

COVID-19 PROTECTIVE MEASURES


BULLETIN


AEROCLUB MESOGEION

OFFICIAL HEADQUARTERS: XINTARA BROS 24 PIKERM I ATTIKI PC 190.09 GREECE
MAILING ADDRESS: KRITIS 9 N. IONIA PC 14231 GREECE
FLIGHT OPERATIONS: DEKELEIA AIRPORT – LGTT - GREECE
TEL/FAX: +30-210-8169910, +30-210-6748546 MOB: +30-6977449847
EMAIL: info@mesogeion-aeroclub.gr WEB: www.mesogeion-aeroclub.gr

1.0.1 DOCUMENT CONTROL SHEET

Process Area: Aeroclub Mesogeion General Documentation
 Main Process: Aeroclub Mesogeion COVID-19 Protective Measures

Author/Editor: Tsopeias Ilias (Accountable Manager) Sign: 

Approval by: Foudoukos Georgios (President of Admin. Board) Sign: 

Date: 29/06/2021

A) Contextual documents - references

www.who.int
 gga.gov.gr
 eody.gov.gr

Major Revision Remarks:

Log of issues		
Issue	Issue Date	Change Description
01	24/05/2020	Initial Issue
01 - Rev. 01	31/05/2020	Phase B activation / amendment based on HAAF email 30/05/2020
01 - Rev. 02	15/07/2020	Operating Details Changes / Printing Errors Corrections
01 - Rev. 03	30/07/2020	Phase C activation: effective from 01/08/2020
02	04/01/2021	January 2021 restarting plan
02 - Rev. 01	15/02/2021	Revision according to General Secretariat of Sports announcement (14/02/2021)
02 - Rev. 02	15/05/2021	Revision according to HCAA NOTAMs and General Secretariat of Sports announcement (14/05/2021)
02 - Rev. 03	03/06/2021	Revision according to HCAA NOTAMs/Procedures and latest General Secretariat of Sports announcement (31/05/2021)
02 - Rev. 04	29/06/2021	Revision according to General Secretariat of Sports announcement (27/06/2021)

1.0.2 TABLE OF CONTENTS

1.0.1 DOCUMENT CONTROL SHEET.....	2
1.0.2 TABLE OF CONTENTS.....	3
1.1 SCOPE OF PRESENT MANUAL / RESPONSIBILITIES.....	5
1.2 COVID-19 GENERAL INFORMATION.....	6
1.3 GENERAL PLAN TO RESTART ACTIVITIES.....	7
2 PROTECTIVE MEASURES	8
2.1 GENERAL.....	8
2.2 PRIOR TO ACCESS TO DEKELEIA AIRPORT / AEROCLUB MESOGEION PREMISES.....	9
2.3 UPON ARRIVAL AT DEKELEIA AIRPORT / AEROCLUB MESOGEION PREMISES.....	10
2.4 USE OF PREMISES.....	11
2.5 PREFLIGHT INSPECTION, REFEULING, HANDLING, CLEANING.....	14
2.6 FLIGHT PROCEDURES.....	15
2.7 LEAVING AEROCLUB MESOGEION PREMISES / DEKELEIA AIRPORT.....	16
3 ACTIVITIES.....	17
3.1 ACTIVITIES IN DEKELEIA AIRPORT.....	17
3.2 ACTIVITIES OUTSIDE DEKELEIA AIRPORT.....	18
4. SUPPLY OF PROTECTIVE MEANS / CLEANSERS / DISINFECTANTS.....	19
5. BRIEFING.....	19
APPENDIX 1: GENERAL ADVICE FOR PUBLIC.....	20
APPENDIX 2: PROTECTIVE MEASURES NOT RELATED WITH AIR SPORT ACTIVITIES.....	21
APPENDIX 3A: OPERATIONS MANAGER CHECKLIST	22
APPENDIX 4.....	25
APPENDIX 5.....	25
APPENDIX 6: FORMS.....	27

1.0.3 ABBREVIATIONS

AFM:	Aircraft Flight Manual
AM:	Accountable Manager
AME:	AeroMedical Examiner
ATO:	Approved Training Organization
CBT:	Computer Based Training
COVID-19:	Coronavirus Disease 2019
EASA:	European Aviation Safety Agency
FI:	Flight Instructor
GDPR:	General Data Protection Regulation
HAAF:	Hellenic Aeronautical & Airsports Federation (ΕΛΑΟ)
HCAA:	Hellenic Civil Aviation Authority
HNPPO:	Hellenic National Public Health Organization (ΕΟΔΥ)
MD:	Master Document
N/A:	Not Applicable
PIC:	Pilot in Command
POB:	Persons on Board
SARS-CoV-2:	Severe Acute Respiratory Syndrome Coronavirus 2
WHO:	World Health Organization

1.1 SCOPE OF PRESENT MANUAL / RESPONSIBILITIES

The scope of the present manual is the documentation of Aeroclub Mesogeion's COVID-19 Protective Measures.

The responsibility for the preparation, update and distribution of the present bulletin rests with the Aeroclub Mesogeion ATO's Accountable Manager (AM), Tsopelas Ilias. The AM is also responsible for record keeping and archive.

1.2 COVID-19 GENERAL INFORMATION

The COVID-19 pandemic, also known as the coronavirus pandemic, is an ongoing pandemic of coronavirus disease 2019 (COVID-19) caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The outbreak was identified in China, in December 2019. The World Health Organization (WHO) declared the outbreak a Public Health Emergency of International Concern on January 30th and a pandemic on March 11th, 2020.

The virus is primarily spread between people during close contact, often via small droplets produced by coughing, sneezing, and talking. The droplets usually fall to the ground or onto surfaces rather than remaining in the air over long distances. People may also become infected by touching a contaminated surface and then touching their face. On surfaces, the amount of virus declines over time until it is insufficient to remain infectious, but it may be detected for hours or days. It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear and in later stages of the disease.

Common symptoms may include:

- Fever
- Fatigue
- Shortness of breath or cough
- Myalgia
- Diarrhea
- Sore throat and
- Loss of smell.

Complications may include pneumonia and acute respiratory distress syndrome. The time from exposure to onset of symptoms is typically around five days, but may range from two to fourteen days. There is no known vaccine or specific antiviral treatment. Primary treatment is symptomatic and supportive therapy.

In response to the above, the operation of Aeroclub Mesogeion will proceed to changes aiming to prevent the spread COVID-19. Protective measures will be enforced until otherwise instructed by the Greek Government and competent authorities.

1.3 GENERAL PLAN TO RESTART ACTIVITIES

According to the Greek authorities, we are facing a new epidemic wave. The return to the new regularity will be done in small steps in absolute compliance with Government plan, taking into account the protection of public health, as well as of flight safety. The transition to the next phase will take place after an assessment of

- The course of the epidemic in the general population
- The compliance with protection measures and
- The experience gained from previous phases / periods

The activation of the plan (starting phase), as well as the transition between the phases will be announced by the Accountable Manager.

Aeroclub Mesogeion activities are mostly taking place in the Flight Operation Base at Dekeleia Military Airport as described in ATO's Manuals, and Administrative Board decisions. However, there are many activities which are not carried in the base, thus protective measures must be described in both cases for each phase.

2 PROTECTIVE MEASURES

2.1 GENERAL

a) Persons belonging to high risk groups are not allowed to participate in Aeroclub Mesogeion's activities apart from online seminars and lectures.

b) Persons with possible COVID-19 symptoms are not allowed to participate in Aeroclub Mesogeion's activities apart from online seminars and lectures. They are asked to report their health condition immediately to the Accountable Manager, after participation in any activities in the previous 4 weeks. In such a case, the Accountable Manager will inform the Hellenic Aeronautical & Airsports Federation, as well as the Hellenic National Public Health Organization.

2.2 PRIOR TO ACCESS TO DEKELEIA AIRPORT / AEROCLUB MESOGEION PREMISES

2.2.1 THE FIRST TIME BEFORE ACCESSING DEKELEIA AIRPORT

2.2.1.1 PILOTS

- a) **Pilots** wishing access to the Aeroclub Mesogeion premises at Dekeleia Airport **for flying** shall carry with them, their Medical Certificate, as well as their Sport Registration Card found in **Appendix 6 (MD-PMB-01-a)** with NO answers to all three questions.
- b) If even one question is answered YES, the pilot should contact his AME immediately and not enter Dekeleia Airport.
- c) **Pilots are not obliged** to submit their Sport Registration Card to the club.

2.2.1.2 PERSONS OTHER THAN PILOTS

Persons other than:

- 1. inspectors
- 2. employees
- 3. members of Administrative and Inspection Board
- 4. passengers who have planned to fly

are not allowed to enter Dekeleia Airport / Aeroclub Mesogeion premises.

- a) Passengers shall previously send to the AM (by email: amht@mesogeion-aeroclub.gr or normal post: Kritis 9 N. Ionia PC 14231 Greece) a **COVID-19 special medical certificate** found in **Appendix 6 (MD-PBM-01-b)**.
- b) This certificate must be issued by the doctor of the HAAF (EAAO) or other doctor with a specialty of general practitioner, paediatrician, physician, cardiologist, pulmonologist or related specialties. In order to issue the special medical certificate, all above-mentioned persons must complete their personal medical record found in **Appendix 6 (MD-PBM-01-c)** and submit it to the doctor. The personal medical records will remain archived by the doctor in accordance to GDPR. For any person previously diagnosed with Covid-19, the medical examination should be done specifically by a cardiologist. Detailed information for the issue of the special medical certificate may be found in **Appendix 6 (MD-PBM-01-d)**.

2.2.2 FOR EVERY VISIT AND BEFORE ENTERING DEKELEIA AIRPORT

- a) Everyone who intends to access the Aeroclub's premises, shall declare to the AM (by **email: amht@mesogeion-aeroclub.gr**) that is free of any symptoms previously listed (see 1.2). Example of health status declaration:

"I am fever-free and without any symptoms of fatigue, shortness of breath or cough, myalgia, diarrhea, sore throat or loss of smell."

- b) Booking of flights must be done via SMS, telephone call (+30-6977449847) or email (amht@mesogeion-aeroclub.gr). Flight Schedule will be updated daily by the AM. Unnotified flights will not allowed.

2.3 UPON ARRIVAL AT DEKELEIA AIRPORT / AEROCLUB MESOGEION PREMISES

- a) Access to Dekeleia Airport (Central Gate) by private means is strongly recommended. Immediately after entering the Central Gate of Dekeleia Airport, one must proceed directly to the Aeroclub Mesogeion premises and **nowhere else**. Pick-up service from the gate will not be provided. Arriving from a different airport, one must proceed directly to Aeroclub Mesogeion premises immediately after landing and **nowhere else**.

- b) **Every time** a person arrives at Aeroclub Mesogeion's premises, must fill and sign the form **MD-PMB-02** and submit it to the Operations Manager. Afterwards, Operations Manager conducts heat and oxygen saturation measurement if possible. Both measurement equipment must be disinfected before use with alcohol and cotton. In case of **3-times temperature** measurement **above of 37,5°C** or **oxygen saturation** measurement **below 94%**, the person must leave the airport.

2.4 USE OF PREMISES

2.4.1 GENERAL

- a) The use of premises (except for WC) of Aeroclub Mesogeion at Dekeleia Airport (see ATO Organization Management Manual MD 8.1 and MD 8.2) is restricted only to aeroclub members, employees, and CAA Inspectors/Examiners. No other person is allowed to enter. Visitors / Passengers (if applicable) must wait in the open area (east of building B) and may use the WC.
- b) In every building, instructions for COVID-19 will be posted and alcohol-based antiseptic solution or gel (70% alcohol) will be available in prominent places.
- c) In any case, only 2 persons (in total) are allowed to enter each Building simultaneously.
- d) **Facemasks are mandatory for everyone:**
 - i. **indoors (inside buildings, on-board during flight, during pre-flight interior check etc.) and**
 - ii. **outdoors in overcrowding conditions**
- e) A minimum distance of 2m must be kept between people inside the buildings, while personal belongings will be stored on designated chairs (previously disinfected by the Operations Manager) at least 2m apart.
- f) Use of air-conditioning is not recommended (if weather conditions permit). However, in case the air-conditioning system is in use, a partially open window is recommended.
- g) Kitchen facilities will not be available to members or visitors. The refrigerator may be used ONLY for sealed water bottles. Apart from personal dietary supplements and packaged food for employees, no other food will be available on the premises.
- h) Shower room will not be available.
- i) Use of WC is recommended to be avoided. Liquid hand soap and disposable paper hand towels will be available at all times. Chlorine-based solutions will be used for disinfection at regular intervals by the Operations Manager.
- j) Storage room will be accessible only by the personnel.
- k) The open area east of Building B may be used for temporary isolation of a person who presents symptoms of COVID-19.
- l) Cleaning of premises is performed every day by the Operations Manager.
- m) Disinfection of premises is performed every day by the Operations Manager.
- n) Cleaning and disinfection are performed according to national rules and recommendations (Hellenic National Public Health Organization), and recorded in MD-PMB-03. Special emphasis on cleaning is given to surfaces which are often touched by

hand, such as knobs, switches, WC sinks, LAPTOPs, POS, office equipment, and furniture surfaces.

- o) Air-conditioning systems cleaning / disinfection will be performed by Operations Manager every 2 weeks (recorded in MD-PMB-03).
- p) Pilots may change clothes using only their designated chairs.

2.4.2 THEORY, BRIEFING, PLANNING, DE-BRIEFING, EXAMS, BOARDS ETC

- a) If weather permits, administrative procedures (filling forms - books - logs), oral examinations - interviews, theory lectures, briefing, preparation, planning and de-briefing activities will be done in the open area (east of building B) in a minimum distance of 2m between involved persons.
- b) Building A may be exceptionally used (under the conditions of par. 2.4.1) in case of:
 - 1. weather conditions not permitting outdoor operation, or
 - 2. CBT examinations of final test for theory subjects, pre-solo written test or pre-entry assessment tests in maths / physics must be performed.
- c) Theory lectures, extended briefings / oral interviews before flight (e.g. training or examination flight), are advised to be performed online according to Aeroclub Mesogeion's Training Manual. Seminars - lectures for more than one student is allowed only remotely. Training, Safety and Administrative Boards should be performed online or in an open area. Recording will be done as usual.
- d) Pilots are advised to use their personal equipment for the flight; aeroclub's laptops are advised not to be used. Despite the aforementioned, if briefing needs to be performed in Building A, the protective measures of par. 2.4.1 shall be followed. Aeroclub Mesogeion's laptops must be disinfected (by the user) before use.
- e) Pilots are advised to carry the flight-relevant documentation (AFM, ATOs manual etc) in electronic format or personal hard copies. Common hard copies (ATO library documents) are advised not to be used.
- f) Preflight preparation will include also a briefing by the PIC about the symptoms of COVID-19 infection and prevention measures / means.
- g) In case of out-of-base operation, briefing, preparation, planning (as applicable) activities must be done in an open area (weather permitting), at a minimum distance of 2m between involved persons.

2.4.3 PAYMENTS

- a) E-banking is strongly advised for transactions. Alternatively, use of Debit/Credit card (preferably contact-less) is advised. Cash payments are advised to be avoided.
- b) If weather permits, payment procedures will be done in an open area.

2.5 PREFLIGHT INSPECTION, REFEULING, HANDLING, CLEANING

2.5.1 GENERAL

- a) Preflight inspection will include **disinfection by the flight crew BEFORE EVERY FLIGHT** using disinfectants approved by the AM only. Disinfectants will be provided to the PIC by the Operations Manager.
- b) Special emphasis on disinfection should be given to interior surfaces that are often touched by hand, such as knobs, switches, handles, belts, check-list and seats. **Screens and instruments must NOT be disinfected, since disinfectants may incur blurring and permanent damage.**
- c) Cleaning of the airplanes are performed at least every 6 flights or 7 days (whichever comes first) by the Operations Manager (recorded in MD-PMB-03).
- d) Refuelling / handling procedure in most cases is performed in open area. A minimum distance of 2m must be kept by the persons involved.

2.5.2 OPERATION IN OUT-OF-BASE AIRPORTS / AIRFIELDS

Following the outbreak of COVID-19 many aerodrome areas (including aprons, runways and taxiways) are used for the long-term parking of grounded aircraft; in some cases, aerodrome lighting and navigational systems have been switched-off, while regular maintenance (e.g. of aprons/taxiways) may not being performed. For this reason, flight crews should meticulously study the latest AIP and NOTAMS information, and prior to flight inspect the paved and unpaved surfaces and surroundings of the aerodrome, paying special attention to:

- general cleanliness, presence of foreign object debris and any signs of damage to the paved surface, which could pose a risk to the aircraft operations;
- leakages and depressions due to other parked aircraft;
- presence of animals;
- excessive vegetation (ensure lights, signs and markers are not obstructed);
- condition of manoeuvring area markings to ensure adequate visibility;
- markings and lighting of authorized obstacles, and any new unauthorized obstacles, particularly temporary in nature (e.g. mobile cranes), which may impact flight safety.

2.6 FLIGHT PROCEDURES

2.6.1 GENERAL

- a) A **maximum of two (2)** Persons on Board (POB) is allowed **for all flights**.
- b) Before embarking the airplane, all persons must wear facemasks covering the mouth and nose.
- c) Each person on board must carry at least one personal spare facemask or paper towels, and a personal plastic bag.
- d) Wearing glasses (either sun or corrective-vision) is strongly recommended.

2.6.2 PROCEDURES FOR PILOTS

- a) PIC must always operate the airplane according to AFM
- b) Flight crew is allowed to wear only aviation type gloves.
- c) **If eyeglasses are worn, the pilot should check before flight, whether the mask causes eyeglasses blurring.** If blurring occurs, usage of contact lenses is advised (in accordance with Medical Certificate restrictions).
- d) All pilots (students, licence holders, flight instructors, examiners, HCAA inspectors) must use their personal headset - equipment.
 - i. **Aeroclub Mesogeion's headsets will not be made available.**
 - ii. **Common pens, maps, erasers, etc. will be removed from the airplanes.**
- e) The PIC is responsible to ensure that protective means (personal equipment such as facemasks, headsets or glasses) are not heavily discomfoting and **any additional protective means** (not reported in the present document, such as helmets, hoods etc.) **are not being used on board**.
- f) The PIC is responsible to ensure that the airplane is equipped with sick bags.
- g) Weather conditions permitting, it is recommended that cabin air, air-vents and left window remain OPEN during ground operations, except at BEFORE TAKE-OFF CHECK, when the window must be closed.
- h) PIC must ensure the proper ventilation of the cabin, especially in case of taxing delays longer than 15 minutes (left window OPEN).
- i) If weather conditions permit, it is recommended that cabin air and air-vents remain OPEN during flight.
- j) In case of passenger vomiting, after the flight, the airplane must be cleaned and disinfected by the PIC, or by an approved disinfection company.
- k) During flight, in the event of a symptomatic person on board, PIC must terminate flight as soon as practical and inform ATC. If symptomatic person's facemask is visibly soiled, this must be changed. If it is not possible to use a facemask (e.g.

due to respiratory difficulties), paper towels should be used to cover the mouth and nose during coughing or sneezing. A personal plastic bag for collecting personal waste (e.g. tissues, masks) must be in an accessible position. Immediately after landing, PIC must disembark the symptomatic person without contact if possible, and advise him/her to leave the airport and return home contacting his/her doctor. In case, he/she needs assistance to leave, the person must be led by the PIC in Aeroclub Mesogeion's outdoor area east of the Building B for temporary isolation and care (by the PIC). PIC must not leave the area until the patient is transported out of the airport. PIC must also inform as soon as possible:

1. the medical center of the airport (**submit the General Declaration** -if applicable- recording the medical condition of the symptomatic person on board)
 2. the Operations Manager
 3. the Accountable Manager in order to schedule disinfection by an approved disinfection company
 4. the Administrative Board of the Aeroclub Mesogeion
 5. the medical team of Hellenic Aeronautical & Airsports Federation (EAAO)
- and
6. the Hellenic National Public Health Organization (EOΔY) to receive further instructions.

2.7 LEAVING AEROCLUB MESOGEION PREMISES / DEKELEIA AIRPORT

- a) After the completion of an activity (flight, theory, exam etc.), and when the involved persons leave, the Operations Manager will record the time of exit in MD-PMB-02.
- b) In case of departure to another airport the exit time is considered to be the START-UP time.
- c) 7-21 days after each activity (apart from online web activities), the AM must contact the persons involved to confirm that they have no symptoms of COVID-19. This is recorded in MD-PMB-02.

3 ACTIVITIES

3.1 ACTIVITIES IN DEKELEIA AIRPORT

A) General Aviation Flights (and related activities):

1. Training/Examination
2. Leisure
3. Technical
4. Competition (self-practicing)
5. Flights related to the function of the State

Additional Protective Measures:

- i. nil

B) Aeromodelling:

1. Ground activities related to aeromodelling such as preparation - planning, maintenance - refuelling, de-briefing.

Additional Protective Measures:

- i. In the open area south or west of Aeroclub Mesogeion's premises, but keeping always a minimum distance of 2m between participants.

3.2 ACTIVITIES OUTSIDE DEKELEIA AIRPORT

A) General Aviation:

- i. Flights and related activities:
 - 1. Training/Examination
 - 2. Leisure
 - 3. Technical
 - 4. Competition (self-practicing)
 - 5. Flights related to the function of the State
- ii. Simulator sessions and related activities at Jetsims premises.

Additional Protective Measures:

- i. Protective measures of par. 2.2 and 2.7.c should be followed.

B) Aeromodelling:

- 1. All activities related to aeromodelling such as preparation - planning, maintenance - refuelling, de-briefing, flying.

Additional Protective Measures:

- i. In open areas and keeping always a minimum distance of 2m between participants.

4. SUPPLY OF PROTECTIVE MEANS / CLEANSERS / DISINFECTANTS

- a) Operations Manager is responsible for the **supply of protective means to the personnel**, as well as for the supply of cleansers / disinfectants to the PIC.
- b) Student pilots, licence holders/members and passengers are requested to carry their personal equipment / protective means.

5. BRIEFING

- a) Flight / Theoretical Knowledge Instructors and Operations Manager must receive briefing by AM concerning COVID-19 protective measures procedures (based on Appendix 3).
- b) Licence holders and student pilots must receive similar briefing by a flight instructor or the AM before act as PIC via internet or at Dekeleia airport, before their first flight.
- c) HCAA examiners and inspectors that intent to participate in any activity of Aeroclub Mesogeion must receive (by email) the present document.
- d) Briefings will be recorded in MD-PMB-04.

APPENDIX 1: GENERAL ADVICE FOR PUBLIC

You can reduce your chances of being infected or spreading COVID-19 by taking some simple precautions:

-Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water. Why? Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

-Maintain at least 1-meter (3 feet) distance between yourself and others. Why? When someone coughs, sneezes, or speaks they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person has the disease.

-Avoid going to crowded places. Why? Where people come together in crowds, you are more likely to come into close contact with someone that has COVID-19 and it is more difficult to maintain physical distance of 1 meter (3 feet).

-Avoid touching eyes, nose and mouth. Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and infect you.

-Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately and wash your hands. Why? Droplets spread virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

-Stay home and self-isolate even with minor symptoms such as cough, headache, mild fever, until you recover. Have someone bring you supplies. If you need to leave your house, wear a mask to avoid infecting others. Why? Avoiding contact with others will protect them from possible COVID-19 and other viruses.

-If you have a fever, cough and difficulty breathing, seek medical attention, but call by telephone in advance if possible and follow the directions of your local health authority. Why? National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.

-Keep up to date on the latest information from trusted sources, such as WHO or your local and national health authorities. Why? Local and national authorities are best placed to advise on what people in your area should be doing to protect themselves.

APPENDIX 2: PROTECTIVE MEASURES NOT RELATED WITH AIR SPORT ACTIVITIES

a) Premises / Infrastructure related activities (gas station refuelling / maintenance / supplies etc.)

Since these activities are executed in an open area, the minimum distance of 2m must be kept. However, in case there is a need for indoor activities (e.g. maintenance of electrical systems), the following instructions will be followed:

-AM should be informed well in advance.

-Only one member of personnel is allowed inside each building.

-No person is allowed to enter Buildings without wearing facemask.

-After the completion of the activity, **cleaning and disinfection** must be performed by the Operations Manager (recorded in MD-PMB-03).

b) Use of Aeroclub Mesogeion's car

1. Usage only by the nominated persons. Cleaning every 15 days by the Operations Manager. Disinfection by the driver every time driver or persons on board changing (Cleaning / Disinfection recorded in MD-PMB-03).

2. Before use, the driver must check the cleaning/disinfection record MD-PMB-03

3. Standard List of nominated persons:

- i. Accountable Manager
- ii. Operations Manager
- iii. Member of Administrative Board
- iv. Flight Instructors

APPENDIX 3A: OPERATIONS MANAGER CHECKLIST

#	Tasks	Time frame	Remarks / Guidance
1	Confirmation of Reception and Duty of COVID-19-PMB	Before briefing	(in written statement or by email)
2	Briefing by the AM	Before exercise duties	
3	The first time before accessing Dekeleia Airport submits MD-PMB-01-b	Before exercise duties	
4	For every subsequent visit and before entering Dekeleia Airport declares to the AM (by email: amht@mesogeion-aeroclub.gr) that is fever-free and without any symptoms of fatigue, shortness of breath or cough, myalgia, diarrhea, sore throat or loss of smell.	Declaration is valid for 24h	
5	Upon arrival to the premises and before entering Aeroclub's buildings: a) wears his/her facemask (if applicable) b) fills in and signs the MD-PMB-02 c) Conducts heat and oxygen saturation self-measurement		In case of temp / oxygen measurements outside of accepted limits returns home and contacts with his/her doctor and the AM.
6	Performs inspection of premises		Remark 1
7	Performs General Diary Update / Check		
8	Performs cleaning of premises	Every day (at the end of the day or after the completion of an indoor activity referred in Appendix 2a)	Recorded in MD-PMB-03
9	Performs disinfection of premises	Every day (at the end of the day or after the completion of an indoor activity referred in Appendix 2a)	Recorded in MD-PMB-03 Remark 2
10	Performs cleaning of aeroplanes (if applicable)	At least every 7 days or 6 flights (whichever comes first)	Recorded in MD-PMB-03
11	Performs cleaning and disinfection of Air-conditioning systems (if applicable)	At least every 2 weeks	Recorded in MD-PMB-03
12	Performs cleaning of car (if applicable)	At least every 2 weeks	Recorded in MD-PMB-03
13	Performs Flight Schedule / Activities Check		Email check - contact with the AM
14	Every time a person arrives at premises: a) confirms the MD-PMB-02 record details (entry time etc.) and b) conducts heat and oxygen saturation measurement if possible		In case of temp / oxygen measurements are outside of accepted limits, recommends to the person returning home and contacting with his/her doctor.
15	Every time a person leaves premises, records exit time on MD-PMB-02		At the end of the day, stores MD-PMB-02 into the AM letter box.
16	Supplies a) protective means to the personnel b) cleansers / disinfectants to the PIC		In co-ordination with Accountable Manager
17	Keeps constantly the WC clean		

Remarks:

1) Inspection of premises general guide:

- a) Instructions for COVID-19 are posted and in prominent places
- b) Alcohol-based antiseptic solution or gel (70% alcohol) are available in prominent places
- c) Chairs are designated
- d) Shower room is locked
- e) WC-sink is equipped with liquid hand soap and disposable paper hand towels
- f) Chlorine is available in WC
- g) Old papers, forms, expired maps - publications, magazines are removed
- h) Trash cans that open with the foot are available

2) Disinfection of premises general guide:

- a) Knobs
- b) switches
- c) Handles
- d) Keys
- e) WC-sinks
- f) LAPTOPs
- g) POS
- h) Office equipment (telephones, scanner/printers, pens etc.)
- i) Furniture surfaces

Before and after disinfection/cleaning, clean your hands with an alcohol-based hand rub or wash them with soap and water. Use of disposable gloves and face-mask is mandatory.

APPENDIX 3B: AIRPLANE'S DISINFECTION CHECKLIST**In case of spaying, exercise caution, to avoid windows and screens corrosion.**

#	Tasks	Remarks / Guidance
1	Clean your hands with an alcohol-based hand rub or wash them with soap and water.	
2	Wear disposable gloves and face-mask (mandatory)	
3	Obtain the keys	In case airplane is locked
4	Unlock airplane	In case airplane is locked
5	Leave the keys on the fuel selector (in case airplane is locked) or confirm the keys are on the fuel selector	
6	Collect any garbage found (papers, nav logs etc.) in your personal plastic bag	
7	Disinfect seats, belts and shoulder harnesses	
8	Remove Sun protection - Disinfect it out of the plane using spray - Fold and place it on the rear passengers seats	
9	Disinfect interior surfaces touched by hand: a) Checklist - control lock b) knobs - switches c) control wheel and trim d) handles - chocks e) sun shields, air vents f) interior side of doors	Use of spray is prohibited DO NOT DISINFECT SCREENS / INSTRUMENTS
10	Disinfect microphone, keys and fuel selector	Spraying is allowed
11	Disinfect floor (and optionally the baggage area)	Spraying is allowed
12	Continue with the pre-flight inspection	CLOSE WINDOWS AND DOORS
13	Collect garbage in your personal plastic bag (including disposable gloves)	
14	Clean your hands with an alcohol-based hand rub or wash them with soap and water.	ALWAYS KEEPING THE AIRPLANE IN SIGHT

APPENDIX 4

NIL

APPENDIX 5: CONTACT DETAILS

CONTACT	Name	Telephone	Email / web
Accountable Manager	Ilias Tsopelas	6977449847 2106748546 2108169910	amht@mesogeion-aeroclub.gr www.mesogeion-aeroclub.gr
Operations Manager	Athanasios Karagiannis	6974218746 2108169910 2106424353	ac.mesogeion.ops@gmail.com
Administrative Board (President)	Georgios Foudoukos	6947267421 2102751260	info@mesogeion-aeroclub.gr
Administrative Board (General Secretary)	Georgios Lioumis	6977267711	info@mesogeion-aeroclub.gr
LGTT CALL CENTER	-	2108193399	-
LGTT MEDICAL CENTER	-	2108195777	-
EOΔΥ	Hellenic National Public Health Organization	2105212054, 1135	info@eody.gov.gr https://eody.gov.gr
EAAO	Hellenic Aeronautical & Airports Federation	210-9649788	elaoinfo@elao.gr www.elao.gr

APPENDIX 6: FORMS

MD-PMB-01-a: Personal medical records / certificates (pilots)

MD-PMB-01-b,c,d: Personal medical records / certificates (other than pilots)

MD-PMB-02: list of incoming / outcoming persons

MD-PMB-03: Cleaning / disinfections record

MD-PMB-04: Briefing record

MD-PMB-05: Travel certificate of Air-athlete



Δελτίο καταγραφής αθλούμενου για την ασφαλή επιστροφή στην αθλητική δραστηριότητα

Ημερομηνία:/...../.....

Επώνυμο:.....Όνομα:.....

Πατρώνυμο:..... Ημερομηνία Γέννησης:/...../.....

1. Έχετε νοσήσει από COVID-19 (νοσηλεία στο νοσοκομείο ή στο σπίτι);

ΝΑΙ ΟΧΙ

Εάν έχετε νοσήσει θα πρέπει να επισκεφτείτε καρδιολόγο για βεβαίωση άθλησης.

2. Είχατε κάποιο από τα παρακάτω συμπτώματα τις τελευταίες 14 ημέρες;

πυρετό
βήχα
αίσθημα κόπωσης
μυαλγίες / αρθραλγίες (πόνος στους μύες και στις αρθρώσεις)

ΝΑΙ ΟΧΙ

Εάν έχετε συμπτώματα θα πρέπει να αποφύγετε την άσκηση για τουλάχιστον 14 ημέρες

3. Έχετε έρθει σε επαφή με ύποπτο ή επιβεβαιωμένο κρούσμα COVID-19 τις προηγούμενες 14 ημέρες;

ΝΑΙ ΟΧΙ

Εάν ναι δεν θα πρέπει να αθληθείτε εντατικά για 14 ημέρες από την τελευταία επαφή.

Έχω απαντήσει σε όλα **ΟΧΙ** και έχω ενημερωθεί για τα μέτρα πρόληψης και προστασίας και για τους κινδύνους υγείας που μπορεί να προκαλέσει ο κορωνοϊός (COVID-19).

Ο/Η Δηλ....

.....
(Υπογραφή)



ΙΑΤΡΙΚΗ ΒΕΒΑΙΩΣΗ

Ο/Η κάτωθι ιατρός.....
εξέτασε τον/τηντου.....
με ημερομηνία γέννησης....., παρέλαβε το έντυπο ιατρικού
ιστορικού που συμπλήρωσε ο εξεταζόμενος και βεβαιώνει ότι κατά την ημέρα της
κλινικής εξέτασης/...../2020 δεν εμφάνισε συμπτώματα πυρετού, βήχα,
δύσπνοιας, πονόλαιμου, κόπωσης, μυαλγίας, ανοσμίας.

Η παρούσα εκδίδεται για την είσοδο σε αθλητικές εγκαταστάσεις.

Υπογραφή και Σφραγίδα Ιατρού

.....

*Το έντυπο του σχετικού ιατρικού ιστορικού τηρείται στο ιατρείο του υπογράφοντος

MD-PMB-01-b



Έντυπο ιατρικού ιστορικού αθλούμενου/ης και τεχνικού προσωπικού για την ασφαλή επιστροφή στην αθλητική δραστηριότητα

Ημερομηνία:/...../.....

Όνοματεπώνυμο:

Στοιχεία επικοινωνίας: e-mail.....

Κινητό τηλέφωνο:

1. Έχετε νοσήσει από COVID-19 λοίμωξη (νοσηλεία στο νοσοκομείο ή κατ'οίκον);

ΝΑΙ ΟΧΙ

2. Είχατε κάποιο από τα παρακάτω συμπτώματα συμβατά με COVID-19 λοίμωξη τις τελευταίες 14 ημέρες;

ΝΑΙ ΟΧΙ

- πυρετό
- βήχα
- αίσθημα κόπωσης
- μυαλγίες

3. Έχετε έρθει σε επαφή με ύποπτο ή επιβεβαιωμένο κρούσμα COVID-19 τις προηγούμενες 14 ημέρες;

ΝΑΙ ΟΧΙ

Ο/Η Δηλ.....

.....
(Υπογραφή)

*Για την είσοδο στην αθλητική εγκατάσταση απαιτείται η προσκόμιση της ιατρικής βεβαίωσης από τον ιατρό που εξέτασε τον αθλούμενο, μετά τη συμπλήρωση του παρόντος.

MD-PMB-01-c



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΠΟΛΙΤΙΣΜΟΥ ΚΑΙ ΑΘΛΗΤΙΣΜΟΥ
ΓΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ ΑΘΛΗΤΙΣΜΟΥ

Διευκρινιστικές Οδηγίες περί της συμπλήρωσης του εντύπου «Ιατρικό Ιστορικό για αθλητές/τριες, αθλούμενους/ες και τεχνικό προσωπικό πριν την έναρξη των προπονήσεων σε οργανωμένες δημόσιες και ιδιωτικές αθλητικές εγκαταστάσεις.

Εκ μέρους των μελών της Υγειονομικής Επιστημονικής Επιτροπής της Γενικής Γραμματείας Αθλητισμού και σε ό,τι αφορά τη συμπλήρωση του ιατρικού ιστορικού για αθλητές/τριες, αθλούμενους/ες και τεχνικό προσωπικό πριν την έναρξη των προπονήσεων σε οργανωμένες δημόσιες και ιδιωτικές αθλητικές εγκαταστάσεις, διευκρινίζονται τα κάτωθι:

1. Το έντυπο του ιατρικού ιστορικού για αθλητές/τριες, αθλούμενους/ες και τεχνικό προσωπικό συμπληρώνεται από τους ίδιους με τη βοήθεια του ιατρού της ομοσπονδίας ή του σωματείου ή άλλου ιατρού με ειδικότητα γενικού ιατρού, παιδίατρο, παθολόγου, καρδιολόγου, πνευμονολόγου και συναφών παθολογικών ειδικοτήτων.
2. Το έντυπο του ιατρικού ιστορικού παραμένει στην κατοχή του ιατρού και φυλάσσεται σύμφωνα με τις προϋποθέσεις της ισχύουσας νομοθεσίας περί προστασίας δεδομένων προσωπικού χαρακτήρα.
3. Ο ιατρός μετά την κλινική εξέταση και τη συμπλήρωση του εντύπου του ιατρικού ιστορικού και εφόσον κρίνει ότι δεν απαιτείται περαιτέρω έλεγχος, συμπληρώνει το έντυπο της σχετικής ιατρικής βεβαίωσης η οποία επιτρέπει στον αθλητή/τρια να ξεκινήσει προπονήσεις.
4. Στην επανέναρξη των προπονήσεων και κατά την είσοδο στην αθλητική εγκατάσταση, οι αθλητές/αθλήτριες προσκομίζουν τη σχετική ιατρική βεβαίωση.
5. Όσον αφορά τους/ τις αθλούμενους/ες καθώς και το τεχνικό προσωπικό που κάνει χρήση των οργανωμένων δημόσιων και ιδιωτικών αθλητικών εγκαταστάσεων και δεν εμπίπτουν στην κατηγορία των αθλητών/τριών με δελτίο αθλητικής ιδιότητας, ακολουθείται η ίδια διαδικασία, συμπληρώνοντας, ωστόσο, το έντυπο ιατρικού ιστορικού για τεχνικό προσωπικό και αθλούμενους/ες.

Διευκρινίζεται ότι η σχετική ιατρική βεβαίωση εκδίδεται και προσκομίζεται για την αντιμετώπιση της πανδημίας COVID-19 στον αθλητισμό και την επανεκκίνηση της αθλητικής δραστηριότητας σε ασφαλείς συνθήκες.

Τα ως άνω έντυπα είναι διαθέσιμα στην ιστοσελίδα της Γενικής Γραμματείας Αθλητισμού, στο ειδικό πεδίο ενημέρωσης «Αθλητισμός & COVID 19» και στην ενότητα «Έντυπα/ φόρμες προς συμπλήρωση <https://gga.gov.gr/component/content/article/278-covid/2981-covid19-sports>

Παρακαλούμε όπως αναρτήσετε στην ιστοσελίδα του φορέα σας τα σχετικά έντυπα προκειμένου να είναι διαθέσιμα από ιατρούς και ενδιαφερόμενους/ες.

ΥΓΕΙΟΝΟΜΙΚΗ ΕΠΙΣΤΗΜΟΝΙΚΗ ΕΠΙΤΡΟΠΗ
ΤΗΣ ΓΕΝΙΚΗΣ ΓΡΑΜΜΑΤΕΙΑΣ ΑΘΛΗΤΙΣΜΟΥ

MD-PMB-01-d



Ημερομηνία:

Κατάλογος εισερχομένων-εξερχομένων στην αθλητική εγκατάσταση για ενδεχόμενο ιχνηλάτησης επαφών λόγω COVID-19

#	Όνοματεπώνυμο	Ιδιότητα	Διεύθυνση κατοικίας	e-mail	Κινητό τηλ.	Πρα εισόδου	Συμπτώματα	Υπογραφή**	Πρα εξόδου
1									
2									
3									
4									
5									
6									
7									
8									
9									
0									

* Προσδιορίστε αν έχετε κάποιο σύμπτωμα από τα επόμενα: Πυρετός, Βήχας, Δύσπνοια, Πονόλαιμος, Κόπωση/Μυαλγία, Διάρροια, Ανοσμία με ένα "ΝΑΙ", αλλιώς σημειώστε "ΟΧΙ"

** Η υπογραφή βεβαιώνει ότι τα στοιχεία είναι αληθή και υποδηλώνει την αποδοχή και τήρηση των όρων χρήσης της εγκατάστασης όπως έχουν τεθεί από την Πολιτεία και τους αρμόδιους φορείς για την τρέχουσα περίοδο

Το παρόν τηρείται και φυλάσσεται στην αθλητική εγκατάσταση για 14 ημέρες, αποκλειστικά και μόνο για λόγους ιχνηλάτησης των χρηστών της εγκατάστασης σε περίπτωση θετικού κρούσματος COVID-19.

BRIEFING RECORD

#	Date	Time	Place	Full Name of Participants	Full Name of Instructor	Remarks

MD-PMB-04

Page No.....

ΑΕΡΟΛΕΣΧΗ ΜΕΣΟΓΕΙΩΝ

OFFICIAL HEADQUARTERS: ΧΙΝΤΑΡΑ ΒΡΟΣ 24 ΠΙΚΕΡΜΙ ΑΤΤΙΚΙ PC 190.09

MAILING ADDRESS: ΚΡΙΤΙΣ 9 Ν. ΙΟΝΙΑ PC 14231 GREECE

FLIGHT OPERATIONS: ΔΕΚΕΛΕΙΑ AIRPORT - LGTT

TEL/FAX: +302108169910 +302106748546 MOB: 6977449847

EMAIL: info@mesogeion-aeroclub.gr WEB: www.mesogeion-aeroclub.gr

EASA APPROVED TRAINING ORGANIZATION EL-ATO-127

ΒΕΒΑΙΩΣΗ

Βεβαιώνεται ότι ο/η, κάτοικος Αττικής,
είναι **αερα-αθλητής/τρια** στην κατηγορία της **ΓΕΝΙΚΗΣ ΑΕΡΟΠΟΡΙΑΣ**,
με αριθμό δελτίου αθλητή 169-C-.....

Ημέρες προπόνησης:

- 1.
- 2.
- 3.
- 4.

Ώρες προπόνησης: από έως (μια προπόνηση ανά ημέρα)

Τόπος προπόνησης:

Ο Προϊστάμενος Εκπαίδευσης



Τσόπελας Ηλίας