

SUMMIT FACILITY REINTEGRATION PLAN

JANUARY 2021

SUMMIT AIR



SUMMIT
HELICOPTERS



INTRODUCTION	3
1.0 PURPOSE	4
2.0 SCOPE	4
3.0 RESPONSIBILITY & ACCOUNTABILITY	5
4.0 APPROACH	5
5.0 HAZARD ASSESSMENT	5
6.0 HIERARCHY OF CONTROLS	5
INFORMATION FOR OUR EMPLOYEES	6
7.0 SICK LEAVE	7
8.0 RIGHT TO REFUSE	8
9.0 COMMUTE TO AND FROM WORK	9
FACILITY PROTOCOLS	10
10.0 ACCESS REQUIREMENTS	11
11.0 KEY PREVENTION STRATEGIES	12
12.0 BUILDING OPERATIONS	13
13.0 SPACE PLANNING	15
14.0 CLEANING AND DISINFECTING	18
15.0 VISITOR GUIDANCE	19
16.0 EMERGENCY MANAGEMENT	19
17.0 TRAVEL	20
18.0 INFORMATION SERVICES (IS)	21
19.0 FACILITY CLOSURE	22
20.0 NON COMPLIANCE	23
21.0 ORIENTATION	23
22.0 COMMUNICATION	23

INTRODUCTION



1.0 PURPOSE

The number one priority at Summit Air and Summit Helicopters (Summit) is the safety of our people, passengers, clients, and the community. The COVID-19 pandemic has shifted our facility-based workforce to a working from home model. While most jurisdictions are starting to lift their restrictions, the return of our employees to the facility will be a gradual, phased approach.

The Summit Re-integration Plan (Plan) is designed to ensure a consistent, manageable approach in the safe return of our employees to our facilities by :

- jurisdictional government restrictions and guidelines,
- jurisdictional Public Health orders,
- jurisdictional Occupational Health and Safety Authority protocols,
- property management firm requirements, and
- Crisis Management Team and Board of Directors decisions.

This plan may be revised from time to time to reflect the ever-changing environment.

Facilities may exceed the requirements provided in this Plan as identified in its hazard assessments.

If a facility is located in a jurisdiction that has more stringent requirements than set out in this Plan, the more stringent requirements of that jurisdiction will apply to the facility.

2.0 SCOPE

This Plan applies to all Summit facilities, and its employees, visitors, vendors, and service providers.

3.0 RESPONSIBILITY & ACCOUNTABILITY

All employees are responsible to follow the requirements presented in this Plan, in addition to any facility-specific processes.

Managers are also considered employees and hold the additional accountability to ensure the directions given in this Plan are followed by their direct reports.

In smaller facilities where there is no Facility Manager, the responsibilities identified in this Plan will fall on the Facility Designate.

4.0 APPROACH

While Summit never officially closed its facilities, employees whose role allows them to work from home were encouraged to do so with their manager's approval. This decision reduced the number of people at our work locations, allowing for more space for social distancing for those unable to work from home.

The return of our employees back to our facilities and toward the new normal will be gradual and phased based on the assumption that the COVID-19 pandemic will continue until a vaccine is developed and readily available.

Summit will continue to monitor and comply with jurisdictional requirements throughout all three phases.

Phase 1 January 4, 2021 to June 28, 2021	Essential Employees Only <ul style="list-style-type: none"> Employees who are required to be in the facility for essential operations or who are unable to work from home. All other employees to work from home with their manager's approval.
Phase 2 June 28, 2021	Expanded Return <ul style="list-style-type: none"> Hybrid of employees who will continue to work from home and those who will return to the facility. Employees returning to the facility will be identified by their Business Unit Leaders.
Phase 3 To be determined	New Normal <ul style="list-style-type: none"> Limited population will continue to work from home.

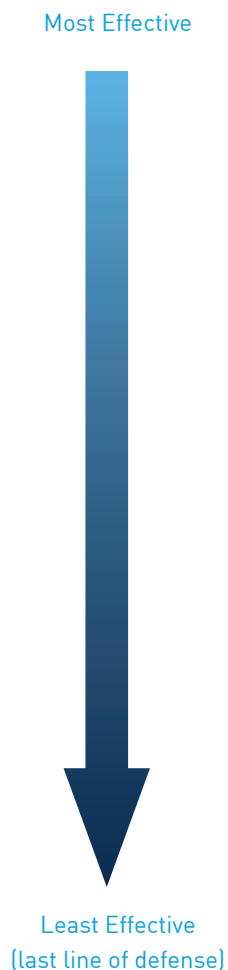
5.0 HAZARD ASSESSMENT

Each facility must complete the [COVID-19 Facility Recovery Plan Template](#) to identify and assess all risk exposure areas specific to their footprint, and identify and apply controls, some of which are presented in this Plan.

All completed hazard assessments must be published on the [COVID-19 Resource Center – Hazard Assessment SharePoint Online](#) document library.

6.0 HIERARCHY OF CONTROLS

To reduce the risk of exposure of our employees to the invisible hazard of the coronavirus, variations of the controls below will be used.



CONTROLS	EXAMPLES (NOT COMPREHENSIVE)
Elimination	<p>Limiting the number of employees at the facility through:</p> <ul style="list-style-type: none"> • Having people work from home. • Rearranging work schedules or workspaces to allow for a 6-feet / 2-meter distance between people
Engineering Controls	<ul style="list-style-type: none"> • Installing a physical barrier (e.g., plexiglass or lengthened cubicle partition) where a 6-feet / 2-meter distance cannot be maintained. • Increasing fresh air flow through the HVAC system
Administrative Controls	<p>Establishing processes to guide employee behavior and actions (e.g., implement sign-in protocol for contact tracing, require employees to complete a self-assessment questionnaire prior to entry, post maximum occupancy limits in common spaces, enhance cleaning and disinfecting high-touch point surfaces, etc.)</p>
Personal Protective Equipment	<p>Requiring the use of a face covering when the previous three controls are insufficient to reduce risk of exposure.</p>

INFORMATION FOR OUR EMPLOYEES



7.0 SICK LEAVE

REPORTING WHEN AT HOME

Employees who are sick must:

- 1 Stay home and rest.
- 2 Call and inform their manager.
- 3 Where symptoms are consistent with COVID-19, take the jurisdictional ([Canada](#) / [US](#)) self-assessment tool for testing and self-isolation guidance.
- 4 Inform their manager of the result if COVID-19 testing was completed.

REPORTING WHEN IN THE FACILITY

Employees who become symptomatic while in the facility must:

- 1 Put on a face covering.
- 2 Inform their manager (maintain a 6-feet / 2-meter distance if reporting in person).
- 3 Discuss with their manager a safe transport home for isolation.
Note: Isolate in designate area, where required.
- 4 Sanitize hands prior to leaving the facility, ensuring a 6-feet / 2-meter distance between themselves and others.
- 5 Where symptoms are consistent with COVID-19, take the jurisdictional ([Canada](#) / [US](#)) self-assessment tool for testing and self-isolation guidance.
- 6 Inform their manager of the result if COVID-19 testing was completed.

Managers must:

- 1 Discuss with the symptomatic employee a safe transport home for isolation. Note: Isolate symptomatic employee in designated area, where required.

In either above scenario, a manager must:

- 1 Refer to the [COVID-19 Reporting Process](#) for guidance.
- 2 Request the employee take the COVID-19 test, where applicable.
- 3 Continue to section [19.0 Office Closure](#) if a confirmed, positive COVID-19 test result is reported.

8.0 RIGHT TO REFUSE

Every employee has the right and responsibility to refuse to perform work if they have reasonable and probable grounds to believe there is an undue risk of injury or illness to any person.

As related to COVID-19, where there are personal circumstances, such as difficulty finding childcare or living with someone who is immunocompromised, Summit will accommodate without undue hardship.

Employees must inform their managers of the specific concern so that it can be addressed. All work refusals will be handled in a manner consistent with the [9.0 General Workplace Rules Standard](#). Where their role allows, managers can arrange for the employee to work from home while the matter is evaluated and resolved in a manner agreeable to all parties.



9.0 COMMUTE TO AND FROM WORK

PUBLIC TRANSIT

While the commute to and from the workplace and the home is not within the course of employment, employees who use public transit are recommended to:

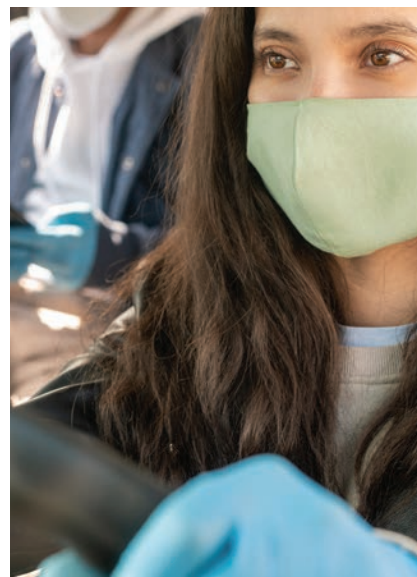
- Wash their hands with soap and water for at least 20 seconds before leaving the house.
- Follow the jurisdictional transit authority's requirements (e.g., entry/exit points, seat distancing, etc.).
- Wear a face covering.
- Limit touching frequently touched surfaces (e.g., ticket machines, handrails).
- Wash their hands with soap and water for at least 20 seconds upon arrival at the workplace



CARPOOLING

While the commute to and from the workplace and the home is not within the course of employment, employees who carpool are recommended to:

- Carpool with members within the same household.
- Wash their hands with soap and water for at least 20 seconds before leaving the house.
- When possible, sit 6-feet / 2-meters apart when riding with members outside the household, or wear a face covering when within the 6-feet / 2-meters distance.
- If possible, improve ventilation in the vehicle by opening windows.
- Wash their hands with soap and water for at least 20 seconds upon arrival at the workplace.



FACILITY PROTOCOLS

How we intend to keep our facilities safe for our employees and the general public.



10.0 ACCESS REQUIREMENTS



HELP US PROTECT YOU AND OTHERS

Please **DO NOT** enter this facility if any of the following apply:

- You have a cough, fever, difficulty breathing or are experiencing flu-like symptoms
- You have had sustained contact with an individual who has:
 - Tested positive for COVID-19
 - Been quarantined by the public health authority due to exposure to COVID-19

We also encourage everyone to:

- Wash their hands frequently with soap and water or use an alcohol-based hand sanitizer.
- Practice social distancing and maintain a 2-metre (6 feet) distance from others

Thank you for keeping our workplace safe.



All facilities must:

- 1 Post entry requirements at the entrance to the building or reception floor.
Signage Reference:: [Help Us Protect You and Others Poster](#)
- 2 Have a sign-in process for contact tracing purposes. This can be by means of a(n):
 - access card if it has tracking capability,
 - email or electronic sign-in,
 - paper logbook sign-in, or
 - timecard.
- 3 Require all employees, visitors, vendors, and service providers to complete the Facility Self-Assessment Questionnaire prior to entering the facility.
- 4 Have a sign-out process for evacuation purposes.

[Help Us Protect You and Others Poster](#)

11.0 KEY PREVENTION STRATEGIES

Based on guidance from the [World Health Organization \(WHO\)](#), the [Public Health Agency of Canada \(PHAC\)](#), and the [Centers for Disease Control and Prevention \(CDC\)](#), employees must practice the following prevention strategies when inside Summit's facilities.



SOCIAL DISTANCING

- Maintain a 6-feet / 2-meters social (physical) distance between themselves and others.
- Follow the maximum occupancy limits for common spaces (e.g., meeting rooms, kitchens, copy rooms, elevators).

Signage Reference:

- [Maintain a Distance of 2 Meters \(6 Feet\) Poster](#)
- [Thank you for Social Distancing Floor Decal \(12 x 12\)](#)
- [Stand Here Floor Decal \(12 x 12\)](#)



GENERAL HYGIENE

- Wash hands with soap and water frequently for at least 20 seconds.
- In the absence of soap and water, use hand sanitizer, where available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Signage Reference:

- [WHO How to Handwash Poster](#)
- [WHO How to Handrub Poster](#)

ETIQUETTE

- Find an alternate way to greet people; avoid shaking hands.
- Cover coughs or sneezes with their elbow or a tissue. Throw used tissues in the trash.
- Clean and disinfect objects and surfaces that are frequently touched.



GATHERINGS

- Refer to the [Size of Group Gatherings](#) for more information.

PPE REQUIREMENTS

Where 6 feet / 2 meters cannot be maintained (e.g., in the elevator, lobby, meeting room, etc.), wear a face covering.
Note: Jurisdictional requirements may mandate the use of a face covering in indoor, public spaces.

Reference:

- [Mask Use Required Posters](#)

12.0 BUILDING OPERATIONS

ELEVATORS

Summit-owned Facility

Facility Managers or Designate, through the [COVID-19 Facility Recovery Plan Template hazard assessment](#), must:

- 1 Determine the maximum elevator occupancy limit to allow for a 6-feet / 2-meter distance.
- 2 Post maximum occupancy limit outside elevator entrances.
- 3 Post floor decals to mark where employees should stand while waiting for the elevator.

Employees must follow the maximum occupancy limit listed.

Summit-leased Facility

Employees must follow the maximum occupancy limits set by the property management firm.

Signage reference:

- [Elevator Maximum Occupancy Poster](#)
- [Thank you for Social Distancing Floor Decal \(12 x 12\)](#)
- [Stand Here Floor Decal \(12 x 12\)](#)

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

Summit-owned or leased facilities must engage their HVAC service provider or work with the property management firm to:

- Increase total airflow supply to occupied spaces, if possible.
- Increase air filtration as high as possible without significantly diminishing design airflow or overloading the system.
- Improve central air filtration to the highest rate compatible with the filter rack.
- Increase inspection frequency of filtration system and ensure filters are within service life and appropriately installed.
- Consider running the building ventilation system even during unoccupied times to maximize fresh air turnover.

- Consider using natural ventilation (i.e., opening windows if possible, practical, and safe to do so) to increase outdoor air dilution of indoor air when environmental conditions and building requirements allow.

[Government of Alberta – COVID-19 Information Guidance for Office Buildings](#)

MAINTENANCE

Facility Managers or Designate must consider the scheduling of maintenance services outside of normal working hours to minimize the number of people in the facility.

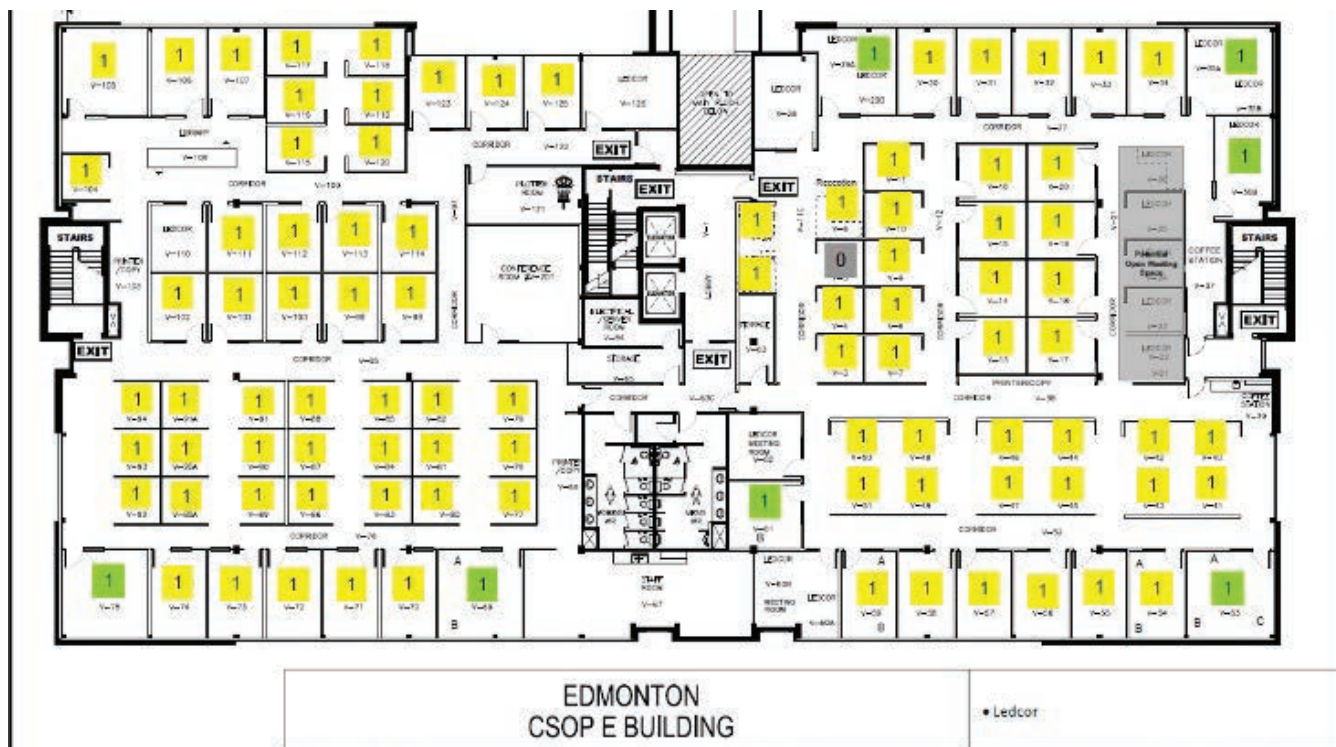


13.0 SPACE PLANNING

MAXIMUM OCCUPANCY LIMITS

Facility Managers or Designate must:

- Conduct a walkaround of all Ledcor-occupied floor(s) to determine the maximum occupancy limits for the following spaces, allowing for a 6 feet / 2-meter distance:
 - individual offices,
 - cubicle workstations,
 - meeting rooms / boardrooms,
 - kitchen(s),
 - copy room(s), and
 - washrooms
- Update the floor plan(s) to reflect the maximum occupancy limits. Example below:
- Post maximum occupancy limits outside shared spaces using the [Maximum Occupancy Limit Templates](#).



Sample office floor plan showing occupancy limits

FACILITY LAYOUT

Facility Managers or Designate must:

- Identify workstation setups with low partitions or a desk setup facing traffic (where social distancing cannot be maintained), and work with the employee and their manager to:
 - Discuss a different work schedule (e.g., staggered, flex)
 - Reconfigure desk setup (move seat/desktop to face away from traffic).
 - Install barrier/higher partition.
- Direct traffic flow with floor decals, where applicable.
- Establish dedicated entry and exit points into high-traffic areas, where applicable.

Signage Reference:

- [One-way Arrow Floor Decal](#)
- [COVID-19 Signage Catalog](#)

KITCHEN, COPY ROOM, AND WASHROOMS

Facility Managers or Designate must:

- Post maximum occupancy limits outside the entrance.
- Post floor decals to mark where employees should stand when the room is at capacity.
- Place hand sanitizers and disinfecting wipes in an accessible area.
- Remove from the kitchen chairs that will impede on the 6-feet / 2-meters distance.
- Provide individually wrapped or single use alternatives in the kitchen (e.g., single use sugar packets, individually wrapped snacks, etc.).
- Limit small office equipment (e.g., staplers, staple remover, hole puncher, etc.) in the copy room to 1 per station to limit touch points and the need for disinfection in the common space.
- Remove from the washrooms items that create unnecessary touch points (e.g., hairspray).

Employees must:

- Adhere to the maximum occupancy limit.
- Wash their hands with soap and water or sanitize their hands before and after using the kitchen or copy room.
- Wash their hands with soap and water after using the washroom.
- Not store food or condiments in the fridge for over one day.
- Take care when refilling their water bottles to avoid touching the lip of the bottle to the water cooler spout.

Signage reference:

- [COVID-19 Infographic](#)
- [Flu Prevention Poster](#)
- [WHO How to Handwash Poster](#)
- [WHO How to Handrub Poster](#)
- [Maximum Occupancy Limit Templates](#)
- [Thank you for Social Distancing Floor Decal \(12 x 12\)](#)
- [Stand Here Floor Decal \(12 x 12\)](#)
- [One-way Arrow Floor Decal](#)

MEETING ROOM / BOARDROOM

Facility Managers must:

- Reduce and remove seats from meeting rooms / boardrooms to allow for a 6-feet / 2-meter distance between chairs.
- Mark the table to identify where chairs should be positioned.
- Place hand sanitizers and disinfecting wipes in an accessible area.
- Post sanitization requirements.
- Ensure attendees maintain social distancing when using the meeting room and wear a mask if within 2 m/6 ft of someone else, even if there are only a few people in the room.

Signage reference:

- [Maximum Occupancy Limit Templates](#)
- [Seating Placement Templates](#)
- [Sanitization Requirements](#)
- [Meeting Room Templates](#)

Meeting organizers must:

- Consider virtual meetings over meetings in the facility unless there is an essential business need.
- Not book meeting rooms unless there are in-office attendees.
- Book meeting rooms instead of using empty offices as this allows more room for social distancing and provide a record of location should contact tracing become necessary.
- Adhere to the maximum occupancy limit.
- Ensure attendees maintain social distancing when using the meeting room and wear a mask if within 6 feet /2 meters of someone else, even if there are only a few people in the room.
- Eliminate back-to-back meetings in meeting rooms or book excess time to allow for cleaning and disinfecting for the next meeting organizer.

- Be responsible for cleaning the meeting room and touchpoints (e.g., tabletop, chair arms, remote, touchscreen, etc.) following in-person meetings.
- Minimize risk and clean-up efforts by eliminating catering. If catering is provided, adhere to the following guidelines:
 - Order individually packaged meals to minimize cross-contamination.
 - Avoid ordering shared and buffet style food, especially handheld options (e.g., pizza).
 - Wash their hands with soap and water before receiving and delivering catering.
 - Use disposable plates and cups for proper sanitary cleanup.
 - Ensure individually packaged utensils, condiments, etc. are provided.
 - Practice social distancing when lining up for food.
 - Do not leave out excess food and catering items for sharing after the meeting.
 - Request attendees to dispose of their own garbage / recycling.

14.0 CLEANING AND DISINFECTING

COVID-19 is a virus spread through contact with infected fluids. When an individual coughs, sneezes, or talks, droplets land on nearby surfaces. Individuals who touch the contaminated surface may then become infected with the virus.

Current evidence suggests the COVID-19 virus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of high-risk areas followed by disinfection is a best-practice measure for the prevention of COVID-19.

Summit-owned facilities must:

- Increase the frequency of cleaning and disinfecting of high-traffic areas, common areas, washrooms, and elevators (if applicable).
- Frequently clean and disinfect high-touched/shared surfaces.
- Consider scheduling cleaning services outside of normal working hours to minimize the number of people in the facility.
- Refer to the [Facility Cleaning and Hygiene procedure](#) for more information.

Summit-leased facilities must inquire with property management firm to ensure their third-party cleaning service provider meets or exceeds Summit's [Facility Cleaning and Hygiene procedure](#).

Clear Desk

Employees must keep their desk clear of items to allow for thorough cleaning of all desk surfaces.

Confirmed, Positive COVID-19 Case

See section [19.0 Office Closure](#).

Signage reference

- [Disinfect Objects and Surfaces](#)
- [Keep Surfaces Clean and Clear of Clutter](#)

15.0 VISITOR GUIDANCE

Employees receiving visitors must:

- 1 Inform reception of the date of time of the visitor's arrival, where applicable.
- 2 Provide visitors with an electronic copy of [Summit's Facility Entry Requirements](#).
- 3 Inform visitors to bring and wear a face covering (e.g., jurisdictional requirements or where 6 feet / 2 meters cannot be maintained), or provide the visitor with a face covering.
- 4 Request visitors to complete the Facility Self-Assessment Questionnaire.
- 5 Sign visitors in following the facility-specific process for contact tracing purposes.
- 6 Request visitor to wash their hands with soap and water / sanitize their hands upon arrival and follow other facility protocols (e.g., maintain 6-feet / 2-meters social distancing).
- 7 Sign visitors out following the facility-specific process for evacuation purposes.



16.0 EMERGENCY MANAGEMENT

FIRST AID

First Aid Attendants must wear a face covering when administering first aid unless cardiopulmonary resuscitation (CPR) is required.

Based on the assessed situation, the employee receiving first-aid treatment may be required to wear a face covering.

EVACUATION AND MUSTER AREA

In the event of an emergency requiring evacuation of the building, each employee must:

- 1 Wear their Summit-provided face covering.
- 2 Evacuate via the closest, emergency exit / stairwell.
- 3 Wait at the designated Muster Area, maintaining a 6-feet / 2-meter distance, where space allows, until the "all clear" is given.

17.0 TRAVEL

AIR

Employees must follow jurisdictional government agencies and [CDC](#) travel restrictions and advisories when travelling by air.

Air travel, whether domestically or internationally, during Phase 1 and 2 requires the employee to meet all three elements defining Permissible Travel.

- **Government Confidence:** All travel must comply with the country, state, provincial, or territorial regulators where the travel begins and ends. No travel is permitted without prior presidential approval where mandatory quarantine/self-isolation is required.
- **Divisional Confidence:** Each division will stipulate permissible travel according to their business needs. This will be communicated to the employee by its division and business unit leader.
- **Employee Confidence:** Employee must be comfortable with travelling. If the employee agrees to travel, they must follow all Leducor protocols as well as any protocols of their travel providers.

Summit will make available to any employee on business travel a “Traveler Care Kit” containing:

- face covering,
- disposable gloves,
- personal-size hand sanitizer, and
- sanitizer wipes.

Refer to the [Summit Safe Travel Plan](#) for more information related to business travel during and post COVID-19 and [FAQ](#) on how to obtain a Traveler Care Kit.

LAND

Employees travelling by land to a project / worksite location that is not part of their normal work location must seek approval of their proposed visit with the project/worksite management team.

Employees renting a vehicle can obtain a Traveler Care Kit to assist with cleaning and disinfecting.



18.0 INFORMATION SERVICES (IS)

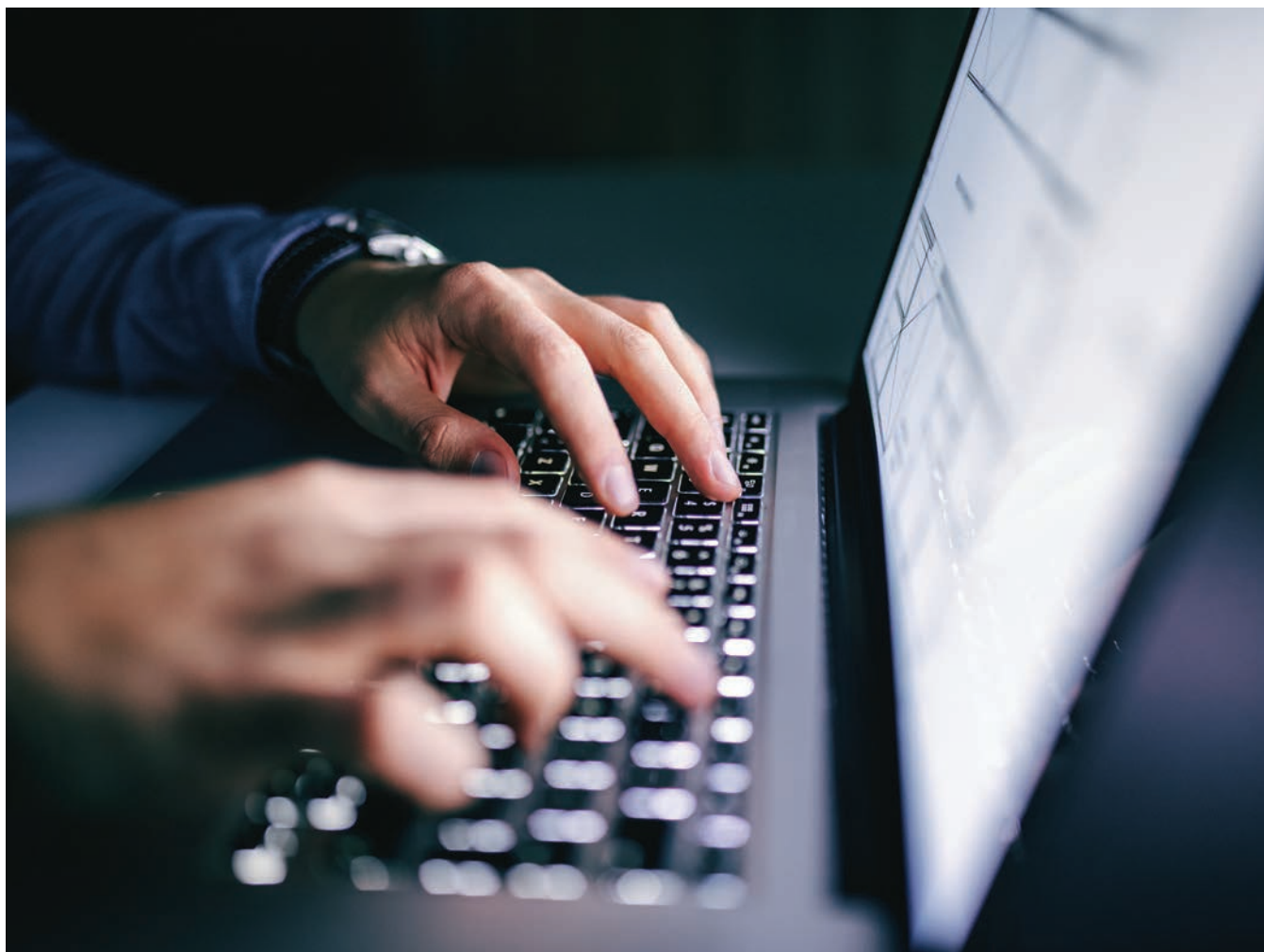
EQUIPMENT TRACKING – RETURN TO FACILITY

Employees who have been approved to return to the facility must bring back any hardware assets that were taken home, and track the returned items using the Return Asset to Office Form.

EQUIPMENT TRACKING – WORKING FROM HOME

In the event Summit returns to [Phase 1](#), employees who are approved to work from home may take necessary hardware assets from their workspace given manager approval. Employees must use the [Asset Management Tracking Form](#) to track what they take from the office to ensure IS has line of sight. This includes computers, docking stations, monitors, headsets, and mouse/keyboards.

Managers must approve new hardware purchases to ensure they are essential for business operations. This allows IS to deploy available inventory more effectively to areas with the greatest need.



19.0 FACILITY CLOSURE

Summit will take the following measures if a confirmed, positive COVID-19 case has been reported.

SUMMIT EMPLOYEE

- 1 Employees working at the facility who have tested positive for COVID-19 must immediately call and inform their manager , self-isolate, and not attend the facility until cleared by the jurisdictional health authority.
- 2 Manager must immediately inform the Facility Manager or Designate.
- 3 Facility Manager or Designate must:
 - 3.1 Work with the jurisdictional health authority as required.
 - 3.2 Investigate with the manager and affected employee to:
 - Determine the approximate date of contraction for contact tracing purposes.
 - Assess exposure risks using the [Infection Disease – Cleaning Prioritization Tool](#).
 - 3.3 Engage the most senior executives representing the business units at the facility, in addition to the [Emergency Operations Center \(EOC\) Director](#), to discuss closure of the facility (i.e., specific area or all Summit-occupied floors).
 - Identify the employees and visitors who were present in the facility and at a higher risk of exposure due to close contact.
 - Contact and inform them of the situation but be mindful of the affected employee's [privacy rights](#). Contact Summit's privacy officer for guidance as necessary. (Note: In some jurisdictions, contact tracing is done by the health authority.)
 - 3.4 Request employees to self-isolate and work from home.
 - 3.5 Contact the property management firm, where applicable.
 - 3.6 Contact a service provider that specializes in COVID-19 disinfection, sanitization and sterilization as per the [COVID-19 Cleaning procedure](#).
 - 3.7 Communicate to all Summit employees assigned to the facility regarding the confirmed case and facility closure.
 - 3.8 Confirm the disinfection of all Ledcor-occupied floors and high-touch point areas in external, shared spaces (in a multi-tenanted building, where applicable).
 - 3.9 Communicate the "all clear" to return to the facility.

EXTERNAL INDIVIDUAL IN A MULTI-TENANTED BUILDING

Once informed by the property management firm of a confirmed, positive COVID-19 case, Facility Manager or Designate must:

- 1 Confirm and assess the exposure risk to Summit-occupied floors, employees, and visitors. Where there is a high risk of exposure:
 - 1.1 Engage the most senior executives representing the business units at the facility, in addition to the [Emergency Operations Center \(EOC\) Director](#), to discuss closure of the whole facility (i.e., all Summit-occupied floors).
 - 1.2 Identify the employees and visitors who were present in the facility and at a higher risk of exposure.

- Contact and inform them of the situation. (Note: In some jurisdictions, contact tracing is done by the health authority)
 - Request employees to self-isolate and work from home.
- 2 Communicate to all Summit employees assigned to the facility regarding the confirmed case and facility closure.
 - 3 Confirm with the property management firm the disinfection of all affected Summit-occupied floors and high-touch point areas in external, shared spaces.
 - 4 Communicate the “all clear” to return to the facility.

20.0 NON COMPLIANCE

All employees are expected to adhere to the requirements in this Plan. Non-compliance will be discussed with the affected employee and may be escalated to their Manager and/or respective Business Unit/Operating Group Leader.

21.0 ORIENTATION

Summit will provide awareness and training of this Plan to our employees through an online orientation housed, assigned, and tracked through our learning management system, [blue](#).

Managers must verify their direct reports have completed the orientation prior to their scheduled return to the office.

22.0 COMMUNICATION

Summit will communicate updates to the Facility Re-integration Plan and additional corporate requirements regarding COVID-19 through the [EOC Director](#) and/or COVID-19 newsletter.

All communications will be housed on the [COVID-19 Resource Center](#) on SharePoint Online.