NIGERIAN CIVIL AVIATION AUTHORITY (NCAA)

Advisory Circular

NCAA-AC-ARD007-1
(Supplement)

Subject:

POST COVID-19 GUIDANCE FOR AERODROME OPERATORS RESUMPTION OF OPERATIONS

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APPLICABILITY: ALL AERODROME OPERATORS

NOTE: This is a controlled and restricted publication. The latest revision of this publication is on the NCAA website www.ncaa.gov.ng under documents or publications.

The Advisory Circular is written as guidance for all Aerodrome Operators to prepare their Post COVID-19 resumption plan (for each aerodrome) as it relates to their level of operation.

APPROVAL PAGE

This document is approved by:

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May 18th 2020

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GENERAL

Nigerian Civil Aviation Authority Circulars from Aerodrome Standards Department contains information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations. This document is supplementary to the Aerodrome Emergency Plan Advisory Circular (NCAA-AC-ARD007-1).

An AMC is not intended to be the only means of compliance with a regulation, and consideration will be given to other methods of compliance that may be presented to the Authority.

PURPOSE

This document is issued to provide guidance to Aerodrome Operators on how to prepare for resumption of aerodrome operations following the Coronavirus outbreak and to define step by step organizational administration structure, activities, management team, technical personnel, services, equipment, tools, facilities, capabilities, technical operations, procedures and processes in order to curtail further spread of the virus.

REFERENCES

The Advisory Circular relates specifically to the following documents:

Nig. CARs Part 12.6.15, ASM 13.2.1.

Nig. CARs Part 17 and NCAA-AC-AVSEC001/20.

Guidance for African Airports Restart issued by ACI Version 1, 14 May, 2020.

Safety Information Bulletin Aerodromes issued by EASA 2020-07, 04 May, 2020.

NCAA-AC-AMS-002, Guidance on Facilitating Flight Operations and Protecting Ground Handling Crew, Flight Crew and Passengers during the COVID-19 pandemic - Public Health Corridor Concept (PHCC).

NCAA-AC-AMS-003, Guidance on Facilitating Groundling Operations and Protecting Ground Handling Crew, Flight Crew and Passengers during the COVID-19 pandemic – Public Health Corridor Concept (PHCC).

FOREWORD

These guidelines have been developed to assist the aerodrome operators in developing and updating existing Aerodrome Emergency Plan/Public Health Emergency Contingency Plan and also in identifying any difference that may exist between the aerodrome operator's documents with reference to all types of medical emergencies in line with ICAO SARPs, and other relevant health authorities as well as NCAA Advisory Circular (NCAA-AC-ARD007-1). The compliance document is one of the major tools used by the Authority for assessing all Aerodrome operations in Nigeria. Aerodrome Operators are required to adhere to these guidelines in a safe and environmental friendly manner for a seamless restart of Aerodrome activities at this trying time of global emergency.

The document will enable Nigerian Civil Aviation Authority to assess an aerodrome operator's readiness to resume operations following the COVID-19 pandemic. To ensure adequate measures are in place, aerodrome operators are required to submit an application for each aerodrome accompanied with the listed documents stating step by step action prior to commencement of aerodrome operations to the Authority for review and approval.

INTRODUCTION:

The Coronavirus (COVID-19), declared a global pandemic by the World Health Organization (WHO) on 11th March, 2020, has caused massive negative impacts on the world economy and has adversely impacted on the lives of millions of people. Since the first reported case, the virus has left some businesses around the world counting losses, and many more completely destroyed, families bereaved and most governments resources stretched to the limit. The adverse impact of COVID-19 has plunged the world in a maelstrom of grief and growing hardship, while it notably affects global civil aviation resulting in losses and a potential collapse of the industry.

According to the ICAO estimates, in February 2020, international passenger capacity decreased by 8%, mainly related to traffic to and from States that experienced an early outbreak. In March 2020, international passenger capacity decreased further by 22%, with significant reduction not only in States experiencing an early outbreak, but also on a global scale. Air traffic reduction is no longer limited to initial outbreak countries.

Sequel to the Coronavirus pandemic, Government had placed restriction on movement, ban on both international and domestic travels as well as cancellation of flights which led to significant decrease in aircraft movement and passenger traffic. Aerodrome Oversight functions had been drastically affected as a result of no aerodrome activities.

Generally, the guideline for Aerodrome Operators on resumption of aerodrome activities with respect to post COVID-19 pandemic is divided into three (3) areas namely:

- Landside

- Terminal

- Airside

"IMPORTANT! One of the requirements airlines and aerodrome operators would be required to comply with, as part of the immediate restart actions is the COVID-19 Public Health Corridor Concept Protocol (item 4.1 in the restart plan guidelines in Table A). It covers a diverse range of topics to protect against COVID-19 infection ranging from the Airport terminal check-in, passenger security screening, passenger boarding the flight to disembarkation, baggage claim to exit from the airport premises.

Airport Operators are invited to note that the approval to restart operations has both the technical component and health component. Emphasis on the collaboration between NCAA and Public Health Authorities and the need to comply with the PHCC guidelines by both Aerodrome Operators and Airlines is a critical prerequisite to restart operations. "

TABLE A – IMMEDIATE PLANS FOR AERODROMES

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
1.0	GENERAL PROCEDURE	1.1	**General Principles** The Aerodrome Operator should ensure that it: • Sets up or maintains the committee responsible for managing the COVID- 19 crisis and the restart of airport activities. • Includes ALL airport stakeholders and other external agencies. • Produces a single airport restart plan for the airport community. • Aligns with Nig.CARs Part 12, Part17 and National policies on COVID-19. • Follows a risk-based approach, outcome-driven and evidence-based response when formulating the measures. • Meets at regular intervals to adapt the plan to ongoing changes. • Includes recovery phases with time- bound measures. • Disseminates to all stakeholders in its simplest and most communicative format.
		1.2	**Resilience in the New Normal** The Aerodrome Operator should ensure that it: • Reviews existing crisis management, business continuity or public health emergency plans. • Identifies and addresses root causes of potential deficiencies, whether it is timeliness of action, lack of infrastructure, labour shortages, or external environment issues. • Mandates all departments and stakeholders to prepare their own Standard Operating Procedures based on the airport restart plan.
		1.3	**Risk-based, evidence-based and outcome-driven** The Aerodrome Operator should ensure that: • Health measures must be based on epidemiological risk applicable. • Alternative equivalent measures leading to similar levels of protection should be considered. • A multi-layered approach may be beneficial, combining elements such as self- declaration, physical distancing, use of PPE for staff, and additional cleaning and disinfection protocols.

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S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
		1.4	**Constant review of the impact, suitability and effectiveness** The Aerodrome Operator should ensure that it: • Reviews and aligns the restart plan with the Federal Government COVID-19 policies, Nigeria Civil Aviation Regulations and this Circular in the light of evolving circumstances. • Adapts the plan with the eventual increase in airport traffic. • Is ready to remove or replace new measures. • Incorporates new technologies, standoff and touchless processes as long term and permanent measures. • Removes short term measures as long term measures are implemented.
		1.5	**Effective collaboration** The Aerodrome Operator should ensure that it: • Nourishes effective collaboration between key agencies/stakeholders, i.e. police, health, customs, immigration, airlines, concessionaires, etc. • Initiates and promotes multi-lateral cooperation between aerodromes connected to your network to ensure a smooth and coordinated restart. • Agrees with aerodromes within its network on the standard health message to disseminate to all passengers so as to avoid surprises when reaching destination.
		1.6	**Responsibilities and Accountabilities** The Aerodrome Operator should ensure that it: • Defines clear responsibilities and accountabilities when recommending health screening measures, preparing procedures, providing equipment and supplies, executing the plan, auditing the new processes and reporting feedback. • Avoids the use of customer service and security staff, to carry out tasks relating to health screening instead of health professionals i.e. port health and local airport health department.
2.0	LANDSIDE	2.1	**Parking areas of the airport** The Aerodrome Operator should ensure the following: • Conduct assessment of the parking of vehicles at all

TABLE A – IMMEDIATE PLANS FOR AERODROMES			
S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
			available parking areas of the airport to determine the necessary physical distancing required to avoid contact of persons. • Where necessary, place signage indicating use of face mask, automatic hand sanitizer and hand washing at strategic areas including the points of payment. • Measures should be put in place for physical distancing of at least 2.0m during payments of parking fees and removal of vehicles. • Only accredited staff/vendors of the airport/airlines should be allowed to assist passengers in carriage of baggage into or out of the terminal building.
3.0	TERMINAL BUILDING	3.1	**Terminal Operation Procedure** **(Entry through the Landside)** • The Aerodrome Operator should develop a Procedure for assessment of passenger entry to the terminal building to ensure they meet the COVID – 19 health requirement e.g. Temperature check, use of face masks, automatic dispensing hand sanitizer usage. • The Aerodrome Operator should ensure that only traveling passengers are allowed into the terminal building due to physical distancing. • The Aerodrome Operator should ensure that only accompanied persons of disabled passenger or unaccompanied minor are allowed into the terminal building for processing. **(Entry of PAX to Terminal from Aircraft)** • The Aerodrome Operator should coordinate with its Port Health or local airport health official on the non-intrusive health screening requirements which may be imposed on arrivals (including transfer passengers) and departures , e.g. use of thermal scanners, handheld infrared thermometers, ear gun thermometers or full- body infrared scanners.
		3.2	**Cleaning and Disinfection** • Aerodrome Operator should develop procedure for the cleaning and disinfection of frequently

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
TABLE A – IMMEDIATE PLANS FOR AERODROMES			
			touched/exposed surfaces as a preventive measure in the Terminal building. Examples of hand contact surfaces are: self-service kiosks, counters, baggage trolleys, lifts, travellators, escalators, handrails, vehicles, scanners, shared mobile phones or radio telephones, tables, knobs, light switches, wheelchair handles, workstations, cash registers, touch screens, countertops, etc • Aerodrome Operator should also increase the frequency of cleaning and disinfection of all hand contact areas immediately when a surface has been contaminated with respiratory secretions or other body fluids e.g sweating, coughing, sneezing etc • The Aerodrome Operator should ensure that there is a process for the daily schedule for deep cleaning of areas which otherwise may be inaccessible under normal circumstance.. • The Aerodrome Operator should install automatic dispensing hand-sanitizing stations at strategic locations, at different terminal processing zones (check-in, passport control, security screening, boarding, customs) before and after every passenger touch point and along the walkways etc • The Aerodrome Operator should provide disinfectant carpet at entrances to terminal and walkways. • The Aerodrome Operator should ensure the increase in the frequency of waste disposal to avoid accumulation of used masks, gloves and other contaminated waste in garbage bins and containers.
		3.3	**Passengers Personal Protection** • The Aerodrome Operator shall ensure that all passengers accessing the terminal building must wear a facemask. • The Aerodrome Operator shall ensure that adequate spacing with appropriate queue poles, signage or floor markings with a minimum of 1.0 meters between passengers in queuing lines at all passenger processing nodes, must be maintained. • The Aerodrome Operator should also ensure that physical distancing of 2.0m must be maintained in

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
			passenger seating areas by clearly marking no-seating spots or by removing seats, where required. • The Aerodrome Operator should carry out an assessment of physical distancing that must be maintained in passenger buses. If possible off-pier boarding, where practical and safe, and favour on-foot boarding rather than bussing.
		3.4	**Toilet Usage** • The Aerodrome Operator should conduct a risk assessment of the usage of the toilet to determine the number of persons that can be accommodated at a time. • The Aerodrome Operator should post signs for bathrooms/toilets to indicate the limit of the maximum number of people occupying the space at any one time. • The Aerodrome Operator should have personnel in place to control the entry, cleaning and disinfecting the toilets. • The Aerodrome Operator should if possible install sensor operated taps and flushers to avoid contact with the surface. • The Aerodrome Operator should favour the use of paper towel dispensers rather than the use of 'hands-in' dryers in toilets.
		3.5	**Baggage Disinfection** The Aerodrome Operator should ensure the disinfection of baggage as well as cargo on every departure and arrival.
		3.6	**Baggage processing time** The Aerodrome Operator should ensure that it has a process in place to expedite baggage processing time in order to reduce congestion of passengers at the arrival hall.
		3.7	**Air Conditioning Systems** The Aerodrome Operator should ensure that: • Air Conditioning systems are not disabled as this does not reduce the propagation of the virus. • Air handling units are switched on with 100% recirculation of outdoor air. • Air Conditioning systems are kept running (24/7), if

TABLE A – IMMEDIATE PLANS FOR AERODROMES

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
			possible. Switch ventilation to nominal speed at least 2 hrs before building usage time and switch to lower speed 2 hrs after usage time. • Central outdoor air and extract filters are replaced as planned.
		3.8	**Emergency Evacuation** • The Aerodrome Operator should have a plan in place for evacuation of passengers out of the terminal building during an emergency and ensure that the appropriate rendezvous point is in line with the physical distancing rules.
4.0	PUBLIC HEALTH CORRIDOR CONCEPT (PHCC)	4.1	**Public Health Corridor** See the advisory circular on Public Health Corridor Concept (PHCC) on NCAA-AC-AMS-002 and NCAA-AC-AMS-003.
5.0	HEALTHY EXPERIENCE	5.1	**Access Control** • The Aerodrome Operator should conduct an assessment of the access control points to determine the number that should be active. • The Aerodrome Operator should restrict access of meeters and greeters into the terminal. • The Aerodrome Operator should close public viewing galleries. • The Aerodrome Operator should control the number of passengers accessing the check-in hall to ensure any physical distancing imposed (2.0m apart). • The Aerodrome Operator should ensure that accredited staff/Airline representative should be in place to assist disabled passengers and unaccompanied minors to access the terminal building. • The Aerodrome Operator should conduct an assessment of the maximum number of passengers in any given terminal zone (check-in, immigration, security, boarding, shops, lounges, etc.) to ensure distancing measures (2.0m apart). • The Aerodrome Operator should ensure segregation of passengers, staff and/or crew to minimize contact. • The Aerodrome Operator should adopt forward

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS

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S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
			movement rule for every queue without possibility of backtracking for passengers. • The Aerodrome Operator should close certain high-risk airport areas and facilities or those not vital for the airport operations, such as smoking rooms, kids play areas, prayer rooms, massage chairs, water fountains, other multi-purpose areas, etc. This will also assist in reducing the surfaces needed to be cleaned and disinfected regularly.
		5.2	**Review Airport Handling Capacity** • The Aerodrome Operator should recalculate the terminal capacity in the light of the measures such as physical distancing, one-way traffic lanes and access control, bearing in mind that a 2.0m physical distance means an occupancy area of $4.0m^2$ per passenger. • The Aerodrome Operator should work with the airlines to plan schedule flights to comply with new terminal capacity and peak hour passenger flow. • The Aerodrome Operator should ensure that there is a review of the arrival time of passengers at the airport prior to departure from 3 to 4 hours. • The Aerodrome Operator should ensure that airlines and agencies operate a maximum number of check-in counters, immigration counters, health counters, customs counters to avoid crowding. • Where possible, the Aerodrome Operator should assign every alternate boarding gate for embarkation of flights to allow for physical distancing during simultaneous boarding. • The Aerodrome Operator should communicate the daily resources allocation plan (flight schedule, check-in, boarding gate, aircraft parking, belts, etc.) to all stakeholders concerned to allow for proper planning and smooth implementation and monitoring of new measures. • The following should be considered for inclusion: ○ Provisions for hand sanitizers and disinfectant at airside access point for staff and vehicles. ○ State provision of necessary PPE for screeners/security personnel.

TABLE A – IMMEDIATE PLANS FOR AERODROMES

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
			o Routine cleaning and disinfection of frequently touched/exposed surfaces and security equipment including the vehicles accessing the airside. o The temperature of persons approaching the access point should be taken o Provision of signage stating measure to be taken to prevent the spread of covid-19 when approaching the airside access point e.g. washing hand, use hand sanitizer, face masks etc
		5.3	**Passenger Health Processing** The Aerodrome Operator should ensure the following: • Set up adequate counters in the terminal for filling of health declaration forms for passengers who have not filled same on- board whilst observing the physical distancing. • Provide dedicated health counters as required to allow for the checking of the forms and interviewing of passengers. • In coordination with the health authority, dedicate specific and suitable rooms to serve temporary waiting / quarantine areas. • Identify segregated exit path to leave the terminal for suspected passengers without possibility of mixing with others.
		5.4	**Security Screening** The Aerodrome Operator should ensure the following: • Review the setup of the security screening processing area to avoid crowding. • Operate security lanes that are not adjacent to each other to provide additional separation. • Mask of passengers must be lowered for identification and/or security inspection (prohibited item in mouth). • Minimize the use of hand search for security screening and ensure maximum divesting and employ the use of hand held metal detectors and other non contact equipment. • In the case where the person being screened still trigger alarms after further divestment, that targeted hand search should be used to resolve

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS

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			Walk Through Metal Detector (WTMD)/Hand held Metal Detector (HHMD) alarms instead of full hand search.

Walk Through Metal Detector (WTMD)/Hand held Metal Detector (HHMD) alarms instead of full hand search.

- Apply one swab per person for ETD (Explosive Trace Detector) screening and discontinue the reuse of swabs.
- The following should be considered for inclusion:
  o Provisions for hand sanitizers and disinfectant at screening checkpoint.
  o Routine cleaning and disinfection of frequently touched/exposed surfaces and screening equipment.
  o Usage of new ETD swab for every passenger (in accordance with approved ASP ratio) and resolve ETD alarms for persons and their carry-on, where applicable and discontinue reuse of swabs.
  o Usage of new gloves for hand searching of baggage after X-ray screening to resolve suspect bag.
  o Maintain requirements for LAGs and alcohol-based hand disinfectant including visual checks of alcohol-based disinfectant.
  o The screeners/security personnel should use appropriate PPE during screening of persons and carry-on and usage of new glove per passenger/baggage.
  o Display of signage stating measure to be taken to prevent the spread of covid-19 when approaching the screening points e.g. use hand sanitizer, face masks etc
- **Hold Baggage Area:**
  o Hand sanitizers and disinfectant at HBA for staff and vehicles.
  o Provision of PPE for screeners/security personnel and other airport personnel at HBA.
  o Usage of new gloves for hand searching of hold baggage after X-ray screening to resolve suspect hold baggage.
  o Usage of new ETD swab for every hold baggage (in accordance with approved ASP ratio) and

TABLE A – IMMEDIATE PLANS FOR AERODROMES

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
			resolve ETD alarms for hold baggage, where applicable and discontinue reuse of swabs. o Provision of signage stating measure to be taken to prevent the spread of covid-19 when approaching the HBA e.g. washing hand, use hand sanitizer, face masks. o Physical distancing (2.0m) within the HBA.
		5.5	**Commercial Activity Areas** The Aerodrome Operator should ensure the following: • Concessionaires apply the same airport measures for cleaning, disinfection, hygiene, personal protection, physical distancing at their area of operation in the airport. These measures must be properly documented as a SOP. • Monitor implementation of measures to ensure strict compliance. • Duty free and retail shops should have staff handling the items instead of passengers to avoid contaminating them. • Restaurants are to provide utensils in the dining areas (even for fast food). Individual portions should be served rather than providing common-use serving utensils for self-serve food. • Adopt cashless transactions in all shopping and eating places, as far as possible. • Consider sale of masks and disinfection gels (100 ml preferably on departures) in order to assist needy passengers in complying with the new measures imposed.
		5.6	**Contactless technology solutions** • The Aerodrome Operator should conduct an assessment and implement contactless technology solutions which can help in a safe and healthy passenger journey across the airports and minimize transmission of the virus for staff and passengers alike. These may include: o Contactless parking solutions. o Contactless payment solutions. o Contactless taps in toilets. o Contactless soap dispensers in toilets.

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS

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S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
			o Contactless elevator solutions, including engaging an Elevator Operator. o Automated sanitizer dispensers fitting across passenger touch-points in the end-to-end journey. o Full-body disinfectant booths, where possible.
		5.7	**Self-service & Automation** • Benefits of self-service technology o Improved facilitation of passenger flow o Increase terminal throughput and efficiency o Increase terminal capacity o Reduced queue times o Limits contact with airport staff / human workforce • Self-service and Automation services should be rendered for the following where possible: o Check-in o Bag drop o e-Gates
		5.8	**Biometrics** • The Aerodrome Operator should encourage the use of Biometrics, where possible, which confirms the identity and enable walking pace processing and passenger tracking through-out the passenger journey.
6.0	COMMUNICATION	6.1	**Guiding Principles** The Aerodrome Operator should ensure the following in its communication processes: • Get its source of information from the official channel, i.e. Government, NCAA, NiMET, AIB, NAMA, health authority, etc. • Decide on its communication channels (local media, newspapers, communiqué, press release, website, social media, etc.). • Keep its staff, trade unions, stakeholders, airlines, Government, authorities (NCAA, NiMET, AIB, NAMA, Immigration, Port health, Customs, etc.), business partners, community and travelling public regularly updated on your restart plan. • Decide on what information it wants to share (alert

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
			bulletins, briefings, procedures, health updates, guidelines, directives, etc.). • Decide on the different timelines for the dissemination of information (daily, weekly or as required).
		6.2	**Impact Announcements and Visibility** The Aerodrome Operator should ensure the following: • Announce the restart of airport activities by providing information on the new normal at the airport. Passengers must know what to expect. • Make impact announcements to boost passenger confidence, e.g. 'terminal is disinfected every hour', 'Automated hand sanitizer stations are found at every 10 m', 'we are here to help', etc. • Reinforce communication with vulnerable groups (elderly, passengers more concerned about health-related issues, etc.). • Provide health information in the form of posters, animations, videos, leaflets and public announcement. • Posters and information on FIDS must act as reminders for complying with health measures (face mask, social distancing, disinfect hands, etc.). • Promote 'We are all in this together', which include passengers.
		6.3	**Communication Procedure** The Aerodrome Operator should ensure the following: • Not to give the opportunity for others to communicate in its place. • Communicate on positive and negative news. • Always remember to communicate with its local community, emphasizing on the role of the airport as a strong economic engine. • Always remember that its staff and the airport stakeholders (e.g. cleaning and trolley contractors, etc.) are also its important communicators. Provide them with accurate and up to date information and encourage them to amplify the key messages and information. • Conduct passenger surveys to assess the performance of the restart plan, the passenger

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			confidence in travelling and the effectiveness of the communication strategy. Reviewing the plan accordingly.

7.0	AIRSIDE	7.1	**Airside Operations**
			Aerodrome Operators should ensure that the following are included in their plans:
			
			• Overall inspection of the paved, unpaved surfaces and surroundings, paying attention to:
			   o general cleanliness, presence of foreign object debris and any signs of damage to the pavement surface, which could pose a risk to the aircraft operations;
			   o leakages and depressions due to long term parked aircraft;
			   o presence of wildlife, which might have increased in the absence of regular operations;
			   o condition of fences;
			   o drainage systems;
			   o Ensure adequate grass maintenance at the airside;
			   o the state of the vegetation to ensure that lights, signs and markers are not obstructed;
			   o condition of movement area markings to ensure adequate visibility;
			   o markings and lighting of authorised obstacles, and any new unauthorised obstacles particularly temporary in nature (e.g. mobile cranes) which may impact on the safe operation of aircraft.
			• The proper functioning of the electrical power supply systems for air navigation facilities and lighting system, including signs.
			• Rescue and firefighting level of protection in accordance with the expected traffic and rescue and firefighting services vehicles and equipment are properly functioning.
			• Alarm system for the notification of rescue and firefighting services is functioning.
			• Communication systems used during normal and

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED / REMARKS

TABLE A – IMMEDIATE PLANS FOR AERODROMES

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
			emergency operations are functioning. • Aircraft parked on the manoeuvring area do not infringe the obstacle limitation surfaces, the critical and sensitive areas of radio navigation aids serving the active runway(s) and the line of sight of air traffic control. Information on such closed parts of the manoeuvring area is made available through a notice to airmen (NOTAM). • Emergency access roads of rescue and firefighting vehicles to the active runway(s) are unobstructed. • If a runway or other sections within the manoeuvring area are closed due to parked aircraft, the lighting and radio navigation aids of the runway or the section exclusively are switched off and a NOTAM is issued. • Capability for removal of disabled aircraft. • Availability and competency of staff to carry out their tasks and human factor associated risks due to reduced activity levels. • Any reported actions are planned and implemented, before resuming operations if needed, including training, inspections, compliance monitoring, corrective action plans (CAPs). • The published information in Aeronautical Information Publication (AIP), AIP Supplement (AIP-SUP) and NOTAM in respect to the actual aerodrome operational situation. • Facilities and equipment used for aircraft fuelling provide the aircraft with uncontaminated fuel and of the correct specification. • Construction or maintenance work sites are appropriately marked and lighted. For ongoing changes or when resuming construction works, ensure hypothesis and mitigating measures are still relevant and implemented with the abinitio submission of Work Safety Plan to the Authority. • Carry out a safety risk assessment as per SMS prior to restart of operations.

TABLE A – IMMEDIATE PLANS FOR AERODROMES

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
8.0	STAFF REQUIREMENTS	8.1	**Staff Protection** The Aerodrome Operator should ensure that : • Provides staff with appropriate protective equipment such as masks and gloves, and consider installing new protective measures such as transparent protective shields between staff and customers at counters. • Physical distancing (2.0m) during processing for issuance of permits and during administration of security awareness training for persons requiring restricted area permit. • Routine cleaning and disinfection of frequently touched/exposed surfaces and security equipment. • Implements required cleaning and sanitation protocols for staff workplaces. • Educates staff on how to handle, wear and clean their mask and how to disinfect their hands the proper way and where necessary the wearing and removal of hand gloves. • If required, takes staff temperature daily and carry out periodic health screening. • Provides adequate sanitizing stations for staff. • Adjusts workspaces and mess rooms, where required, to comply with applicable physical distancing guidelines. (2.0m apart) • Applies, as required, distancing measures in staff transport. (2.0m apart) • Avoids temporarily fingerprint access control.
		8.2	**Staff Care** The Aerodrome Operator should ensure that it: • Cares for the wellness and mental health of staff. • Keeps an updated database of all staff to keep close contact. • Identifies vulnerable staff and takes appropriate actions in the best interest of their health in accord with them (e.g. work from home). • Educates staff so that they learn to identify symptoms. • Provides all staff with medical emergency numbers. • Briefs staff on quarantine procedures. • Avoids stigmatization of infected staff or those

TABLE A – IMMEDIATE PLANS FOR AERODROMES

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
			returning to work after recovering from COVID-19. • Provides psychological support as required.
		8.3	**Continuity of work** The Aerodrome Operator should ensure that it: • Provides staff with resources and support them in their needs to ensure productivity. • Identifies key staff that needs to be on site and those who can continue to work from home. • Staff working from home has efficient remote working capabilities and is financially supported for continuous WIFI access arrangement. • Provides a 24-hour technical support to staff working from home especially with respect to access to office servers and online platforms. • Familiarizes all required staff on the virtual meeting platform intended to be used for e-meetings in a bid to limit face-to-face meetings. • Prioritizes online training to keep all required staff abreast with the requirements of their task especially relating to Post COVID – 19 Operations Training.
		8.4	**Staff Teamwork** The Aerodrome Operator should develop and implement procedures for the protection of personnel that are bound to work as a team or group e.g. rescue and fire fighting, airfield lighting, airport operational personnel etc and those that will provide direct services to the aviation community and will have contacts with such in the course of discharging their duties.
		8.5	**Additional measures at work** The Aerodrome Operator should ensure that it: • Reviews staff roster, as required, so that different teams can be deployed at different work schedules. • Reinforces the physical distancing in the office as well as during meetings. • Posts sign for bathrooms/toilets/kitchen to indicate the limit of the maximum number of people occupying the space at any one time. • Creates a system to manage visitors to the office and reinforce physical distancing protocols, limiting visitors initially.

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
			• Maximizes the use of mobile phones, radio telephones and use of electronic platforms instead of face-to-face conversation.
			• Where possible, leaves office and mess doors open to avoid contact with door handles.
			• Conducts daily briefings in open areas or replace by video conferences.
			• Provides adequate sanitary wipes to wipe down "high touch" surfaces at the work place.
			• Equipment that is shared or being touched by more than one staff should be disinfected after each use (including common IT equipment, printers, etc.).

TABLE A – IMMEDIATE PLANS FOR AERODROMES

NIGERIAN CIVIL AVIATION AUTHORITY (NCAA)

TABLE B – IMMEDIATE PLANS FOR HELIPORTS

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
9	GENERAL PROCEDURE	9.0	See Action Number 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 (Table A) as applicable.
10	TERMINAL BUILDING	10.0	See Action Number 3.1, 3.2, 3.3, 3.4, 3.5, 3.6 (Table A) as applicable.
11	HEALTHY EXPERIENCE	11.0	See Action Number 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8 (Table A) as applicable.
12	COMMUNICATION	12.0	See Action Number 5.1, 5.2, 5.3, (Table A) as applicable.

13	HELICOPTER OPERATION AREA	13.0	**Heliport Operations**
			The heliport operators should ensure that the following are included in their plans:
			• Overall inspection of the paved, unpaved surfaces and surroundings, paying attention to:
			  o general cleanliness, presence of foreign object debris on the FATO and the Safety Area which could pose a risk to the aircraft operations;
			  o presence of wildlife, which might have increased in the absence of regular operations;
			  o condition of fences;
			  o drainage systems;
			  o Ensure adequate grass maintenance at the heliport;
			  o Markings and lighting of authorized obstacles, and any new unauthorized obstacles particularly temporary in nature (e.g. mobile cranes) which may impact on the safe operation of aircraft.
			• The proper functioning of the electrical power supply systems for air navigation facilities and lighting system, including signs.
			• Rescue and firefighting level of protection in accordance with the expected traffic and rescue and firefighting services vehicles (where applicable) and equipment are properly functioning.
			• Alarm system for the notification of rescue and firefighting services is functioning.
			• Communication systems used during normal and emergency operations are functioning.
			• Availability and competency of staff to carry out their tasks and human factor associated risks due to reduced activity levels.
			• Any reported actions are planned and implemented,

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S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
			before resuming operations if needed, including training, inspections, compliance monitoring, corrective action plans (CAPs). • The published information in Aeronautical Information Publication (AIP), AIP Supplement (AIP-SUP) and NOTAM in respect to the actual heliport operational situation. • Facilities and equipment used for aircraft fuelling provide the helicopter with uncontaminated fuel and of the correct specification. • Carry out a safety risk assessment as per SMS prior to restart of operations.
14.	STAFF REQUIREMENTS	14.0	See Action Number 7.1, 7.2, 7.3, 7.4 (Table A) as applicable.
15.	SAFETY BRIEFING	15.0	The heliport operator should ensure that: • Passengers use their face masks all through the period of the safety briefing. • Passengers maintain physical distancing of 2.0m in the sitting arrangements. • Usage of hand sanitizers when entering the briefing room, and when exiting.
16.	HELICOPTER OPERATION	16.0	The heliport operator should carry out assessment of the helicopter sitting arrangements to ensure physical distancing is complied with.
17.	USE OF SAFETY EQUIPMENT	17.0	The heliport operator should ensure the following: • All safety equipment are disinfected daily before helicopter operations. • During disembarkation, safety equipment i.e. ear muffs, life jackets, etc. should be disinfected before usage by embarking passengers.

ACRONYMS

ACI	-	Airport Council International
AIB	-	Accident and Incident Investigation Bureau
AIP	-	Aeronautical Information Publication
AMC	-	Acceptable Means of Compliance
ASP RATIO	-	Aspect Ratio
CAPS	-	Corrective Action Plan
COVID-19	-	Coronavirus 2019 Edition
EASA	-	European Aviation Safety Agency
ETD	-	Estimated Time of Departure
FIDS	-	Flight Information Display System
HBA	-	Holding Baggage Area
HHMD	-	Handheld Metal Detector
LAGs	-	Luggage
NAMA	-	Nigerian Airspace Management Agency
NCAA	-	Nigerian Civil Aviation Authority
NIMET	-	Nigerian Meteorological Agency
NOTAMS	-	Notice to Airmen
PHCC	-	Public Health Corridor Concept
PPE	-	Personal Protective Equipment
SMS	-	Safety Management System
WHO	-	World Health Organization
WTMD	-	Walk Through Metal Detector