

## COVID-19 SAFETY PUNCH LIST—SAFETY ASPECTS OF CONTINUED OPERATIONS

### Air Traffic Services

#### People

- Consider skills, experience, knowledge and qualification distribution across shifts
  - Possible prolonged staff loss due to sickness
- Consider reduced operating hours rather than reduced staffing levels if controller availability is low
- Consider using different sets of equipment for each shift
- Consider availability of medical examiners and potential impact on licensing
- Consider confinement of entire shifts (or group of personnel), if necessary, to ensure the continuation of service and to prevent the spread of infection
  - Organisation: Ensure sufficient food and drinks supplies
  - Organisation: Provide accommodation, beddings, cots
  - Individuals: Change of clothes, personal hygiene items

#### Process

- Ensure accuracy, currency and timely transmission of NOTAMS
- Consider suspending all routine group training activities
- Consider alternative means of training, e.g. remote access
- Ensure safety assessments of any traffic pattern changes are performed
- Consider establishing crisis information flow channels with adjacent ATC units, airports in your airspace and emergency services
- Consider sectorisation plans
- Consider existing procedures and 'Letters of Agreement'
- Consider development of plans in case adjacent ATC units close down

#### Technical

- Ensure adequate availability of qualified manpower for technical resilience
- Consider only essential maintenance activities should be carried out
- Ensure availability and maintenance of a spare ops room and remote/mobile towers