



Operations Memorandum

To: CVG Airlines and Tenants
Subject: Facial Covering Policy for Employees Using Shuttles
Date: July 30th, 2020

EFFECTIVE IMMEDIATELY

MASKS REQUIRED FOR ALL EMPLOYEES WHILE USING SHUTTLE

An Executive Order signed by Kentucky Governor Andy Beshear on July 9, 2020 mandated that people in Kentucky must cover their nose and mouth with a face covering when they are in the situations that represent a high risk of COVID-19 transmission. These situations include:

- *While waiting for or riding on public transportation or while riding in a taxi, private car service, or ride-sharing vehicle, or driving any of the above while customers are present;*

A “face covering” is a material that covers the nose and mouth and is secured to the head with ties, straps, or loops over the ears, or is wrapped around the lower face. It can be made from a variety of materials, including cotton, silk, or linen, and ideally has two or more layers. Face coverings can be factory-made, homemade, or improvised from household items such as scarves, bandanas, and t-shirts.

In an effort to follow this mandate, all airport employees are required to wear a face covering while riding on the employee shuttle. Employees who do not wear a face covering, and who do not meet the exemptions to the order, will not be able to utilize the shuttle services. Signage, as seen in the image below, will be posted on all shuttles as a reminder. Additionally, shuttle drivers will have cotton masks available to employees who may need them.

Exemptions to the Order include the following:

- *Children who are age 5 or younger;*
- *Any person with disability, or a physical or mental impairment, that prevents them from safely wearing a face covering;*
- *Any person engaged in work that a state or federal regulator has concluded would make wearing a face covering a risk to their health or safety;*
- *Any person who is seated and actively consuming food or beverage at a restaurant, bar, or other establishment that offers food or beverage service;*
- *Any person who is obtaining a service that requires temporary removal of the face covering in order to perform the service;*
- *Any person who is giving a speech or broadcast to an audience and is able to maintain a safe distance of six feet from all individuals who are not members of the person’s household;*
- *Any person who is engaged in lawful activity where federal or state law prohibits wearing a face covering.*

As noted in the Order, failure to follow the requirements provided in the Order is a violation of the Orders issued under KRS Chapter 39A and must result in a loss of access to the business's services.

