



Comox Valley Airport Operations Manager Directive

Directive number: 2017-003

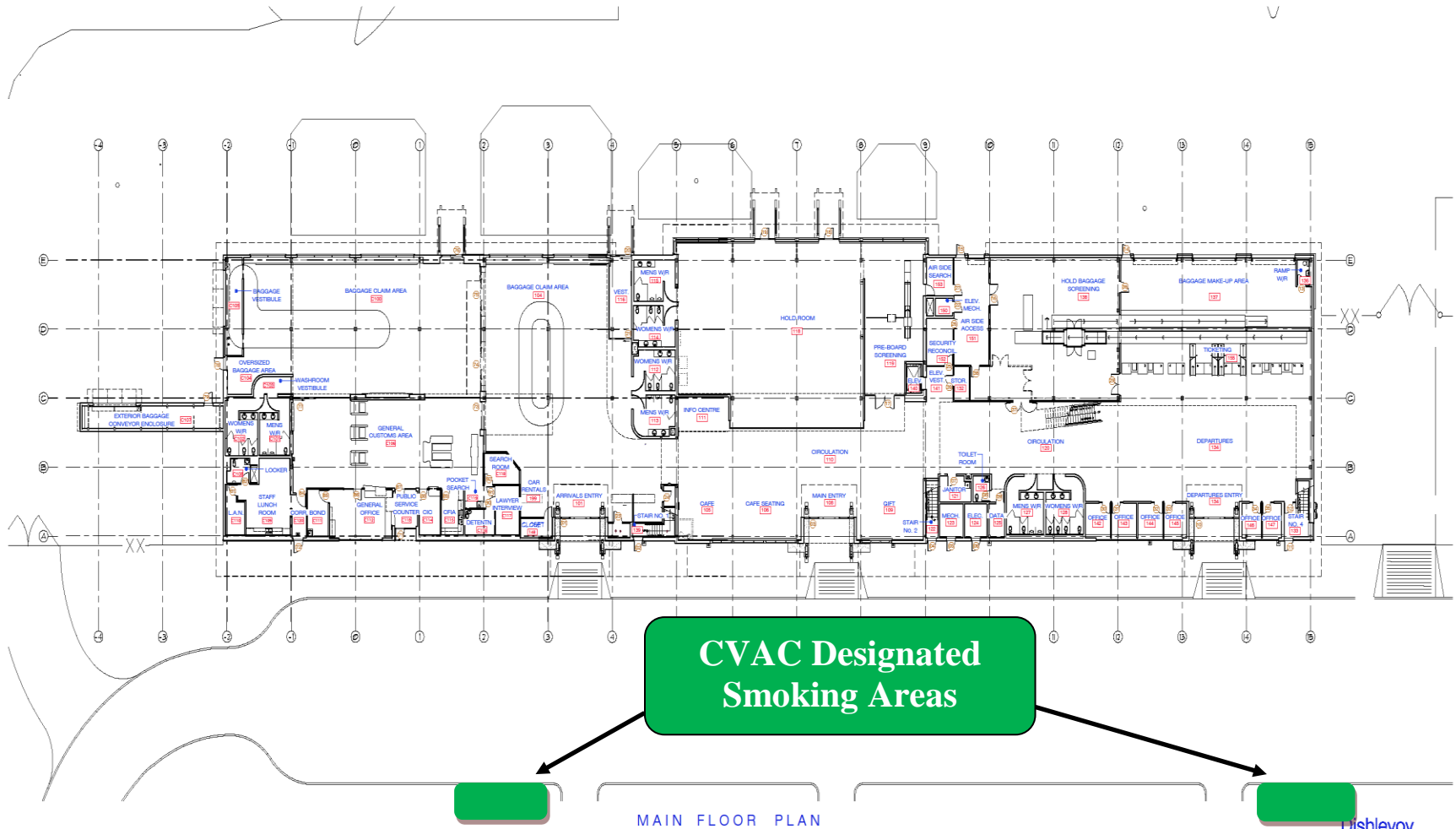
Date: 22 Dec 2017

To: All Tenants

Subject: CVAC Smoking Policy Update

Reference: CVAC Smoking Policy #2015-001 2 Jul 2015 & 2010-004 28 Jun 2010

1. Due to changes mandated by the Ministry of Health, continued concerns from tenants and passengers of smoke entering the terminal, and the need for protection from inclement weather, we have installed 2 smoking shelters here at CVAC.
2. The policy addresses new government guidelines, and offers smokers a protected area away from non-smokers. It defines the permitted smoking areas (diagram enclosed), as:
 - a. Area 1: Smoking Shelter located across the drive from the Departures door; and
 - b. Area 2: Smoking Shelter located across the drive from the Arrivals door.
3. The Comox Valley Airport treats “Electronic Cigarettes” as normal cigarettes and the current smoking directives apply. The use of “Electronic Cigarettes” must take place in designated smoking areas.
4. Enforcement of changing smoking areas is challenging and the assistance of all staff with this task is highly desirable. This policy is being written in keeping with overall OSH policy which is to enhance the health and safety of all Airport staff. This new policy shall take effect today Friday 22nd of December 2017.



MAIN FLOOR PLAN

COMOX VALLEY AIRPORT



Alex Robertson
YQQ Operations Manager
E-mail: operations@comoxairport.com

Distribution List:

CVAC Operations Staff
CVAC Maintenance Staff
CVAC CEO
WestJet Station Manager
Pacific Coastal Station Manager
Central Mountain Air Station Manager
Budget
National
Enterprise
On the Fly Café
Mid Island Gifts
Airline Support Services
DND AMU Staff
G4S Administrator