



MEMORANDUM CIRCULAR NO. 18-2020

TO : APPROVED TRAINING ORGANIZATIONS (ATOs)

SUBJECT : GUIDELINES FOR THE RESUMPTION OF OPERATIONS
OF APPROVED TRAINING ORGANIZATION UNDER
GENERAL COMMUNITY QUARANTINE PERIOD (GCQ)

DATE : 17 JUNE 2020

REFERENCES:

1. Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID) Omnibus Guidelines dated 22 May 2020 on the Implementation of Community Quarantine in the Philippines.
2. Department of Health (DOH) Administrative Order No. 2020-0015 Guidelines dated 27 April 2020 on the Risk-Based Public Health Standards for COVID-19 Mitigation.
3. Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases Omnibus Guidelines dated 15 May 2020, as amended by Omnibus Guidelines dated 22 May 2020 on the Implementation of Community Quarantine in the Philippines, and IATF Resolution Nos. 38 and 46.

I. INTRODUCTION

In response to the pronouncement of the World Health Organization (WHO) characterizing COVID-19 as a pandemic, the Philippine Government declared a State of Public Health Emergency throughout the entire Philippines and raised the Code of Public Health Emergency throughout the entire Philippines and raised the Code Alert Level to Code Red Sublevel Two on 16 March 2020. As a result, strict home quarantine policy was implemented in all households which resulted in the suspension of operations of all Philippine based Approved Training Organizations (ATO).

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On 01 June 2020, Metro Manila was eventually placed under the General Community Quarantine (GCQ), which allows the resumption of the operations of various Services and Industries to include the Aviation Schools and Training Institutions. Similarly, most of the provinces in the country were placed under GCQ.

In light of this development, the Civil Aviation Authority of the Philippines submitted a proposal to the IATF with the intent of allowing the Approved Training Organizations (ATOs) to resume partial or maybe full operations as the present situation may allow.

The proposal for ATO's resumption of operations is framed, consistent with the consolidated Hazard Identification and Risk Assessment Reports relative to the existing Government Policies and Regulations.

II. COVERAGE

This guidelines for the resumption of operations for Approved Training Organizations shall be applicable to all ATOs in areas specifically declared under General Community Quarantine.

III. GENERAL GUIDELINES

As a general rule, all ATOs, in the course of its operation, shall strictly observe the established minimum health standards set by the National and Local Government and shall follow the health protocols and procedures at all times to mitigate the spread of COVID-19.

In addition, the ATO shall create appropriate health protocols set by the IATF, DOH and Local Government Units to ensure safe operations in the conduct of the training programs.

IV. SPECIFIC GUIDELINES

1. RETURN-TO-WORK POLICY

The Return-to-Work protocol of ATO's workforce must be harmonized and shall be based on the Approved Guidelines by IATF, DOH, Department of Labor and Employment (DOLE) and other relevant authorities.

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2. PRE-OPERATIONS

(a) The ATOs must ensure that prior to the resumption of operations, the following areas and its equipment are cleaned, sanitized and disinfected regularly and thoroughly in accordance with the guidelines set by the DOH:

(i) Aircraft;

(ii) Training Facility/ies (e.g. classrooms, simulator equipment, etc.);

(iii) Offices; and

(iv) Common Areas (lounge, washrooms, etc.)

(b) The ATO shall ensure that foot baths, alcohol, sanitizers, wipes, or other disinfectants, and hand soap (to include adequate water supply) shall be made available and be accessible to all persons inside its premises.

(c) The ATO shall set-up visible signages and posters indicating mandatory wearing of face masks and observance of strict physical distancing within the training premises.

(d) The ATO shall establish coordination and communication mechanism with its maintenance team regarding airworthiness of aircraft. Moreover, tools and equipment that are commonly shared amongst users must be provided per aircraft (i.e. dipstick, fuel container, fuel drain, etc.).

(e) The ATOs shall require all their respective personnel to secure and submit the following documents before reporting for work or training:

(i) Medical clearance from any medical institution; and

(ii) Barangay clearance stating that they are not Person Under Monitoring (PUM), Person Under Investigation (PUI) or a COVID patient for the last thirty (30) days and at the time of issuance.

(f) The ATOs shall regularly conduct a Health Monitoring Survey on all personnel and trainees to determine who are safe to work and/ or train. Every concerned individual shall fill out and submit the Workplace Health Declaration Form on the first day of return to work which shall be updated in the succeeding weeks.

(g) Refer to No. X for the Workplace Health Declaration Form

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- (h) The ATOs must monitor and safely keep local and international records of all personnel entering their facility.
- (i) Procedures in responding to Person PUM, PUI and sick personnel/ trainees must be established in coordination with the Barangay Emergency Response Team and Local Government Unit.
- (j) In the event that a patient within the premises of the facility is confirmed positive by the DOH, the Management of the ATO shall immediately lockdown the facility and conduct contact tracing procedures in accordance with the guidelines set forth by the DOH.
- (k) The lifting of the lockdown shall be at the discretion of the DOH in coordination with the Local Government Unit.
- (l) The ATO shall ensure that appropriate procedures in responding and handling of PUM, PUI and sick personnel/ trainees are strictly implemented.

3. INGRESS TO FACILITY

- (a) The ATOs shall provide specific health guidelines to Airmen and other personnel in identifying the signs and symptoms of COVID-19. Should anyone show any of its symptoms, that person shall be advised not to proceed and may be required to be placed on quarantine to prevent its spread. Everyone should be further reminded about the measures to prevent transmission of COVID-19, such as the mandatory wearing of face masks within the premises of the facility, strict physical distancing, proper hygiene and respiratory etiquette.
- (b) The ATOs shall provide non-contact body temperature check, foot bath and sanitation area (with running water and soap for washing of hands and sanitizer) before entering the premises of the training facility.
- (c) All personnel shall have a maximum body temperature reading of 37.5 degrees Celsius. Otherwise, they will be advised to go home and unless there is a pressing need to go to a health facility for medical consultation, if virtual consultation is not possible.

(d) Pilot trainees are only allowed entry in the premises of the training facility an hour before their scheduled flight or ground training.

(e) Flight instructors and pilot trainees without any flight schedule or training for the day shall not be allowed entry in the training facility.

4. PREMISES OF THE FACILITY

(a) All personnel must at all times wear face masks and strictly follow strict physical distancing as mandated by the DOH.

(b) All tools and materials (e.g. maintenance tools, headset, pens, kneeboards, plotter, etc.) shall be disinfected before and after use. Sharing of tools and materials is highly discouraged. Maintenance tools, if sharing is not avoidable, shall be disinfected thoroughly before and after every use.

(c) In case of Aircraft on Ground (AOG), dispatch must ensure that pilots involved are informed of the flight cancellation.

5. CONDUCT OF TRAINING

(a) Ground Training

(i) Instructors and students shall bring only the necessary materials inside the classroom and shall wear face mask and disposable gloves at all times.

(ii) Social distancing with an adequate gap or distance of 1.5 meters from each trainee shall be imposed in the classroom at all times.

(iii) Each student will be assigned a permanent seat inside the classroom. This shall be his/ her designated seat for the whole duration of training.

(iv) Encourage the use of MS Power-point slides, Computer Based Training Assessment or online Learning Management System (LMS).

- (v) The Head of Training shall check the quality of the lesson being held and shall ensure compliance of the above safety measures at all times.
- (vi) After each class, instructor and student should throw their disposable gloves in the designated trash bins, wash hands for 20 seconds with soap and water or use hand sanitizer with at least 70% alcohol.
- (vii) Each classroom shall be cleaned and disinfected, including the door knobs, before and after use.

(b) Simulator Training

- (i) Instructor and student shall bring only the necessary materials inside the classroom and shall wear face mask and disposable gloves throughout the session.
- (ii) Simulator training must only be in a "one on one" session. Strictly no observers shall be allowed.
- (iii) Enough time should be provided for the disinfection of the training area and equipment before the next use.
- (iv) After each session, instructor and student should throw their disposable gloves in the designated trash bins, wash hands for 20 seconds with soap and water or use hand sanitizer with at least 70% alcohol.
- (v) Simulator equipment, materials and tools used shall be disinfected thoroughly after each session.

(c) Flight Training

(i) Scheduling

- A. Recency flights of flight instructors and pilot trainees must be prioritized.

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- B. A longer turnaround time shall be provided in order to perform the additional procedures of thorough disinfection of the aircraft.
 - C. The ATOs shall prepare a set of Self-quarantine Rules for instructors and trainees going in and out of the region. The schedule for self-quarantine should be properly coordinated with the scheduler.
 - D. As much as possible, instructors and trainees should be assigned to a specific aircraft. In case of AOG, necessary arrangements shall be made in order to accommodate all trainees. Any adjustments made in the schedule shall immediately be communicated to the scheduler.
- (ii) Pre-Flight
- a. All Flying Schools are mandated to have an operational fax machine for the filing of flight plans. In the absence of a fax machine, one time filing of their flight shall be allowed provided that such arrangement is previously coordinated with CAAP Flight Service Station (FSS) through their respective authorized Liaison Officer.
 - b. The assigned Aircraft Mechanic shall ensure that the aircraft has undergone thorough disinfection prior to use. Cockpit surface must be regularly cleaned and sanitized with alcohol and cloth.
 - c. The 360 check must be conducted by the Pilot-in-command and if student/ trainee under the supervision of the flight instructor, while maintaining physical distancing at all times.
 - d. Additional segment for disinfection should be added in the pre-flight checklist.
 - e. Flight Instructors and Trainees shall bring only the necessary materials into the cockpit and shall wear face masks and disposable gloves as required.

(iii) In-Flight

- a. Maximum time of local flight shall be 1+30

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- b. Solo flight shall only be allowed under the supervision of an authorized Flight Instructor.
- c. Cross -country flights shall have prior approval from the ATC of its destination to avoid conflict with existing LGU COVID-19 protocols.
- d. Pilots are strictly not allowed to deplane except for re-servicing of the aircraft.
- e. If symptoms arise In-flight, land to the main airport and follow established procedures for sick personnel.

(iv) Post-Flight

- a. The Post Flight Checklist must include thorough disinfection of the aircraft.
- b. Post-flight briefing must be on a one-on-one basis with proper physical distancing at all times.
- c. After flight, the Flight Instructor/ Pilot-in-command shall fill out a Contact Tracing Form for every flight schedule, whether it proceeded or not.
- d. After each flight, instructor and student should throw their disposable gloves in the designated trash bins, wash hands for 20 seconds with soap and water or use hand sanitizer with at least 70% alcohol.

V. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The following Guidelines for PPE usage inside the facility is established:

PERSONNEL	MASK	GLOVES
All personnel	At all times	-
Flight Instructors	At all times	Pre-flight, in-flight, post-flight
Pilot Trainees	At all times	Pre-flight, in-flight, post-flight

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VI. DISINFECTION

The ATOs shall ensure that Aircraft, Classrooms and Equipment are disinfected regularly to include high touch areas every two (2) hours such as toilets, door knobs, switches, and at least once a day for workstations and other surfaces.

The following solution shall be used for disinfecting:

*0.01% CHLOROX to 10 ml solution or 1 ml commercial CHLOROX
(Zonrox) to 9 ml water*

VII. DORMITORIES (if applicable)

ATOs with dormitories shall adopt the following precautionary measures:

- (a) If billeted in a shared room, maintain social distance and report any sickness/ symptoms of the roommate/s;
- (b) Unnecessary travel outdoors is prohibited; and
- (c) Appoint an official ATO representative to monitor activities of all pilot instructors and trainees billeted in the dormitories.

VIII. SHUTTLE SERVICE (if applicable)

ATOs providing shuttle services to their personnel and trainees shall adopt the following precautionary measures:

- (a) The shuttle service shall be sanitized regularly before and after its use;
- (b) Only the designated driver is assigned to the vehicle and only one designated point is allowed. There shall be NO secondary point while authorized passengers are on board;
- (c) The designated driver as well as the passengers shall at all times wear face masks. The driver shall always fill up a travel log which shall indicate the time of the trip, the route, as well as all the names of the passengers; and

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- (d) The shuttle service will be allowed to operate at fifty percent (50%) capacity only. There shall be alternate seating arrangement so as to comply with the Minimum Health Standards provided by the DOH.

IX. VISITOR GUIDELINES

Subject to the existing IATF, DOH Community Quarantine Health Protocols and while CAAP is ensuring the unhampered delivery of vital services to the Aviation Industry, the strict policy of NO VISITORS ALLOWED, shall be implemented in all of the school premises of the ATOs during the period of General Community Quarantine Status or until further notice.

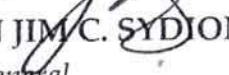
Only individuals working and/ or training with the ATO shall be allowed entry in the premises of the ATO facilities.

X. WORKPLACE HEALTH DECLARATION FORM (See Annex A)

XI. REPORTING

Designated Safety Officers of all ATOs shall submit a Monthly Monitoring Report of the activities and operations to the Training Organization Certification and Inspection Division (TOCID) of the Licensing and Certification Department (LCD) of this Authority. Said Monthly Report must be submitted on or before the 5th working day of the following month.

For guidance and strict compliance.


CAPTAIN JIM C. SYDIONGCO
Director General

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