



Attn: DPHSS (PCOR2Plans@dphss.guam.gov)

Hafa Adai Director DeNourcy -

As an all air cargo carrier, we are considered as essential business and have been operating throughout the shutdown to date into PCOR2 effective May 11, 2020. Asia Pacific Airlines (APA) will continue to implement new policies as developed throughout the shutdown and thereafter.

Employees, Customers & Supplier Policy – No Human to Human Contact Policy

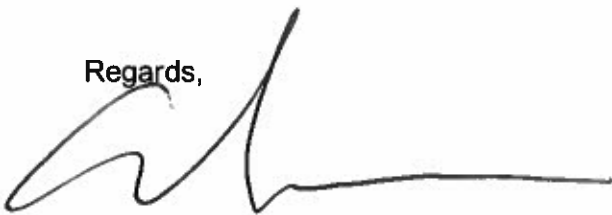
1. Facemasks are required to enter Asia Pacific Airlines premises.
2. No one is allowed to enter APA offices – showing suspected symptoms such as coughing, sneezing & chill.
3. Execute strict social distancing of 6 feet or more whenever / wherever possible.
4. Posted eight (8) precaution measures on entrance door of each department (see attachment).

Customers & Suppliers:

- Our office doors will remain locked. APA office number per department is posted outside entrance door.
- Customers / Suppliers- will be entertained thru phone calls or re-direct which department he or she need to see.
- Signage has been placed at the front door to explain this required procedure for APA.

- In the event an issue be raised by a customer/supplier who refuses to follow procedure, designated management team members have been assigned for additional assistance.
 - All customers are scanned for health and wellness. Any customers / suppliers showing signs of coughing, sneezing, shortness of breath, chills, etc., are requested to leave APA office premises immediately.
5. Incoming Flight Crew – are booked at DPSS approved quarantine hotel. Flight Crew are under strict in room quarantine status.
6. Employees who have symptoms of acute respiratory illness are requested to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
7. Crew operating at destinations outside of Guam execute same “No Human to Human” contact procedures to ensure safety of the crew and the people of their respective origin.

Regards,



Edward H Cho | General Manager
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COVID19-PCOR2

Implementation of New Policy

- 1.No Face Mask – No Entry.
- 2.Wear mask at all time during work.
- 3.Wear hand gloves as needed.
- 4.Hand Sanitizer is available at entrance door. Sanitize as needed.
- 5.Sanitize working area as much as possible.
- 6.Keep social Distancing at all times. At least 6 feet apart.
- 7.Wash your hands often with soap & water for at least 20 seconds.
- 8.All office doors are locked. Department Trunk line are available for service:

APA Main admin / Accounting Dept # 647-0050
647-1909

APA Operations Dept # 647-0038

APA Maintenance Control Hotline # 647-8441

Mobile number will be disclosed as needed if trunk line is not available.

Management:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.