



ADVISORY CIRCULAR

SIERRA LEONE CIVIL AVIATION AUTHORITY

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POST COVID-19 GUIDELINES FOR AERODROME OPERATORS ON RESUMPTION OF OPERATIONS.

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GENERAL.

Sierra Leone Civil Aviation Authority (SLCAA) Advisory Circulars from the Aerodrome and Ground Aids (AGA) Department contain information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations. This document is supplementary to the Aerodrome Emergency Plan Advisory Circular (SLCAA-AC-AGA-006-02).

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

PURPOSE.

This document is issued to provide guidance to Aerodrome Operators on how to prepare for resumption of aerodrome operations following the Coronavirus outbreak and to define step by step organizational administration structure, activities, management team, technical personnel, services, equipment, tools, facilities, capabilities, technical operations, procedures and processes in order to curtail further spread of the virus.

REFERENCE.

The Advisory Circular relates specifically to the following documents:

- SLCARs Part 14.6.14, SLCAA-AC-AGA-006-02 (AEP)
- SLCARs Part 17 and SLCAA-AC-AVSEC001/20.
- Guidance for African Airports Restart issued by ACI Version 1, 14 May, 2020.
- Safety Information Bulletin Aerodromes issued by EASA 2020-07, 04 May, 2020.
- SLCAA- AC-PEL/AMS-002/20, Guidance on Facilitating Flight Operations and Protecting Ground Handling Crew, Flight Crew and Passengers during the COVID-19 pandemic - Public Health Corridor Concept (PHCC).

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FOREWORD.

These guidelines have been developed to assist the aerodrome operators in developing and updating existing Aerodrome Emergency Plan/Public Health Emergency Contingency Plan and also in identifying any difference that may exist between the aerodrome operator's documents with reference to all types of medical emergencies in line with ICAO SARPs, and other relevant health authorities as well as SLCAA Advisory Circular (SLCAA-AC-AGA-006-02). The compliance document is one of the major tools used by the Sierra Leone Civil Aviation Authority (SLCAA) for assessing all Aerodrome operations in Sierra Leone. Aerodrome Operators are required to adhere to these guidelines in a safe and environmental friendly manner for a seamless restart of Aerodrome activities at this trying time of global emergency.

The document will enable SLCAA to assess an aerodrome operator's readiness to resume operations following the COVID-19 pandemic. To ensure adequate measures are in place, aerodrome operators are required to submit an application for each aerodrome accompanied with the listed documents stating step by step action prior to commencement of aerodrome operations to the Authority for review and approval.

INTRODUCTION.

The Coronavirus (COVID-19) declared a global pandemic by the World Health Organization (WHO) on 11th March, 2020, has caused massive negative impacts on the world economy and has adversely impacted on the lives of millions of people. Since the first reported case, the virus has left some businesses around the world counting losses, and many more completely destroyed, families bereaved and most governments resources stretched to the limit. The adverse impact of COVID-19 has plunged the world in a maelstrom of grief and growing hardship, while it notably affects global civil aviation resulting in losses and a potential collapse of the industry.

According to the ICAO estimates, in February 2020, international passenger capacity decreased by 8%, mainly related to traffic to and from States that experienced an early outbreak. In March 2020, international passenger capacity decreased further by 22%, with significant reduction not only in States experiencing an early outbreak, but also on a global scale. Air traffic reduction is no longer limited to initial outbreak countries.

Sequel to the Coronavirus pandemic, Government had placed restriction on movement, ban on both international and domestic travels as well as cancellation of flights which led to significant decrease in aircraft movement and passenger traffic. Aerodrome Oversight functions had been drastically affected as a result of no aerodrome activities. Generally, the guideline for Aerodrome Operators on resumption of aerodrome activities with respect to post COVID-19 pandemic is divided into three (3) segments namely:

- A. IMMEDIATE ACTION.**
- B. INTERMEDIATE / LONG TERM ACTION.**
- C. OTHER MEASURES.**

IMMEDIATE ACTION.

Aerodrome Operators are to forward to the Sierra Leone Civil Aviation Authority, an application for resumption of operations showing action put in place in readiness for aerodrome activities. The application shall be accompanied by Aerodrome post COVID-19 Pandemic SOPs on all operational areas.

- Review of the Operators application using appropriate checklist for approval.
- Explore the possibility of introducing web / teleconferencing for stakeholders meetings to minimize physical contact during this period.
- The Aerodrome operator should develop procedures and checklist for monitoring other aerodrome users with regards to the following:
 - Regular temperature check of all personnel as well as arriving and departing passengers.

- Ensure adequate provision of Personnel Protective Equipment (PPE) - The usage of face mask by all aerodrome personnel should be mandatory for this period.
- Provision of hand sanitizers at strategic locations at the aerodrome.
- Ensure clear demarcation between arriving and departing passengers.
- Ensure effective facilitation / handling of passengers in conjunction with Port Health for easy identification of possible COVID-19 / other communicable diseases.
- Aerodrome Operator should ensure that there is a plan adequate and appropriate waste management at the aerodrome.
- Aircraft waste removal and management should be in place.
- Ensure an effective drainage management system plan.
- Ensure effective janitorial services at the airport.
- Aircraft cleaning - the use of eco-friendly chemicals and detergents should be deployed.
- Ensure prevention and cleaning of fuel / lubricants / fluids during aircraft refuelling and / or maintenance.
- Personnel training and awareness on the expectations of the post COVID-19 Aerodrome Operations protocols.

INTERMEDIATE / LONG TERM ACTION.

Under this phase, the Aerodrome Operator shall update and submit its Environmental Management Plan integrating post COVID-19 pandemic measures as well as Aerodrome Medical / Public Health Emergency contingency plan, which should be in line with SLCAR PART 14.6.14 (AEP), ICAO Standards and Recommended Practices (SARPs) on Public Health Pandemics and other relevant procedures from health authorities as well as the SLCAA Advisory Circular (SLCAA -AC-AGA-006-02) for review and approval.

Aerodrome Operators should come up with Post COVID-19 Aerodrome Inspection Programme with special reference to any outstanding non-conformances / open items from previous inspections.

OTHER MEASURES.

Aerodrome Landside and Access to Movement Areas - The following are expected from the Aerodrome Operator:

- An efficient Vehicular Traffic Flow Management system within the airport environment (including car parks and their capacity) for which social distancing should be seriously taken into consideration.
- The aerodrome operator must ensure the operation of register and coordination of protocol officers at the airport.
- The aerodrome operator shall effectively restrict access to movement areas and safety areas only to those ground / operations vehicles in possession of airside vehicle permit, company logo, drivers with airside driver's permit and pedestrians necessary for Aerodrome and aircraft operations.
- The airport operator should come up with provisions identifying the consequences of non-compliance with the safe and orderly access to the aerodrome operational areas by ground vehicles and pedestrians.
- Ensure the introduction and implementation of an efficient way of recording each vehicular and individual access to aerodrome operations movement area.

DIRECTOR GENERAL'S APPROVAL.

Recommendation for Approval - Aerodrome Inspector.	
<p>The above guidelines have been developed based on best industry practice, IATA and ICAO guidance materials, the DG's Directives and SLCAR part 14 to provide guidance to the referenced service providers to safely restart the aviation industry, post COVID 19.</p> <p>It is hereby recommended for approval by the Director General.</p>	
Name:	Lyat O. Mason
Date:	01/07/2020

Director General's Approval.	
<p>These guidelines have been approved by the undersigned for use by the referenced services providers.</p>	
Name:	Moses Tiffa Baio
Signature:	
Date:	01/07/2020