



GHANA
CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR

AC 14-037

AIRPORT PREPAREDNESS FOR OUTBREAK OF COMMUNICABLE/INFECTIOUS DISEASE

SECTION 1 GENERAL

Ghana Civil Aviation Authority's (GCAA) Advisory Circulars from Aerodrome Safety and Standards (ASAS) Section contain information about aerodrome-related standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Ghana Civil Aviation Directives (GCADs).

An AMC is not intended to be the only means of compliance with a Directive, and consideration will be given to other methods of compliance that may be presented to the Authority.

1.1 PURPOSE

This Advisory Circular provides methods, acceptable to the Authority, for showing compliance with Ghana Civil Aviation Directives (GCADs) as well as explanatory and interpretative material to assist in showing compliance on Airport operations before, during and after communicable diseases outbreak. This AC is to provide guidance to allow the return to normal operations.

1.2 REFERENCE

The Advisory Circular relates specifically to the following references:

- Ghana Civil Aviation Directives (GCADs).
- The 2005 International Health Regulations (IHR), in particular Article 19 (General obligations), Article 22 (Role of competent authorities), Article 23 (Health measures on arrival and departure), Article (Conveyance operator), Article 27 (Affected conveyances), Article 28 (Ships) and Aircraft at Point of Entry) Article 43 (Additional health measures), Article 44 (Collaboration and assistance), Annex 1 A/B (Surveillance structures and resources, Core capacity requirements).
- International Civil Aviation Authority (ICAO) Annexes Standards and Recommended Practices (SARPs) and associated Guidance Materials (GMs)
- Airport Council International (ACI) World Best Airport Operational Practices
- The Public Health Act 851 (2012).
- Ghana Immigration Service (GIS) Act 573 (2000) Section 8 E (Prohibited Immigrants)
- Customs Act, 2015, Act 891
- Diseases of Animals Act, Act 83. (Section 2: Declaration of outbreaks)

1.3 RELATED DIRECTIVES

The following directives are directly applicable to the guidance contained in this advisory circular—

- Ghana Civil Aviation (Aerodrome) Directives
- Ghana Civil Aviation (Security) Directive

1.4 STATUS OF THIS ADVISORY CIRCULAR

This is the first AC to be issued on this subject.

1.5 FOREWARD

Disease outbreaks have become more visible in an era of mass travel, with air travel proving to be a speedy and powerful means of transmitting communicable diseases.


Sick people travel by air every day. They board with common colds, mild cases of influenza, and sometimes more serious illnesses. This requires that airports, Air Operators and their public health partners be prepared to respond when a sick passenger is on an arriving flight, particularly when a passenger has a highly contagious illness. An effective response requires an established partnership among airport, Air Operators and public health authorities and a well-conceived and practiced communicable disease response plan.

Considering the potential impact of pandemics and contagious disease transmission on air transport in general and specifically on airport operations, there will be the need for contingency arrangements made to manage and reduce the risks of the spread of transmission in order to protect the health of air travelers and aviation personnel. Special attention should be given to the facilitation of entry, departure and transit of aircraft engaged in relief flights in light of the need to ensure sustainability of the global air transport.

Public health and airport responders need to act purposefully to reduce transmission of communicable diseases from arriving flights which had adverse effects such as and to ensure business continuity.

GCAA shall coordinate and collaborate with Ghana Health Services (Port Health Authority), Aerodrome Operators, Security Agencies (Law Enforcement, Immigration and Customs etc.) and other Stakeholders on the implementation of Port health safety and preventive measures at our airports in accordance with National, International Civil Aviation Organization (ICAO) and World Health Organization requirements. Accordingly, when preparing airports for operations during communicable disease period should be based on safety risk assessment and effective comprehensive planning which is necessary to ensure airport safety and operational continuity and protect public health.

APPROVAL

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	 _____ Director – General	



- Advisory Circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the directives, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.
- Where a directive contains the words “prescribed by the Authority,” the AC may consider to “prescribe” a viable method of compliance, but status of that “prescription” is always “guidance” (never a directive).

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SECTION 2 PROCEDURES AND GUIDELINES

2.1 RESUMING AERODROME OPERATIONS

Activation and de-escalation of a public health emergency response plan is initiated by the Ghana Health Service and Port Health in collaboration with Aerodrome Operators and other Stakeholders as may be prescribed by the Authority.

In a situation where an aerodrome reduces its operations or undergoes a total operational shutdown as a result of a pandemic, once the pandemic situation is under control or over, the aerodrome will resume normal operations to support the aviation ecosystem. The resumption of operations is expected to be a gradual process, which may be carried out in a phased manner as the aviation industry scales up operations based on the global demand.

Aerodrome Operators will encounter different challenges and will need different strategies when dealing with such a situation. The maturity of the Aerodrome Operator's Safety Management System (SMS) should be taken into consideration as it will affect the Aerodrome Operator's ability to identify, prioritize and manage its safety risks more effectively.

2.2 STEPS FOR THE RESUMPTION OF AERODROME OPERATIONS

Listed below are guidelines for resumption of operations of aerodromes:

- Step 1 – resumption letter by the Aerodrome Operator and request for approval to resume operations to be submitted to the Authority.
- Step 2 – submission of risk assessment for infectious disease carried out by the Aerodrome Operator in coordination with Port Health, where applicable.
- Step 3 – The Authority may request for the Aerodrome Operator to submit a new Emergency Response Plan (ERP) or a reviewed and updated existing Business Continuity Plan/ Change Management Plan (procedures) evidencing the most coordinated and efficient manner in which these procedures can be implemented by the Aerodrome Operator.
- Step 4 – The Authority shall carry out safety risk assessments (inspections), where necessary to identify the more significant safety risks, to determine when any further action is needed and to prioritize those actions. Once an understanding of the significant safety risks has been identified, the Authority, in collaboration with Port Health and industry, will decide on any actions that should be taken to manage those risks during the period.
- Step 4 – Provision should be made for additional border, security and biosecurity lanes at airport airports to process passengers in a timely fashion with the ultimate objective of maintaining the flow of passengers and keeping transit times to a minimum whilst ensuring the safety of all passengers and operational staff at the aerodrome.
- Step 5 - grant of Aerodrome Operator's approval by the Authority to resume operations.

The following recommendations aim to support the safe operation of aircraft at an aerodrome and should be considered along with any other guidelines related to health and security issues as well as the provision of ground handling services:

1. Overall inspection of the paved, unpaved surfaces and surroundings, particularly paying attention to:
 - A. general cleanliness, presence of foreign object debris and any signs of damage to the pavement surface, which could pose a risk to the aircraft operations;
 - B. leakages and depressions due to long term parked aircraft;
 - C. presence of wildlife, which might have increased in the absence of regular operations;
 - D. condition of fences;
 - E. drainage systems;
 - F. the state of the vegetation to ensure that lights, signs and markers are not obstructed;
 - G. condition of movement area markings to ensure adequate visibility; and
 - H. markings and lighting of authorised obstacles, as well as any new unauthorized obstacles particularly temporary in nature (e.g. mobile cranes) which may impact on the safe operation of aircraft.
2. The proper functioning of the electrical power supply systems for air navigation facilities and lighting system, including signs.
3. The proper functioning of the radio and other navigation aids.
4. Rescue and firefighting level of protection in accordance with the expected traffic and rescue and firefighting services vehicles and equipment are properly functioning.
5. Alarm system for the notification of rescue and firefighting services is functioning.
6. Communication systems used during normal and emergency operations are properly functioning.
7. Aircraft parked on the manoeuvring area do not infringe the obstacle limitation surfaces, the critical and sensitive areas of radio navigation aids serving the active runway(s) and the line of sight of air traffic control. Information on such closed parts of the manoeuvring area is made available through a notice to airmen (NOTAM).
8. Emergency access roads of rescue and firefighting vehicles to the active runway(s) are unobstructed.
9. If a runway or other sections within the manoeuvring area are closed due to parked aircraft, the lighting and radio navigation aids of the runway or the section exclusively are switched off and a NOTAM is issued.
10. There is the capability for removal of disabled aircraft.
11. There is availability and competency of staff to carry out their tasks and consideration of human factor associated risks due to reduced activity levels.

12. Any reported actions are planned and implemented, before resuming operations if needed, including training, inspections, compliance monitoring, corrective action plans (CAPs).

13. There is published information in Aeronautical Information Publication (AIP), AIP Supplement (AIP-SUP) and NOTAM in respect of the actual aerodrome operational situation.

14. Facilities and equipment used for aircraft fueling provide the aircraft with uncontaminated fuel and of the correct specification.

15. Construction or maintenance work sites are appropriately marked and lighted. For ongoing changes or when resuming construction works, ensure safety and mitigating measures are still relevant and implemented.

2.3 GENERAL PRINCIPLES FOR AERODROME OPERATORS TO TO CONSIDER

o MANAGEMENT AND PREPAREDNESS

(Restart: plan, execute, monitor, review, adapt)

An Aerodrome Operator should set up or maintain the Committee responsible for managing public health emergencies of international concern or of an outbreak in the country/region etc for continue and restart of airport activities. This Committee should include all airport stakeholders and other external agencies, produce a single airport restart plan for the airport community in accordance with Directives and policies of an outbreak or public health event that could affect the airport. The Committee should follow a risk-based approach, outcome-driven and evidence-based response when formulating the measures and meet at regular intervals to adapt the plan to ongoing changes. The Committee should ensure it includes recovery phases with time-bound measures and disseminate to all stakeholders in its simplest and most communicative format.



Source: ACI Guidance for African Airports Restart

○ **EFFECTIVE COLLABORATION**

- Nourish effective collaboration between key agencies, i.e. police, health, customs, immigration, etc.
- Initiate and promote multi-lateral cooperation between airports connected to your network to ensure a smooth and coordinated restart.
- Agree with airports in your network on the standard health message to disseminate to all passengers so as to avoid surprises when with reaching destination

○ **RESOURCE ANALYSIS**

- Make an inventory of current staff and contractors.
- Consider if adequate staff with appropriate skills are available across all shifts.
- Determine if contract agreements are being met and if sufficient staff are available to meet needs.
- Review passenger volumes and gate utilization daily to assess needs to revise plan.

○ **STAFF EDUCATION AND WELLBEING**

1. Plan for communication to the airport community the latest information regarding the outbreak, and work in collaboration with airport business partners to educate their staff on health information.
2. Use airport news, health talks, airport circulars, extranet and emails.
3. Consider staff support programs to help manage stress.
4. Encourage airport staff to have their temperature taken before reporting for duty at the airport.
5. Staff who have a temperature of over 38C should not report for duty but rather should immediately seek medical advice.
6. Restrict access and stagger work deployment
7. Deploy social distancing at the workplace whereby staff are assigned to workstations that are more spatially spread out or alternate with other departments.

○ **TEMPERATURE SCREENING AND HEALTH DECLARATION**

- As required by Port health, passengers are to undergo temperature screening, either by handheld infrared detector or infrared screening system.
- Passengers failing the temperature check will be referred to a medical post for further examination.
- Provide Health Declaration Forms.

○ **CLEANING AND SANITIZING**

Cleaning and disinfection of surfaces is very important as a preventative measure as a person can become infected by touching surfaces, where droplets from an infected person have landed, and by then touching eyes, nose or mouth. Accordingly, there is the need to provide facilities for passengers to sanitize their hands before and after passenger touch points.

Increase the frequency of cleaning and disinfection of all hand contact areas, such as handles, handrails, elevator panels, etc and immediately when a surface has been contaminated with respiratory secretions or other body fluids.

During the closure of an airport, Aerodrome Operator should proceed with the deep cleaning, disinfecting and fumigation of areas which otherwise may be inaccessible under normal circumstance. The Aerodrome Operator should install hand-sanitizing stations. These hand sanitizing or cleaning stations should be mechanical with foot pedal or touchless where possible and placed inside the terminal at strategic locations, at different terminal processing zones (check-in, passport control, security screening, boarding, customs) before and after every passenger touch point and along the walkways, as required. Put disinfectant carpet

in areas where most passengers pass through, e.g. at entrances to terminal and walkways.

2.9 FACILITIES

1. Facility Planning

- Analyse gate utilization and ensure most efficient use of gating, enabling sections to be closed to reduce maintenance and resources.
- Identify critical restrooms and facilities.
- Schedule cleaning and maintenance resources accordingly.
- Reduce the risk of transmission by removing or restricting access to high-risk areas where possible, contactless technology solutions can help in a safe and healthy passenger journey across the airport and minimize transmission of the virus for staff and passengers alike. These may include:
 - Contactless parking solutions
 - Contactless payment solutions
 - Contactless taps in toilets
 - Contactless soap dispensers in toilets
 - Contactless elevator solutions
 - Automated sanitiser dispensers fitting across passenger touchpoints in the end-to-end journey
 - Full-body disinfectant booth

2. Restaurants

- Encourage restaurants to provide utensils in the dining areas (even for fast food).
- Individual portions should be served rather than providing common use serving utensils for self-serve food.
- All restaurant staff (frontline & kitchen) should wear face masks and protective gloves at work.

2.10 AIRSIDE OPERATIONS AND SAFETY MANAGEMENT SYSTEMS (SMS)

Even in times of crisis, safety remains the top priority and all SMS (Safety Management Systems) in place have to be enforced at all times during the crisis and restart period in addition to monitoring and enforcing new health measures on the airside.

For commencement of operations, Aerodrome Operators should arrange for recommissioning of aprons, runways, lighting, facilities, equipment, etc., especially where aircraft have been parked on flexible pavements over a long period of time. They must further:

- ensure the readiness of the rescue and firefighting capability.
- Reinforce wildlife hazard tracking on the airside if the reduction in aircraft movements have rendered your airside environment less unsafe for birds and other wildlife.
- Check staff competency and training requirements if they have been away for a long time.
- Carry out a safety risk assessment as per your SMS prior to restart of operations.
- Aerodrome Operators will be granted approval to resume operations after satisfactory review of the submitted proposals by the Authority.

It is important to recognize that there will be a significant impact on the people working within the aviation community whenever there is an outbreak or public health event that could affect the airport. This is likely to continue and possibly change once operations are restarted. The Authority will address this risk with the senior management of airports to determine how they are managing the impact on its people and the safety culture of the organization. This includes the risk of errors due to distractions, stress, fatigue, staff or relatives who are sick, unfamiliarity with changing tasks, extended working hours, competing priorities, etc.

An outbreak and spread of communicable diseases put security personnel and other staff at risk of infection since it can spread from one person to another through the conduct of security screening and pat downs. To ensure continuity of aviation and the safety of security personnel and passengers, procedures must be implemented consistently across the end-to-end passenger process to enhance the confidence of all stakeholders. This should be in collaboration with the Authority and other Security Agencies.

For the purpose of limiting physical interactions between security officers, passengers and other staff and observation of the social distancing protocols. The underlisted is recommended during the screening of passengers and persons who require access to restricted areas of airports, warehouses, facilities etc. To protect the health of both passengers and aviation security personnel, further security risk assessment will be carried out to extent practicable by the Authority in collaboration with Aerodrome Operators.

2.11 AT SCREENING CHECKPOINTS AND STAFF ENTRANCES WHERE WALK-THRU METAL DETECTORS (WTMDs) ARE AVAILABLE

- All security personnel, passengers and non-passengers moving through security screening checkpoint should continue to wear their protective medical masks or gloves.
- Trays should be regularly cleaned and the appropriate spaced when being used by passengers to allow physical distancing.
- The sensitivity of all walk-through metal detectors (WTMDs) should be increased with the aim of maximizing the detection capabilities but taking into consideration the false alarm rate and the environment.
- The rate of random Explosive Trace Detection (ETD) checks on passengers should be increased to at least one in every ten (10) persons. The WTMDs could be set to select the persons for random ETD checks.
- Aviation security officers should be deployed at the entrances of screening checkpoints (SCP) to control the flow of passengers and other persons through the SCP and prevent congestion before or after the WTMD by ensuring sufficient spacing (between passengers and other persons), to meet the social distancing protocols.
- Aviation security officers should be deployed at the entrances of SCPs to instruct passengers and other persons to fully divest themselves of all foreign materials in preparation for screening. This is intended to reduce the level of interactions, to the barest minimum, between the screener and the person being screened.
- Aviation security officers should instruct passengers and other persons who generate an alarm to go back and further divest themselves of any material that may have caused the trigger, including removal of shoes. This process should be repeated until the passenger or person is cleared by the WTMD.
- Any person who activates the WTMD alarm and cannot be cleared with the procedures outlined above (repeated screening by the WTMD) should be referred for manual searching and ETD checks.
- All security personnel, prior to physically touching a passenger and/or their belongings must wear gloves. The gloves must be changed, sanitized or cleaned after each search or pat-down.
- All security personnel who are required to physically encounter passengers and non-passengers should attempt to engage, interact, communicate and/or touch passengers when positioned from behind (where possible) For example, in the case of a pat-down search and/or from the side and/or at a distance when examining the contents of a bag, discarded/x-rayed items and/or items or devices the person has brought through the WTMD or other screening process with them (e.g. walking aides, wheelchairs etc.)
- Any person who cannot be satisfactorily cleared after completing the entire screening process, including manual search and ETD checks, should be denied entry into the security restricted areas.

- Aviation security officers are encouraged to use the principle of randomness and unpredictability, as far as practicable, during the screening of persons and baggage. The screening methods to be applied may include manual searches or ETD check or a combination of the two.
- Aviation security officers who are required to touch passengers and other persons' bags must disinfect their hands at very short intervals or wear disposable gloves after every touch.
- Regular/periodic announcements should be made, and notices should be displayed to inform passengers to adhere to security screening procedures and social distancing protocols. These announcements and notices may help prepare passengers prior to arriving at the SCP.
- The above screening procedures and controls shall be applied to transfer or transit passengers.

2.12 AT SCREEN CHECKPOINTS OR GATES WHERE WTMDs ARE NOT AVAILABLE

- Handheld Metal Detectors (HHMDs) should be used in screening persons taking into consideration the social distancing protocols.
- Security officers should instruct persons to fully divest themselves of all foreign materials in preparation for screening. This is intended to reduce the level of interactions, to the barest minimum, between the screener and the person being screened.
- Security officers should instruct persons who generate an alarm to further divest themselves of any material that may have caused the trigger, including removal of shoes. This process should be repeated until the person is cleared by the HHMD.
- Any person who activates the HHMD alarm and cannot be cleared with the procedures outlined above (repeated screening by the HHMD) should be physically searched using disposable gloves.
- Any person who cannot be satisfactorily cleared after completing the entire screening process, including manual search, should be denied entry into the security restricted areas.
- Security officers are encouraged to use the principle of randomness and unpredictability, as far as practicable, during the screening of persons. The screening methods to be applied may include manual searches in addition to the HHMD screening.
- Notices should be displayed to inform staff and other persons to adhere to security screening procedures and social distancing protocols. These notices may help prepare passengers prior to screening.
- Security personnel should conduct visual ID checks at arm's length without touching the persons ID card.
- All other patrol, access control and screening measures for persons and vehicles remain unchanged.

2.13 BIOMETRIC ACCESS CONTROL POINTS

- Biometric access control points which require persons using any part of their physical body may be deactivated for manual access control procedures to be used.
- Where the biometric system cannot be deactivated, sanitizers may be provided at the control point to enable persons disinfect the part of their body which was used.

2.14 ENTRY AND EXIT SCREENING OF CREW MEMBERS AT AIRPORTS

- Aircraft operators and crew are encouraged to collaborate with Port Health personnel when conducting entry or exit screening at airports, with the aim of early detection of symptomatic crew for further evaluation and treatment and to prevent importation and exportation of the disease.
- Screening performed by Port Health will include observing crew for symptoms and signs of infectious diseases, mandatory temperature screening, conducting a focused interview with such identified crew members, or directing symptomatic crew for further medical assessment.
- If crew members are positive for any contagious based on the medical evaluation, isolation and treatment will be required. Alternatively, the air operator may medically repatriate such crew member by appropriate modes.

2.11 ALL LOCATIONS

- Hand sanitizers and hand gloves should always be made available for security officers .
- Use of nose masks and hand gloves by security officers is necessary at all times while performing security functions.
- At a minimum, security officers must sanitize (or wash) their hands or change gloves after each screening rotation or close contact with passengers or other staff (probably 30 minutes interval).
- Security officers shall stay at least 6 feet from other people, including passengers and other officers and staff, to the extent possible based on operational needs.

All security officers who are required to touch passengers or staff and their belongings shall change their disposable gloves after every touch or disinfect their hands after every pat-down .

- Hand gloves shall be disposed of immediately after the conduct of pat-downs.
- Explosive Trace Detection (ETD) swabs shall be disposed of and gloves changed upon completion of each screening use, whether on-person, accessible property, or baggage screening.

2.12 LIQUIDS, AEROSOLS AND GELS (LAGS)

Hand sanitizer is recognized as a medically necessary liquid or gel and is authorized through the security checkpoint. The aggregated quantity of hand sanitizer per individual is limited to quantities of approximately 100 milliliters or less and must be verified by the security officer if possible.

- Commercial disinfectants for Crewmembers should be allowed through the security checkpoint.
- The commercial disinfectant must not be a prohibited hazardous material and shall be verified by security officers.

2.13 DEPARTURE CONTROL (TRAVEL DOCUMENT CHECKPOINT)

- Security officers must limit the handling of boarding passes of passengers or ID cards of other staff.
- Security officers must request passengers or staff to show their boarding passes or staff IDs for visual inspection, and direct them to the appropriate screening checkpoint.

2.14 SCREENING CHECKPOINTS AND STAFF ENTRANCES WHERE WALK-THRU METAL DETECTORS (WTMDS) ARE AVAILABLE

- All security personnel, passengers and non-passengers moving through security screening checkpoint should continue to wear their protective medical masks or gloves.
- Trays should be regularly sanitized and the appropriately spaced when being used by passengers to allow physical distancing.
- The sensitivity of all walk-through metal detectors (WTMDS) should be increased with the aim of maximizing the detection capabilities but taking into consideration the false alarm rate and the environment.
- The rate of random Explosive Trace Detection (ETD) checks on passengers should be increased to at least one in every ten (10) persons. The WTMDS could be set to select the persons for random ETD checks.
- Aviation security officers should be deployed at the entrances of screening checkpoints (SCP) to control the flow of passengers and other persons through the SCP

and prevent congestion before or after the WTMD by ensuring sufficient spacing (between passengers and other persons), to meet the physical distancing protocols.

- Aviation security officers should be deployed at the entrances of SCPs to instruct passengers and other persons to fully divest themselves of all foreign materials in preparation for screening. This is intended to reduce the level of interactions, to the barest minimum, between the screener and the person being screened.
- To further reduce the potential for alarms requiring additional screening, passengers and staff should be required to remove the following items and places into a tray: food, belts, watches, bulky jewellery, or other large objects not attached to the body.
- Aviation security officers should limit assisting individuals with divesting items from their body, bags or property to the maximum extent possible and focus on providing detailed verbal divestiture requirements.
- Aviation security officers should instruct passengers and other persons who generate an alarm to go back and further divest themselves of any material that may have caused the trigger, including removal of shoes. This process should be repeated until the passenger or person is cleared by the WTMD.
- Any person who activates the WTMD alarm and cannot be cleared with the procedures outlined above (repeated screening by the WTMD) should be referred for private manual searching and ETD checks.
- All security personnel, prior to physically touching a passenger and/or their belongings must wear gloves. The gloves must be changed, sanitized or cleaned after each search or pat-down.
- All security personnel who are required to physically encounter passengers and non-passengers should attempt to engage, interact, communicate and/or touch passengers when positioned from behind (where possible). For example, in the case of a pat-down search and/or from the side and/or at a distance when examining the contents of a bag, discarded/x-rayed items and/or items or devices the person has brought through the WTMD or other screening process with them (e.g. walking aides, wheelchairs etc.)
- Any person who cannot be satisfactorily cleared after completing the entire screening process, including manual search and ETD checks, should be denied entry into the security restricted areas.

- Aviation security officers are encouraged to use the principle of randomness and unpredictability, as far as practicable, during the screening of persons and baggage. The screening methods to be applied may include manual searches or ETD check or a combination of the two.
- Regular/periodic announcements should be made and notices should be displayed to inform passengers to adhere to security screening procedures and social distancing protocols. These announcements and notices may help prepare passengers prior to arriving at the SCP.
- The above screening procedures and controls shall be applied to transfer/transit passengers.

2.15 SCREENING CHECKPOINTS OR GATES WHERE WTMDs ARE NOT AVAILABLE

- Handheld metal detectors (HHMDs) should be used in screening persons taking into consideration the physical distancing protocols.
- Security officers should instruct persons to fully divest themselves of all foreign materials in preparation for screening. This is intended to reduce the level of interactions, to the barest minimum, between the screener and the person being screened.
- Security officers should instruct persons who generate an alarm to further divest themselves of any material that may have caused the trigger, including removal of shoes. This process should be repeated until the person is cleared by the HHMD.
- Any person who activates the HHMD alarm and cannot be cleared with the procedures outlined above (repeated screening by the HHMD) should be physically searched using disposable gloves.
- Physical searches should be conducted from the side and the back of the person to avoid face-to-face contact
- Any person who cannot be satisfactorily cleared after completing the entire screening process, including manual search, should be denied entry into the security restricted areas.
- Security officers are encouraged to use the principle of randomness and unpredictability, as far as practicable, during the screening of persons. The screening methods to be applied may include manual searches in addition to the HHMD screening.

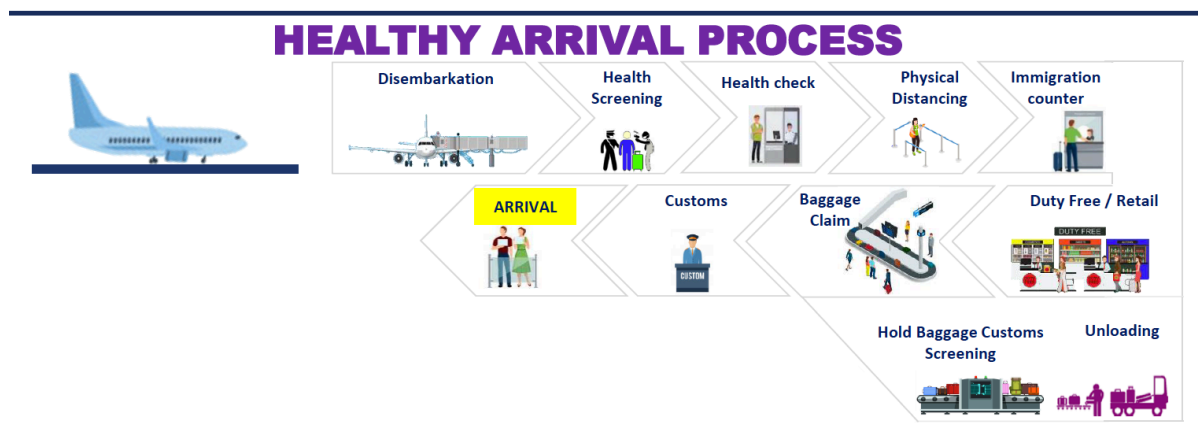
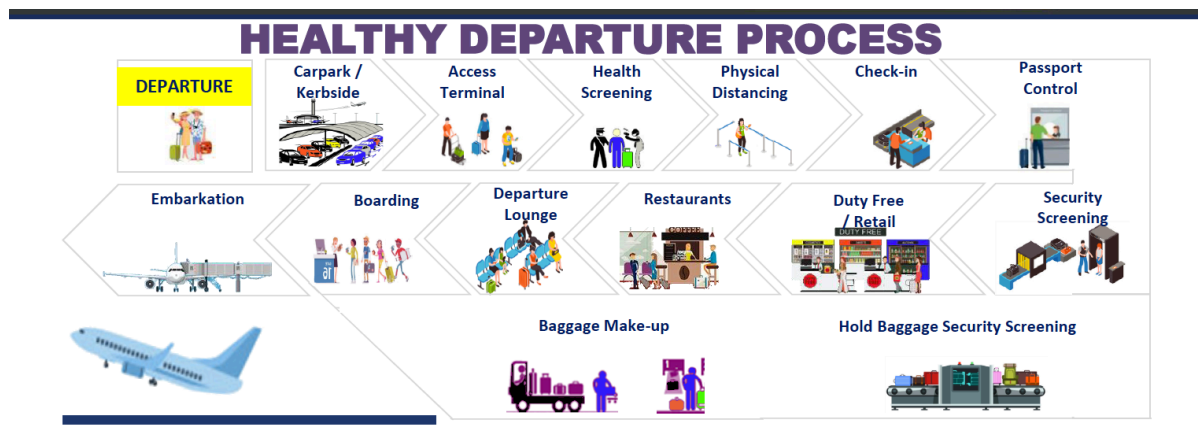
- Notices should be displayed to inform staff and other persons to adhere to security screening procedures and social distancing protocols. These notices may help prepare passengers prior to screening.
- Security personnel should conduct visual ID checks at arm's length without touching the persons ID card.
- All other patrol, access control and screening measures for persons and vehicles remain unchanged.

2.16 SCREENING OF INDIVIDUALS WITH DISABILITIES AND MEDICAL CONDITIONS

- Physical searches and/or ETD checks must be conducted for persons in a wheelchair.
- Physical searches should be conducted from the side and the back of the person to avoid face-to-face contact

2.17 BIOMETRIC ACCESS CONTROL POINTS

- Biometric access control points which require persons using any part of their physical body may be deactivated for manual access control procedures to be used.
- Where the biometric system cannot be deactivated, sanitizers may be provided at the control point to enable persons disinfect the part of their body which was used.



Source: ACI Guidance for African Airports Restart

2.15 HANDLING CARGO FROM AFFECTED COUNTRIES

The rationalized use and distribution of PPE when handling cargo from and to countries affected by communicable disease outbreak must be assessed. Wearing a mask of any type is not recommended when handling cargo from an affected country. Gloves are not required unless they are used for protection against mechanical hazards, such as when manipulating rough surfaces. Importantly, the use of gloves does not replace the need for appropriate hand hygiene, which should be performed frequently, as described above.

When disinfecting supplies or pallets, no additional PPE is required beyond what is routinely recommended. Handling of ground service equipment should be done as normal. Sanitizing and cleaning of passenger and crew buses should be done regularly using standard disinfectant agents such as 60% alcohol, hypochlorite or peroxide, and done on all high touch areas likely to be contacted by a person potentially unwell.

NOTE: When an aircraft arrives with a possible infectious passenger or with an affected passenger and ramp buses are required, assess the situation before-hand: Provide and identify a limited number of buses for that service and the same bus for the whole disembarkation service and disinfect once the process is finalized.

SECTION 3 APPENDICES

PORT HEALTH SERVICES GUIDELINES FOR AIRPORT OPERATIONS TO REDUCE THE SPREAD OF INFECTIOUS DISEASE CAUSED BY SEVERE ACUTE RESPIRATORY SYNDROME.

3.1 APPENDIX 1

3.1.1 Before Entry into Terminal Building

1. All persons entering the terminal building must wear a face mask
2. All passengers and other users of the terminal building must maintain a minimum of 2 metres with other persons
3. All persons entering the terminal building will be subjected to a mandatory temperature check
4. All persons entering the terminal building must observe hand hygiene (either hand washing with running water and soap or use of alcohol hand rub)
5. Persons showing any clinical symptoms or signs such as fever, cough, sneezing or runny nose will be subjected to further questioning by Port Health Staff

3.1.2 In the Terminal Building

1. All persons in the terminal building including airline staff shall maintain a minimum of 2 metres from the next person except for couples or persons with children
2. Hand sanitizers shall be used by all airline staff each time they attend to a passenger at check in. Airline staff at check-in counters must not use gloves during the handling of passenger documents such as ID cards, Passports, tickets and boarding passes
3. Baggage handlers must sanitize their hands after handling each passenger's bag
4. All hand baggage must be disinfected after handling by the airport security staff
5. During check-in, passengers must be advised to have personal bottles of alcohol-based hand sanitizers
6. During check-in, all passengers will be required to answer questions in relation to any disease outbreaks symptoms and history of contact with a confirmed disease.

3.1.3 Before Boarding Aircraft

1. All passengers at the boarding gate must maintain a minimum of 2 metres with other persons. In case of high numbers, there must be controlled entry to the boarding area
2. Airline staff checking the boarding passes of passengers must sanitize their hands
3. Passengers should be guided to detach the duplicate boarding pass so they can be handled by airline staff who may wear gloves at this point
4. All passengers must sanitize their hands before entering the aircraft

3.1.4 On-board Aircraft

1. All passengers and crew must wear face masks during the entire duration of the flight
2. Food-preparation procedures should be simplified, pre-packaged food should be provided for the entire duration of the flight.
3. All passengers must have in their possession personal samples of alcohol hand sanitizers
4. Passengers must use hand sanitizers before disembarking from the aircraft

3.1.5 Arrival

1. Passengers must maintain the use of the face mask during disembarkation, boarding of ground transport from aircraft to terminal building and during baggage reclaim until exit of terminal building
2. Passengers are encouraged to continue using face masks after exiting terminal building and especially if using passenger vehicles
3. Passengers must use hand sanitizers before exiting the terminal building

3.1.6 Aircraft Cleaning

1. All airlines must ensure that aircrafts are thoroughly cleaned under the supervision of Port Health staff after each trip
2. Cleaning must include all surfaces in the aircraft arm rests, head rests, baggage compartments, washrooms etc and must involve the use of approved disinfectant