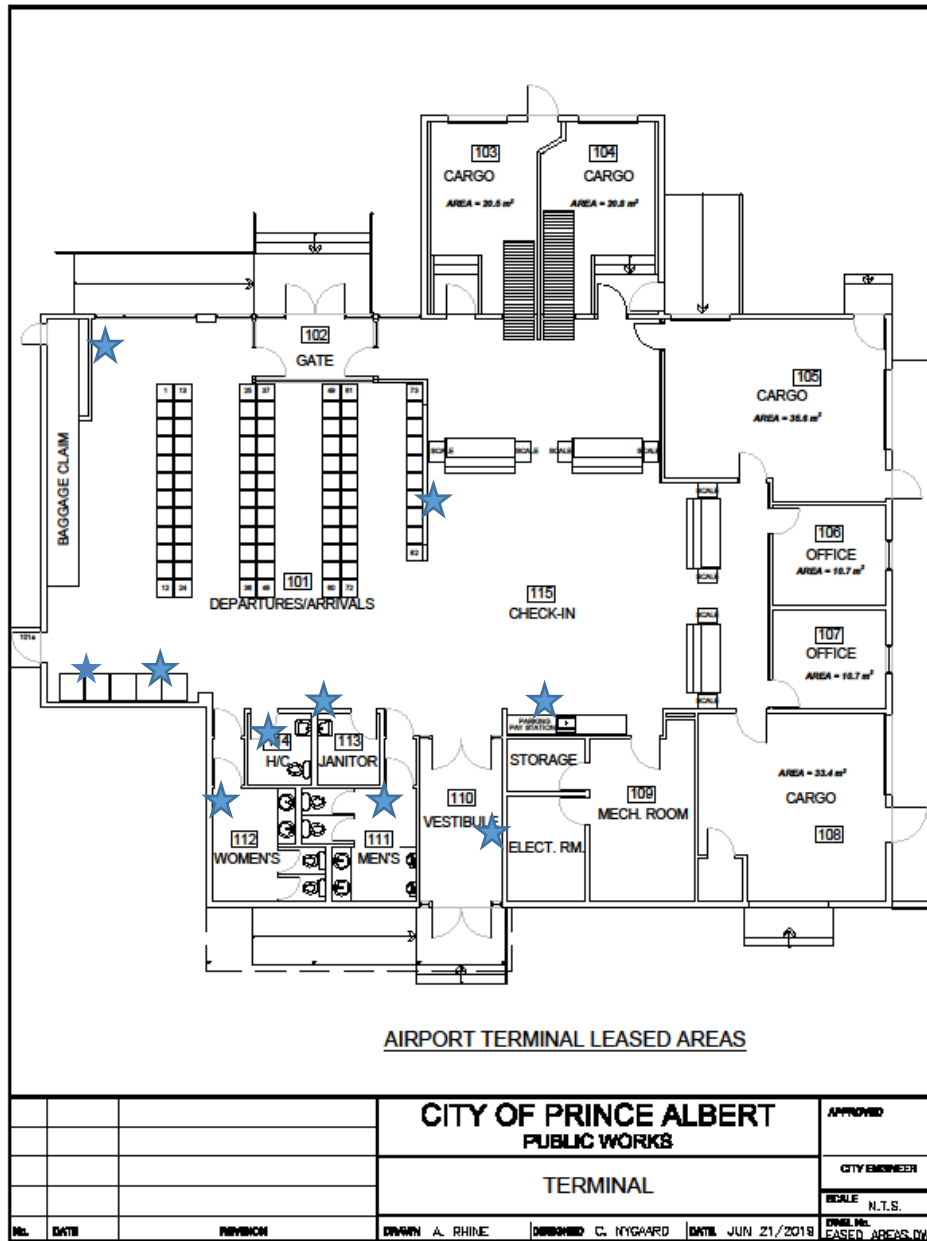
Corey Nygaard, Airport Manager

Phone: (306) 953-4966

Web: <http://www.princealbertairport.com>

# Air Terminal COVID -19 Safety Plan

## Appendix A – Cleaning Frequency Sign Location



Water Fountain / Taxi Phone	Change Machine
Parking Pay Station	Food & Drink Vending
Washrooms	Vestibule Bulletin Board
ATM / Phone Charger	