



SIERRA LEONE CIVIL AVIATION AUTHORITY

SLCAA/DG/00125/20

14th April, 2020.

To: SEE BELOW.

Dear Sir / Madam,

PROTOCOLS FOR FLIGHT CREW MEMBERS OPERATING EVACUATION FLIGHTS INTO AND OUT OF SIERRA LEONE WHO MAY WISH TO OBSERVE FLIGHT CREW DUTY REST PERIODS.

To curtail the spread of the coronavirus disease (COVID-19), Sierra Leone has mandated a 14-day quarantine period for travelers including flight crew members coming from places of active transmission of COVID-19.

Flight crew members undertaking Evacuation flights, due to their mission to promptly repatriate their nationals, will be unable to observe the 14-day quarantine period.

However, for flights originating from regions/countries where augmented flight crew will not be feasible, and to enable their flight crew members to observe the mandatory flight duty time rest period overnight in Sierra Leone the protocols below are to be observed:

PRE – DEPARTURE.

As much as possible, Flight crew members who meet the following criteria should be discouraged from undertaking these missions:

1. History of exposure to COVID 19 confirmed case(s).
2. Meets the case definition of COVID-19 of the country of departure and of Sierra Leone (i.e. has fever, cough, runny nose or breathing difficulties).

All flight crew members must have undergone, a recently conducted COVID-19 test and must provide documented evidence of a negative test result before being selected for the flight.

ON ARRIVAL.

1. Embassies will ensure that relevant agencies (Port Health Services, Sierra Leone Airports Authority (SLAA), Sierra Leone Immigration Service (SLIS), and the Roberts Flight Information Region (FIR) are notified at least 48 hours before the flight's arrival or departure. This will include the flight's itinerary, departure aerodrome, destination aerodrome, date and time of arrival, names and number of crew members and any health related incidents that might occur during the flight.
2. Before disembarking, the flight crew members should wear a face mask (N95) that covers the mouth and nose, and this should be kept on until they are settled into their individual isolation rooms.
3. Immediately at the aircraft door on arrival, flight crew members should perform hand hygiene using alcohol hand rub before proceeding to the airport terminal.
4. Flight crew members will be subjected to temperature screening on arrival at the Point of Entry in Sierra Leone by personnel of the Port Health Services (PHS).
5. Flight crew members will be in possession of an on-board luggage that will be personally carried by them.
6. Flight crew members will be conveyed from the airport to a pre-determined location for overnight quarantine which will be supervised by the Ministry of Health (MoHS) prior to the conduct of the flight.
7. Flight crew members will have no physical contact with any persons while in Sierra Leone, including embassy staff, drivers, protocol officers, hotel / accommodation staff.
8. **Type of vehicle to be used to convey crew** - The vehicle to be used to transport flight crew members should be such that the driver's cabin is closed off from the passenger's section and driver is already seated in the vehicle ready to move, before flight crew members enter the vehicle. As much as possible, there should be minimal contact and physical interaction between the driver and the flight crew members.
9. Embassy staff, drivers and protocol officers who will attend to the flight crew members must observe the following procedures:
 - Observe hand hygiene using alcohol-based hand rub frequently.

- Use alcohol wipes to frequently wipe down the door handles and steering wheels of the vehicle.
 - Always maintain a distance of at least 2 meters from flight crew members.
 - Wear a medical face mask that covers the mouth and nose while carrying out their duties and perform hand hygiene once PPE is removed.
10. Immediately after dropping off the flight crew members, have the vehicle cleaned and disinfected by the embassy utilizing the PHS.
 11. Embassies shall be responsible for all logistic support (Transport, hotel accommodation, feeding, etc.) required for the Flight Crew members while in Sierra Leone.
 12. Should any flight crew member develop symptoms and/signs of COVID-19 or other illness during the crew rest period, embassies are required to immediately notify the Ministry of Health by calling the MoHS hotlines: 117 or +232-99-058-855 / +232-88-421-575.
 13. Embassies / operating airlines are to ensure strict compliance with the above protocol.



Moses Tiffa BAIO
Director General.



Addressees:

The Country Manager, ASKY Airlines.
 The Country Manager, Africa World Airlines.
 The Country Manager Air France.
 The Country Manager, Air Peace.
 The Country Manager S. N Brussels.
 The Country Manager, TransAir.
 The Country Manager, Kenya Airways.
 The Country Manager, Air Cote D'ivoire.
 The Country Manager, Royal Air Maroc.

Cc: The Minister of Transport and Aviation.
The Deputy Minister of Transport and Aviation.
The Permanent Secretary, Ministry of Transport and Aviation.
The Minister of Foreign Affairs and International Cooperation.
The Minister of Health and Sanitation.
Office of National Security, Coordinator.
The General Manager, Sierra Leone Airports Authority.
The General Manager, Sky Handling Partners.
The CONVID-19 Coordinator.
The Chairperson, Board of Airline Representatives.
The Chairman Board of Directors, Sierra Leone Civil Aviation Authority.
The Chairman Board of Directors, Sierra Leone Airport Authority.