

## **INDONESIA UPDATE ON AVIATION OPERATIONAL MEASURES RELATED TO COVID-19 PANDEMIC**

### **A. FACILITATION**

Refer to ICAO Annex 9 – Facilitation; and Minister of Transportation Regulation Number PM 61 Year 2015 on Facilitation (last amended with Minister of Transportation Regulation Number PM 106 Year 2018), in the year of 2019, Indonesia has established the Indonesia National Facilitation Committee through the Ministerial Decree Number 152 Year 2019.

Contingency measures related to COVID-19 that considered important to be taken by the respective Units in Directorate General of Civil Aviation Indonesia and its stakeholders, including the coordination with related Ministries/ Institution/ Agency, such as Ministry of Health and Ministry of Law and Human Rights, conducted under Indonesia National Facilitation Committee.

In order to prevent the spread of COVID-19, the Committee has stipulate Technical Guidance for Air Transport During Large-Scale Social Distancing for Aircraft Operator, Airport Operator, Air Navigation Service Provider, and Air Transport Passengers with below details.

#### **1. Guidance for Aircraft Operator**

- a. Increasing the frequency of routine cleaning and disinfection of frequently touched surfaces inside and outside of aircraft that has arrived from areas affected by COVID-19 in accordance with the Standard Operational Procedures or Airport Health Office, includes flight deck, lavatories (including door, toilet handles, faucets and waste bins), seatbacks, tray tables and handles, personal entertainment units including remote control, luggage storage bin handles, overhead lighting, air vents and call button, arm rests, seat covers, seatbelts, aisle seat headrests, window and window shades and cargo compartment.
- b. Disinfection of aircraft by applying the disinfectant recommended by the aircraft manufacturers and accordance with the Standard Operational Procedures of aircraft operator, aircraft maintenance provider and foreign air carriers;
- c. To delay alcohol test is delayed and replaced by observation by the dispatcher/FOO toward the aircraft personnel during briefing;
- d. Every aircraft personnel shall wear disposable mask and gloves and ensure every crew to clean all equipment used during first cockpit preparation including Oxygen mask and intensively wash hands with soap and water or hand sanitizer (the anti bacteria wet tissue can be used as well as liquid with not more that 50 ml and ensure that it will not become loosing object when the aircraft is moving, minimize outside cockpit activity during flight;
- e. Provide disposable mask, hand sanitizer, soap and running water to wash hands in the aircraft;
- f. Ensure FOO, engineer and ground handling personnel and cleaning service staffs are using disposable mask and wash their hands with soap and running water or hand sanitizer;
- g. Ensure the departing domestic and international passengers fill in the Health Alert Card (HAC) and submit the HAC to Airport Health Office at airport of arrival;
- h. Implement the social distancing for passenger seats;
- i. In certain condition, the passengers seats in aircraft cabin can be used to transport logistic and medical needs;

- j. Ensure the flow of goods and logistic with the following composition:
  - 1) Service Route Capacity for 30%;
  - 2) Seat Capacity maximum for 50%; and
  - 3) Commercial Flights can be used to transport goods/ logistic.

## 2. Guidance for Airport Operator

- a. Provide assistance in carrying out temperature check for passengers using thermal gun or thermal scanner and carry out the procedures for handling passengers experiencing symptoms of fever in both international and domestic airports for departure and arrival by coordinating with Airport Health Office and Local Health Agency;
- b. Ensure all airport personnel, aviation security personnel and other officer working at the airport wear disposable mask and gloves and intensively wash hands with soap and running water or hand sanitizer;
- c. Ensure the air conditioning system and air circulation operate properly;
- d. Provide hand sanitizers at security checkpoint and other areas where many people go through;
- e. Ensure the area of security check point is always hygienic by periodic disinfection at frequently contacted areas by people and goods;
- f. Ensure that used-disposable-mask and gloves are collected in waste bin and conduct disinfection to the waste bin periodically;
- g. Conduct cleaning and disinfection to all airport facilities that are used for passenger service and public service;
- h. Provide motivation and support for airport personnel, aviation security personnel and other personnel working at airport who interact directly with passengers (front-line personnel);
- i. Ensure the facilities for passenger service has implemented the social distancing system;
- j. Implement the adjustments to the operational pattern of airport personnel and airport facilities to comply with all the technical and operational standard for airport in accordance with Director General of Civil Aviation Regulation Number KP 262 Year 2017 on Manual of Standard Part 139-05 Volume I *Aerodrome* and other civil aviation safety regulations;
- k. Ensure the operation and maintenance of airports is conducted in accordance with the approved aerodrome manual by Directorate of Civil Aviation and based on Director General of Civil Aviation Decree Number KP 238 Year 2014 on Advisory Circular CASR part 139-22, The Procedure of Airport Operating Hours and Letter of Agreement (LoA) with the Aeronautical Information Provider Unit at ATS Unit in each airport to ensure the mechanism and coordination to publish NOTAM will run smoothly.

## 3. Guidance for Air Navigation Service Provider

- a. Provide the hygienic working place equipped with the facilities that meet the health standard;
- b. Give protection to the personnel by providing disposable mask dan hand sanitizer, the sink with running water and soap to wash hands;
- c. Conduct the health check to the personnel and visitors in accordance with the Standard Operational procedures by company doctors. If signs or symptoms of influenza are found, they are not permitted to enter the work place and will be directed to have further health check in the nearest health institution;
- d. Assign the cleaning service staff to clean office equipment more often, using disinfectant such as keyboard computer, mouse computer, the frequently touched objects like door handle, window handle, elevator button and other metals (chlorine solution 0,1% according to WHO standards);

- e. Provide reliable information from Airport Health Office on COVID-19 and its clinical symptoms as well as the prevention measures;
  - f. Identify the capacity of every sector or air traffic service unit, if necessary can be delegated to other unit/ sector (including the possibility of remote service);
  - g. Temporary restrict any major changes for Air Traffic Management (ATM) dan Communication Navigation Surveillance (CNS) which can burden the aircraft operator during COVID-19 pandemic;
  - h. Implement the flight handling procedures for any flight that has suspected infected passenger by COVID-19. The procedures refer to Director General of Civil Aviation Decree Number KP 565 Year 2015 on Advisory Circular 170-03 Establishment of Contingency Plan for Air Traffic Management in Indonesia (Document ATM-CP Level 1 appendix 1.H and Document ATM-CP Level 2 appendix 2.j)
  - i. To limit the Aeronautical Information Publication using the AIRAC System during COVID-19 pandemic to ensure that any changes occur can be processed by stakeholders and available in time for the continuity of flight operational safety;
  - j. Identify the capacity of Central Aeronautical Information Service Unit, PIA Region I - X, NOTAM Office Unit in conducting their duties during Covid-19 pandemic.
4. Guidance for Passenger
- a. Shall wear disposable mask and carry their own hand sanitizer;
  - b. Shall arrive at least 2 (two) hours before the departure time;
  - c. Prioritize online check-in;
  - d. Follow the temperature check by the authorized personnel, both using the thermal gun or thermal scanner, for passenger with the symptoms of coronavirus shown by having fever (>38°C), cough/cold/ sore throat and difficult to breathe, the passenger will be directed to have further health check in Airport Health Office;
  - e. Implement the social distancing and physical distancing in airport and aircraft;
  - f. Fill in the Health Alert Card (HAC) and submit to Airport Health Office at arrival airport; and
  - g. Follow the Standard Operational Procedures and guidance from the authorized personnel.
5. Other
- During the Large-Scale of Social Distancing, Directorate General of Civil Aviation has requested to Regional Government and Task Force for The Acceleration Handling of Corona Virus Disease 2019 (COVID -19) to provide easy access and facilities for the aviation personnel to go to the airport from their residence. The aviation personnel are as follows:
- a. Pilot and cabin crew as well as AMO engineer;
  - b. Air Traffic Control personnel;
  - c. Airport engineer;
  - d. Aviation Inspector.

## B. AIRPORT RELATED MEASURES

1. Safety Directive issuance concerning Corona Virus Handling Procedures at the Airport to implement the following actions:
  - a. All flight from the airport of infected area or there is a living or dead person suspected of being infected who has been informed in the aircraft declaration document or there are persons or goods suspected of being exposed on board, the aircraft are subject to quarantine status;
  - b. The Airport Operator prepares an isolated apron and coordinates with Port Health Office officials and authorized agencies to take health inspection measures prior to the process of implementing disembarkation of passenger and all flight crew;
  - c. As the aircraft is in the isolated area, the airport operator continues to coordinate with related agencies for further inspection of luggage, such as baggage, cargo, animals, plants and others;
  - d. Infected passengers must be taken to the airport health quarantine officer;
  - e. Airport operators assures that disinfectant process is going well to all empty aircraft prior to departing;
  - f. Airport operators ensure that prior to flight departure, a health declaration document in accordance with applicable regulations shall be available.
2. In the process to issue a Safety Directive concerning the changes in airport operating hours related to prevent the spread of the COVID19 pandemic. This is to remind all related Unit that in certain circumstances due to disaster, changes or limitation of airport operating hours can be implemented, and are temporary until the disaster ends.
3. Request any input from aviation stakeholders in order to maintain the stability of national aviation in the midst of a COVID-19 pandemic outbreak.

## C. AIRWORTHINESS AND AIRCRAFT OPERATIONS RELATED MEASURES

1. Safety Directive issuance effective 23 March 2020 applied to commercial air transport of passengers which requires:
  - a. Fully disinfection of the aircraft coming from an airport located in an affected area with high risk of transmission of the COVID19. Disinfection containing 62%-71% ethanol alcohol, 0,5% hydrogen peroxide, or 0,1% sodium hypochlorite. Suitability of the substances should be checked against the aircraft manufacturers documentation Commercial air transport may implement different disinfection frequency based on a risk assessment which takes into account the operational circumstances and the duration of the disinfecting effects of the substance used. In such case, the operator shall ensure that the aircraft is fully cleaned and disinfected not later than 24 hours after the departure from an airport located in an affected area with high risk of transmission of the COVID19 infection;
  - b. Equip the aircraft with one or more Universal Precaution Kits. Such kits shall be used to protect crew members who are assisting potentially infectious cases of suspected COVID19 and in cleaning up correctly discarding any potentially infectious contents.

#### D. AIR TRANSPORT RELATED MEASURES

1. Communicate and monitor the implementation of Director General Directive Number : SE 10 Year 2020 on COVID-19 prevention measures and Number : SE 16 Year 2020 on Passenger seating arrangement by the National and Foreign Airlines with regard to Social Distancing Policy, .
2. Coordinate and support the repatriation of Indonesian Citizen on administrative and technical aspect for a safe and smooth process.
3. Monitor and coordinate the passenger service policy particularly regarding refund or reschedule for those been effected with pandemic, taking into consideration the Airlines terms and conditions.
4. Communicate with Dialogue Partners to reciprocally not applying IATA Worldwide Slot Guidelines (WSG) for the slots that effected by the COVID-19 Pandemic, except for new slots.
5. Monitor the operation of cargo flights through case by case mechanism in order to manage airports cargo capacity as it's decreasing during COVID-19 pandemic.

#### E. AIR NAVIGATION RELATED MEASURES

1. Directorate of Air Navigation together with AirNav Indonesia has conducted contingency measures to prevent and reduce the risk of COVID19 in air transportation, particularly protection of air navigation operations. Those contingency measures conducted based on ICAO and WHO's directions, and they includes:
  - a. Special arrangements for handling public health emergencies;
  - b. Review the arrangement of the State's National Aviation Plan for Public Health Emergency;
  - c. To regulate State's contingency arrangements and their implementation;
  - d. Contingency plan for Air Traffic Services (ATS) and Aerodrome services which include flight services for emergencies, overfly, humanitarian aid, medical, alternate aerodrome (for which implemented the Extended Diversion Time Operations (EDTO), technical landing, cargo flights and other safety operations related flights.
2. Air Navigation Operational measures as referred to point 1 includes:
  - a. Specific arrangements for handling public health emergency has been listed in the Air Traffic Management (ATM) Contingency Plan Level 1 & Level 2 for Jakarta FIR and Ujung Pandang FIR;
  - b. Special arrangements related to handling public health emergencies, including the application of the following;
    - 1) Implementation of operational technical procedures for Air Traffic Services and Aeronautical Information Services such as:
      - a) Procedure for protecting air navigation personnel during the pandemic COVID19 (ATC distancing, operation room disinfection, supplying antiseptic fluid in the operation room, body temperature checking, personnel roster adjustment, etc.);
      - b) Procedures for remotely service during the sterilization activity on operational workspaces should there were found any of air navigation personnel indicated COVID19 (if needed);
      - c) Identifying the capability of ATS sectors or Units;

- d) Delegation of ATS services to other units or sectors (if needed);
  - e) Application of standards operational procedures when ATC is aware of passengers found suspect COVID19 on board as informed by flight crew members;
  - f) Limiting the Aeronautical Information Publication using the AIRAC System during the COVID19 pandemic;
  - g) Identifying the capabilities of the Central Aeronautical Information Service unit, PIA Region I-X Unit, NOTAM Office Unit during the COVID19 pandemic.
  - h) Reducing airline burdens by temporarily limitation of any changes in major services to Air Traffic Management (ATM) and Communication Navigation Surveillance (CNS) during the COVID19 outbreak;
- 2) Issuance of NOTAM in relation to prevention effort the spread of the COVID19 pandemic risk and this will be reported later to the ICAO Regional Office to be uploaded to the ICAO web-page Global COVID19 Airport Status.
- 3) Update Indonesian ATM Contingency Plan through Regional ATM Contingency Plan Monitoring and Reporting Form at the ICAO Regional Office - Bangkok, which include:
- a) Update Indonesia current status related to Air Traffic Flow Management (ATFM) Plan, Air Traffic Management (ATM) Contingency Plan, Aeronautical Information Management (AIM) Plan and Search and Rescue (SAR) Plan;
  - b) Indonesia's ATM Contingency Plan level I (domestic flight) and Level II (inter FIR/ States).
  - c) Update Public Health Risk (Pandemic) Procedures including flow of any coordination to other units / agencies.
- 4) Granting a temporary extension of the issuance of the license and air navigation personnel certificate up to 2 (two) months going forward since the last validity of the license/ certificate. This has been coordinated to service air navigation service providers through the letter of Director General dated 31 March 2020 concerning Exemption to the validity period of License and Rating regulation, which in line with letter of Director General dated 31 March 2020 concerning the Extension of Medical Certificate Validity Period during Pandemic Period.
- 5) Temporary extension of the licenses validity and certificates as stated referred to in item d) above applies to the following matters:
- a) The validity of air navigation personnel rating;
  - b) The validity of a health certificate or health certificate;
  - c) The validity of the ICAO Language Proficiency certificate;
  - d) The validity of the TOEIC certificate.
- 6) The Directorate of Air Navigation will temporary stop of written examination services for new applicants, license renewals and the rating of air navigation personnel during the pandemic. Reopening of written examination services for applicants for air navigation personnel will be advised later.

- 7) During the extension period of license and certificate, Air Navigation Service Provider is requested to do the following:
  - a) evaluation of recurrent training and mandatory training for air navigation personnel to meet the training program agreed;
  - b) to conduct assessments and mitigations related to the performance of flights navigation personnel during the validity extension of licenses and certificates.
  
- 8) Informing that effective on 19 March 2020, the Directorate of Air Navigation has conducted a daily base video conference which is scheduled to take place at 3:00 PM discussing the ATM Contingency Plan Pandemic COVID19 involving AirNav Indonesia along with their 4 branch (JATSC branch, MATSC branch, Surabaya branch and Denpasar branch) to monitor the operational readiness of air navigation service during the COVID19 pandemic. The operational readiness indicator for air navigation service is divided into 4 (four) categories, namely:
  - a) Green (green): if personnel are 75% - 100%
  - b) Yellow (yellow): if personnel are 50% - 75%
  - c) Orange (orange): if personnel are 25% - 50%
  - d) available Red (red): if personnel are below 25%

Currently, the status of 36 branches are in the green category, while 2 branches are in the yellow category namely Merauke branch and Wamena branch (due to stranded personnel in Makassar and their respective regions carrying out IELP assessment, annual leave and restrictions on passenger flights to the Papua region).

#### F. REPORTING DIFFERENCES

In the process of reporting temporary differences related to COVID-19 through COVID-19 Contingency Related Differences (CCRD) as the EFOD platform sub system (Ref. ICAO State Letter AN 11/55-20/50 dated 3 April 2020 on *Operational Measures to Ensure Safe Operations During the COVID-19 Pandemic*)