



COVID-19 SAFETY MEASURES

Refreshed guidance for the airport
community



As we approach a full year of living with the pandemic, we can all be proud of the commitment that MAG and its partners have made in keeping our people and all others who work and use our airports safe.

The measures we have taken, combined with the personal responsibility taken by colleagues has helped to minimise the impact of the virus, enabling us to continue to support critical travel and cargo operations at our airports.

With the vaccine roll out now underway across the UK, it would be easy for us to become complacent, however, the advice coming from the expert bodies suggest that new variants of the virus are significantly more transmissible than previous strains and present potentially greater risks, therefore our focus must remain resolute.

In light of the new variants, we have undertaken an end to end review of the control measures we currently have in place across MAG. This review is to ensure these measures remain fit for purpose as well as identifying new mitigations designed to safeguard our colleagues, guests and business partners.

This communication seeks to remind colleagues of the current control measures in place at our airports and the need for reinforced rigour around their application. In addition, we will bring to your attention various amendments to some of these measures and lastly, some new measures we are implementing in light of the new variants to mitigate the increased risk they pose.

It remains our collective responsibility to fight the progress of this virus both at home and at work and I would like to thank you for your ongoing understanding, flexibility and professionalism in the most difficult of circumstances.

Stay safe.

John Farrow
Health & Safety, Fire & Operational Resilience
Director.
MAG



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HANDS CHECKLIST



Thorough and frequent hand washing remains one of the most effective measures against COVID-19.



1) Wet hands with water



2) Apply enough soap to cover all hand surfaces



3) Rub hands palm



4) Rub back of each hand palm of other hand with fingers interlaced



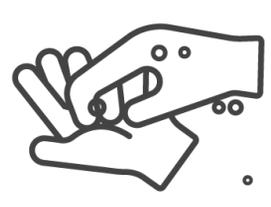
5) Rub pal to palm with fingers interlaced



6) Rub with back of fingers to opposing palms with fingers interlocked



7) Rub each thumb clasped in opposite hand using a rotational movement



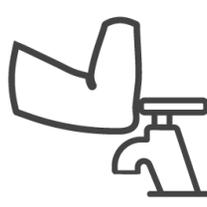
8) Rub tips of fingers in opposite palm in a circular motion



9) Rub each wrist with opposite hand



10) Rinse hands with water



11) Use elbow to turn off tap



12) Dry thoroughly with a single-use towel



13) Hand-washing should take 15-30 seconds

When using hand sanitizer

- Do not use excessive amounts
- Allow 30 seconds for the hand sanitizer to dry
- Do not smoke immediately after use

FACE CHECKLIST



Type IIR mask

Face masks are mandated for all colleagues, partners, suppliers and passengers on the airport's campus.

Face masks should cover both nose and mouth at all times.

Face masks are proven to minimise the transmission of the virus.

- The wearing of face masks is mandatory for all individuals working and travelling at the airport.
- It has been mandated that MAG employees must wear Type IIR masks.
- This includes: on all airport buses, inside the terminal building, in back of house corridors and all security facilities.
- Masks are proven to minimise the transmission of the virus. The effectiveness improves with the quality and well fitting masks. Your mask should cover both your nose and your mouth at all times.
- Within your own domain, your own rules can apply, however we strongly recommend the wearing of face masks where social distancing is not possible.
- If you are required to wear respiratory protection for your work this would take precedence over the wearing of a face mask.
- If you are transiting around the site externally, its is also recommended that you wear a face mask.



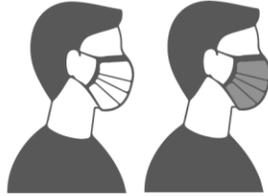
USING A MASK

Change your mask if it gets dirty, wet or damaged, or if you touch the inside of it.

When you take it off to eat or drink, you should dispose of it, wash your hands and replace it with a new one.



Step 1
Use the hand sanitiser or wash your hands



Step 2
Ensure the blue side of the mask is on the outside



Step 3
Locate the metallic strip and place it on the bridge of your nose



Step 4
Secure the strings over your ears



Step 5
Cover your mouth and nose fully making sure there are no gaps



Step 6
Press the metallic strip to fit the shape of your nose



Step 7
Use the hand sanitiser or wash your hands



Face mask placed correctly



Do not touch the mask while using it. If you do, wash your hands



Replace the mask if it gets damp and do not reuse it

Removing Mask



Step 1
Use the hand sanitiser or wash your hands



Step 2
Remove the mask from behind your ears by holding the strings with a clean hand



Step 3
Dispose of the mask in the closed bin without touching the front



Step 4
Use the hand sanitiser or wash your hands

WORKSPACE

It is important to understand that we must all take responsibility for what we do outside of work to minimise the risk of bringing the virus into the airport, this is achieved by following government instructions during lockdown.

Meetings

If you are working in the office, all meetings should be held remotely wherever possible to minimise to face to face contact.

Additional protection for colleagues working in the 2m zone:

In instances where it is difficult to maintain 2m social distancing, additional safety measures such as face shields / screens should be considered.

Critical areas

Unauthorised access to critical operational areas including Fire Stations, ATC, Control Rooms is strictly prohibited without exception.

Customers

We have mandated that all passengers wear face masks at the airport.

In an instance where a passenger is not wearing a face covering and is not displaying an exemption lanyard or equivalent, colleagues should ask the passenger to wear a mask

If the passenger refuses or displays anti-social behaviour please report this to the police.

The police are actively enforcing fines for any passengers who refuse to wear a mask.



Help us stay
COVID-
SAFE

Hold
remote
meetings

All
customers
must wear
masks

WORKPLACE

Keeping your distance

Airports present specific challenges in distancing, therefore the wearing of masks, good hygiene and respect for one another's personal space is an even more important when safeguarding against the spread of the virus.

We are continuing to stipulate that only those people who are travelling should come into our terminals, people dropping off or collecting must stay in their vehicle.

Layouts and routes

In some areas we have designated one way systems to help us maintain social distancing wherever possible.

Security measures

In security, we have introduced special measures to limit the amount of contact. You will now place your own pass on the reader and there will be less contact screening and more frequent cleaning regimes.

Vehicles and shared equipment cleaning

It is important to keep shared equipment clean. Please sanitise shared items like radios, vehicles and computers after use. Keep vehicle sharing to a minimum where possible.



WORKPLACE

Enhanced cleaning

There are enhanced cleaning regimes in place across all areas of our airports. Measures include:

New enhanced cleaning teams - Dedicated trained teams who complete deep clean functions on all high risk touchpoints e.g. hand rails, lift buttons, swipe readers, door push plates.

Clorox / CitroX machine – The use of disinfecting electrostatic misting machines, used in high contact areas e.g. buses, security, check- in, trolleys. This cleaning is completed continually throughout the day by a member of the Enhanced Cleaning Team.

Sanitizer stations: sanitizer stations have been installed at key areas and a robust refilling programme has been put in place. Handwashing with soap and water is still the recommended measure, however, these stations add an additional layer of protection.

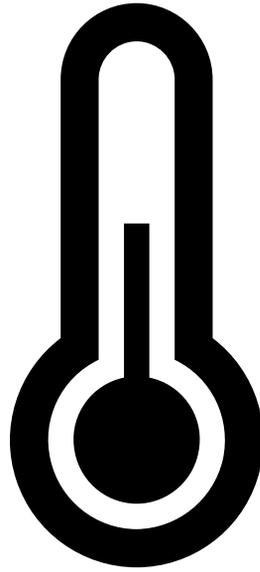
Sanitise
your pass
daily

Wash your
uniform
regularly

Wash your
workwear /
washable
PPE and
wipe down
items like
hard hats.



COVID-19 SYMPTOMS



The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If you have any of these symptoms, follow your organisation's sickness / Covid-19 policy.

WHEN TO SELF-ISOLATE

Please follow the government's guidance on self-isolation.

A reminder of this guidance is if:

- you have any of the coronavirus symptoms
- you've tested positive for coronavirus
- someone you live with has symptoms or has tested positive
- someone in your support bubble has symptoms and you've been in close contact with them since their symptoms began
- someone in your support bubble has tested positive and you've been in close contact with them since they had the test or in the 48 hours prior to their test
- you've been informed through Track and trace you've been in contact with someone who tested positive

Please follow your organisation's sickness / Covid-19 policy if you need to isolate.

If you work for MAG as a contractor please let us know if individuals or teams have to self-isolate.

Please follow
your
organisation's
Covid-19 /
sickness policy
if you need to
isolate

HOW LONG TO SELF ISOLATE

If you need to self isolate please follow government guidance. A reminder of this is:

Positive test result:

10 days from the day your symptoms started or you got a positive test result.

Keep self-isolating if you have any of these symptoms after the 10 days:

- a high temperature or feeling hot and shivery
- a runny nose or sneezing
- sickness or diarrhoea

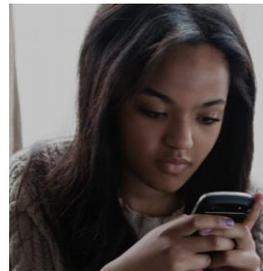
Only stop self-isolating 48 hours after these symptoms have stopped.

A contact tests positive:

If someone you live with or a close contact tests positive, your self-isolation period includes the day their symptoms started (or the day they had the test, if they do not have symptoms) and the next 10 full days.

Government updates.

The guidance on self isolation remains fluid, therefore colleagues are advised to check the media and Gov website for updated and new information.





TEST AND TRACE

The NHS Test and Trace service ensures that anyone who develops symptoms of COVID-19 can be tested to establish if they have the virus

It also helps trace recent **close contacts** of anyone who tests positive for coronavirus and, if necessary, notify them that they must self-isolate at home to help stop the spread of the virus

CLOSE CONTACTS DEFINED

Period of interest: 48 hours before you developed symptoms, or your positive test if you are asymptomatic and the time since you developed symptoms.

Close contact means:

- having face-to-face contact with someone less than 1 metre away (this will include times where you have worn a face covering / mask)
- Specifically:
 - being coughed on
 - having skin-to-skin physical contact, or
 - contact within one metre for at least one minute
- spending more than 15 minutes within 2 metres of someone
- travelling in a car or other small vehicle with someone
- If you live in the same household, or are in a relationship with another colleague who works at the airport

NB: An interaction between 2 people through a perspex (or equivalent) screen, is not considered close contact unless one or more of the criteria above is also met

It is important that we accurately report close contacts so that we keep colleagues safe whilst not causing unnecessary disruption to the operation and workplace.

Thank you for your
ongoing support.

