澳門特別行政區
REGIÃO ADMINISTRATIVA ESPECIAL DE MACAU

民航局
AUTORIDADE DE AVIAÇÃO CIVIL
CIVIL AVIATION AUTHORITY

Air Operator Implementation Report of Guidance for Air Travel through the COVID-19 Public Health Crisis (Issue 1)

1. General information

1.1. Name of operator		

1.2. Contact person for this report	Name:	Position:
	Telephone:	Email:

1.3. This report shows the implementation status as of ……………………………………………. (date).

2. Aircraft

Mitigation Measure	Status	Implementation details / remarks
2.1. Passenger and Crew – General		
Adjust the boarding process		
2.1.1. Adjust the boarding process. To the extent possible and consistent with weight and balance considerations, the boarding and disembarking of passengers should be conducted in ways that reduce the likelihood of passengers passing in close proximity to each other.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
Seat assignment processes		
2.1.2. When needed, seats should be assigned for adequate physical distancing between passengers. Air operators should allow for separated seating arrangements when occupancy allows it. Passengers should also be encouraged to stay in the assigned seat as much as possible.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
Limit interaction on board		
2.1.3. Passengers should be encouraged to travel as lightly as possible with all luggage checked-in except small hand luggage that fit under the seat. Newspapers and magazines should be removed. The size and quantity of duty-free sales may also be temporarily limited.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	

2. Aircraft

Mitigation Measure	Status	Implementation details / remarks
Limit or suspend food and beverage service		
2.1.4. Food and beverage service should be limited or suspended on short-haul flights or should be considered to be dispensed in sealed, pre-packaged containers. The use of non-essential in-flight supplies, such as blankets and pillows, should be reduced to minimize the risk of cross infection.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
Restrict lavatory access		
2.1.5. When possible, one lavatory should be designated for crew use only, provided sufficient lavatories remain available for passenger use without fostering congregation by passengers waiting to use a lavatory. Also, to the extent practicable depending on the aircraft, passengers should use a designated lavatory based on seat assignment to limit passenger movement in flight, which reduces exposure to other passengers.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
Crew protection measures		
2.1.6. Sharing of safety equipment used for safety demonstrations shall be prohibited. Crew members shall be instructed to provide service only to specific sections of the cabin. Additional means of protection, for instance plastic curtains or Plexiglas panels during the boarding process (to be removed once boarding is completed), should be explored.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.2. Disinfection – Flight Deck		
2.2.1. Frequency of cleaning of the flight deck shall account for the separation of the flight deck from the passenger compartment as well as for the frequency of crew transitions.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.2.2. The flight deck shall be cleaned and disinfected at an appropriate frequency to accommodate safe operations for the crew.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.2.3. For the flight deck touch services and electronics, only 70% aqueous solution of Isopropyl Alcohol (IPA) should be used as cleaning or disinfecting substances. The Centre for Disease Control and Prevention of Macao should be referred to for instruction on application to be effective against viruses. The OEM's instructions shall be referred to ensure that the proper application, ventilation, and personal protection equipment is used. For more detailed recommendations or additional disinfecting chemicals, operator shall reach out to the specific Airframe Manufacturer.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	

2. Aircraft

Mitigation Measure	Status	Implementation details / remarks
2.2.4. Surfaces shall be cleaned of dirt and debris before disinfecting to maximize effectiveness.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.2.5. Application to surfaces should be with pre-moistened wipes or single use wetted cloth and use limited bottle sizes on board to minimize the risk of spilling the IPA solution or disinfecting substances. Do not spray IPA or disinfecting substances in the flight deck. Do not allow the liquid to pool or drip into the equipment.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.2.6. Disinfecting substances such as IPA is flammable, so precautions shall be taken around potential sources of ignition.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.2.7. Because the frequency of disinfection has significantly increased due to COVID-19, and there is no data on the long term effects associated with this frequent application, the operator should periodically inspect the equipment to ensure that there are no long term effects or damage over time. If damage is observed, report to AACM and contact the OEM for guidance on alternate disinfectants. Specific care shall be taken for application on leather and other porous surfaces.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.2.8. Given the increased likelihood that switch positions may be inadvertently changed during the cleaning or disinfection process, operators and flight crew shall reinforce procedures to verify that all flight deck switches and controls are in the correct position prior to operation of the airplane.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.2.9. Some equipment on the flight deck may have additional disinfectant needs based on usage (e.g. oxygen masks) and procedures should be put in place accordingly. Operator shall reach out to OEM for instructions.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.3. Disinfection – Passenger Cabin		
2.3.1. The cabin shall be cleaned and disinfected at an appropriate frequency to accommodate safe operations for the passengers and crew. The frequency shall account for the operation of the aircraft and the potential exposure of an infected person.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	

2. Aircraft

	Mitigation Measure	Status	Implementation details / remarks
2.3.2.	For touch services and electronics, 70% aqueous solution of Isopropyl Alcohol (IPA) should be used as cleaning or disinfecting substances. The Centre for Disease Control and Prevention of Macao should be referred to for instruction on application to be effective against viruses. The OEM's instructions shall be referred to ensure that the proper application, ventilation, and personal protection equipment is used. For more detailed recommendations or additional disinfecting chemicals, operator shall reach out to the specific airframe manufacturer.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.3.3.	Surfaces shall be cleaned of dirt and debris before disinfecting to maximize effectiveness.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.3.4.	Application to surfaces should be with pre-moistened wipes or singe use wetted cloth and use limited bottle sizes on board to minimize the risk of spilling the IPA solution or disinfecting substances. Do not spray IPA or disinfecting substances in the cabin. Do not allow the liquid to pool or drip into equipment (e.g. in-flight entertainment electronic boxes).	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.3.5.	Disinfecting substances such as IPA is flammable, so precautions shall be taken around potential sources of ignition.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.3.6.	Because the frequency of disinfection has significantly increased due to COVID-19, and there is no data on the long term effects associated with this frequent application, the operator should periodically inspect the equipment to ensure that there are no long term effects, colour shift or damage over time. If damage is observed, report to AACM and contact the OEM for guidance on alternate disinfectants. Specific care shall be taken for application on leather and other porous surfaces. The operator shall validate disinfecting agents for buyer furnished equipment (e.g. Seats and IFE) with the manufacturer.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.3.7.	Air operators shall review their operating procedures to minimize the number of personnel who need to contact high-touch surfaces such as access panels, door handles, switches, etc. For more detailed recommendations or additional disinfecting chemicals, air operators shall reach out to the specific airframe manufacturer.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.3.8.	Safety equipment used for safety demonstrations shall be cleaned and disinfected after use. Operator shall reach out to OEM for instructions.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	

2.	Aircraft

Mitigation Measure	Status	Implementation details / remarks
2.4. Disinfection – Cargo compartment		
2.4.1. The cargo compartment touch surfaces shall be cleaned and disinfected at an appropriate frequency to accommodate safe operations for the ground staff.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.4.2. For touch services and electronics, 70% aqueous solution of Isopropyl Alcohol (IPA) should be used as cleaning or disinfecting substances. Refer to The Centre for Disease Control and Prevention of Macao for instruction on application to be effective against viruses. Refer to the OEM's instructions to ensure that the proper application, ventilation, and personal protection equipment is used. For more detailed recommendations or additional disinfecting chemicals, operator shall reach out to the specific airframe manufacturer.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.4.3. Surfaces shall be cleaned of dirt and debris before disinfecting to maximize effectiveness.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.4.4. Application to surfaces should be with pre-moistened wipes or single use wetted cloth and use limited bottle sizes on board to minimize the risk of spilling the IPA solution or disinfecting substances. Do not spray IPA or disinfecting substances in the Cargo Compartment. Do not allow the liquid contact critical equipment (e.g. smoke detector, electronic door operation equipment and fire extinguishing discharge nozzle).	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.4.5. Disinfecting substances such as IPA is flammable, so precautions shall be taken around potential sources of ignition. Pay particular attention to hidden ignition sources as many aircraft have electronic boxes mounted in the cargo compartment.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.4.6. Because the frequency of disinfection has significantly increased due to COVID-19, and there is no data on the long term effects associated with this frequent application, the operator shall periodically inspect the equipment to ensure that there are no long term effects or damage over time. If damage is observed, report to AACM and contact the OEM for guidance on alternate disinfectants.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.4.7. Air operators shall review their operating procedures to minimize the number of personnel who need to contact high-touch surfaces such as access panels, door handles, switches, etc.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	

2. Aircraft		
Mitigation Measure	Status	Implementation details / remarks
2.5. Disinfection – Maintenance		
2.5.1. Air operators shall be mindful of regular maintenance to both air systems and water systems to ensure they continue to protect the passenger and crew from viruses. Air operators should refer to the Airframe OEM for specific maintenance actions and intervals.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.5.2. Air operators shall include access panels and other maintenance areas in their disinfection procedures to ensure a safe environment for the maintenance crews.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.5.3. Air operators shall review their operating procedures to minimize the number of personnel who need to be in contact with high-touch surfaces such as access panels, door handles, switches, etc.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.5.4. Air operators shall establish maintenance procedures to be applied after disinfection procedures in order to check the Flight Deck, Passenger Cabin and Cargo Compartment for the correct positioning of control handle, circuit breakers and control panels switches and knobs. Access panels and doors' closure also should be checked.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.6. Air System Operations		
Ground Operations (before chocks-off and after chocks-in)		
2.6.1. Operations without the air conditioning packs or external pre-conditioned air (PCA) source shall be avoided. External air sources are not processed through a high-efficiency particulate air (HEPA) filter. The aircraft APU should be used when permitted at the gate to enable the aircraft's air conditioning system to be operated, if equivalent filtration from PCA is not available.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.6.2. If the aircraft has an air recirculation system, but does not have HEPA filters installed, air operators shall make reference to OEM published documents and contact OEM to determine the recirculation system setting.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	

2. Aircraft

Mitigation Measure	Status	Implementation details / remarks
2.6.3. It is recommended that fresh air and recirculation systems be operated to exchange the volume of cabin air before boarding considering the following:		
(a) For aircraft with air conditioning, run the air conditioning packs (with bleed air provided by APU or engines) or supply air via external PCA source at least 10 minutes prior to the boarding process, throughout boarding and during disembarkation.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
(b) For aircraft with HEPA filters, run the recirculation system to maximize flow through the filters.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
(c) For aircraft without an air conditioning system, keep aircraft doors open during turnaround time to facilitate cabin air exchange (passengers' door, service door and cargo door).	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
Flight Operations		
2.6.4. If HEPA recirculation air filters are confirmed to be installed, operate environmental control systems with all Packs in AUTO and recirculation fans ON.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.6.5. If non-HEPA filters are installed, contact the aircraft OEM for recommendations on recirculation settings.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.6.6. If the aircraft in-flight operating procedure calls for packs to be off for take-off, the packs should be switched back on as soon as thrust performance allows.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	

2. Aircraft

Mitigation Measure	Status	Implementation details / remarks
Minimum Equipment List (MEL) Dispatch		
2.6.7. Fully operational air conditioning packs and recirculation fans provide the best overall cabin ventilation performance. Air operators shall minimize dispatch with packs inoperative. For aircraft equipped with HEPA filter, air operators shall minimize dispatch with recirculation fans inoperative.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.6.8. Some aircraft have better airflow performance with all outflow valves operational. Air operators shall contact OEM about ventilation performance of the aircraft with outflow valves inoperative and the limitations associated with the dispatch in this situation.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
High Flow (max Bleed) Switch		
2.6.9. If the aircraft has an option for high flow operation, air operators shall contact the OEM for setting recommendations.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
Sick Passenger Positioning		
2.6.10. For aircraft authorized to carry more than 19 passengers, the ill person shall be separated from the other passengers by minimum of 1 metre (usually about two seats left empty in all directions, depending on the cabin design) from the seat occupied by the suspected case. Where possible this should be done by moving other passengers away.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
Filter Maintenance		
2.6.11. Air operators shall follow normal maintenance procedures as specified by the OEM. Take note of special protection and handling of filters when changing them.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
2.6.12. Operator shall contact OEM or refer to OEM published document to check if an additional sanitization procedure and/or personnel health protection is needed to avoid microbiological contamination in the filter replacement area.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	

3. Crew

Mitigation Measure	Status	Implementation details / remarks
3.1. Passenger and Crew – General		
General		
3.1.1. Unless specified as flight crew or cabin crew, the term "crew" refers to all operational crew required on board for the air operator to support the flight. This element applies to all crew.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
Health monitoring		
3.1.4. Crew members shall monitor themselves for fever, cough, shortness of breath, or other symptoms of COVID-19. Guidelines on Measuring Body Temperature Correctly published by the Centre for Disease Control and Prevention of Macao shall be follow for taking body temperature.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
3.1.5. Crew members shall take their temperature at least twice per day during duty periods and at any time they feel unwell.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
3.1.6. Crew members shall stay at home or in their hotel room, notify their employers, and not report for work if they develop a fever, shortness of breath, or other symptoms of COVID-19. They shall not return to work until cleared to do so by a medical doctor or public health officials.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
3.1.7. Examples of crew exposure concerns, include the following:		
(a) Are within a mandated period quarantine related to previous travel and/or duty.		
(b) Test positive for COVID-19 regardless of symptoms evident.		
(c) Know that they have been exposed to a person showing symptoms of COVID-19.		
(d) Are experiencing any symptoms of COVID-19.		
(e) Have recovered from COVID-19 symptoms but have not been assessed by a medical doctor or public health authority.		

3. Crew

Mitigation Measure	Status	Implementation details / remarks
Health protection		
3.1.9. To protect the health of crew and others, including co-workers, crew members shall:		
(b) Wash their hands regularly. If hands are not visibly dirty, the preferred method is using an alcohol-based hand rub for 20−30 seconds using the appropriate technique. When hands are visibly dirty, they should be washed with soap and water for 40−60 seconds using the appropriate technique.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
(c) Be reminded to, along with frequent hand washing/sanitization, avoid touching their face including while wearing gloves.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
(d) Wear a face mask while around other people, especially in situations where the recommended physical distance from others cannot be maintained.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
(e) Avoid contact with people with a cough, fever, or shortness of breath or otherwise suspected of having COVID-19.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
(f) Ensure there are sufficient quantity of PPE on board before each flight. Crew members shall also follow existing air operator policy and procedures regarding the use of PPE and UPKs, if needed to provide care to a sick traveller on board.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
(g) Follow the guidance and precautions of the Centre for Disease Control and Prevention of Macao related to COVID-19.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
Crew rest compartments		
3.1.12. To minimize any possibility of cross infection, pillows, cushions, sheets, blankets or duvets, where provided, shall not be used by multiple persons unless coverings are disinfected.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	

3. Crew

Mitigation Measure	Status	Implementation details / remarks
3.1.13. Some air operators issue each crew member with their own provisions and the cabin crew members are responsible for ensuring that they are removed and bagged after use.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
3.1.14. Other air operators provide bulk loading for crew rest area bedding items. Where this is the case, crew members shall install their own bedding items before their rest period and remove them hygienically afterwards.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
3.2. Flight Crew		
3.2.1. Access to the flight deck should be limited to the greatest extent possible.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
3.2.2. Flight crew members should only leave the flight deck for short physiological breaks and scheduled rest.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
3.2.4. Air operator shall ensure that when face masks are worn by flight crew or other crew members etc., oxygen masks can be still rapidly placed on the face, properly secured, sealed, supplying oxygen on demand and flight crew are provided with the correct guidance on how to do so.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
3.2.5. When leaving flight deck, all items shall be stowed, personal items removed, and flight-deck is ready for cleaning and disinfection.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
3.2.7. In-person interactions with the cabin crew shall be reduced to a minimum.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	

3. Crew

Mitigation Measure	Status	Implementation details / remarks
3.2.9. Only one member of the flight crew shall be allowed to disembark the aircraft to complete the external inspection, refuelling, etc., in such case direct contact with the ground crew should be avoided.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
3.3. Cabin Crew		
3.3.1. Cabin crew who are in contact with a passenger suspected to be infected shall not visit the flight deck unless operationally necessary.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
3.3.2. While limiting the number and frequency of physical flight crew checks, an alternative method of checking on flight crew welfare such as regular interphone calls should be implemented.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
3.3.3. The use of PPE shall not impact the ability to carry out normal, abnormal and emergency safety procedures, such as the donning of oxygen masks, carrying out firefighting procedures etc.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
3.3.5. Safety demonstrations shall highlight to passengers that face coverings shall be removed before donning emergency oxygen masks, should they be needed.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
3.4. Layover		
Layover/ transits		
If crews need to layover or transit at an outstation, air operators shall coordinate with the State public health authorities and implement the following:		
3.4.1. Commute arrangements (between airport and hotel, if needed): The air operator shall arrange for the commute between the aircraft and the crew's individual hotel rooms ensuring hygiene measures are applied and the recommended physical distancing, including within the vehicle, to the extent possible.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	

3. Crew

Mitigation Measure	Status	Implementation details / remarks
3.4.2. At accommodation:		
(a) At all times, the crew must comply with relevant public health regulations and policies.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
(c) The crew, taking account the above, when the accommodation is located in an area with high risk of COVID-19, shall:		
(i) Avoid contact with the public and fellow crew members, and remain in the hotel room except to seek medical attention, or for essential activities including exercise, while respecting physical distancing;	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
(ii) Not use the common facilities in the hotel;	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
(iii) Dine in-room, get take-outs or dine seated alone in a restaurant within the hotel, only if room service is not available;	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
(iv) Regularly monitor for symptoms including fever; and	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
(v) Observe good hand hygiene, respiratory hygiene and physical distancing measures when needed to leave the hotel room only for the reasons specified in (i), (iii) above or emergency situations.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	

3. Crew

	Mitigation Measure	Status	Implementation details / remarks
	(d) When the accommodation is located outside the area with high risk of COVID-19, the crew shall:		
	(i) Regularly monitor for symptoms including fever; and	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
	(ii) Observe good hand hygiene, respiratory hygiene and physical distancing measures when needed to leave the hotel room only for the reasons specified in (c) (i), (c) (iii) above or emergency situations.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
3.4.3.	Crew members experiencing symptoms suggestive of COVID-19 during layover or transit shall:		
	(a) Report it to the aircraft operator and seek assistance from a medical doctor for assessment of possible COVID-19.	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	
	(b) Cooperate with the assessment and possible further monitoring for COVID-19 in accordance with the evaluation procedure implemented by the State (e.g. assessment in the hotel room, or an isolation room within the hotel, or alternative location).	☐ Fully implemented ☐ Partially implemented ☐ Not yet implemented ☐ Not applicable	

Air Operator Implementation Report of Guidance for Air Travel through the COVID-19 Public Health Crisis (Issue 1)
Completion Instructions

Field #	Completion Instructions
1.1	Provide the name of the air operator.
1.2	Enter the name and contact information of the person whom the AACM can contact regarding this report.
1.3	Self-explanatory.
2 – 3	Based on the implementation status, check the appropriate box and enter the details of means of implementation in the "Implementation details / remarks" column.

(continued in field 2-3)

Based on the implementation status, check the appropriate box and enter the details of means of implementation in the "Implementation details / remarks" column.

The operator may implement the mitigation measure only under certain circumstances. For example, based on the operator's risk assessment, the mitigation measure is only implemented on flights to areas with high risk of COVID-19 classified by the public health authorities. In this case, detail justification shall be indicated in the "Implementation details / remarks" column.

Fully implemented

The mitigation measure is considered fully implemented if:
- The operator has already established necessary procedures; and
- Communication and/or coordination with all relevant parties have been made;
- All necessary equipment or hardware have already been installed; and
- The operator has already established mechanism to keep the record or evidence of implementation.

Partially implemented

The mitigation measure is considered partially implemented if:
- Procedures are being developed, but not yet completed; or
- Communication and/or coordination with all relevant parties are in progress, but not yet completed;
- Installation of necessary equipment or hardware are in progress, but not yet completed; or
- Mechanism to keep the record or evidence of implementation are being developed, but not yet completed.

If the box "Partially implemented" is checked, the following shall be indicated in the "Implementation details / remarks" column:
- Reason of "Partially implemented"; and
- Target date of full implementation

Not yet implemented

The mitigation measure is considered not yet implemented if:
- Procedures has not yet been developed; and
- Communication and/or coordination with all relevant parties have not yet been made; and
- Necessary equipment or hardware has not yet been installed; and
- Mechanism to keep the record or evidence of implementation has not yet been developed.

If the box "Not yet implemented" is checked, the following shall be indicated in the "Implementation details / remarks" column:
- Reason of "Not yet implemented";
- Implementation plan; and
- target date of full implementation

Not applicable

If "Not applicable" is checked, the reason shall be indicated in the "Implementation details / remarks" column.