



Quarantine Unit, Ministry of Health Sri Lanka

*Title: Standard Operating Procedure for setting up and maintaining premises to provide accommodation in Sri Lanka for Airline Crew Members*

*SOP No.: DQ 04*

*Version : 01*

*Effective Date: 06.11.2020*

*Prepared by: Quarantine Unit of Ministry of Health*

**Standard Operating Procedure for setting up and maintaining premises to provide accommodation in Sri Lanka for Airline Crew Members**

**Selection of premises to accommodate airline crew members**

1. Procedure of selection of premises to accommodate airline crew members is outlined in the letter of DGHS, No. DQ/06/2020, dated 2020-10-21 on Accommodation in Sri Lanka for Airline Crew Members.
2. The area Medical Officer of Health (MOH) should take measures to inspect the premises prior to giving the approval and communicate to the hotel management the public health preventive measures that should be adhered to.
3. The area MOH shall supervise the premises regularly to ensure the hotel staff and airline crew members adhering to recommended protective measures during their stay in Sri Lanka and the hotel is informing the crew arrivals to the MOH.
4. The premises should be located in an environment where there is no health or social risks for the surrounding community.
5. Once selected, the management should agree to use the premises exclusively for crew rest and no other parallel business are allowed when the crew members are accommodating the hotel.
6. Adequate accommodation facilities should be available for the staff of the hotel, when catering to airline crew members and should be maintained according to general health requirements.
7. Any modification to prevent disease spread suggested by the health authorities during the inspection, should be carried out by the management of the premises.
8. Access control should be provided by the security forces of Sri Lanka when accommodating airline crew.
9. Requirements for access control process should be fulfilled by the hotel management according to the instructions given by the selected security forces of Sri Lanka.
10. It is the responsibility of the hotel management, staff of the hotel and the residing airline crew members to adhere to the given guidelines.

**Administration and management of premises**

The conditions stipulated here are the requirements of the Ministry of Health of Sri Lanka.

1. The staff of the premises should be categorized in to two groups as green zone and red zone staff. Green zone staff are staff who do not come into contact with inmates and attend to work daily travelling from home. Red zone staff are the staff with potential contact with the inmates, their belongings or related items. In addition to the relevant staff of hotel, the vehicle drivers and helpers who involve in transporting airline crew members are also considered as red zone staff.



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2. Red zone staff should work continuously for 14-30 days and they should stay segregated within the premises and should not have any contact with the green zone staff. At the end of the working cycle they should undergo a 14 day quarantine in a separate premises maintained by the agency with individual rooms for staff members. The staff members should not mix with each other and strictly confined to the room. Meals should be supplied to the room. The PCR testing should be arranged by the management of hotel through a Health Ministry approved external laboratory for hotel staff members, if an airline crew member is positive for COVID-19 or if the staff member has fever or symptoms of COVID-19, after discussing with area MOH.
3. Testing laboratory shall send all the results immediately to Epidemiology Unit ([chepid@slt.net.lk](mailto:chepid@slt.net.lk), [samithag@hotmail.com](mailto:samithag@hotmail.com)), Quarantine Unit ([quarantinelk@gmail.com](mailto:quarantinelk@gmail.com)) and In charge of hotel. If there is a positive result, testing laboratory shall immediately contact Dr. Samitha Ginige of Epidemiology Unit (0777664036) and give details immediately, followed by an email.
4. If the hotel staff member is positive for COVID-19 PCR, the in charge of the hotel should inform the area MOH and Epidemiology Unit of Ministry of Health immediately for further management.
5. When the red zone staff is changing, the management of the hotel shall inform the area MOH of the staff members residence to monitor home quarantine.
6. Green zone staff also should practice recommended protective measures to prevent and control the transmission of COVID-19.
7. Staff registry should be maintained in such a way that every contact can be traced in an event of COVID-19 case is detected
8. Staff should be educated on the process and the government requirements in managing the hotels and the precautions recommended by the area health authority.
9. All staff should wear a disposable face mask while on duty. The face mask should be replaced when necessary and used face masks should be disposed properly.
10. Adequate hand washing facilities with soap and water / hand sanitizers should be available for staff to do hand washing frequently.

**Admission, accommodation and discharging procedure**

11. Crew members should undergo a PCR testing at the arriving airport. Once the sample is collected for the PCR test, they can be transferred to the hotel by a designated vehicle and transporting vehicle should be escorted by the security forces of Sri Lanka.
12. The name list should be submitted with all required information about the intended crew members by airline/airline operators to the hotel management well in advance of their arrival. This will enable the hotel staff to prepare the rooms and other necessary facilities.
13. At the entrance to the hotel, the airline crew members should wash/sanitize their hands and the shoes should be disinfected with disinfectant spray. All the baggage should be sprayed with



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- approved disinfectant by a red zone staff of the hotel wearing necessary Personal Protective Equipment (PPE). No disinfectant should be sprayed to the body of the airline crew members.
14. The temperature should be checked by a red zone staff wearing PPE using the IR forehead thermometer when entering the facility and should be recorded in a database.
  15. Once the crew members reach the registration desk, their information should be already available at the registration desk. Their check-in should be marked and the room key/access card should be handed over to them. No other registration process should be carryout at the entrance.
  16. They can be directed to the rooms maintaining the physical distance. It is recommended that inmates themselves should carry their baggage to the room.
  17. All inmates should wear face masks during entire process until entering to the allocated room in the hotel. Also, they should wear the face mask when leaving the hotel and when having a potential contact with others.
  18. If PCR test result of an airline crew member is positive, area MOH will manage the incident according to the prevailing guidelines with the consultation of Epidemiology Unit.
  19. The temperature of all inmates should be checked using the IR forehead thermometer at least two times per day during the stay at the hotel and recorded in the database. Red zone staff involved in temperature monitoring should be in full PPE and they should check the temperature while maintaining a distance of at least one meter. If the temperature is above 37.5 C (99.5 F) or if an airline crew member has symptoms of COVID-19, should be informed to area MOH immediately.
  20. All public areas (if any) including restaurants, bars, swimming pool, gymnasiums, spa etc. should be kept closed and out of bound for the airline crew members. Inmates cannot leave the room during their entire stay until the departure to airport.
  21. No visitors are permitted to the hotel when airline crew members are accommodating the hotel. Only the staff, suppliers and other service providers should be permitted to enter the premises. No one other than the red zone staff can enter to the area allocated to the airline crew members.
  22. Room cleaning, changing linen and cleaning the bath rooms should be done by inmates themselves and no room cleaning services should be provided by the staff.
  23. Meals should be provided as portion packs at the entrance of the room while maintaining the health precautions by a red zone staff. Utensils allocated for each room should be kept unmixed. The used utensils should be handled carefully and cleaned properly with soap and water.
  24. Required sets of bed linen should be kept in the room before the airline crew member occupies the room. Used bed linen for laundry should be kept at the room entrance in an assigned bag for collection. Collection of laundry should be done by a red zone staff in full PPE. If the laundry facility is available within the premises, a dedicated laundry line should be identified and should be operated by a red zone staff. General laundry should not be mixed with hazardous laundry at any point. If the laundry services have been outsourced, the outsourced laundry should have a permission to handle hazardous laundry issued by the area MOH.



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25. The waste collection, storage and disposal should be done according to the instructions given by the local health authorities. Personal waste (tissues, face masks, used disposables etc.) should not be mixed with general waste.
26. Once the room is vacant, the room should be cleaned and disinfected using appropriate measures before being occupied by another inmate.
27. The premises should be opened for the inspection by health authorities and other relevant authorities at any time without prior notice.
28. A comprehensive database should be maintained at the hotel to trace all the contacts in an event of detecting a positive case. This should include the details of the airline crew members, the staff rosters and vehicle information etc.
29. Director Quarantine as the Proper Authority under the Quarantine and Prevention of Diseases Ordinance or any other Proper Authority in the port and airport under the same ordinance have the powers to take judgmental decisions at any time for the best interest of prevention and control of diseases.

Any change to this SOP will be published in the website of the Quarantine Unit as a new version.