

SPECIAL DIRECTION 3 Revision 1 - Protective measures for Crew Members, travellers and Members of Diplomatic Missions/Representations

1. This Special Direction is effective for all crew members at Sri Lankan Airlines involved in bringing-back Sri Lankans from the COVID-19 affected countries, Crew members of other local/foreign airlines operating cargo, ferry, medivac flights and flights arriving for refuelling and crew rest, travellers and the Members of Diplomatic Missions & Representations.

2. Sri Lankan Airline Crew members:
 - i. After a repatriation flight, all Crew members of Sri Lankan Airlines shall strictly adhere to the home-quarantine measures following each mission for 14 days and shall be subjected to mandatory PCR testing during the home-quarantine period as per the guidelines issued by the Ministry of Health.

 - ii. After a repatriation flight, all crew members of Sri Lankan Airlines shall be home quarantined under strict supervision of the GMO, Sri Lankan Airlines with the technical support of Public Health Authority staff in the respective areas of their residence.

 - iii. At the end of the home-quarantine period crew members of Sri Lankan Airlines shall obtain a clearance certificate from GMO, Sri Lankan Airlines.

 - iv. Crew members under strict supervision of GMO, Sri Lankan Airlines, will be allowed to go for their annual medical checks to CAASL designated hospitals and for the medical assessments to Aeromedical Centre, CAASL during this home quarantine period.

 - v. Crew members shall adhere to strict public health measures when they travel for medical checks to the hospitals and when they attend for medical assessments at CAASL. Further they shall declare that they are under home quarantine when they visit hospitals for checks & when obtaining an appointment for the medical assessment from the Aeromedical Centre.

 - vi. All crew members shall be well protected with recommended PPE as per the CAASL GD 009 throughout the travel.

 - vii. Crew members are strictly instructed to self-quarantine in their rooms during layovers at a predetermined Hotel and consume meals only through in-room dining until they operate the next flight.

3. Duties & responsibilities of GMO of Sri Lankan Airlines:

GMO, Sri Lankan Airlines shall ensure:

- i. Submit necessary details of the crew members (identification details, Contact details, Place/address of residence) to the Epidemiology unit and Quarantine Unit of Ministry of Health on their arrival.
- ii. Facilitate the whole process according to this Special Direction.
- iii. Issuance of clearance certificate to the crew members who completed the home quarantine period and copied to the Management of Sri Lankan Airlines along with their negative PCR test report prior to resuming active duties.
- iv. Maintain appropriate documentation of all crew members who do the repatriation flights including date & the flight number, date of completion of the quarantine period or date & flight number if a crew member called for duties during the home quarantine period, PCR test reports etc.
- v. Submit a list of crew members who undergo home quarantine with details mentioned in number 4 to SCAI-AM, CAASL weekly.
- vi. All the crew members are aware of the contents of this document.
- vii. In the event a crew member develops signs & symptoms suggestive of COVID-19 or confirmed positive in PCR test during the quarantine period, shall immediately admit the said crew member to COVID-19 treatment hospital.
- viii. The details of the above crew member is submitted to Senior Civil Aviation Inspector –Aviation Medicine (SCAI-AM) immediately.
- ix. If Crew Members are negative for PCR testing after 14 days of quarantine period, they can be utilized for subsequent active duties.

4. Prerequisite for travellers before embarkation(Traveling from other destinations to Sri Lanka):

- i. All Airlines shall ensure the Health Declaration Form (HDF) is issued together with the air ticket at the point of purchase and inform the passenger to complete the HDF prior to arrival at the airport.

- ii. All passengers are required to have a completed HDF together with the valid travel documents, which will be checked by airport check in counter staff.
- iii. All Airlines shall ensure the passengers are kept informed to hand over the completed HDF to the Public Health counters located at the airport, Sri Lanka.
- iv. All Airline crew members shall ensure duly completed HDF is handed over to the Airport Public Health Officer on arrival in Sri Lanka.
- v. The Airlines shall ensure Passengers and Crew members without the duly completed HDF are not allowed to board the aircraft.
- vi. Civil Aviation Authority of Sri Lanka (CAASL) should disseminate a communique amongst all airlines / travel agents to ensure the availability of duly completed HDF with travellers at the time of check-in.

5. Submission of the Health Declaration Form (HDF) of Sri Lanka

All travellers should submit the HDF to the Public Health Counters set up at the airport. The Public Health Inspectors will scrutinize the HDF and travellers with suspected history will be referred to the Airport Health Officer. Airport Health Officer (Medical Officer of Airport Health Office) will examine the traveller, assess the risk condition and a decision will be made whether to permit entry to the country or transfer to a designated hospital.

6. Face masks

- i. All passengers shall carry an adequate number of face masks with them.
- ii. All passengers shall wear a face mask inside at the departing airport, inside the aircrafts, when leaving the aircraft and arriving airport until exiting the airport. (Passengers with Chronic lung diseases/ any respiratory issue should inform the airline staff prior to embarkation)
- iii. If masks are needed for the travellers, Airport and Aviation Services Sri Lanka Limited (AASL) should provide masks at a cost at the arriving airport.

7. Mandatory COVID-19 PCR testing after arriving to Sri Lanka

i. Passengers

- a) All passengers shall undergo the mandatory PCR testing on arrival at the airport on Day 1.

- b) Testing laboratory shall send all test results immediately to the sample collection medical department copied to Epidemiology Unit of the Ministry of Health (epidunit@slt.net.lk).
- c) The AASL shall make suitable logistic arrangements to set up the testing facility and arrange the transport of samples to G.H. Negombo or testing laboratory.

ii. All Airline crew members

- a) Crew members shall undergo PCR testing on day 1 at arriving airport in Sri Lanka if disembark in Sri Lanka **except the below mentioned 4 categories.**
 - i. PCR test on arrival at the airport in Sri Lanka is not needed for crew members of cargo flights/ ferry flights originated from Sri Lanka if no disembarkation done in a foreign country.
 - ii. PCR test on arrival at the airport in Sri Lanka is not needed for crew members of cargo flights/ ferry flights/ flights arriving for refuelling originated from foreign countries if no disembarkation in Sri Lanka
 - iii. PCR test on arrival at the airport in Sri Lanka is not needed for crew members of turn around flights originated from Sri Lanka.
 - iv. Crew members of layover flights originated from Sri Lanka with **less than 48 hours** of layover in a foreign country will not be subjected to COVID-19 PCR testing on arrival at the airport in Sri Lanka.

iii. Foreign Airline Crew members:

- a) Shall be allowed to go to their predetermined hotels after the collection of samples for PCR.
- b) If crew member becomes positive in PCR test during the stay in Sri Lanka, shall immediately get admitted to COVID-19 treatment hospital. It is the responsibility of Airline/local agent to facilitate this process.
- c) The PCR test results of the crew members of foreign Airlines will be sent by the laboratory to the sample collection medical department (AASL) copied to Epidemiology unit (epidunit@slt.net.lk), CAASL (flightpermission@caa.lk) & Quarantine Unit (quarantine.lk@gmail.com).

- d) If results are not available during their departure, they should be allowed to leave the country and the test results will be conveyed to the Airline/local agent by AASL copied to CAASL (flightpermission@caa.lk) via email.

iv. Sri Lankan Airlines Crew members:

- a) Shall be permitted to self-quarantine after collection of samples for PCR test at the airport. Repeat PCR is indicated on subsequent arrivals if the last PCR is done 7-10 days before.
- b) The PCR test results of the crew members shall be submitted by the laboratory to the Epidemiology Unit and GMO, Sri Lankan Airlines (anoma.jayasinghe@srilankan.com) with a copy to Quarantine Unit.
- c) This will be applicable only under the following conditions:
 - i. Shall wear appropriate PPE and all other preventive measures should be strictly adhered to.
 - ii. In a foreign country shall use only designated transport and stay in designated hotels.
 - iii. Shall not leave the hotel room and consume in-room dining until departure.

8. Members of the Diplomatic Staff of the Foreign Missions/Representations.

The below conditions are to be maintained only during the Global Pandemic period and to be followed when Members of Diplomatic Missions/Representations enter/re-enter into Sri Lanka.

- a) The respective diplomatic missions may inform the Ministry of Foreign Relations (MFR) by a Note Verbale the details such as, name, designation, residential address, tentative travel dates, existing visa status, of the diplomats and their family members who are scheduled for entry/ re-entry into Sri Lanka for the diplomatic assignments well in advance in order to obtain the prior approval from the concerned authorities.

- b) The members of the Diplomatic staff and their family members need to submit PCR test reports obtained within 72 hours prior to their departure from respective countries.
- c) If the members of the Diplomatic staff and their family members are unable to provide PCR test reports, they will be subjected to a mandatory PCR test at the Bandaranaike International Airport, Katunayake.
- d) Heads of Mission and family members will self-quarantine at the Official Residences. All other arriving Diplomatic staff and their family members will have to follow quarantine procedures at a hotel, recommended by the Government of Sri Lanka (if independent/separate residences are not available), for a period of 14 days, subject to concurrence and supervision of the Heads of Mission.
- e) The Diplomatic Missions/ Representations need to inform the Ministry of Foreign Relations once the 14-day home quarantine is completed and submit the second PCR test report done by the Mission before the Officer resumes duties in the Mission as per the measures taken by the Mission to control and prevent the spread of Coronavirus.
- f) The Diplomatic Missions/Representations have to forward the travel details of the Diplomatic staff and their family members at least 48 hours prior to their departure to the Chief of Protocol, Email: cprot@mfa.gov.lk in order to share with information with relevant local Authorities.

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