

SAHPA COVID 19 ACTION PLAN FOR TANDEM

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FOREWORD

Given the current COVID-19 pandemic the latest CAA notices (PEL-2020-003, PEL-2020-004, and (A1741/20 NOTAMN ...COVID-19) allow for ATO's to resume operations within the current regulatory framework. ATO's are allowed to provide training provided they put into place procedures to manage their activities with regards to the COVID-19 pandemic. After completing our risk assessment (Annexure A) SAHPA has come up with the following COVID 19 action plan in line with regulations set out by the national government. It is applicable for Alert level 3 and lower, and specifically for the purpose of tandem flying. Should any areas of operation be moved back to Alert Level 4 then these operations will seek advice from SAHPA on how to proceed

1. COVID 19

What is COVID-19?

Human Coronaviruses are common throughout the world. There are many different coronaviruses identified in animals but only a small number of these can cause disease in humans.

On 7 January 2020, 'Severe Acute Respiratory Syndrome Coronavirus 2' (SARS-CoV-2) was confirmed as the causative agent of 'Coronavirus Disease 2019' or COVID-19. The majority of the case-patients initially identified were dealers and vendors at a seafood, poultry and live wildlife market in China. Since then, the virus has spread to more than 100 countries, including South Africa.

Who is most at risk?

Currently, travellers to areas where there is ongoing sustained transmission of COVID-19 are at greatest risk of infection. Furthermore, the elderly, individuals with co-morbidities and healthcare workers have been found to be at a higher risk of death.

How is it transmitted?

While the first cases probably involved exposure to an animal source, the virus now seems to be spreading from person-to-person.

The spread of the disease is thought to happen mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. Thus far, the majority of cases have occurred in people with close physical contact to cases and healthcare workers caring for patients with COVID-19.

What are the symptoms of COVID-19?

Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with cough, sore throat, shortness of breath or fever.

The complete clinical picture with regard to COVID-19 is still not fully clear. Reported illnesses have ranged from infected people with little to no symptoms to people being severely ill and dying.

How is COVID-19 treated?

Treatment is supportive (providing oxygen for patients with shortness of breath or treating a fever, for example). To date, there is no specific antiviral treatment available. Antibiotics do not

treat viral infections. However, antibiotics may be required if a bacterial secondary infection develops.

How can you prevent infection?

The following can provide protection against infection from Coronaviruses and many other viruses that are more common in South Africa:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitiser.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay at home when you are sick and try and keep a distance from others at home.
- Cover your cough or sneeze with a flexed elbow or a tissue, then throw the tissue in the bin.
- Clean and disinfect frequently touched objects and surfaces.

What we are doing in South Africa?

On 23 March 2020, President Cyril Ramaphosa announced a new measure to combat the spread of the Covid-19 coronavirus in South Africa – a three-week nationwide lockdown with severe restrictions on travel and movement, supported by the South African National Defence Force – from midnight on Thursday, 26 March, to midnight on Thursday, 16 April. The President said more needed to be done to avoid “an enormous catastrophe” among the population.

In essence, this meant people would only be allowed to leave their homes to buy food, seek medical help or under other extreme circumstances.

The lockdown follows government regulations that limited public gatherings, travel from high-risk countries and the sale of alcohol.

In addition, borders were closed to reduce the rate of infection from those travelling into South Africa from other countries. A quarantine was also enforced on inbound travellers and returning citizens.

Latest measures

On Wednesday, 1 April, Minister of Health, Dr Zweli Mkhize, launched 60 new mobile laboratories to boost the country’s capacity to test for COVID-19.

The sampling and testing units, procured by the National Health Laboratory Service (NHLS), will be deployed nationwide to all priority districts and metros.

10,000 community health care workers will be deployed across the country for door-to-door household screening. Each province has been requested to start working on this strategy by deploying provincial community healthcare workers, with appropriate Personal Protective Equipment, to undertake a house-to-house programme of “no-touch” screening for Covid-19 symptoms and to refer symptomatic people to clinics for testing.

In addition, PEPFAR-funded District Support Partners have been instructed to support provinces in this programme.

South Africa currently has the capacity to conduct 5,000 tests for COVID-19 daily. However, with the addition of mobile testing units, combined with 180 testing sites and 320 testing units across the country, this number will now increase six-fold.

2. INFECTION PREVENTION CONTROL PROCEDURE

- All staff to undergo training on COVID 19 infection prevention control measures and will be required to sign a declaration stating that they have been sufficiently trained on such infection prevention control measures. (ANNEXURE E)

- The COVID 19 Infection prevention control training will contain the following subjects:
 - Social distancing and the importance of it
 - Daily screening process
 - Sanitization of equipment and common surfaces
 - Waste management
 - Record keeping

3. PREVENTATIVE MEASURES

Screening of staff, students or visitors prior to entering the site.

- All staff, students and visitors will need to undergo the compulsory screening procedure prior to accessing the site or sharing school transportation facilities. (See Annexure B)
- All personnel will be required to wear a mask at all times during operations
- Pilot and passenger will sanitise hands before kitting up for the flight.
- Contact between pilot and pax should be limited as far as possible.
- Pilot and pax to wear suitable sunglasses / safety glasses / visor-equipped-helmet to to minimise the possibility of contamination via the eyes

Covid 19 compliance officer

- In Addition to SAHPA's Compliance officer, each individual school operating under the SAHPA ATO will need to appoint a COVID 19 compliance officer as per annexure C prior to resuming training activities. (The owner or CFI may also be the compliance officer)

Declaration of compliance

- In addition to the SAHPA chairman's declaration of compliance each individual school owner operating under the SAHPA ATO will need to complete a declaration of compliance as per annexure D prior to resuming training activities

Making sure our workplaces and flying sites are clean and hygienic

- Surfaces (e.g. desks and tables) and objects (e.g. telephones, helmets, etc.) will be wiped with disinfectant regularly

Promoting regular and thorough hand-washing by staff, students and visitors

- Placing hand sanitising dispensers at strategic places and making sure these dispensers are regularly refilled
- Making sure that staff, students, and visitors have access to places where they can wash their hands with soap and water or use hand sanitiser

Promoting adequate social distancing always as per government regulations

- Staff, Students and visitors need to maintain at least 2m separation as far as possible.
- No more than 50 persons will be allowed on a takeoff site at one time.

Promoting good respiratory hygiene in the workplace

- Displaying posters promoting respiratory hygiene and combining with other communications where possible.
- Ensuring that face masks are always worn.

Briefing our staff, students and visitors on the dangers of COVID-19 spreading.

- Anyone with even a mild cough or low-grade fever (37.3C or more) needs to stay at home. They should also stay home if they have had to take simple medications, such as paracetamol/acetaminophen, ibuprofen, or aspirin, which may mask symptoms of infection as per WHO guidelines.
- Keep communicating and promoting the message that people need to stay at home if they have any flu-like symptoms.

4. THINGS TO CONSIDER WHEN EMPLOYEES AND STUDENTS ARE TRAVELING

Before travelling:

- Ensure staff and students have the latest information on areas where COVID-19 is spreading. You can find this at: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>
- Ensure all staff and students have undergone the screening process in Annexure B before embarking on any travel.

While travelling:

- Staff and students to ensure that maximum passenger capacity, as per government regulations, are not exceeded.
- Staff and students are encouraged to wash/sanitize their hands regularly.
- Usage of face masks as recommended by government guidelines
- All staff and students should comply with any restrictions on travel.

When our staff and students return from travelling:

- If they develop even a mild cough or low-grade fever (i.e. a temperature of 37.3C or more) they should stay at home and self-isolate. This means avoiding close contact (two metre or nearer) with other people, including family members. In the event of developing symptoms, staff and students should contact the School and the national Toll-Free Hotline on 0800 029 999 and provide the details of their recent travel and symptoms.
- Should anyone test positive for COVID 19 within 14 days of sharing school transport they need to make immediate contact with the school so that the school can perform contact tracing to inform those who might have had contact with the infected person.

5. SURVEILLANCE AND CASE DEFINITION FOR COVID 19

The rationale for surveillance for 2019-nCoV

Surveillance for 2019-nCoV is essential to permit early recognition of suspected cases, early diagnosis, containment, and prevention of further cases.

Who should be tested for 2019-nCoV?

Presently, persons who should undergo testing for 2019-nCoV have identifiable factors as described below:

Surveillance case definitions for Persons Under Investigation (PUI) who should be tested for 2019-nCoV

Employees and students with an acute respiratory infection (sudden onset of at least one of the following: fever, cough, sore throat, shortness of breath) requiring hospitalisation or not

AND

In the 14 days prior to the onset of symptoms, met at least one of the following epidemiological criteria:

- Were in close contact with a confirmed or probable case of 2019-nCoV infection; **OR**
- Traveled internationally in the past 14 days **OR**
- Worked in or attended a healthcare facility where patients with 2019-nCoV infections were being treated.

A confirmed case: is a person with a laboratory-confirmation of infection with the 2019-nCoV.

6. CASE MANAGEMENT FOR COVID 19

Current plan if someone becomes ill with suspected COVID-19 at the Flying School.

- Employees and students with signs and symptoms of possible COVID-19 infection will contact the **national hotlines: 0800 111 132 and 0800 029 999.**
- Any staff, student or visitors who record a moderate temperature above 37.3 C will be asked to wait in the isolation area for 15 min and will thereafter be re-tested. Should the second screening indicate a lesser temperature the staff, student or visitor will be allowed on site after completing the rest of the screening procedure, should the second temperature recording indicate a temperature above 37.3C, the staff, student or visitor will be asked to leave the site and contact the national hotline on 0800 111 132.
- The identified possible infected persons will be supported, without inviting stigma and discrimination. This could include persons who have recently travelled to an area reporting cases or other persons who have chronic conditions (e.g. diabetes, heart and lung disease, old age, HIV, etc.) that put them at higher risk of infection.
- The school will liaise with the local healthcare authorities for referral according to the South African Department of Health's National Guidelines.
- The contacts of the identified possible infected person will be managed according to the South African Department of Health's National Guidelines.

7. WASTE MANAGEMENT

- Waste such as masks and sanitising wipes are to be disposed of into a designated closed bin belonging to the school.
- Personnel are to wash/sanitise their hands before and after handling the designated waste bin

- Waste from the designated bin is to be removed from site and placed in a bag before insertion into a municipality collected bin. Municipality bins to be placed outside for collection on day of collection by the municipality
- Other sanitising waste (e.g. chemical spray bottles) are to be disposed as per manufacturer recommendations

8. RECORD KEEPING

- All screening records need to be filed by the compliance officer and kept for a minimum of 90 Days to assist in possible contact tracing
- Screening records are to be electronically captured (scans/photos of any physical paperwork). Should the need for contact tracing arise, these electronic copies will be immediately provided to the sahpa office
- Records of any COVID-19 related prevention measures (e.g. equipment sanitisation) are to be kept by the school

9. ADDITIONAL CONTROL MEASURES

- Landings to take place within the designated landing zone for the take-off site from which the flight departed.

10. DOCUMENT DISTRIBUTION PROCEDURE

- A copy of this document will be available on the sahpa website (www.sahpa.co.za)
- A copy of this action plan will be distributed to all staff, students and visitors and always needs to be kept relatively available.
- In conjunction to the above this document should be made available to inspectors upon request

ANNEXURE A

RISK ASSESSMENT

Actions should be taken based on the risk score. Assign a priority (very high, high, medium or low) based on existing and required control measures, in consultation with your Covid 19 compliance officer.

PART I General aspects of the work environment and duties or activities														
COMPANY:	South African Hare gliding and Paragliding Association	DATE OF	6-Jul-2020	APPROVED BY:	Pete Wallenda	SIGNATURE:		LOCATION:	All sites					
ASSESSOR NAME:	Zenith Bishop	SCOPE OF WORK:	All tandem flying with regards to PG, PPG, PPT and Hang	REVIEW DATE:	7-Jul-2020									
PART II RISK MATRIX CONSEQUENCE OF EXPOSURE TO SARS-CoV-2 Severe Moderate Negligible 2 Keep monitoring the Keep the process going, but Investigate the process and implement Stop the process and														
PART III Identification of risk and proposed preventative measures to reduce risk														
HAZARD	WHO MAY BE AT RISK	TASK or ACTIVITY	ROUTE OF EXPOSURE	HEALTH EFFECTS	FINAL RISK LEVEL = C x L			EXISTING CONTROL MEASURES	PROCEED WITH EXISTING CONTROLS	ADDITIONAL CONTROL MEASURES	ACTION BY	DUE DATE		
COVID 19	All Personnel	PG Tandem	Contact with persons, surface, vapour or droplets	A symptomatic to Fatal.	VERY LOW	LOW	MEDIUM	HIGH	VERY HIGH	Wearing of masks, washing/sanitizing hands and surfaces regularly and social distancing	YES	Sanitizing equipment, Daily screening, Wearing safety/sun glasses/goggles for pilot and pax.	Pilot and pax	07 07 2020
COVID 19	All Personnel	PPG Tandem	Contact with persons, surface, vapour or droplets	A symptomatic to Fatal.	VERY LOW	LOW	MEDIUM	HIGH	VERY HIGH	Wearing of masks, washing/sanitizing hands and surfaces regularly and social distancing	YES	Sanitizing equipment, Daily screening, Wearing safety/sun glasses/goggles for pilot and pax.	Pilot and pax	07 07 2020
COVID 19	All Personnel	PPT Tandem	Contact with persons, surface, vapour or droplets	A symptomatic to Fatal.	VERY LOW	LOW	MEDIUM	HIGH	VERY HIGH	Wearing of masks, washing/sanitizing hands and surfaces regularly and social distancing	YES	Sanitizing equipment, Daily screening, Wearing safety/sun glasses/goggles for pilot and pax.	Pilot and pax	07 07 2020
COVID 19	All Personnel	HG Tandem	Contact with persons, surface, vapour or droplets	A symptomatic to Fatal.	VERY LOW	LOW	MEDIUM	HIGH	VERY HIGH	Wearing of masks, washing/sanitizing hands and surfaces regularly and social distancing	YES	Sanitizing equipment, Daily screening, Wearing safety/sun glasses/goggles for pilot and pax.	Pilot and pax	07 07 2020

KEY: C - consequence (severe, moderate, negligible); L (unlikely, possible, likely)

EXAMPLE: APPLYING THE HIERARCHY OF CONTROLS FOR COVID-19

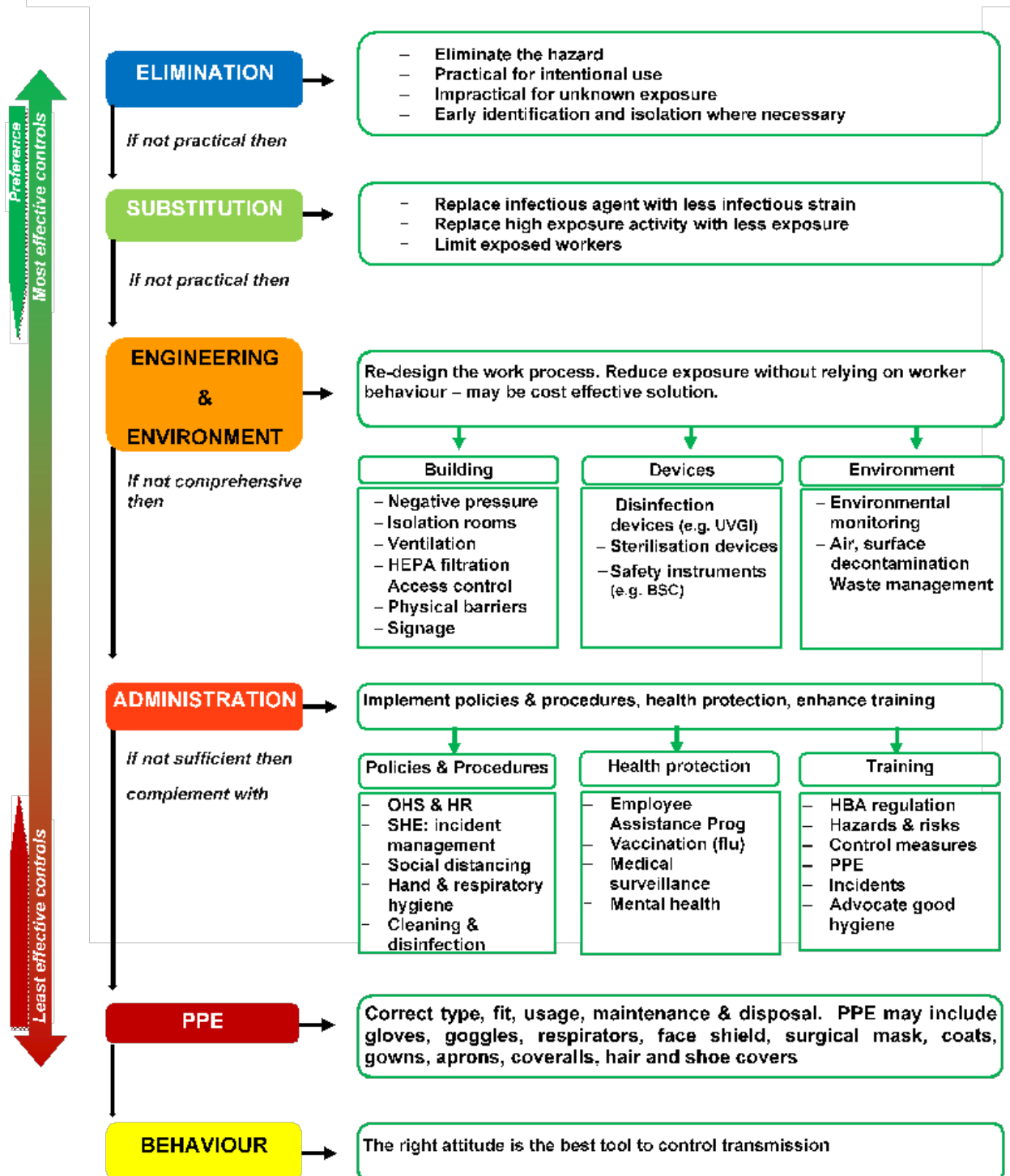


Figure 1. Flow diagram illustrating the fundamental pillars of the hierarchy of controls and possible recommendations.

ANNEXURE B

SCREENING FORM FOR STUDENTS/EMPLOYEES			
1. AREA DETAILS			
Flying site:			
2. Date and Time	/ / 2020		
	Time:		
3. STUDENT INFORMATION			
Id Number			
Surname			
Full Names			
Personal Contact Number			
Gender - Age	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	Age -
4. TEMPERATURE	NB – NO ENTRY IF TEMPERATURE IS 37.3°C OR MORE		
Only Non-Contact Thermometer to be used		°C	
5. CLINICAL INFO - SYMPTOMS (CIRCLE Y OR N)			
Fever/Chills	Y / N	Loss of smell OR loss of taste	Y / N
Cough	Y / N	Redness of the eyes	Y / N
Sore throat	Y / N	Nausea/vomiting/diarrhoea	Y / N
Shortness of breath	Y / N	Fatigue/ weakness / tiredness	Y / N
Body aches	Y / N		
Did you recently travel to a country outside SA?			Y / N
Did you have contact with a person that tested positive for COVID-19 in the last 24 hours?			Y / N
Provide a brief history of contact with persons in the past 72 hours:			
<p>Disclaimer: The screening does not replace professional medical consultation. Please seek professional medical advice and assistance if you showed any of the above symptoms or have had contact with a person that tested positive for COVID-19 in the last 24 hours. Hotline number 0800 029 999 or WhatsApp on 0600 12 3456.</p>			

Signature: STUDENT	Date	Time
Screening Verifier Details	Date	Time

ANNEXURE C -COVID-19 COMPLIANCE OFFICER APPOINTMENT LETTER

I, BEING THE HEAD OF SCHOOL (School Name)

SURNAME: _____

FULL NAMES : _____

IDENTITY NUMBER: _____

- HEREBY APPOINT THE BELOW MENTIONED PERSON AS THE ORGANISATION'S COVID-19 COMPLIANCE OFFICER.

NAME & SURNAME: _____

DATE OF APPOINTMENT: _____

ID NUMBER: _____

POSITION: _____

I, THE UNDERSIGNED, HEREBY ACCEPT MY APPOINTMENT AS COVID-19 COMPLIANCE OFFICER AND UNDERTAKE TO:

- PARTICIPATING IN THE DEVELOPMENT AND IMPLEMENTATION OF THE COVID-19-READY WORKPLACE PLAN BEFORE THE REINTRODUCTION OF EMPLOYEES INTO THE WORKPLACE;
- ENSURING THAT SUCH DEVELOPMENT AND IMPLEMENTATION IS DONE IN ACCORDANCE WITH THE REGULATIONS ISSUED IN TERMS OF SECTION 27(2) OF THE DISASTER MANAGEMENT ACT;
- ENSURE CLOSE MONITORING OF THE PLAN POST RE-OPENING
- ENSURE ADHERENCE TO HEALTH AND SAFETY PROTOCOLS AS ISSUED, INCLUDING THOSE IDENTIFIED IN THE RISK ASSESSMENTS.

I FULLY UNDERSTAND THE RESPONSIBILITY ASSIGNED TO ME BY THIS DESIGNATION AND CONFIRM MY ACCEPTANCE THEREOF BY UNDERSIGNING THIS APPOINTMENT LETTER.

COVID-19 COMPLIANCE OFFICER NAME:

SIGNATURE: _____

AT: _____

DATE: _____

ANNEXURE D

ANNEXURE D -DECLARATION OF COMPLIANCE TO OPERATE UNDER LEVEL 3 LOCKDOWN

PLACE ON COMPANY LETTERHEAD

<DATE> 2020

Disaster Management Act, 2002. Amendment of Regulations Issued in Terms of Section 27(2)

I, _____ [CEO, or relevant designate full name and ID number], declare the following with regards to operating within the regulated permissions and restrictions of level 3 lockdown:

Permit to operate

I am permitted to operate in terms of the provisions of the National Disaster Act regulations, at level 3 and have prepared a COVID-19 Workplace Readiness Plan.

Location of service delivery

Services are being delivered from the following locations only:

Description of business	District and Province	Description of services	No of staff on shift (including management and support staff)

Compliance with applicable regulations and directives

I confirm that my business is following the COVID-19 regulations and guidelines applicable to my business as published on the government website www.gov.za.

I have appointed the following person, [full name, ID number, email and telephone number], as the company COVID-19 compliance officer.

Risk assessment and Response Framework

I confirm that my business has conducted a risk assessment which assessed the risk of transmission of COVID-19 at the workplace.

I further confirm that my business has designed and implemented a response plan to address COVID-19 related occupational health and safety risks. The response plan aligns with all applicable legislation, regulations and directives and takes into account, *inter alia*, the following risk control measures:

- Physical Distancing;
- Hygiene Standards;
- Personal Protective Equipment (PPE);
- External risks controls;
- Testing, screening and reacting to positive results; and
- Worker communication, engagement and communication

Monitoring and Reporting

I undertake to perform ongoing monitoring of COVID-19 risks applicable to my business and to report if required.

Verification

My business is available during all operating hours for inspection and verification by any authorised law enforcement officials and I undertake to co-operate with such law enforcement officials to assist them in fulfilling their duties.

Declaration

I hereby declare that to my knowledge, the foregoing is true and correct. I accept that a false declaration may carry legal penalties.

Yours sincerely

SIGNATURE

Full Name

Designation

Email address:

Document Number: SAHPA COVID 2020-006

Date: 4 Aug 2020

Rev: 6

Cell Phone:

ANNEXURE E

ANNEXURE E -DECLARATION OF TRAINING RECEIVED ON INFECTION PREVENTION CONTROL PROCEDURES

I, _____ [full name and ID number], declare the following, That I have received training on COVID 19 infection prevention control measures put in place by the Flying School.

Signed at _____ on this day _____ of _____ 2020.

Signature of Applicant

Signature of Witness

ANNEXURE F – ATO COVID 19 RELATED GUIDELINES CHECKLIST

1. ATO OPERATIONS		YES	NO	N/A
a)	Does the ATO operation operate more than one crew member?			X
b)	Has the ATO operation taken appropriate precautions in line with all Regulations, Directions and these Guidelines?	X		
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?	X		
d)	Was the procedures compiled and put into force prior to the start of training operations?	X		
e)	Are highly used areas of the ATO operation and commonly touched surfaces by crew, students and staff regularly disinfected?	X		
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?	X		
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?			X
b)	Has each crew member/student on board the aircraft been issued a mask if there is only a pilot on board the aircraft?			X
c)	Have all crew and students gloves to avoid and reduce any potential contamination?			X
d)	Have work surfaces, tools, equipment, baggage, aircraft interior and controls, been disinfected prior to and after each flight?			X
e)	Are the crew, or student and instructor, wearing face shields or masks in line with (b) above? <i>The crew must not face and limit turning towards each other when speaking.</i>			X
f)	Is the crew using an intercom system to communicate when flying?			X
g)	Is the crew aware that physical contact between persons is not allowed?			X
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?			X
b)	Does each area have their own cleaning team and enough equipment to disinfect and hand sanitize?	X		
c)	Does each office have safety measures and equipment in place?	X		
d)	Has each employee been issued with a personal bottle of disinfectant, hand sanitizer and a mask or face shield, as necessary?	X		
e)	Does each area of operation have separate COVID-19 safety related briefings detailing all protocols?	x		
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?	x		
g)	Are logs recording such activities kept to not only ensure responsibility, but also accountability and traceability?	x		
4. PERSONNEL		YES	NO	N/A

SOUTH AFRICAN HANG GLIDING AND PARAGLIDING ASSOCIATION <small>Incorporating Powered Paragliding & Hang Gliding</small>				
a)	Are all persons allowed in the ATO facility being screened and their temperature taken before entering the premises?	x		
	<i>Any person who have a temperature of over 37.5°C 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.</i>			
b)	Has the screening personnel been equipped with calibrated non-contact infrared thermometers?	x		
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	x		
b)	Hand hygiene	x		
c)	Use of PPE	x		
d)	Respiratory etiquette	x		
e)	Cleaning of toilets	x		
f)	Environmental cleaning	x		
g)	Process to be followed when disposing Medical Waste Material	x		
h)	Infection prevention control procedures for management and control of suspected cases	x		
i)	The role of each personnel.	x		
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.	x		
5.3	Does personnel sign a declaration to state that they were trained on the Infection Prevention Control Procedure?	x		
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?	x		
6.2	Is the management of waste sorting, and the collection of used masks enhanced so that waste could be cleaned in time?	x		
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?	x		
6.4	When potentially contaminated waste is found, are related local departments promptly contacted in accordance with the medical waste management procedures?	x		

ANNEXURE G – SUB-ATO COVID 19 RELATED GUIDELINES CHECKLIST

AVIATION TRAINING ORGANISATIONS COVID-19 RELATED GUIDELINES CHECKLIST

Name of SUB-ATO: _____

Trading as: _____

Approval No: RAA/005-_____

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 on board the aircraft been issued 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? <i>The crew must not face and limit turning towards each other when speaking.</i>			
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?			
	<i>Any person who have a temperature of over 37.5°C 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.</i>			
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?			

Annexure: H Declaration for each ATO

Name of ATO: South African Hang-gliding & Paragliding Association

Approval No: RAA/005

NOTE:

- All aviation training organisations applying for new or renewal inspections are required to complete the following questionnaire as part of the measures implemented by the Regulator to ensure the safety of its inspectors whilst conducting assessments at the premises of the operators, where necessary.
- Kindly note that if this questionnaire is not completed, the inspectors will not be able to conduct the physical inspection, and this may delay the finalisation of the renewal inspection as well as inspection for purposes of new applications.
- ***Kindly indicate your response by putting an 'X' in the boxes provided.***

NO.	COVID-19 MEASURES	YES	NO	N/A	COMMENT
		S			
1.	Does the ATO formally comply with the Department of Employment and Labour (DoEL) Directives on returning to work?	X			
2.	Does the ATO have a Covid-19 Policy?	X			
3.	Did the ATO conduct a risk assessment for Covid-19 as required by the DoEL?	X			
4.	How many staff members will return to work during Level 3?	50			
5.	Is there screening provided to employees, contractors, visitors, etc. before entering the Operator premises?	X			
6.	Does the sub-ATO provide sanitisers to its employees?	X			

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7.	Will the sub-ATO ensure public surfaces and spaces are sanitized / disinfected regularly, particularly spaces the SACAA inspectors will be using?	X		
8.	Does the sub-ATO enforce the wearing of masks by its employees?	X		
9.	Does the sub-ATO keep a record of employees, contractors, etc. at its premises to enable contact tracing in the case of an infection?	X		
10.	Has the employer and employees attended a Covid-19 training course?	X		
APPROVED BY:				
NAME AND SURNAME CFI		SIGNATURE		DATE

COVID PREVENTION ACTION RECORD KEEPING

[illegible]



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