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Comprehensive Guidelines on Compliance with Public Health Instructions to minimize Covid-19 Spread

Aviation Medicine Unit



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Introduction

Upon the outbreak and development of Covid-19 into a pandemic according to the World Health Organization, Civil Aviation Regulatory Commission (CARC), in coordination with related national authorities and international organizations, adopted additional measures that can alleviate the virus outbreak risk through civil aviation activities, which are supplementary to and consistent with the related national and international instructions and guidelines.

CARC prepared this comprehensive guide as a reference for all trainees, workers, operators and investors in the Civil Aviation Sector for guides of compliance with national and international preventive instructions and guidelines including, but not limited to, making emergency plans and continuous monitoring health condition of passengers, students, trainees, flight crew and workers of various organizations in Jordanian airports, and compliance with wearing the suitable personal protection equipment including (face masks, medical gloves, head cover, boot, medical apron, face cover or protection goggles, basic sterilization materials, sterilized materials for conversion of liquid to solids) when its needed .

such guidelines further include the evaluation and management of suspected cases, standard sterilization measures of aircrafts, airports and cargo, training centers, examination rooms, and adoption of the standard measures for food and beverage service provision, establishment of mechanism to deal with crew members, passengers, trainees and staff in case they develop infection symptoms. The guide defines the requirements for transport of remains of persons infected with Covid-19 in accordance with the instructions and procedures of the Jordanian Ministry of Health.

This guide shall be subject to continuous development and modification to meet the related national and international requirements and developments. Therefore, CARC recommends close follow up of all developments in this field in general and the publications of CARC and Jordanian Ministry of Health for this purpose in this respect.



Chapter I : Guidance on compliance with public health instructions in flight for passengers, national and foreign airlines, flight crews of national airlines and Jordanian airports

This chapter will include guidance procedures for compliance with:

- (1) Public health instructions for passengers.
- (2) Public health instructions for national and foreign aviation companies
- (3) Public health instructions for crews of national aviation companies
- (4) Public health instructions for Jordanian airports
- (5) Public health instructions for transport of the remains of COVID-19 infected persons.



First: guidance on Compliance with public health instructions for Passengers

- 1- All Passengers must to comply with the instructions of health authorities at departure and arrival airports.
- 2- All Passengers must follow the instructions and guidance issued by CARC on this link: <http://carc.gov.jo/images/COVID19/--1.pdf>.
- 3- All passengers must follow the hand hygiene and sneezing & cough manners .
- 4- Any passengers who failed to comply with these instruction will be considered as unruly passenger.
- 5- All Passenger must comply with the airlines instructions regarding carryon bags.
- 6- All passengers shall comply with the physical distancing instructions as possible on use of the airport facilities or in plan in compliance with the seats allocated to them.
- 7- For Non-Jordanian Passengers, they must complete Instructions on the following link to obtain QR code in order to issue the boarding pass.(www.visitjordan.gov.jo)



Second: Guidance on compliance with public health instructions for national and foreign airlines

- 1- All airlines must have standard procedures to manage COVID-19 pandemic.
- 2- Shall provide hand sanitizer onboard at entrances and at water closets.
- 3- shall raise flight crew's physical awareness and practical training of prevention and treatment to prevent the spread of infectious and contagious diseases, particularly COVID-19.
- 4- To ensure there is universal precaution kit (UPK) of contagious diseases onboard and in sufficient quantities for passengers and flight crew. UPK shall contain the personal protection means (face masks, medical gloves, head cover, shoe cover and medical apron, as well as essential disinfectants and other materials for conversion of liquid into sterilized solid).
- 5- All airlines shall inform passengers of travel measures within the framework of outbreak of COVID-19 and shall raise their awareness of the following:
 - Symptoms that can be considered indicator of infection with the COVID-19.
 - New procedures and requirements of issued by CARC and Ministry of Health .
 - Compliance with health procedures at Jordanian airports on arrival.
- 6- To ensure complying with the instruction of Ministry of Health and for non-Jordanian must obtain QR code on the following link (www.visitjordan.gov.jo).
- 7- Airlines shall enable passengers to register their flight information online to avoid crowding at the airport as applicable.
- 8- Airlines shall raise passengers' awareness of the aircraft ventilation system and guide them on general cleanliness ethics.
- 9- Airlines shall facilitate passengers' document electronic uploading whenever available and before arrival to the airport.
- 10- Boarding shall be from back to front while ensuring physical distancing is respected during travelers' onboarding of and handbag placement.
- 11- To ensure there are applicable standard procedures in connection with food and beverage serving while food and beverage offering is limited or suspended in short flights or otherwise require prepacked and sealed packages.
- 12- To prevent all ground crews from boarding unless there is necessary.



- 13- whoever displays any of the following symptoms: (fever, dry cough, short breath, general weakness, loss of smelling or tasting, vomiting or diarrhea) must be evaluated medically by airport Public Health Authority.
- 14- The last two rows shall kept empty, if possible, to be used as isolation area for passengers or one of crewmembers who develop one of the following symptoms: (fever, dry cough, short breath, general weakness, loss of smelling or tasting, vomiting or diarrhea).
- 15- Aircraft crew shall receive training on management of suspected case on board..
- 16- monitoring the general condition of all passengers & in case any of the symptoms mentioned in item 13 is appeared on passenger or on crewmember, the following measures shall be applied:
- Appoint a flight attendant to deal with the suspected passenger and another flight attendant to help the appointed one if needed.
 - The suspected passenger and the flight attendant shall wear the following personal protection equipment (medical face masks, gloves, head cover, shoe cover and medical apron) provided face masks and gloves are changed every five hours.
 - Inform the pilot in command of the suspected case and use the onboard General Declaration Form.
 - Dedicate a special WC to the suspected and isolate him if possible .
- 17- The pilot in command shall inform the Air Traffic Control Tower at the arrival airport of the following information according to ICAO Notification Procedures
- (a) Aircraft call
 - (b) Country of departure
 - (c) Country of destination
 - (d) Estimated time to arrive
 - (e) Number of suspected cases and type of risk, if possible
 - (f) Total number of passengers
- 18- Applying measures to avoid crowding at WC while dedicating special WCs to crewmembers, if possible, provided sufficient toilets are made available for passengers use without causing passenger gathering in waiting for using the WC. In addition, passengers shall be required to use certain WC based on allocation of seat to minimize their movement during flight in order to reduce exposure to other passengers.



- 19- National aircrafts shall be fully disinfected according to the applicable standard procedures of the company, and to use the disinfections form mentioned in Appendix A or equal form after every flight in addition the aircraft shall be disinfected at destinations airport for flight of 6 hours and more.
- 20- Foreign aircraft shall be disinfected before their arrival at Jordanian airports according to the standard procedures followed by the company, with the use of the disinfections form in Annex (A) or its equivalent and sent to the Jordanian airports administration before arrival if possible. Foreign aircraft are also disinfected at Jordanian airports for upcoming flights that take more than Six hours to arrive.
- 21- Complying with Ministry of Health instructions for all arrivals.
- 22- All aircraft crews, Air marshal and passengers shall be subject to procedures and instructions established by the airport health authorities & Ministry of Health.
- 23- To minimize any potential transmission of infection among passengers, pillows, bed linens, blankets or comforters must not be used by several persons unless washed or changed.
- 24- Cabin waste generated during flight operations in which there are no passengers or crew members without symptoms of COVID-19 shall be treated as normal waste, and as recommended by the World Health Organization, and disposed of in accordance with procedures for such waste applicable in the destination country.
- 25- If a passenger or crew member develops symptoms of COVID-19, all waste and materials used including partially consumed meals, beverages and disposable items as well as used paper towels, tissues and personal protective equipment (including face coverings and medical masks) It must be treated as a potentially biologically hazardous waste
- 26- Biologically hazardous waste should be placed in a UPK biohazardous waste disposal bag or a double bag in a standard plastic waste bag.
- 27- According to the World Health Organization and other relevant guidelines, disinfectant is not sprayed or sprayed into the contents of biohazardous waste bags. The action of spraying chemical disinfectants may lead to the spread of virus particles in the air, which poses an additional danger to passengers and crew members. The bags must be labeled and sealed with the need to inform the airport authority and aircraft service providers of the presence of potentially biologically hazardous waste.
- 28- Airlines should prepare a written plan to share with stakeholders regarding their COVID-19 waste and management actions and communicate information accordingly and the crew should be trained in handling potentially biohazardous waste.

Third: Guidance on compliance with public health instructions for flight crews of national airlines

- 1- No aircraft crewmember shall be allowed to fly if he exhibits any of the following symptoms (fever, dry cough, short breath, general weakness, smelling or tasting loss, vomiting or diarrhea).
- 2- Airline's operation department shall ensure that all crewmembers doesn't show any symptoms mentioned in item 1 before boarding or in the briefing room when any of the symptoms is felt.
- 3- Aircraft crew shall not contact the public during their leaves and shall apply the social distancing policy when necessary. They shall follow the health authorities' instructions and quarantine period if they are tested positive for COVID-19, even if there are no COVID-19 symptoms, or if they have been in contact with a person exhibiting any COVID-19 symptoms or recovered from COVID-19, if applicable.
- 4- Shall not share meals, beverage, seats or materials used for rest such as pillows, blankets, woolen blankets by crewmembers and to ensure such materials are sterilized after every use.
- 5- Shall determine the flight attendants seats in special place with no less than two rows apart, if practicable.
- 6- Flight attendants shall not contact passengers or their bags except as necessary.
- 7- Identify WCs dedicated for flight crews' use, if possible.
- 8- Flight crew shall not disembark the aircraft for whatsoever reason and shall not contact ground crews. If necessary, no less than 1-2 meter distance shall be maintained, and appropriate personal protection equipment shall be worn.
- 9- When necessary for sleepover in the country of destination as a result of conditions and requirements of civil aviation laws, airlines shall coordinate with the sleepover hotel to assure that the hotel apply all COVID-19 prevention measures and the following measures shall apply:
 - (a) choose an airport hotel, if possible, or hotel close to the departure airport.
 - (b) Don't use public transportation if possible.
 - (c) sterilize or wash hands by water and soap for 40 – 60 seconds and on a regular basis.
 - (d) keep monitoring the health condition by the pilot in command.
 - (e) avoid contacting the public and, when necessary, maintain a space of not less than 1 - 2 meters.
 - (f) dine at the hotels room within the hotel premissis if possible.



- (g) In case of any COVID-19 symptoms appears, crewmembers shall report that to the airline's operation department and call the hotel physician for the required medical assessment and shall make the reasonable decision by repatriating or replacing such crewmember in case of infection is proved and in coordination with the airline's operation department.
- (h) Complying with Ministry of Health & Civil Aviation Regulatory Commission instructions upon arrivals.
- 10- In case a crewmember has any of the following symptoms, particularly the flight deck crew (fever, dry cough, short breath, general weakness, loss of smelling or tasting, vomiting or diarrhea) during a flight, the suspected person shall be isolated in a special place if possible and medical face masks shall be changed. Medical apron, head cover and shoes shall be worn and he shall not contact the other crewmembers or passengers. His health condition shall be monitored throughout the flight and the pilot in command informed of this and the aircraft general form shall be utilized. He shall ensure all personal items are removed and the flight deck is always sterilized.
- 11- Apply the international instructions and legislations made by the civil aviation laws and ICAO instructions for flight diversion due to health threat of a passenger or crewmember or aircraft emergency technical failure.
- 12- Apply personal hygiene instructions and cough and sneezing ethics, and refrain from touching the face, nose and mouth. Hand sterilizers that contain medical alcohol shall be used and hands shall be washed with water and soap for no less than 40 seconds. Access to public places shall be denied except for necessities. Physical distancing policy shall be applied at all times.
- 13- Appoint a flight attendant to handle the flight deck crew for all events and procedures as required at flight, provided communication takes place through the intercom, and to ensure the appointed attendant is not in contact with any suspected case.
- 14- Access to flight deck shall be limited to flight deck crew, provided it is made a restricted and closed area at all times and contact with other crew members and passengers shall be only allowed in case of necessity that threatens safety and security of flight and passengers taking into account allocation of water closet for use of cockpit, if possible.
- 15- Provide food and beverage services to the flight deck before flight if possible, provided they are sufficient throughout the flight subject to the flight duration if possible. Food sharing with crew members shall be prevented.
- 16- Ground crews shall be contacted by appointment of a flight attendant, provided he/she wears appropriate personal protection equipment.
- 17- Ground engineers and ground agents shall contact the pilot in command through the customized communication devices or system.
- 18- Full compliance with the instructions and guidelines of health and security authorities and airport authority upon entry into the airports.

- 19- Use of electronic means in connection with the flight documents, if possible. In case this is not possible, all documents shall be kept in a sealed envelopes.
- 20- All pilots shall use their own equipment such as communication devices in cockpit. If this is not possible, equipment shall be sterilized before use and it shall be assured that cockpit is sterilized before use by another crew.
- 21- Raise the frequency of routine cleaning and sterilization of the flight simulators, training systems and other training means or equipment used during training, provided cleaning and sterilization materials are compatible with COVID-19 disinfectants.
- 22- Crew members shall not disembark the aircraft unless for short physiological rest, or if necessary, subject to physical distancing.
- 23- General safety tools shall not be shared on delivery of general safety instructions onboard. If this is not possible, they shall be sterilized after every use.

Fourth: Guidance on compliance with the public health instructions of Jordanian airports

- (1) All arriving and departing passengers, transit passengers and airport employees shall be subject to the following:
 - (a) Companion Passengers are permitted the entrance to the airport premises according to the security authority instructions.
 - (b) Avoiding overcrowd of rows and applying physical distancing at all airport facilities where its feasible .
 - (c) Designating isolated area to contain isolation and inspection rooms to evaluate passengers and staff who develop one of the following symptoms: (fever, dry cough, short breath, general weakness, loss of smelling or tasting, vomiting or diarrhea).
- (2) Airport employees shall be fully familiar with all preventive measures.
- (3) All employees recommended to use the personal protective equipment (face masks) on continuous basis. There shall be public health observation programs for all employee and using hand sterilizers that contain alcohol with concentration of no less than 70%. Standby team shall be appointed to be recalled when necessary for employees and teams that work in shifts. Delivery operations shall be done without contact; that is, via phone or handling by video or electronic records if possible.
- (4) Employees shall be sufficiently trained on how to deal with passengers who exhibit COVID-19 symptoms and shall use online training and virtual classrooms if possible.
- (5) Automatic recording systems shall be used for obtaining onboard card in addition to all travel measures, if possible. Passengers shall be encountered to complete the registration measures before arrival to the airport. If there's no available means, the registration area shall be repeatedly sterilized and barriers shall be put on registration desks to achieve social distancing. Automatic sterilization technology shall be observed for integration in the touch screens in booths to allow purification of display between every use.
- (6) Suitable environment shall be prepared to impose social distancing through signboards and electronic displays shall be used and necessary ground signs and lines shall be erected to continuously remind necessity to comply with preventive measures and warn against the consequences of noncompliance with those procedures, including application of the procedures of dealing with unruly passengers, in case of noncompliance.
- (7) Encourage installation of electronic gates for immigration procedures. If this means is not available, passport control area shall be cleaned and sterilized repeatedly and barriers shall be put on passport control. The principles of physical distancing between passengers shall be applied, provided that they are (1.5-2 m) apart. Signs shall be put on floor inside the queue area for reference to the suitable distance recommended by the appropriate authorities. In addition, physical distancing shall be kept in place till health authorities advise that it is safe to relax in.

- (8) Passengers luggage shall not be touched by airport officers except in case of inspection by security agencies using medical gloves.
- (9) Repeated sterilization of luggage screening devices and their trays.
- (10) Hand inspection of passengers shall be reduced and shall be replaced by body scanning equipment when needed.
- (11) Gloves shall be replaced after inspection of traveler or his luggage.
- (12) Queue & overcrowding shall be avoided by opening as many luggage inspection devices as possible.
- (13) Repeated and permanent sterilization of all rooms and premises of airport such as the duty free facilities, passenger terminals, aircraft rooms and water closets with necessity to have sterilization plan compatible with all sectors working in the airports and according to WHO's recommendations in this respect, provided this plan is updated on availability of new information or instructions.
- (14) Supply of hand sterilizers (alcohol of 70%) in all sectors and premises of the building and applying the physical distancing policy.
- (15) Determination of the capacity of all airport sectors such as stores, restaurants and duty free markets.
- (16) upon arrival of the aircraft, the following measures shall be taken:
 - a) Instructions of airport health authorities shall be applied.
 - b) Aircraft disembarkation shall be safe and begin from front to back subject to physical distancing. In case buses are used for transport of passengers to airport, it is preferable to increase the number of passengers as much as possible.
 - c) Recommended to wear face masks at all times by all passengers.
- (17) Thermal scanners at Jordanian airports shall be activated when its needed and according to Ministry of Health instructions.
- (18) Airport administration shall define the entries and exits of ambulances and medical evacuation when necessary.
- (19) Instructions and procedures of Jordanian Ministry of Health and security agencies shall be applied in respect of transit passengers.

- (20) Waiting areas shall be provided to passengers when applying the Ministry of Health instructions for medical examination when it's needed.
- (21) Waste bins shall be available throughout the airport premises, particularly next to seats before security check, boarding / arrival registration areas and at all transport buses.
- (22) Ventilation system at the airport shall be monitored and there shall be a permanent ventilation and control of temperatures throughout the airport. Natural air shall be utilized by using the ventilation windows, holes and reduction of internal air cycle.
- (23) Airport sewage system shall be monitored according to the standard procedures applicable in Jordan concerning this system.
- (24) Priorities and amendment of scheduling of all maintenance and repair works in public areas shall be determined, and unnecessary work may be delay.
- (25) Single-use plastics are allowed to be used in airports for medical, hygiene and safety purposes during the pandemic.
- (26) Airports and/or stakeholders involved in waste handling should identify potential options for handling and disposal of potentially biohazardous cabin waste resulting from a pandemic and communicate information accordingly and relevant personnel should be trained in the handling of potentially biohazardous waste.

Fifth: Guidance on compliance with public health instructions for transport of the remains of COVID- 19 mortalities

- 1- All necessary and precautionary measures shall be applied by the flight crew staff and ground crews and all concerned employees in respect of this matter, wearing the personal protection equipment that include, gloves and medical face masks with head cover, shoe cover, medical apron.
- 2- Maintain a distance of no less than (1.5 – 2) meters from each person.
- 3- Apply the regular instructions on transport of human remains belonging to COVID-19 infected persons as may be required by the Jordanian Ministry of Health / Forensic Medicine protocol.
- 4- Approve the enshrouding instructions made by the Jordanian Ministry of Health / Forensic Medicine Protocol.
- 5- Corpus shall be preferably enshrouded with two coffins sterilized by (Formalin 10% solution) or any other sterilizer.
- 6- Corpus shall be put in a sealed bag and (Ardol) or it is equipment shall be used for sterilization of any external fluids coming out of the corpus.
- 7- Bag of the COVID-19 person's remains shall be sterilized according to the instructions made by the Jordanian Ministry of health and Forensic Medicine Department.
- 8- After all legal measures in the country of departure are verified and all necessary consents to transport are obtained, corpus shall be put in a sealed box.
- 9- Materials such as wood bran shall be preferably put in the box floor to absorb any leaked fluids, provided those materials (wood bran) have sterilized material such as (Formalin 10%).
- 10- Coffin shall be put in special place to be separated from the other shipping materials.
- 11- The entire aircraft shall be disinfected according to the applicable procedures of disinfection in the airline, and the disinfection form in Appendix A or equal form shall be completed.



**Chapter II : Guidance on compliance with the health instructions and procedures of CARC-
approved aviation medical centers**

The guidance includes procedures for compliance with:

Health instructions and procedures at CARC- approved aviation medical centers



Guidance on compliance with the health instructions and procedures of CARC-approved medical centers

- 1- Application of infection control procedures.
- 2- Use of hand sterilizer upon entry for 40 seconds.
- 3- Whoever shows one of the following symptoms (fever, dry cough, short breath, general weakness, loss of smelling or tasting, vomiting or diarrhea) shall be denied access to the medical center.
- 4- At least 1-2 meter physical distancing policy shall be applied to individuals.
- 5- All medical devices are sterilized after every use.
- 6- Medical center's surfaces and rooms shall be sterilized on a daily basis after medical testing is completed.
- 7- In case one of the symptoms in the above paragraph 4 are appeared by any of the staff member or persons who are subject to medical tests, the following procedures shall be applied:
 - (a) Suspected person shall be isolated in a special isolation room.
 - (b) Jordanian Ministry of Health shall be called on emergency line No (111)
 - (c) All staff and suspected cases shall comply with Ministry of Health instructions.
 - (d) Procedures of Jordanian Ministry of Health shall be followed.

Chapter III : Guidance on compliance with the public health instructions of aviation academies and training centers and examination rooms in addition to training centers in CARC-licensed airlines

The guidance includes compliance with:

- (1) General Public health instructions.
- (2) Preventive health instructions for aviation students and aviation trainers on operation of training flights in the academies and training centers.
- (3) General health instructions for students and those who take exams in CARC/ Licensing Unit
- (4) Preventive health instructions for staff of maintenance and sustainability of aircrafts in the academies and training centers.



First: Guidance on compliance with public health instructions

- 1- There shall be general emergency plan and evaluation of the standard procedures applied to all concerned persons.
- 2- Close follow up of all developments and instructions as may be made by CARC and Ministry of Health.
- 3- Increase of physical awareness and close control of personal hygiene and personal protection equipment of all staff.
- 4- All wastes products shall be disposed in closed waste bags that shall be kept in another sealed bag.
- 5- No patient or person with symptoms shall be contacted.
- 6- Hands shall be constantly washed for 40- 60 seconds and shall sterilized by a hand sterilizer.
- 7- Avoid touching face as much as possible.
- 8- Comply with personal hygiene, use of tissues or flexing elbow on cough and don't spit.
- 9- Whoever shows one of the following symptoms (fever, dry cough, short breath, general weakness, loss of smelling or tasting, vomiting or diarrhea) shall be denied access to the academy, training centers or examination rooms.
- 10- Social distancing shall be considered between students so that distance be at least 1.5-2 meters at classrooms and examination rooms.
- 11- All staff shall monitor their health condition on a daily basis and shall report to the students' affair manager and aviation trainers of the health condition on a daily and continuous basis.
- 12- Control ventilation system in the work place, focus on constant ventilation and control of temperatures throughout the workplace.
- 13- Sterilization of all sections of the academy, training centers and examination rooms, particularly metal surfaces such as elevators and screening devices on a constant and periodical basis while using the sterilization form in Appendix A or equal form.
- 14- Raise the health awareness of all staff at the academy, training centers and examination rooms to alleviate the burden of work and reduce the risk of infection with the disease through the guidelines and distribution of awareness booklets and attention to every individual's health condition.



- 15- When any of the symptoms mentioned in the above paragraph 09 are appeared by staff or students, he/she shall be isolated at a room. Ministry of Health shall be notified via No (111) and the Students' Affairs Manager shall be informed too.
- 16- Persons in contact shall be identified and instructions of the Ministry of Health and medical teams shall be followed upon arrival.
- 17- Inform the Aviation Medicine Unit at CARC of the suspected case, which can be any case in contact with the confirmed COVID-19 patient, student or staff who show one of the symptoms mentioned in the above paragraph 10.



Second: Guidance on compliance with preventive health instructions to students and trainers of aviation upon training flight operation at academies and training centers

- 1- No one shall be allowed to fly when he/she shows one of the following symptoms (fever, dry cough, short breath, general weakness, loss of smelling or tasting, vomiting or diarrhea).
- 2- Operation department shall ensure that none of any of the symptoms mentioned in item 1 appears on students or instructor before boarding to the aircraft.
- 3- Flammable sterilizers such as liquid alcohol sprays shall not be used on aircrafts, and only ordinary hand sterilization bottles such as hygiene or sterilized tissues shall be used. Such materials must not be left on aircraft upon arrival.
- 4- All staff of academies and training centers shall be subject to the Ministry of Health's instructions and procedures in dealing with the public health emergency.
- 5- Aircraft shall be disinfected after every flight by material subject to the approvals of the aircraft manufacturer or CARC Aircraft Airworthiness Standard Department and the disinfection form in Appendix A or equal form shall be utilized.



Third: Guidance on compliance with public health instructions to students and applicants for exams at CARC / Licensing Unit

- 1- No student shall be allowed to access the examination rooms when one of the following symptoms is appeared (fever, dry cough, short breath, general weakness, loss of smelling or tasting, vomiting or diarrhea).
- 2- Licensing unit shall ensure that none of the symptoms mentioned above appear on students or instructors before entry into the examination room.
- 3- Offices, examination rooms and WC shall be sterilized on a daily basis by the end of day.
- 4- One representative shall be appointed to complete the transactions of license renewal and issuance, and determine the students' exams of all types.
- 5- Exams shall be held over three, instead of two, days per week as follows:
 - (a) Monday from 9:00 – 13:00 shall be scheduled for the Jordanian Royal Aviation Academy.
 - (b) Tuesday from 9:00 – 13:00 shall be scheduled for Middle East Aviation Academy.
 - (c) Wednesday from 9:00 – 13:00 shall be scheduled for applicants for Royal Jordanian Air Force and other aviation professions.
- 6- Instructions made by the Ministry of Education regarding examination room capacity shall be applied.
- 7- Administrative instructions made by the licensing unit shall be followed on attendance to the examination room.
- 8- When any of the symptoms in the above item 1 is appeared by a staff or student, he/she shall be isolated at a room and the Ministry of Health shall be reported via No (111) and the Aviation Medicine Unit in CARC shall be informed as well.
- 9- The Aviation Medicine Unit of CARC shall be informed of the suspected case, which can be any case in contact with a confirmed COVID-19 patient, or of a student or staff shows one of the symptoms mentioned in the above paragraph 1.



Fourth: Guidance on compliance with preventive health instructions to aircraft maintenance and sustainability workers at academies and training centers

- 1- Workshops, hangars and warehouses shall be cleaned and sterilized on daily basis.
- 2- Instructions set forth in paragraph one "Compliance with public health instructions" of this Chapter shall be followed.
- 3- Aircraft shall be sterilized before any maintenance with the materials recommended by the manufacturer and their effect on stain, electric devices connections, electronic devices, meters and probes shall be taken into account. disinfection form in Appendix A or equal form shall be used.
- 4- Only required number of technicians shall be assigned to carry out the necessary maintenance, and shall consider the physical distancing as much as possible and wear the personal protective equipment such as gloves, shoe cover, face mask and goggles.
- 5- Items received outside the Academy shall be sterilized before they are stored at warehouses.
- 6- In case of work in enclosed spaces on the aircraft, work shall be limited to one if possible.
- 7- Equipment shall not be handled among persons. If needed, they shall be well sterilized before handling.



Appendices

Appendix A

Form of COVID-19 infection control onboard

Aircraft registration:

This form shall be used on disinfection of aircraft

Aircraft shall be disinfected in accordance with WHO's recommendation at the frequency defined by the National Public Health Authority and in accordance with the application products and application instructions approved by the aircraft manufacturer.

Date (day/month/year)	Time (24 hours- international time)	Airport (ICAO code)	Notes	Name of sterilizing person
Areas treated in the aircraft		Sterilizer	Remarks	Signature of sterilizing person
Cockpit Passenger cabin Shipping room (s) Other: 				

