 **TCA Communications**

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| **To** |  |
| **BCC** | Frontline staff, managers, leadership teams, general employees, CEO |
| **Subject** | Important Announcement: New COVID-19 Safety Policy |



Dear Trans Canada Air Lines Team,

The world stands united in the face of COVID-19. As we continue to navigate and evolve through these adversities together, our collective efforts to ensure safety and well-being become even more crucial. I hope this message finds you and your loved ones safe and healthy.

I write this to share a significant update with you regarding the safety measures we are implementing at Trans Canada Air Lines.

Starting immediately, all passengers on our flights, along with the staff, will be required to wear masks throughout their journey. This is a crucial move following the guidelines of the Public Health Agency of Canada.

At Trans Canada Air Lines, the well-being of our passengers and crew members is paramount. To support this initiative, we will provide face masks to those passengers who do not have them.

Furthermore, passengers who refuse to comply with this policy will be added to our internal no-fly list.

If you have any questions or need more information, please feel free to reach out to your department head or the HR team.

Thank you for being part of the Trans Canada Air Lines family. Together we'll brave through these unprecedented times safely. Your commitment to providing high-quality air travel experiences to our passengers is truly appreciated.

Warm regards,



Ronald McMackin

CEO

Trans Canada Air Line