



DUBBO | SYDNEY

COVID-19 MANAGEMENT PLAN

AL SAF MAN 004

AIRLINK

Table of Contents

Table of Contents	1
1 Distribution List	3
1.1 Copies	3
2 Amendments	3
3 Purpose	3
3.1 Scope	3
3.2 Documentation	3
4 Introduction	3
4.1 Spread	4
4.2 Symptoms	4
4.3 Virus Life	4
5 Travel / Gatherings	4
5.1 Isolation	4
5.2 Travel for Work	4
5.3 Training	4
5.4 Meetings	5
5.5 Social gatherings	5
5.6 Motor Vehicle Usage	5
6 Air Link Offices	5
6.1 Working from Home	5
6.2 Maintenance Hangars	5
7 Self Isolation / Self Quarantine	5
7.1 Options	6
7.2 Support During Isolation	6
7.3 Cross Border Isolation	6
7.4 Engineering Support	6
8 Reporting	7
9 Hygiene Practices	7
9.1 Temperature Checks	7
10 Personal Protective Equipment	7
10.1 Masks	7
10.2 Gloves	8
11 Cleaning	8
11.1 Aircraft Cleaning	8
11.2 Office / Facility Cleaning	9
11.1 Hangar Cleaning	9
11.2 Company Vehicles	10

DOC NO: AL SAF MAN 004	Issue date: 10/ 07 / 2020	Review date: 31 / 08 / 2020	Version: 3
UNCONTROLLED WHEN PRINTED		Authorised by: CEO	Page 1 of 16

12	Passengers	10
13	Cargo.....	10
14	Contractors / Ground Handlers	10
15	Staff Working Remotely	10
15.1	Overnighting Crews.....	11
15.1.1	Cross Border	11
15.1.2	QLD Biosecurity Designated areas	11
16	Response Program	11
16.1	Staff Not on Leave	11
16.2	Staff on Leave	12
16.3	Passengers	12
17	Customer Service Items.....	12
18	Products / Cleaning Supplies	12
18.1	Products	12
19	Staff who House Share	12
20	Information Sharing.....	12
21	References	13
	APPENDIX A.....	14
	APPENDIX B.....	15
	APPENDIX C	16

DOC NO: AL SAF MAN 004	Issue date: 10/ 07 / 2020	Review date: 31 / 08 / 2020	Version: 3
UNCONTROLLED WHEN PRINTED		Authorised by: CEO	Page 2 of 16

1 Distribution List

This Plan is held electronically on the Aviation Logistics Holdings Electronic Library in Air Maestro.

1.1 Copies

Copies of this plan are provided to external parties when requested.

2 Amendments

Date of Effect	Version No	Section Number	Amendments
31/03/2020	01	All	New document developed for external approval and issuing.
30/06/2020	02		Review QLD requirements
10/07/2020	03		Changes due border changes and permits

3 Purpose

This plan outlines the actions that Air Link implement to address the COVID-19 virus and is applicable to all staff and contractors. It applies for all cross border travel to ensure the continuation of the transport of persons providing essential services and the transport of freight, food, medical supplies and pathological transport.

3.1 Scope

This plan has been developed to manage the movement of Air Link crew and engineers who may be required to cross interstate borders for the continuation of essential services by Air.

3.2 Documentation

The Air Link Air Maestro library contains all relevant documents from each state. Air Link staff are required to reference this information on a regular basis and ensure they understand the requirements of this plan.

The Safety and Quality Department are responsible for ensuring all documentation is updated and websites reviewed for changes.

4 Introduction

On 30 January 2020, the World Health Organisation declared the Coronavirus outbreak a public health emergency of international concern.

Coronavirus is a large family of viruses that can make humans and animals sick. They cause illnesses that can range from the common cold to more severe diseases.

Some coronaviruses can cause illness similar to the common cold and other cause more serious diseases, including Severe Acute Respiratory Syndrome (SARS) and Middle East respiratory syndrome (MERS). This new coronavirus (SAR-COV-2) originated in Hubei Province China. The virus causes coronavirus disease 2019, commonly known as COVID-19.

DOC NO: AL SAF MAN 004	Issue date: 10/ 07 / 2020	Review date: 31 / 08 / 2020	Version: 3
UNCONTROLLED WHEN PRINTED		Authorised by: CEO	Page 3 of 16

While COVID-19 is generally considered a mild disease for most people, it can make some people very ill. Around 1 in 5 people will need hospital treatment.

4.1 Spread

The COVID-19 virus is spread through person to person contact. This can occur when:

- Close contact with an infectious person
- Contact with droplets from an infected person's cough or sneeze
- Touching objects or surfaces (like doorknobs, tables, handrails, access keypads) that have cough or sneeze droplets from an infected person, then touching your mouth or face.

4.2 Symptoms

COVID-19 symptoms are similar to having the flu. Attachment A has a guide to distinguishing the difference between COVID-19 and a cold or flu.

4.3 Virus Life

While it is unknown exactly how long the COVID-19 virus lasts or activity during exposure (once someone has coughed or sneezed), research has been able to identify the anticipated life expectancy of the virus outside the body. Refer to Appendix C for a guide.

5 Travel / Gatherings

All travel overseas has been banned by the Federal Government. Air Link staff are not approved to travel overseas at this time.

Staff travelling within Australia, may be approved to do so, by the CEO where the travel is required due to compassionate grounds. Staff who are approved to travel within Australia are encouraged to ensure good hygiene practices.

All staff are required to comply with the relevant State Border Controls in place at this time. Failure to do so may result in disciplinary action.

5.1 Isolation

All staff who travel for non work purposes either within Australia or overseas and are required to self-isolate must do so in accordance with the relevant state requirements.

Staff are not permitted to travel to Victoria for personal reasons. Aircrew required to enter Victoria for essential work requirements are to ensure they adhere to all hygiene requirements and not leave the airport.

Staff who enter Victoria (for essential purposes only) may be required to isolate on return.

5.2 Travel for Work

Travel for work purposes should be undertaken only where necessary.

5.3 Training

Non-essential training should be postponed if possible.

While CASA have issued extensions to certain requirements, these will be reviewed and approved by the Chief Pilot.

- Exercise the Privilege of Licence for 6 months after expiry of any medical certificate.
- Current flight review or proficiency check that expires after 1 March 2020, will have a further 3 months from when it expires. An application to CASA will be required after that.

Staff who are affected by these situations must liaise with the Chief Pilot on any action to be taken.

DOC NO: AL SAF MAN 004	Issue date: 10/ 07 / 2020	Review date: 31 / 08 / 2020	Version: 3
UNCONTROLLED WHEN PRINTED		Authorised by: CEO	Page 4 of 16

5.4 Meetings

Meetings are to be conducted virtually. Air Link staff and Managers have access to Microsoft TEAMS and Zoom to conduct meetings or via phone hookup.

The Air Link Boardroom is to have no more than 5 people in it one time to comply with social distancing rules.

5.5 Social gatherings

Social gathering restrictions have eased. All staff are required to ensure they maintain social distancing, comply with state requirements and report to the Safety and Quality Manager where they believe they may have been in contact / proximity of a person displaying flu like symptoms.

All staff are encouraged to download the COVID-19 App.

5.6 Motor Vehicle Usage

Only one person to be in a motor vehicle at a time, unless necessary for operational purposes.

6 Air Link Offices

Air Link will endeavor to comply with social distancing rules within the office environment. Managers are to ensure that office layout assist with social distancing.

The Senior Management Team have identified methods of restricting staff interaction through:

- Where possible 1.5 metres between desks.

6.1 Working from Home

Staff working from home, must complete the WORKING FROM HOME CHECKLIST (SAF FOR 011) and return it to the Safety and Quality Manager with photos of the work area.

Staff are required to comply with all Air Link policies and procedures whilst working from home.

Staff are required to comply with all Government directions whilst working from home.

Staff who are working from home and become unwell, must notify their immediate Manager and submit a sick leave form. Staff are NOT to work if they are unwell.

Staff who are hurt whilst working from home, within the designated area are to notify the Safety and Quality Manager, immediately.

6.2 Maintenance Hangars

Engineers are encouraged to maintain the 1.5 metre distance where possible. Where an activity requires 2 staff members, the contact is to be maintained for as short a time as possible.

7 Self Isolation / Self Quarantine

Self-isolation may be required where:

- A staff member has returned from overseas travel
- A staff member has returned from interstate travel for personal reasons

Self-isolation is a government mandated process

Self-Quarantine may be required where:

- A staff member is ill or has ill family members in the same household.
- A staff member displays cold or flu like symptoms
- A staff member is in contact with another person who is in self-isolation
- A staff member is in contact with a person who is suspected of or diagnosed with COVID-19

DOC NO: AL SAF MAN 004	Issue date: 10/ 07 / 2020	Review date: 31 / 08 / 2020	Version: 3
UNCONTROLLED WHEN PRINTED		Authorised by: CEO	Page 5 of 16

- A share house, member is entered into self-isolation.

Air Link Senior Managers may request a staff member not return to work or attend the office, if they are identified as an at risk person, may put another person at risk or have at risk persons in the same household.

Staff with children who are sick are required to remain away from the workplace for a period determined by the Manager. This may be between 7 and 10 days depending on the illness of the child.

Where staff are requested not to attend the office, the Manager, in consultation with the CEO may approve any of the following:

- Work from home – where work is available
- Use available annual / sick leave
- Unpaid leave

Where a staff member has been asked not to attend the office, they must follow all Government requirements during that time.

Self-isolation means not attending public places and work places including schools, childcare facilities or universities.

7.1 Options

Staff who are required to enter into isolation will be offered the opportunity to take the required period in any of the below forms:

- Sick or annual leave on half pay to extend the period of leave
- Leave without pay
- Leave in advance – enter into leave debt with the company.
- Work from home – where the option is available.

7.2 Support During Isolation

Staff who are required to isolate and require support or assistance should contact the Safety and Quality Manager who will determine what arrangements are available to provide food and mental health services.

7.3 Cross Border Isolation

Air Link Aircrew are considered essential and therefore are not required to self-isolate following cross border services being completed.

Aircrew conducting freight services or transport of essential personnel are considered transiting and are not to leave the aircraft or airport.

Air Link Aircrew however, are required to take all normal precautions whilst at home and travelling.

Aircrew are to report any symptoms experienced following a cross border or designated community services immediately, no matter how minor, to the Safety and Quality Manager and Chief Pilot.

7.4 Engineering Support

Air Link engineers may be required to attend a cross border air strip to conduct recovery and maintenance of an aircraft.

Where this is required, the Engineering staff will practice good hygiene requirements and social distancing whilst on the ground.

Engineering staff may be required to limit their interaction with other staff on return, depending on the activities undertaken whilst operating away from the Air Link engineering base.

DOC NO: AL SAF MAN 004	Issue date: 10/ 07 / 2020	Review date: 31 / 08 / 2020	Version: 3
UNCONTROLLED WHEN PRINTED		Authorised by: CEO	Page 6 of 16

8 Reporting

Staff who come into contact with a person suspected or confirmed as having COVID-19 should advise the Safety and Quality Manager immediately and self-isolate remaining away from the workplace.

All staff who are required to attend the hospital or doctors must notify their Manager to ensure an assessment can be undertaken of the risk posed to Air Link staff and operations.

Air Link staff are required to report to the Safety and Quality Manager, any potential issues that may affect their ability to remain COVID-19 free.

9 Hygiene Practices

Staff are required to:

- Keep work areas clean including keyboards, phones, desks
- Wash hands regularly with soap and water or use hand sanitizer
- Cover your mouth and nose when coughing or sneezing by using your elbow or tissue.
- Refrain from shaking hands with people.
- Avoid touching your mouth, eyes and nose with unwashed or gloved hands
- Do not share coffee cups. Take one and keep it with you. Keep it cleaned with detergent and thorough washing.
- Water – bring your own water bottle – preferably not plastic single use water bottle and use the water cooler to fill your bottles.
- Wipe outside of water bottle down with Antiseptic wipe daily.
- Do not come to work if feeling ill or unwell, including if there are symptoms of cold or flu.
- Maintain social distancing, even at work.
- Aircrew are to minimize the period of time, they share the planning area and reception duties. Minimums do apply.

9.1 Temperature Checks

All employees attending the work place are to undergo a temperature check to ensure they remain fit and healthy.

Where the temperature is at or above 37.5 degrees the employee will be sent home to monitor their temperature for signs of illness or COVID-19 exposure.

All Passengers will be temperature checked prior to boarding. Any passenger with a temperature over 37.5 degrees will be refused travel.

10 Personal Protective Equipment

10.1 Masks

You do not need to wear a mask if you are healthy. While the use of masks can help to prevent transmission of disease from infected patients to others, masks are not currently recommended for use by healthy people for the prevention of infections like coronavirus.

If you are healthy, you only need to wear a mask if you are taking care of a person with suspected COVID-19.

Masks are only effective when used in combination with frequent hand cleaning with alcohol based hand rub or soap and water. If you have a cold or the flu and are coughing or sneezing, you should wear a mask.

If you wear a mask, you must know how to use it and dispose of it properly. For further guidance refer to <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>.

DOC NO: AL SAF MAN 004	Issue date: 10/ 07 / 2020	Review date: 31 / 08 / 2020	Version: 3
UNCONTROLLED WHEN PRINTED		Authorised by: CEO	Page 7 of 16

10.2 Gloves

Disposable gloves should be worn when handling freight, cargo and mail including passenger bags where possible. Where gloves are not worn, hands must be cleaned using soap and water or hand sanitiser on completion of the task.

Gloves should be put on and removed in accordance with the procedure located at Appendix B.

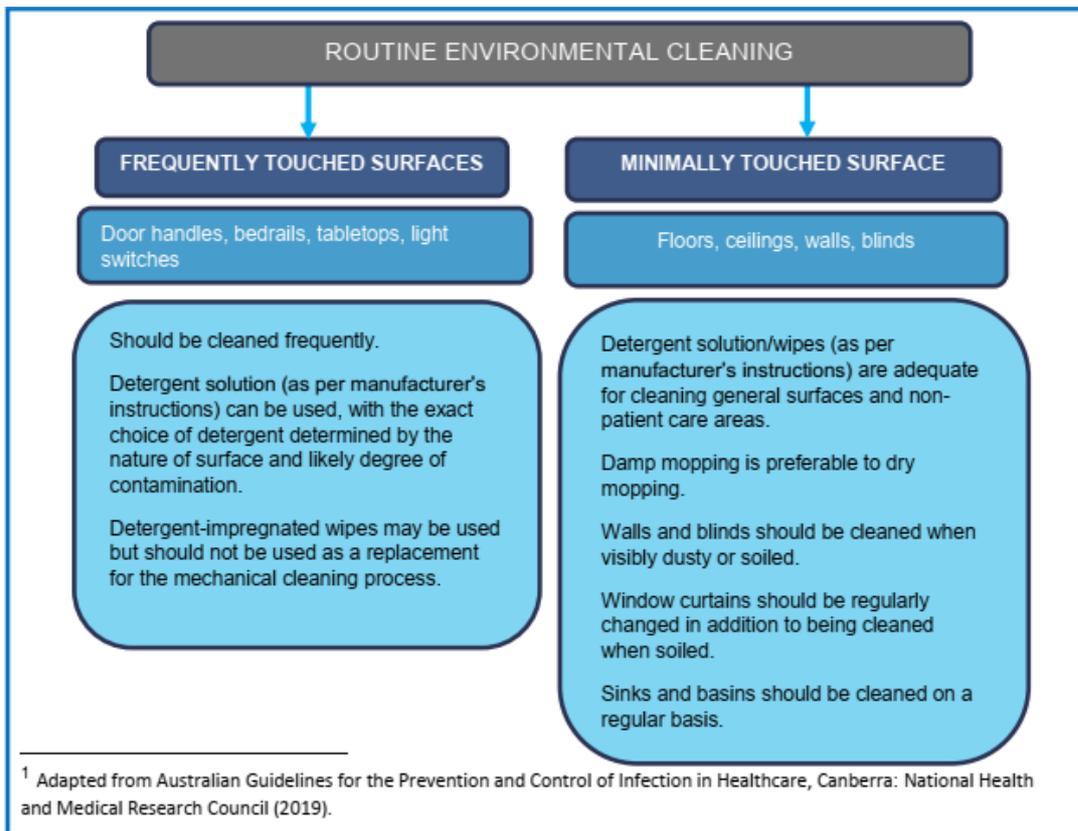
Gloves are to be worn when cleaning aircraft and office / hangar facilities. Where additional PPE has been identified as being necessary, the Safety and Quality Manager is to be advised and will arrange sourcing and purchase.

11 Cleaning

Cleaning is an essential part of disinfection. Organic matter can inactivate many disinfectants. Cleaning reduces the soil load, allowing the disinfectant to work.

The length of time that the SARS-COV-2 (the cause of COVID-19) survives on inanimate surfaces will vary depending on factors such as the amount of contaminated body fluid – such as respiratory droplets – present and environmental temperature and humidity. In general coronaviruses are unlikely to survive for long once droplets produced by coughing or sneezing dry out.

Routine cleaning will be broken into 2 groups as below.



11.1 Aircraft Cleaning

The following will be the aircraft cleaning program for aircraft in service and to be carried out until further notice.

Aircraft cleaning is to be recorded on the cleaning form. Any aircraft that has not been cleaned after service is considered unserviceable and is not to be utilised. Aircrew finding an aircraft not cleaned is to advise the General Manager.

DOC NO: AL SAF MAN 004	Issue date: 10/ 07 / 2020	Review date: 31 / 08 / 2020	Version: 3
UNCONTROLLED WHEN PRINTED		Authorised by: CEO	Page 8 of 16

FREQUENCY	AREAS	INFORMATION
After each flight	Aircraft floors - washed	Disinfectant
	Arm rests, head rests (back and front) , seat buckles, window frames (NOT the glass)	Wiped over with disinfectant Wipes
	Handles – pilot, passenger, cargo doors	Wiped over with disinfectant Wipes
	Cockpit – flight controls, seats, dash, seat levers, door handles	Wiped with disinfectant Wipes (Spray NOT to be used on the instrument panel)
Weekly	Aircraft floors washed	Viraclean sanitiser
	Aircraft walls	Sprayed and wiped over with Viraclean sanitiser

Note: for RPT services, Pilots should attempt to wipe down the seat buckles and arm rests between services where time permits.

11.2 Office / Facility Cleaning

Share equipment should be wiped down prior to use.

FREQUENCY	AREAS	INFORMATION
Twice Daily	Flight crew planning area	Desks, computers, mouse and keyboards wiped with V-Wipes
	Staff Toilets	Antiseptic spray and wipe of toilets basin, benchtops, window sills.
	Kitchen	AM and PM wipe down of benches, tables, cups fridge door handles and cupboard doors. Antiseptic wipes / sprays for cleaning.
	Door handles	All doors – internal and external sprayed with Viraclean
Daily	Passenger reception areas	Seats, desks, door handles wiped with disinfectant Wipes
		Toilets – cleaned before passenger arrivals and after departures with Viraclean sanitiser
		Water cooler taps / coffee machine buttons, tea / coffee caddies
	Office Scales	Wiped over with disinfectant Wipes
	Esky handles and lids	Sprayed with Viraclean
Every Second Day	Passenger Reception Areas	Floors and walls washed with viraclean sanitiser and spray.
Weekly	Office floors	Vinyl areas washed with Viraclean Carpet (high traffic) areas spray with viraclean spray.
Every Friday before leaving (or Monday morning before starting)	All staff areas	Computers, keyboards, desks, mouses wiped down with disinfectant Wipes

11.1 Hangar Cleaning

FREQUENCY	AREAS	INFORMATION
Daily	Engineer kitchen / eating areas	Food preparation area / sinks / fridge doors
	Staff Toilets	Antiseptic spray and wipe of toilets basin, benchtops, window sills.
	Hangar space	Stair railings
		Door handles, stores desks / shared keyboard workstations

DOC NO: AL SAF MAN 004	Issue date: 10/ 07 / 2020	Review date: 31 / 08 / 2020	Version: 3
UNCONTROLLED WHEN PRINTED		Authorised by: CEO	Page 9 of 16

Weekly	Hangar	All door handles / access points
		Staff workstations / desks / keyboards / mouse
		Bin lids
		Toolbox handles / toolbox tops /
		Kitchen table / chairs

11.2 Company Vehicles

Company vehicles should be wiped over with Disinfectant spray or wipes each week. Particular attention should be paid to:

- Steering wheel
- Hand brake
- Gear shift
- Door handles
- Radio volume buttons / knobs
- Boot opener / closer
- Fuel cap release level

12 Passengers

All passengers will be questioned at check in to determine if they have been in contact with any person who has or displays symptoms of COVID-19 or currently have any flu like symptoms.

Any passenger who presents for check in and is looking unwell must be questioned. Staff conducting check in must be aware of the difference between COVID-19 and common cold or flu symptoms.

If the check in staff deem the passenger unfit to travel, they must refuse travel.

All passengers must consent to and have their temperature checked.

All passengers will be required to use hand sanitiser prior to boarding the aircraft.

If a passenger presents with a doctors certificate stating the passenger has a cold or flu, they are deemed fit to travel.

Passengers are to maintain social distancing while waiting for check in. Once check in is complete, the passenger must remove their self from the counter area until time for boarding

13 Cargo

Staff handling any freight, cargo or mail, should wear gloves. If gloves are not worn staff MUST wash their hands with soap and water or hand sanitiser. The cargo should be lightly sprayed with Viraclean spray before handling. The gloves must be removed once the cargo has been either loaded or placed in storage.

14 Contractors / Ground Handlers

Contractors and Ground handlers will be required to comply with all Government processes and ensure that good hygiene practices are instilled in staff to minimise the risk to Air Link staff and services.

15 Staff Working Remotely

Staff who elect to, or have been requested to work from home, are to ensure they follow all good hygiene practices and minimise the risk to themselves and family members.

DOC NO: AL SAF MAN 004	Issue date: 10/ 07 / 2020	Review date: 31 / 08 / 2020	Version: 3
UNCONTROLLED WHEN PRINTED		Authorised by: CEO	Page 10 of 16

15.1 Overnighting Crews

Charter requests for overnight stays should be discouraged.

Where a Charter request involving an overnight of a crew member is received and there are no alternatives, the request is to be discussed with the Chief Pilot and General Manager.

No staff member will be required to overnight unless they agree.

Air Link Aircrew who have conducted charters interstate are required to limit any interaction with members of the community or public whilst interstate. All hygiene requirements are to be adhered to.

15.1.1 Cross Border

Air Link Aircrew entering QLD from another state, who are not residents will be required to isolate:

- For transit – overnight in a hotel
- For work – 14 days unless an exemption is provided.
- Aircrew / Engineers are required to remain in accommodation provided and not interact with any community members.
- Aircrew must ensure they have completed all relevant paperwork and permits and carry a copy of all Air Link documentation.

15.1.2 QLD Biosecurity Designated areas

Travel to QLD Biosecurity designated areas should be undertaken in conjunction with the QLD Government Dept of Aboriginal and Torres Strait Islander Partnerships website.

www.datsip.qld.gov.au/coronavirus/travel-restrictions-remote-communities

Aircrew must ensure they complete the following:

- Pilot to apply on line for a Remote Community Border Pass (www.qld.gov.au/border-pass/travelling-to-or-through-remote-communities)
- Print and carry a copy of the Air Link COVID-19 Response Plan.
- Ensure that temperature checks have been conducted on all passengers and the Air Link Passenger Declaration form is completed and retained with the Flight Documentation.
- Passengers / staff with a temperature over 37.5 degree will not travel.
- Pick up and drop off do not require the pilot to leave the airport.
- Where Day waits are required the pilot shall:
 - Remain within the accommodation area provided
 - Will not interact with community members
 - Will ensure that hand sanitiser is used regularly

16 Response Program

Where an Air Link staff member is diagnosed with COVID-19 the following will occur.

16.1 Staff Not on Leave

Staff who are currently working and are diagnosed with COVID-19:

- **MUST** notify the Safety and Quality Manager immediately.
- Follow all instructions from Health authorities
- Must not have any contact with Air Link employees.

Air Link will arrange to have all aircraft and facilities accessed by the employee cleaned with disinfectant suitable to remove any traces of the virus.

All staff who are not essential will be removed from the facility and requested to either work from home, limit their interaction with others, self-isolate and report any potential symptoms.

DOC NO: AL SAF MAN 004	Issue date: 10/ 07 / 2020	Review date: 31 / 08 / 2020	Version: 3
UNCONTROLLED WHEN PRINTED		Authorised by: CEO	Page 11 of 16

Where the staff member is a pilot, the aircraft will be isolated and removed from service until a deep clean is completed.

Staff who have come into close contact with the aircraft will be advised and may be requested to self-isolate for a period to ensure they are COVID-19 clear.

16.2 Staff on Leave

Staff currently on leave are required to notify the Safety and Quality Manager if they or any person in their household is suspected of or diagnosed with COVID-19.

Air Link will endeavour to provide support as necessary and where logistically viable.

16.3 Passengers

Where a staff member is suspected of or diagnosed with COVID-19, a review will be conducted of all passengers and Air Link declaration cards, the staff member may have been in contact with. These details will be provided to the Department of Health and any other interested regulatory bodies

17 Customer Service Items

Customer service items such as water bottles, food packs may facilitate transmission of the COVID-19 virus, Air Link may at any time, cease the provision of catering on advice of health officials.

Staff should carry their own water bottles and limit the use of plastic commercial water bottles.

Where ear plugs or other items are issued, the passenger will be advised they are required to remove the items from the aircraft.

18 Products / Cleaning Supplies

18.1 Products

The Safety department will be responsible for sourcing and reordering supplies as needed. The following is the products currently in use:

- Detergent
- Viraclean spray Bottle (500ml)
- Disinfectant wipes

These products are sourced through Warner and Webster in Adelaide.

Hand Sanitiser will be ordered to ensure a stock is maintained. Staff issued with small bottles are to have them refilled from larger stocks.

19 Staff who House Share

Air Link recognises the need for staff to share housing and understand the risk this poses. Staff are reminded to ensure that good hygiene practices are in place for all common areas.

Staff are required to advise the Safety and Quality Manager where a housemate or partner becomes ill or is required to enter self-isolation.

The Safety and Quality Manager will liaise with the relevant Manager and General Manager to determine any self-isolation requirements.

20 Information Sharing

Air Link will endeavour to update staff on any actions, processes or changes on a regular basis.

Air Link will remain in contact with Contractors and Communities with regard to Air Link operations and strategies to minimise transmission of COVID-19.

DOC NO: AL SAF MAN 004	Issue date: 10/ 07 / 2020	Review date: 31 / 08 / 2020	Version: 3
UNCONTROLLED WHEN PRINTED		Authorised by: CEO	Page 12 of 16

The Air Link website will contain a range of actions for the members of the public to be aware off. This includes any updates to changes in services and how Air Link is ensuring the health and safety of our staff and travelling public.

21 References

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

<https://secure.nt.gov.au/alerts/coronavirus-covid-19-updates>

https://ww2.health.wa.gov.au/Articles/A_E/Coronavirus

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>

Air Maestro Library – COVID-19 contains copies of relevant Government Guidance, All staff Notices, Safety Alerts and additional information.

DOC NO: AL SAF MAN 004	Issue date: 10/ 07 / 2020	Review date: 31 / 08 / 2020	Version: 3
UNCONTROLLED WHEN PRINTED		Authorised by: CEO	Page 13 of 16

APPENDIX A

COVID19: Identifying the symptoms			
Symptoms	Covid-19 Symptoms range from mild to severe	Cold Gradual onset of symptoms	Flu Abrupt onset of symptoms
 Fever	Common	Rare	Common
 Fatigue	Sometimes	Sometimes	Common
 Cough	Common (usually dry)	Mild	Common (usually dry)
 Sneezing	No	Common	No
 Aches and pains	Sometimes	Common	Common
 Runny or stuffy nose	Rare	Common	Sometimes
 Sore throat	Sometimes	Common	Sometimes
 Diarrhea	Rare	No	Sometimes for children
 Headaches	Sometimes	Rare	Common
 Shortness of breath	Sometimes	No	No

Source: WHO, Centres for Disease Control and Prevention

DOC NO: AL SAF MAN 004	Issue date: 10/ 07 / 2020	Review date: 31 / 08 / 2020	Version: 3
UNCONTROLLED WHEN PRINTED		Authorised by: CEO	Page 14 of 16

APPENDIX B

1. Pinch and hold the **outside** of the glove near the wrist area.
2. Peel downwards, away from the wrist, turning the glove inside out.
3. Pull the glove away until it is removed from the hand and **hold the inside-out glove with the gloved hand**.
4. With your un-gloved hand, slide your finger/s **under the wrist** of the remaining glove, **taking care not to touch the outside of the glove**.
5. Again, peel downwards, away from the wrist, turning the glove inside out.
6. Continue to pull the glove down and over the inside-out glove being held in your gloved hand.
7. This will ensure that both gloves are inside out, one glove enveloped inside the other, with no contaminant on the bare hands.



DOC NO: AL SAF MAN 004	Issue date: 10/ 07 / 2020	Review date: 31 / 08 / 2020	Version: 3
UNCONTROLLED WHEN PRINTED		Authorised by: CEO	Page 15 of 16

APPENDIX C

How long COVID 19 lingers

Environment	Half-Life*	Detection Limit
 Aerosol**	2.74hrs	Up to 3 hrs
 Copper	3.4hrs	Up to 4hrs
 Cardboard	8.45hrs	Up to 24hrs
 Steel	13.1hrs	Up to 48hrs
 Plastic	15.9hrs	Up to 72hrs

*The time it takes for a virus deposit to decay to half its strength.

**A fine spray in the air attribution: study from NIH/Princeton/UCLA

DOC NO: AL SAF MAN 004	Issue date: 10/ 07 / 2020	Review date: 31 / 08 / 2020	Version: 3
UNCONTROLLED WHEN PRINTED		Authorised by: CEO	Page 16 of 16