



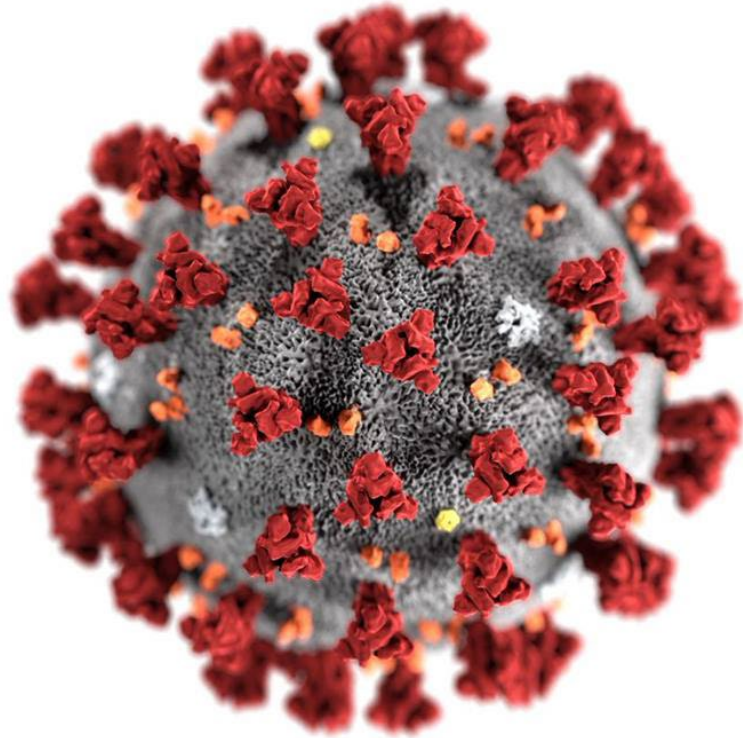
CORONAVIRUS EMPLOYEE INFORMATION SESSIONS

March 2020

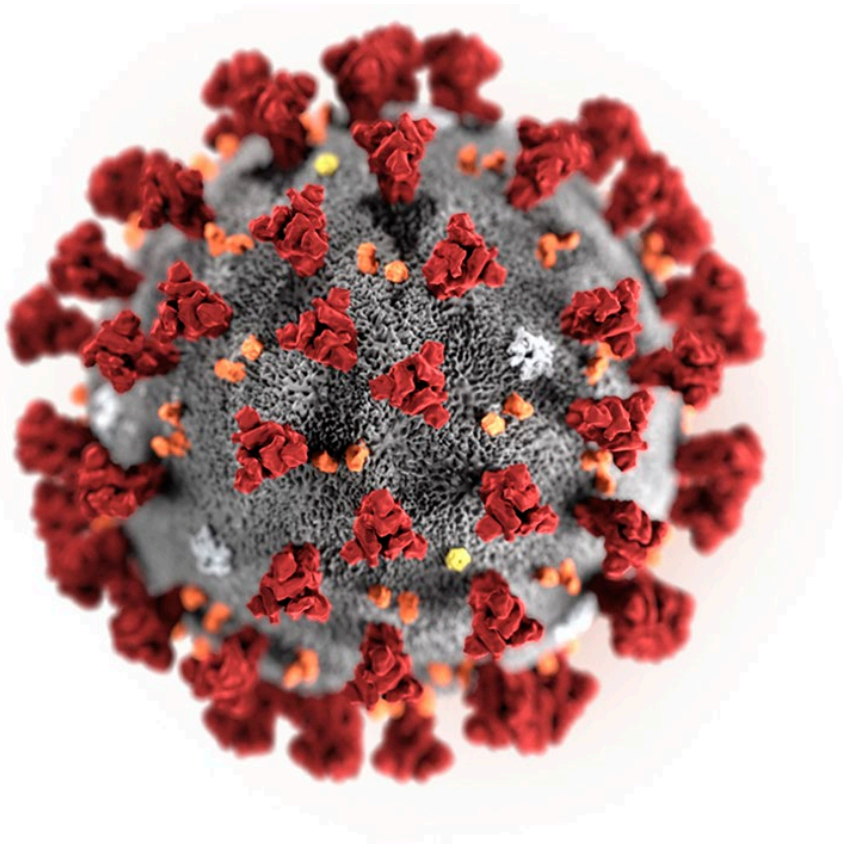
WELCOME

- First: Keep calm and wash your hands!
- Today's Purpose:
 - Reminders on CDC recommendations
 - Update on Port actions to keep you safe
 - Review relevant Port policies
 - Share what to do if you get sick
 - Answer questions

WHAT IS NOVEL CORONAVIRUS (COVID-19)?

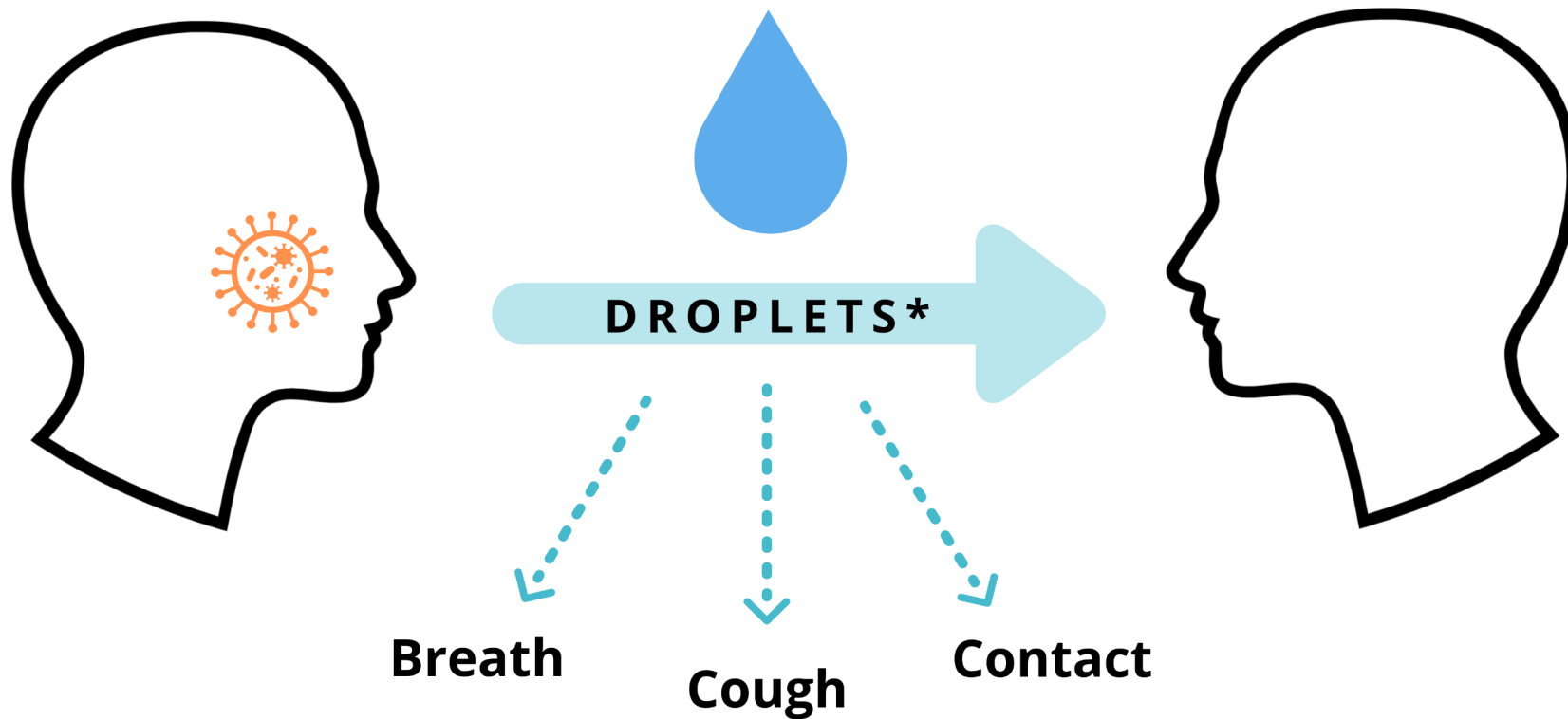


WHAT IS THE RISK?



- Currently, risk in US is low
 - 109 Reported cases in the U.S. (as of 3/5/2020)
 - 49 Repatriated Cases
- Most people have mild illness
 - 11 Deaths in the US
 - Risk factors for illness may include:
 - Older age
 - Underlying chronic medical conditions

HOW DOES THE CORONAVIRUS SPREAD?



** Droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.*

STEPS TO REDUCE RISK OF SPREAD



Wash hands



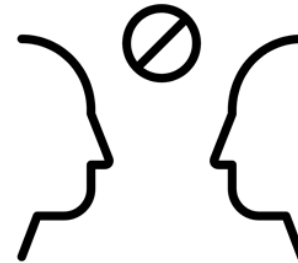
**Avoid touching
mouth, eyes, nose**



**Cover your
mouth/nose**



**Stay home when
you are sick**



**Avoid contact with
people who are sick**

CDC FACEMASK RECOMMENDATIONS



- CDC does **NOT** recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
- Common surgical masks block the droplets coming out of a sick person from getting into the air, but they are not tight enough to prevent what's already in the air from getting in.
- While N95 masks are more effective, they are difficult to use without training. They must be fitted and tested to work properly.



CDC FACEMASK RECOMMENDATIONS



- Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others.
- The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings. (at home or in a health care facility)

WHAT ARE THE SYMPTOMS?

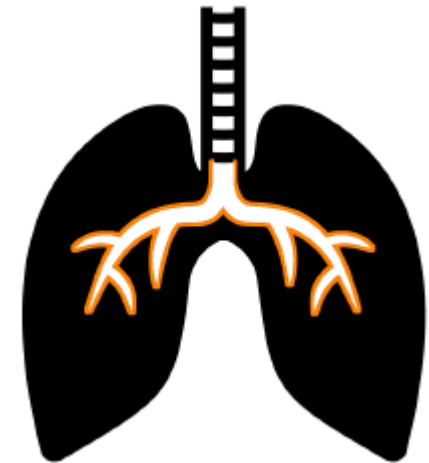
Fever



Cough



Difficulty Breathing



People who have been diagnosed with novel coronavirus have reported symptoms that may appear in **as few as 2 days** or **as long as 14 days** after exposure to the virus.

WHO SHOULD SEEK MEDICAL EVALUATION?



Those who are ill with a fever, cough, or difficulty breathing AND:

- Have traveled from China in the last 14 days

OR

- Have been identified by Public Health as a recent close contact of confirmed 2019-nCoV case

FEDERAL GOVERNMENT TRAVEL AND QUARANTINE MEASURES

- 11 designated airports with quarantine facilities and enhanced screening procedures for coronavirus



2019
nCoV
CORONAVIRUS

HEALTH ALERT: Travelers from China
There is an outbreak of respiratory illness in China.

Travelers are required to be monitored for up to 14 days after leaving China.

Travelers should stay home and monitor their health within this 14-day period.
A health official will contact you to give additional instructions.

Take your temperature with a thermometer 2 times a day and watch your health.

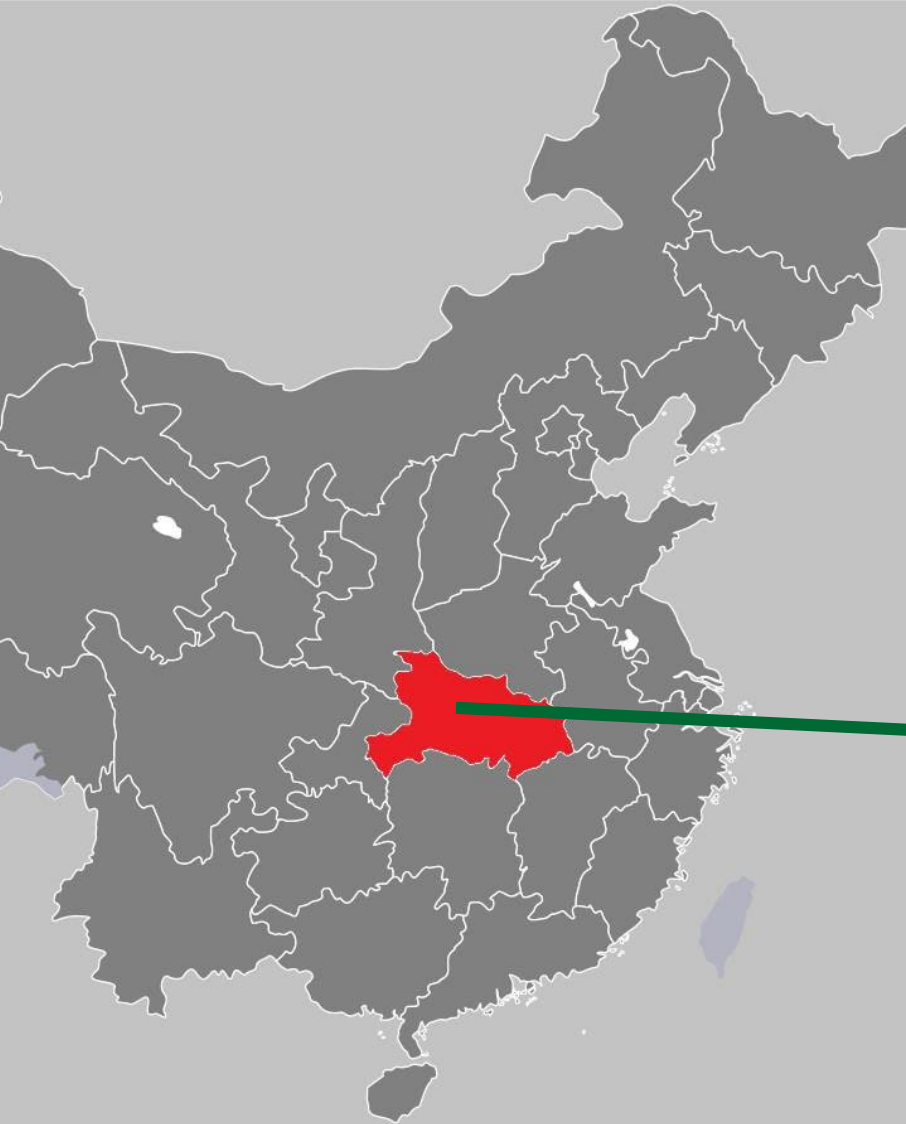
If you develop a fever (100.4°F/38°C or higher), cough, or have difficulty breathing:

- Call your health department for advice before seeking care.
- If you can't reach your health department, call ahead before going to a doctor's office or emergency room.
- Tell them your symptoms and that you were in China.

For more information: www.cdc.gov/nCoV



WHO IS IMPACTED BY QUARANTINE?



Those who have been in mainland China in the past 14 days:

- Health screening at designated airports and self-quarantine

Those who have been in Hubei Province in the past 14 days:

- Mandatory quarantine

PREPARING FOR WIDER SPREAD IN THE US

Continuing to spread in other countries increases the likelihood of greater spread here.

It's good to plan now for what to do if many people become ill:

- How to keep your organization running if employees are sick or if their children can't go to school or childcare
- Encourage plans for neighbors and friends to help each other if someone is sick



SEA CLEANING PROTOCOLS

Cleaning at SEA: professional janitorial contractors

- The airport has contracted janitorial staff who clean, sanitize and disinfect assigned areas of the airport.
- The designated cleaners at SEA are trained in bio-hazard cleaning protocols.
- Different colors of Microfiber cleaning cloths are used to prevent cross-contamination.

Focus on High-Touch Points:

- High touch points are cleaned daily and include: ticketing kiosks, parking ticket pay stations, escalator hand rails, elevator buttons, stairwell doors, door handles and hand rails, checkpoint lanes, seating outside checkpoints, Gate Hold Room seating, tables, charging stations, windows, glass doors, restroom stall door knobs, dispenser knobs, food court tables and chairs, card readers, walls and all other highly used surfaces people put their fingers and hands.

SEA CLEANING PROTOCOLS

Daily Cleaning: thorough & deep

- Deep cleaning occurs each night during non-busy operation hours, all surfaces in the restrooms are cleaned and sanitized.
- The custodial contractors use hospital grade disinfectant for cleaning the fixtures, doors and floors.
- Entire areas of the terminal including fixtures and floor in Gate Hold Rooms, Food Courts, Checkpoints, Ticketing, skybridges, hardstands, hallways get wiped down, vacuumed, spot treated and scrubbed with floor machines.
- All stairwells, doors elevator caps, escalator and all high touch points get cleaned and sanitized.

SEA CLEANING PROTOCOLS

Frequent Cleaning: based on volumes

- Depending on the passenger volume, areas get cleaned every 20 minutes to every 2 hour cleaning cycles in the terminal.
- Employee areas are serviced 1-3 times on each shift covering all 3 shifts depending on the volume of the space usage.

Gate Hold Rooms: cleaned after each enplanement

- Custodians also clean the surrounding areas including inside jet bridges and walkways to the hardstand.

DISINFECTING AREAS WHEN COVID-19 IS DETECTED

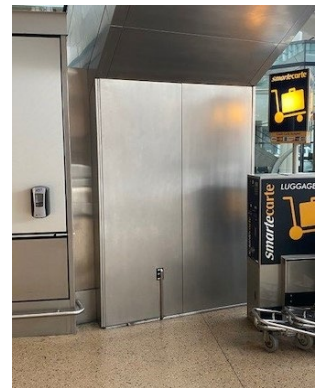


- Custodial crew arrives to the site within 10 minutes of notification with bio-hazard clean-up kits and in Personal Protective Equipment.
- Kits are used to clean up, contain and transport any bi-hazard material to a designated bio-hazard container located outside the terminal.
- All surrounding areas will be wiped down with fast acting disinfectant wipes with accelerated hydrogen peroxide technology that eliminates the virus less than 1 minute.
- The surfaces need to be remained damp for the disinfectant do its work.

LOCATIONS WITH HAND SANITIZERS

Current Touch-Free Hand Sanitizer Locations

- 40+ hand sanitizers at FIS in SSAT
- 2 Hand Sanitizers at Baggage Claim 1
- 2 Hand Sanitizers at Baggage Claim 7 above the STS Station from SSAT
- Hand sanitizers at each Employee Screening Checkpoint and North Employee Portal pass the card readers and doors
- AOB Baggage Claim Level Elevator Lobby



LOCATIONS WITH HAND SANITIZERS

Future Hand Sanitizer Locations – each entry and exit point

1. Checkpoints secure side, 34 total at each exit queue
2. Checkpoints non-secure side, at each entry queue
3. Rental Car bus stops at queues
4. 3rd floor garage – TNC, Uber and Lyft areas at each queue
5. Common use Ticket kiosks areas
6. Cruise Lot Lobby and Bus stop
7. ACC
8. Credential Center
9. Ramp Tower
10. North Employee Parking bus stop – outside the shelters, 1 each at 3 Shelters
11. Inside all common use jet bridges
12. Inside all other jet bridges
13. Common use gates
14. Skybridges

GUIDANCE FROM COMMUNICATIONS TEAM

- Visit www.portseattle.org/news/traveler-updates-coronavirus-response for the information and resources we are sharing with the traveling public.
- Follow the Port and SEA on social media.
 - Facebook: @PortofSeattle and @flySEAairport
 - Twitter: @PortofSeattle and @flySEA
- Please feel welcome to share any official communications with your social media networks.
- Direct all media inquiries to our PIO team at 206-787-6801.
- Anticipate regular and proactive external communications from our team.

RELEVANT PORT POLICIES

- **HR-5** Leave or your Collective Bargaining Agreement
- **EX-9** Workplace Disruption and Employee Compensation
- **HR-15** Alternative Work Arrangement Program Policy and Procedure for non-represented employees
- **HR-28** Public Health Emergency Case Management - not activated at this time

PORT ACTIONS TO KEEP YOU SAFE IN THE WORK PLACE

- Additional cleaning in Pier 69, airport and other facilities.
- HR-15 policy. Expand days telecommuting up to 5 days a week (instead of 2). Suspend restrictions on probationary employees as well as employees with performance ratings below “Strong.” Not all jobs are eligible for telecommuting.
- Currently collecting information from leaders on those positions that are eligible for telecommuting and key essential personnel in the event of activation of our COOP.
- Travel for Port business is suspended for those traveling to CDC high risk areas (China, Iran, Italy, S. Korea). Employees may elect not to travel to any destination. For any business travel, employees are expected to comply with any CDC guidance for travel in impacted areas.

HR-15 AWA POLICY - DETAIL

- Can be used as a preventative measure to limit exposure, especially in cases of underlying medical conditions (you or someone you care for). No medical note is required.
- Can be used when taking care of a sick family member.
- Can be used when you are symptomatic and still able to work.
- Workplace Disruption Teleworking form (in development) required including manager review and approval. Form located on HR forms site.
- If telecommuting, employees are expected to document when they start and when they stop as well as the work accomplished.

WORKPLACE DISRUPTION

- If a Port facility is closed during an employee's work shift, employees may be released to leave early provided doing so will not have an adverse effect on emergency operations or business continuity.
- When employees are not able to work due to workplace disruption, they may choose to take one of the following pay alternatives:
 - Accrued paid time off (PTO)
 - Leave without pay (LWOP) if accrued PTO is not available
 - Other paid leave options per applicable labor contracts.

NOTIFICATION IF YOU ARE ILL

- If you feel ill while at work notify your manager by email, text or phone that you are leaving work for the day because you are ill.
- If you are at work and you are able to telework, take relevant materials with you. Limit in-person communication to essential discussions as you leave the building.
- If you need to call in sick from home, call, text or email your manager.
- Call in every day to update your supervisor of your status.
- If you are given an official diagnosis of COVID-19, let your supervisor know immediately.

ADDITIONAL PREPARATIONS

- Plan for back-up childcare in the event that there are school closures
- Have extra food on hand in the event it is difficult to get to the grocery store due to illness
- Check to see that you have appropriate medical supplies such as Advil, Tylenol
- Check to make sure you have enough prescription medications

ADDITIONAL SUPPORT

- Employee Relations: Cynthia Alvarez *at 206-787-4508*, Sanders Mayo *at 206-787-6335*
- FMLA or Port Paid Family Medical Leave: Jeniann Kaelin *at 206-787-3365* or Sheri Chipperfield *at 206-787-7041*.
- Port Sponsored Benefits: Tammy Woodard *at 206-787-3277* or Sandra Spellmeyer *at 206-787-3846*
- Employee Assistance Program (EAP): (888)993-7650



**KEEP
CALM
AND
WASH YOUR
HANDS**

QUESTIONS?

APPENDIX

- Frequently Asked Questions

FAQS

Q: Can I apply for FMLA and/or the Port Paid Family Medical Leave Program?

A: Yes. The Port's FMLA benefits are administered by Sedgewick (formerly known as York). The number to call to request FMLA or Port Paid Family Medical Leave is 1-888-436-9530. You can also open or report absences by using their online portal <https://timeoff.yorkrisk.com> If you have questions regarding your eligibility for FMLA or Port Paid Family Medical Leave, please contact Jeniann Kaelin at 206-787-3365 or Sherie Chipperfield at 206-787-7041.

FAQS

Q: How is a coronavirus infection treated?

A: A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. You treat a coronavirus infection the same way you treat a cold:

- Drink fluids.
- Get plenty of rest.
- A humidifier or steamy shower can also help ease a sore and scratchy throat.
- Take over-the-counter medicine for sore throat and fever (but don't give aspirin to children or teens younger than 19; use ibuprofen or acetaminophen instead).

FAQS

Q: Why do I need a flu vaccine every year?

A: A flu vaccine is needed every season for two reasons. First, a person's immune protection from vaccination declines over time, so an annual vaccine is needed for optimal protection. Second, because flu viruses are constantly changing, flu vaccines may be updated from one season to the next to protect against the viruses that research suggests may be most common during the upcoming flu season. For the best protection, everyone 6 months and older should get vaccinated annually.

FAQS

Q: What kinds of flu vaccines are available?

A: There are different influenza vaccine manufacturers and multiple influenza vaccine products licensed and recommended for use in the United States.

- Trivalent influenza vaccines (people age 65+)
- Quadrivalent flu vaccines (people age 6 months to 64 years)

FAQS

Q: What should I do if I suspect a staff member is at risk for COVID-19?

A: If a staff member, or administrative personnel shows common symptoms of COVID-19, it is important to place them in a private room away from others and ask them to wear a face mask. Immediately notify your local health department. They will provide you with guidance.

FAQS

Q: If I'm concerned about taking public transportation and have the option to drive, can I get my parking validated if I do not have a Parking Access Card?

A: Yes

Q: Where can I find the Workplace Disruption Teleworking form?

A: HR Forms Compass page