



No. 30.31.0000.111.58.001.20-233

Dated: 11 May 2020

CIVIL AVIATION CIRCULAR (CAC-GEN) 02/2020

Subject: Guideline for Airports on Preventing Spread of COVID-19 Among Airport Staffs and Travelling Passengers

1. Due to the current concern regarding the pandemic of the COVID-19, Civil Aviation Authority of Bangladesh (CAAB) has developed the following guidance giving proper considerations to the publications of WHO such as Guide to Hygiene and Sanitation in Aviation, 2009 /Operational considerations for managing COVID19 cases or outbreak in aviation, 2020 and IATA (Ground Operation Bulletin 1, March 24, 2020) in order to provide support to its stakeholders in terms of how the cleaning and disinfections are expected to be performed.
2. The objective of this Directive is to provide necessary recommendation and guidelines for all Airports in Bangladesh to ensure an acceptable level of safety is maintained at all times by following infection prevention and control measures through cleaning and disinfection programs. All the airports shall prepare their own guidance and procedure manual in reference to this directive to ensure an acceptable level of safety is maintained at all times.
3. The respective Airport authority in coordination with Member (Operations and Planning) shall immediately activate Crisis Management Team (CMT) and Health Emergency Response Team (HERT) and take necessary actions as per respective Airport Aviation Public Health Emergency Contingency Plan (Communicable Diseases). Besides, they may publish interim office order on preventive measures to be followed by airport staffs during such interim period. Each airport authority shall give priority on the points discussed below.

Guideline for Airport Authorities

4. Airports shall ensure adequate entry/exit gates (with disinfection arrangements i.e. foot mats, disinfection tunnels) to avoid congestions of passengers. No visitors to be allowed in the terminal building.
5. Airports shall provide hand washing facilities for the travelling passengers and staff with adequate soap and water with foot operated waste bin near the entrance gate of the terminal building.
6. Passengers and Civil Aviation staff shall enter terminal building with face mask and to walk through disinfection arrangements for sterilization of dress/soles.

7. Concern airport staffs in all entry gates of airport shall be equipped with calibrated non-contact infrared thermometer to check fever of all agency staffs and passengers. The febrile person shall be immediately isolated and handed over to respective airport health authority.
8. All the Airport staffs shall wear appropriate mask while working in and around the airport. The staff handling febrile person shall wear disposable medical caps, surgical masks, gloves, disposable shoe cover, goggles and disposable protective suits (PPE).
9. To reduce cross contamination, all staffs shall wear or remove PPE in a designated place. Removed PPE should be placed in medical waste bags as infectious waste. Airport and other staffs working in the Airport shall be sent for quarantine once they have suspicious symptoms;
10. Passengers to be advised to sit at an adequate distance (at least 01 meter) while waiting in the passenger waiting lounge. Taped crosses should be used for marking row seats on which passengers will not be allowed to sit;
11. Repeated public address announcement to be carried out on preventive safety measures against the spread of COVID-19 emphasizing more on use of masks, hand sanitizing and social distancing;
12. Minimum numbers of shops, banks, money exchanges and food stalls to be kept open with strict daily inspection by the sanitary inspectors of airport health department;
13. The key areas of the airport (Security screening area, check counters, baggage inspection desk, immigration counters, public and staff toilets etc) shall be cleaned and disinfected at least thrice a day. Cargo sheds and parking area shall be cleaned and disinfected at least once a day;
14. All the rails, door handlers, tables, chairs etc to be disinfected with disinfectant frequently by dedicated personnel;
15. Alcohol-based hand rub shall be available on all the security inspection channels and door of toilet areas;
16. Adequate amount of hand washing soap to be supplied in the washroom and toilets. Foot operated waste bin with lid to be provided in the toilets and washroom. Waste shall be disposed off in the WHO recommended foot operated waste bins with polybags inside. At a regular interval, all waste bins should be wet-cleaned and disinfected thoroughly to keep in a sanitary condition and publicize the disinfection status on the prominent place and keep the record of disinfection.;
17. Terminal area shall be disinfected as of public area. However, in case of any suspected patients, confirmed patients or ill passengers, terminal disinfection shall be performed by disinfecting the area by using the prescribed vaporization disinfection device;
18. All the disposable used items to be disposed of in foot operated waste bin with lid for final disposal in the polybags. The polybags are not to be opened inside airport area. Garbage contractor is to be instructed accordingly;



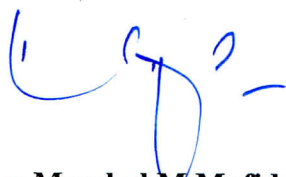
19. Airports shall arrange a dedicated room with all protective measures and medical representative for quarantine and suspected passengers;
20. All airports shall ensure that all the air operators are following the CAAB guidelines (CAC-GEN 01/2020) on preventing COVID-19 while handling the passengers and disinfecting the aircraft;
21. All airports shall develop a SOP on actions to be taken by the airport authority when passenger(s)/staff(s) with COVID-19 is identified in the airport or reported by airlines. All the actions shall be in accordance to the CPD 6-10, National Aviation Public Health Emergency Contingency Plan, guidelines of ICAO, WHO, PHECP and IHR 2005, and shall be distributed to all operators and concern staff;

Additional Guideline for Security Personnel Working in the Airport

22. Security personnel in the body searching posts are to put on work uniform, face masks/medical masks, disposable rubber gloves, caps, with safety aprons;
23. Screening site management personnel are to wear work uniforms, face masks, disposable rubber gloves, protective goggles and caps (shower/uniform caps);
24. Security personnel in all other posts are to wear working uniform, caps, masks and gloves;
25. Hand-held metal detectors used by security personnel shall be regularly and frequently disinfected.

Effectiveness of the Circular

26. This Circular shall be effective as soon as it may be promulgated by this authority. Notwithstanding any other circular, directives, order or any text of any other CAAB documents (promulgated on subject matter issue) contrary with this circular, the contents of this circular shall prevail. However, the instructions/guidelines promulgated (on the subject matter) by any other documents of CAAB shall be retained in a nature that the status of the other documents shall not be treated as repealed.



Air Vice Marshal M Mafidur Rahman, BSP, BUP, ndu, afwc, psc
Chairman
Civil Aviation Authority of Bangladesh