| | REPUBLIC OF SOUTH AFRICA

CIVIL AVIATION AUTHORITY | SACAA Private Bag X 73 Halfway House 1685 |
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E-Mail: niemandj@caa.co.za | GENERAL NOTICE # PEL-2020/003 Revision 3 | DATED: 30 May 2020 |

COVID-19
RESUMPTION OF TRAINING

1.   Applicability

1.1. This notice is applicable to all Aviation Training Organisations (ATO) approved in terms of the Civil Aviation Regulations, 2011 (As amended).
1.2. This notice must be read in conjunction with the GENERAL NOTICE # PEL-2020/003 Revision 2 dated 7 May 2020.

2.   Purpose of this General Notice

2.1   This General Notice serves to address training conducted by all aviation training organisations approved in terms of the Civil Aviation Regulations, 2011 (As amended).

3.   Background

3.1   On 15 March 2020, the President of the Republic of South Africa declared a national state of disaster regarding the COVID-19 outbreak. In this regard, the President also put in place several measures with the intention of limiting exposure and the potential spread of the virus. On 23 March 2020, in furtherance of the management of the state of disaster, the President declared a 21-day national lockdown effective 26 March 2020 at midnight. On 9 April the President further announced an extension of the lockdown up to 30 April 2020 and on 24 May 2020 announced the easing of restrictions of the lockdown to Level 3 from 01 June 2020, which would allow businesses to open the workplaces for employees to return to work. The objectives under Level 3 still means that employers have to take appropriate precautions to limit community transmissions and outbreaks, while allowing activity to resume".
3.2   ATOs may with effect 1 June 2010 resume operations under Level 3 of the lockdown regulations. ATOs are to conduct individual risk assessments and put in place measures to prevent the spread of COVID 19 in line with all Regulations and Directions published by the Government for adherence by all businesses
3.3   The SACAA will not approve these measures but ATOs are expected to put in place appropriate procedure and measures prior to the commencement of operations. These procedures shall be made available for compliance inspection by any government health inspector or SACAA inspector.
3.4   ATOs should as a minimum detail the measures contained in this notice as part of their COVID 19 Procedure. A checklist is contained in this notice which may assist ATOs with the development of their procedure.

4. "Virtual platform" as published in Government Gazette 43271

4.1 The Minister of Transport has taken the regulations promulgated by the Minister of Corporate Governance and Traditional Affairs published on 30 April 2020 and formulated his own regulation wrt the transport sector. This has resulted in the publication of new regulations in the Government Gazette 43271 dated 4 May 2020.

4.2 Paragraph 8 of Government Gazette 43271 refers to "virtual platform" training which is not defined. Clarity has been requested and received on the meaning of "virtual platform" as published. Virtual platform in terms of Government Gazette 43271 is in relation to learning conducted on e-Learning and webinar platforms only. FSTDs are excluded.

5. Virtual training

5.1 During April 2020, interim approval was granted to some ATOs to conduct limited distance learning using the internet and whatever platform they have available. ATOs were notified in Rev 2 of this notice dated 7 May 2020 that these interim approvals would automatically fall away once government approval was granted to commence training.

5.2 In Rev 2 of this notice dated 7 May 2020, the SACAA notified that where an ATO does not have the capability to deliver training via an approved e-Learning platform, then the SACAA grants interim approval to conduct distance learning through virtual platforms such as Zoom and Microsoft Teams. ATOs shall submit a letter to PEL.Training@caa.co.za notifying the authority that they are deviating from their approved TPMs during the COVID 19 crisis in order to conduct virtual platform training. ATOs where requested to state that they would resume normal training operations once the Minister of Transport allows normal operations to continue.

5.3 The SACAA recognises a cost benefit for ATOs in the use of virtual training and therefore extends this unconditional interim approval to conduct virtual training until 30 November 2020.

5.4 This interim approval is granted so as that SACAA and Industry may develop interim guidelines for continued interim approvals for the conduct of virtual training.

5.5 Proposals for the development of virtual platform training regulations and guidelines can be submitted to the Manager Training at vorsterb@caa.co.za.

6. Measures to prevent spread of COVID-19 for ATO operations

6.1 Safety measures must be taken regardless of nature of the activity. As enough social distancing is not always possible inside the ATO operated aircraft, as they are small in nature, the following measures should be adhered to, even for single crew operations, with or without students undergoing flight training:

(a) Each crew member must be supplied with hand sterilisers onboard the aircraft where applicable (may not be practical in an open cockpit);

(b) Each crew member/student must be issued with a face shield if there is more than one person on board the aircraft or a mask if there is only a pilot on board the aircraft;

(c) Gloves should be provided to all crew to avoid and reduce any potential contamination;

(d) Work surfaces, tools, equipment, baggage, aircraft interior and controls, must be disinfected prior to and after each flight;

(e) Crew, or student and instructor, must wear face shields or masks in line with (b) above and must not face or turn towards each other when speaking (buffs and suitable eye ware should suffice for open cockpits). The use of intercom system is recommended when flying; and

(f)   Physical contact between persons is not allowed.

7.   Measures to prevent spread of COVID-19 for ATO ground operations

7.1   Ground Operations must adhere to the following measures:

(a)   Measures must be put in place to ensure that access to areas is restricted to approved essential personnel only;
(b)   Areas must have their own cleaning team and enough equipment to disinfect and hand sanitise;
(c)   Each office must have safety measures and equipment in place;
(d)   Each employee must be issued or have on their person a personal bottle of disinfectant, hand sanitiser and a mask or face shield, as necessary;
(e)   Each area of operation must have separate COVID-19 safety related briefings detailing all protocols;
(f)   Each work area, desk, ablution facility, must be disinfected before and after work and should be cleaned after use, as the case may be; and
(g)   Logs recording such activities must be kept to not only ensure responsibility, but also accountability and traceability.

8.   PERSONNEL

(a)   A person shall be appointed at the ATO who is to co-ordinate the measures contained in the ATOs COVID 19 Procedure.
(b)   All persons who are allowed in the ATO facility must be screened and their temperature must be taken before entering the premises.
(c)   Any person who has a temperature of over 37.50º C or is showing any COVID-19 symptoms should not be allowed into the facility but rather should be instructed to immediately seek medical advice. A record showing date and time of the of the incident should be kept in order to assist with the tracing of possibly infected persons should that person be tested positive for COVID 19.
(d)   Personnel with underlying medical conditions should be considered for remote work deployment. ATOs encouraged to follow suite with current recommendations around age and/or comorbidities.
(e)   The screening personnel must be equipped with calibrated non-contact infrared thermometers.

9.   TRAINING OF ATO PERSONNEL ON INFECTION CONTROL MEASURES AND PERSONAL PROTECTIVE EQUIPMENT

9.1   Ensure that ATO personnel receive training on the following:

(a)   Corona Virus;
(b)   Hand hygiene;
(c)   Use of PPE;
(d)   Respiratory etiquette;
(e)   Cleaning of toilets;
(f)   Environmental cleaning;
(g)   Process to be followed when disposing Medical Waste Material;
(h)   Infection prevention control procedures for management and control of suspected cases; and

(i) The role of each member of personnel.

9.2 ATO operations should ensure that personnel are trained on methods to identify symptoms and signs of suspected cases of COVID-19. Personnel shall employ some of the below primary screening methods to identify suspected cases of COVID-19 to ensure early intervention and containment:

(a) Visual screening;
(b) Brief history taking of the previous 72 hours of movement persons and of who they may have been in contact with; and
(c) Temperature measurement.

9.3 Personnel must sign a declaration to state that they were trained on the Infection Prevention Control Procedure.

10. MANAGEMENT OF MEDICAL WASTE AND DISPOSAL

10.1 Procedure for disposal of bio-hazardous material for crew and ground staff shall be clearly communicated to all crew, ground staff and service providers at all stations.

10.2 The management of waste sorting, and the collection of used masks should be enhanced so that waste could be cleaned in time.

10.3 The cleaning of waste containers such as trash cans should be strengthened, and regular disinfection should be performed, either by spraying or wiping with 250 to 500mg/L chlorine disinfectant, or by disinfected wipes.

10.4 When potentially contaminated waste is found, related local departments should be promptly contacted in accordance with the medical waste management procedures.

11. COVID-19 RELATED GUIDELINES CHECKLIST

11.1 A COVID 19 Related guidelines checklist follows on the last two pages of this notice.

Issued by the South African Civil Aviation Authority (SACAA)		
{signature}	JOHAN NIEMAND	29 May 2020
SENIOR MANAGER: PERSONNEL LICENSING	NAME IN BLOCK LETTERS	DATE

AVIATION TRAINING ORGANISATIONS

COVID-19 RELATED GUIDELINES CHECKLIST

1. ATO OPERATIONS		YES	NO	N/A
a)	Does the ATO operation operate more than one crew member?			
b)	Has the ATO operation taken appropriate precautions in line with all Regulations, Directions and these Guidelines?			
c)	Has the ATO compiled written procedures demonstrating measures they are going to put in place to minimise the risk of spreading COVID-19, as provided for in Disaster Management Regulations issued by Minister of Cooperative Governance and Traditional Affairs, Directions issued by Minister of Transport and the Guidelines issued by the Civil Aviation Authority?			
d)	Was the procedures compiled and put into force prior to the start of training operations?			
e)	Are highly used areas of the ATO operation and commonly touched surfaces by crew, students and staff regularly disinfected?			
f)	Have employees working in these areas been provided with the necessary PPE such as hand sanitizers, wet wipes, face masks or other measures as necessary?			
2. MEASURES TO PREVENT THE SPREAD OF COVID-19 FOR ATO AERIAL OPERATIONS		YES	NO	N/A
2.1	Safety measures must be taken regardless of nature of the activity. As enough social distancing is not always possible inside the ATO operated aircraft, due to their size, the following measures should be adhered to, even for single crew operations, with or without students.			
a)	Has each crew member have on his person a with hand sterilizer for use onboard the aircraft?			
b)	Has each crew member/student been issued with a face shield, if there is more than one person on board the aircraft, or a mask if there is only a pilot on board the aircraft?			
c)	Have all crew and students gloves to avoid and reduce any potential contamination?			
d)	Have work surfaces, tools, equipment, baggage, aircraft interior and controls, been disinfected prior to and after each flight?			
e)	Are crew, or student and instructor, wearing face shields or masks in line with (b) above? *The crew must not face and limit turning towards each other when speaking.*			
f)	Is the crew using an intercom system to communicate when flying?			
g)	Is the crew aware that physical contact between persons is not allowed?			
3. MEASURES TO PREVENT SPREAD OF COVID-19 FOR ATO GROUND OPERATIONS		YES	NO	N/A
3.1	Ground Operations must adhere to the following measures:			
a)	Have measures been put in place to ensure that access to areas is restricted to approved essential personnel only?			
b)	Does each area have their own cleaning team and enough equipment to disinfect and hand sanitize?			
c)	Does each office have safety measures and equipment in place?			
d)	Has each employee been issued with a personal bottle of disinfectant, hand sanitizer and a mask or face shield, as necessary?			
e)	Does each area of operation have separate COVID-19 safety related briefings detailing all protocols?			
f)	Has each work area, desk, ablution facility, been disinfected before and after work and has they been cleaned after use, as the case may be?			
g)	Are logs recording such activities kept to not only ensure responsibility, but also accountability and traceability?			

	4. PERSONNEL	YES	NO	N/A
a)	Are all persons allowed in the ATO facility being screened and their temperature taken before entering the premises?			
	Any person who have a temperature of over 37.5⁰c or is showing any COVID-19 symptoms should not be allowed into the facility but rather should immediately seek medical advice and personnel with underlying medical conditions should be considered for remote work deployment.			
b)	Has the screening personnel been equipped with calibrated non-contact infrared thermometers?			
5. TRAINING OF ATO PERSONNEL ON INFECTION CONTROL MEASURES AND PERSONAL PROTECTIVE EQUIPMENT		YES	NO	N/A
5.1	Have the ATO personnel received training on the following -			
a)	Corona Virus			
b)	Hand hygiene			
c)	Use of PPE			
d)	Respiratory etiquette			
e)	Cleaning of toilets			
f)	Environmental cleaning			
g)	Process to be followed when disposing Medical Waste Material			
h)	Infection prevention control procedures for management and control of suspected cases			
i)	The role of each personnel.			
5.2	Have the ATO Operations ensured that personnel are trained on ways to identify symptoms and signs of suspected cases of COVID-19? Personnel shall use some of the below primary screening methods to identify suspected cases of COVID-19 to ensure early intervention and containment: (a) Visual Screening; (b) Brief History-Taking; and (c) Temperature Measurement.			
5.3	Does personnel sign a declaration to state that they were trained on the Infection Prevention Control Procedure?			
6. MANAGEMENT OF MEDICAL WASTE AND DISPOSAL		YES	NO	N/A
6.1	Has the procedure for disposal of bio-hazardous material for crew and ground staff been clearly communicated to all crew, ground staff and service providers at all stations?			
6.2	Is the management of waste sorting, and the collection of used masks enhanced so that waste could be cleaned in time?			
6.3	Has the cleaning of waste containers such as trash cans been strengthened, and regular disinfection been performed, either by spraying or wiping with 250 to 500mg/L chlorine disinfectant, or through the use of disinfected wipes?			
6.4	When potentially contaminated waste is found, are related local departments promptly contacted in accordance with the medical waste management procedures?			