

March 26, 2020

You are doing incredible work to serve our customers during this challenging time, and your efforts and dedication are greatly appreciated. We want to do all we can to make sure that you have peace of mind as you deal with disruptions in your own personal lives while continuing to be here for our Airport, our passengers and clients, and our community. With your continued cooperation, and by each of us following the guidelines below, we know that we can achieve this! Meanwhile, we will continue to take precautions to ensure your safety as we also continue to monitor the Coronavirus (COVID-19) situation through the Centers for Disease Control and Prevention (CDC) and the Mississippi State Department of Health (MSDH).

All employees should continue good hygiene and infection control practices, including:

- Frequent and thorough hand washing by workers, customers, and worksite visitors with soap and running water. Alcohol-based hand rubs containing at least 60% alcohol are also available. Effective handwashing takes about 20 seconds and includes cleaning under fingernails, between fingers, and washing the back of hands as well as the front.
- Practice respiratory etiquette by covering your coughs and sneezes. When possible, cough, sneeze or blow your nose into a tissue, and throw the tissue away.
- Stay home if you are sick, and avoid close contact with anyone who is ill.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect surfaces and objects that are touched often.
- Stay in good overall health by eating right and staying active. If you are living with diabetes, heart disease, or other condition, keep in touch with your doctor and stay current with your treatment.
- Maintain social distancing as much as practical. A separation of 6 feet from another person is considered effective for infection control.
- You should stay at home as much as possible. If you are scheduled to work on-site, go to work, then return home. Avoid crowds. When you absolutely have to go out in public, keep away from others who are sick and limit close contact. Avoid all social gatherings.

All employees and facilities should properly prepare for COVID-19, including:

- Adhering to established practices, such as flexible worksites (e.g., telecommuting when appropriate) and flexible work hours (e.g., staggered shifts when appropriate), to increase the physical distance among employees and between employees and others to maintain recommended social distancing strategies.
- Adjusting schedules to accommodate the suspension of non-essential travel until further notice.

- Refraining from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Maintaining regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines).
- Providing customers and the public with tissues and trash receptacles.

How to Clean and Disinfect:

- Wear disposable gloves for all tasks in the cleaning process, including handling trash.
- Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Use diluted household bleach solutions if appropriate for the surface. Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow the manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. To make a bleach solution, mix: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water.
- Household cleaners and disinfectants: Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant. Follow the instructions on the label to ensure the safe and effective use of the product.
- When cleaning and disinfecting, keep the surface wet for several minutes to ensure germs are killed.
- Always follow precautions such as wearing gloves and making sure you have good ventilation during the use of cleaning and disinfecting products.
- For soft surfaces and cloth: Clean the surface using soap and water or with cleaners appropriate for use on these surfaces. Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely or disinfect with disinfectant.