

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

General information		
Name of operator		
Contact person for this report	Name:	Position:
	Telephone:	Email:
This report shows the implementation status as of ..... (date).		
Cargo (Remark: the numbering of this report is according to that of the Guidance for Air Travel through the COVID-19 Public Health Crisis Issue 1)		
Mitigation Measure	Status	Implementation details / remarks
<b>4.1. Road Feeder to Freight Reception &amp; Freight Pick Up</b>		
Onsite biosafety principles		
4.1.1. Proximity for document handover shall be minimized, floor markings should be indicated and/or appropriate PPE shall be worn in accordance with guidance of Centre for Disease Control and Prevention of Macao.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.1.2. Wherever possible, hand washing or alcohol-based hand sanitizer should be placed on entry.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.1.3. Surfaces (e.g. handles, kiosks) shall be regularly cleaned and disinfected.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	

Cargo (Remark: the numbering of this report is according to that of the Guidance for Air Travel through the COVID-19 Public Health Crisis Issue 1)		
Mitigation Measure	Status	Implementation details / remarks
4.1.5. Area(s) for donning and doffing of appropriate PPE as needed shall be identified.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
Physical handover of goods (truck offload)		
4.1.6. Drivers shall stay in vehicle cabin until instructed (as per relevant procedures).	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.1.7. Physical distance should be kept between driver and facility staff where possible.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.1.8. Close contact of personnel should be limited, appropriate PPE shall be worn in accordance with guidance of Centre for Disease Control and Prevention of Macao.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
Documentation handover (office)		
4.1.10. Physical distancing of at least 1 meter should be kept between all parties where possible, use of floor markings or wearing the appropriate PPE in accordance with guidance of Centre for Disease Control and Prevention of Macao.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.1.11. Where physical documents need to be signed, each signatory shall do so with their own pen.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	

**Cargo** (Remark: the numbering of this report is according to that of the Guidance for Air Travel through the COVID-19 Public Health Crisis Issue 1)

Mitigation Measure	Status	Implementation details / remarks
4.1.12. Physical barriers shall be installed (transparent) at counters and reception.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.1.13. Alcohol-based hand sanitizer shall be made available when entering or exiting common areas.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
Material handling equipment (MHE) usage (e.g forklifts, hand carts)		
4.1.14. To avoid cross contamination, MHE shall be cleaned and disinfected after use.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.1.15. Employees shall be educated and shall practice personal hygiene principles.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.1.16. Appropriate PPE shall be worn in accordance with guidance of Centre for Disease Control and Prevention of Macao.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
<b>4.2. Within Cargo facility (Origin / Destination / Transit)</b>		
Onsite biosafety principles		
4.2.1. Physical distance shall be kept at all times when operational safety is not compromised.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	

Cargo (Remark: the numbering of this report is according to that of the Guidance for Air Travel through the COVID-19 Public Health Crisis Issue 1)		
Mitigation Measure	Status	Implementation details / remarks
4.2.2. Close proximity for handover shall be minimized (e.g. drop zones) and appropriate PPE shall be worn in accordance with guidance of Centre for Disease Control and Prevention of Macao.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.2.4. Alcohol-based hand sanitizer shall be placed on entry into common areas.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.2.5. Regular cleaning and disinfection of surfaces (e.g. handles, mobile devices, kiosks) shall be established. A cleaning/disinfection control sheet shall be used.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.2.6. Sanitizer shall be made available for users of kiosks, shared mobile devices, and other shared devices.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
Physical handling goods		
4.2.7. Physical distance shall be kept when operational safety is not compromised; when not possible (e.g. 2-person lift needed for heavy cargo) appropriate PPE shall be worn in accordance with guidance of Centre for Disease Control and Prevention of Macao.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.2.8. Appropriate PPE shall be worn in accordance with guidance of Centre for Disease Control and Prevention of Macao.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
Material handling equipment (MHE) / ground support equipment (GSE) usage		

Cargo (Remark: the numbering of this report is according to that of the Guidance for Air Travel through the COVID-19 Public Health Crisis Issue 1)		
Mitigation Measure	Status	Implementation details / remarks
4.2.9. To avoid cross contamination MHE and GSE shall be cleaned and disinfected between uses.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.2.10. All employees shall be educated and shall practice personal hygiene principles.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.2.11. Appropriate PPE shall be worn in accordance with guidance of Centre for Disease Control and Prevention of Macao.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
<b>4.3. Cargo facility to ramp (Origin / Transit / Destination)</b>		
Onsite biosafety principles		
4.3.1. Physical distance shall be kept at all times when operational safety is not compromised and appropriate PPE shall be worn in accordance with guidance of Centre for Disease Control and Prevention of Macao.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.3.2. Regular cleaning and disinfection of surfaces (e.g. handles, kiosks) shall be established. A cleaning/disinfection control sheet shall be used.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.3.3. Alcohol-based hand sanitizer shall be made available for users of kiosks, shared mobile devices, etc.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	

Cargo (Remark: the numbering of this report is according to that of the Guidance for Air Travel through the COVID-19 Public Health Crisis Issue 1)		
Mitigation Measure	Status	Implementation details / remarks
4.3.4. Close proximity for handover shall be minimized (e.g. drop zones) and appropriate PPE shall be worn in accordance with guidance of Centre for Disease Control and Prevention of Macao.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
Physical handover of goods		
4.3.6. Physical distance shall be maintained, and cargo drop zones used where possible.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.3.7. Close contact of personnel shall be limited, and appropriate PPE shall be worn in accordance with guidance of Centre for Disease Control and Prevention of Macao.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
Ground support equipment (GSE) usage		
4.3.8. To avoid cross contamination, GSE shall be cleaned and disinfected between users.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.3.9. All employees shall be educated and shall practice personal hygiene principles.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.3.10. Appropriate PPE shall be worn in accordance with guidance of Centre for Disease Control and Prevention of Macao.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
<b>4.4. Aircraft Loading / Unloading</b>		
Onsite biosafety principles		

**Cargo** (Remark: the numbering of this report is according to that of the Guidance for Air Travel through the COVID-19 Public Health Crisis Issue 1)

Mitigation Measure	Status	Implementation details / remarks
4.4.1. Physical distance shall be kept at all times when operational safety is not compromised and appropriate PPE shall be worn in accordance with guidance of Centre for Disease Control and Prevention of Macao.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.4.2. Alcohol-based hand sanitizer shall be placed on entry into common areas.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.4.3. Regular cleaning and disinfection of surfaces (e.g. handles, mobile devices, kiosks) shall be established. A cleaning/disinfection control sheet shall be used.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.4.4. Alcohol-based hand sanitizer should be made available for users of kiosks, shared mobile devices, etc.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.4.5. Close proximity of staff for loading shall be minimized and appropriate PPE shall be used particularly for passenger cabin loading.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
Physical Loading of goods		
4.4.7. Physical distance shall be kept when operational safety is not compromised (encourage single person operations).	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.4.8. Close contact of personnel shall be limited, and appropriate PPE shall be worn in accordance with guidance of Centre for Disease Control and Prevention of Macao.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	

**Cargo** (Remark: the numbering of this report is according to that of the Guidance for Air Travel through the COVID-19 Public Health Crisis Issue 1)

Mitigation Measure	Status	Implementation details / remarks
4.4.9. For "human chain" loading, appropriate PPE shall be used (masks and gloves) and hygiene principles shall be applied between operations in accordance with guidance of Centre for Disease Control and Prevention of Macao.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
Material handling equipment (MHE) / ground support equipment (GSE) usage		
4.4.10. To avoid cross contamination, MHE/GSE shall be cleaned and disinfected between users.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.4.11. All employees shall be educated and shall practice personal hygiene principles.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	
4.4.12. Appropriate PPE shall be worn in accordance with guidance of Centre for Disease Control and Prevention of Macao.	<input type="checkbox"/> Fully implemented <input type="checkbox"/> Partially implemented <input type="checkbox"/> Not yet implemented <input type="checkbox"/> Not applicable	



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

## Completion Instructions

Step	Completion Instructions
1	Provide the name of the cargo operator.
2	Enter the name and contact information of the person whom the AACM can contact regarding this report.
3	<p>Based on the implementation status, check the appropriate box and enter the details of means of implementation in the “Implementation details / remarks” column.</p> <p>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.</p> <p><u>Fully implemented</u></p> <p>The mitigation measure is considered fully implemented if:</p> <ul style="list-style-type: none"> <li>▪ The operator has already established necessary procedures; and</li> <li>▪ Communication and/or coordination with all relevant parties have been made;</li> <li>▪ All necessary equipment or hardware have already been installed; and</li> <li>▪ The operator has already established mechanism to keep the record or evidence of implementation.</li> </ul> <p><u>Partially implemented</u></p> <p>The mitigation measure is considered partially implemented if:</p> <ul style="list-style-type: none"> <li>▪ Procedures are being developed, but not yet completed; or</li> <li>▪ Communication and/or coordination with all relevant parties are in progress, but not yet completed;</li> <li>▪ Installation of necessary equipment or hardware are in progress, but not yet completed; or</li> <li>▪ Mechanism to keep the record or evidence of implementation are being developed, but not yet completed.</li> </ul> <p>If the box “Partially implemented” is checked, the following shall be indicated in the “Implementation details / remarks” column:</p> <ul style="list-style-type: none"> <li>▪ Reason of “Partially implemented”; and</li> <li>▪ Target date of full implementation</li> </ul> <p><u>Not yet implemented</u></p> <p>The mitigation measure is considered <u>not yet implemented</u> if:</p> <ul style="list-style-type: none"> <li>▪ Procedures has not yet been developed; and</li> <li>▪ Communication and/or coordination with all relevant parties have not yet been made; and</li> <li>▪ Necessary equipment or hardware has not yet been installed; and</li> <li>▪ Mechanism to keep the record or evidence of implementation has not yet been developed.</li> </ul> <p>If the box “Not yet implemented” is checked, the following shall be indicated in the “Implementation details / remarks” column:</p> <ul style="list-style-type: none"> <li>▪ Reason of “Not yet implemented”;</li> <li>▪ Implementation plan; and</li> <li>▪ target date of full implementation</li> </ul> <p><u>Not applicable</u></p> <p>If “Not applicable” is checked, the reason shall be indicated in the “Implementation details / remarks” column.</p>