



COVID-19 PROTECTIVE MEASURES
BULLETIN
AEROCLUB MESOGEION

OFFICIAL HEADQUARTERS: XINTARA BROS 24 PIKERMİ ATTIKI PC 190.09 GREECE
MAILING ADDRESS: KRİTİS 9 N. İONİA PC 14231 GREECE
FLIGHT OPERATIONS: DEKELEİA 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: 

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A) Contextual documents - references

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

Major Revision Remarks:

Log of issues		
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02 - Rev. 06	31/08/2021	Precautionary COVID-19 testing procedure
02 - Rev. 07	21/09/2021	Entrance / testing procedures
02 - Rev. 08	24/11/2021	Ages Between 4 - 17 years old as passengers
02 - Rev. 09	02/01/2022	Face-masks indoors and outdoors
02 - Rev. 10	19/04/2022	Airplanes' Cleaning/Disinfection procedure update
02 - Rev. 11	06/05/2022	Face masks usage, COVID tests/certificates requirements etc.
03	05/10/2022	Face masks usage

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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
HNPHO:	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. 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 FOR SPORT ACTIVITIES

The return to the new regularity is 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 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 advised not to participate** in Aeroclub Mesogeion's activities apart from online seminars and lectures.

b) Persons with **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 2 days.

2.2 ACCESS TO DEKELEIA AIRPORT / AEROCLUB MESOGEION PREMISES

2.2.1 ATHLETS

Athlets **previously diagnosed with Covid-19**, should be examined specifically by a **cardiologist**, and they shall submit to the AM (email: amht@mesogeion-aeroclub.gr) their examination results.

2.2.2 FOR EVERY VISIT AND BEFORE ENTERING DEKELEIA AIRPORT

Booking of flights/visits 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 or visits** are not allowed.

2.3 UPON ARRIVAL AT DEKELEIA AIRPORT / AEROCLUB MESOGEION PREMISES

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 (e.g. car pooling) from the gate will be avoided. Arriving from a different airport, one must proceed directly to Aeroclub Mesogeion premises immediately after landing and **nowhere else**.

2.4 USE OF PREMISES

2.4.1 GENERAL

- a) The use of premises 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, visitors and CAA Inspectors/Examiners. No other person is allowed to enter.
- 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) **The use of Facemasks is recommended in overcrowding conditions.**
- d) A minimum distance of 2m is recommended to be kept between people.
- e) 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.
- f) 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.

- g) The open area east of Building B may be used for temporary isolation of a person who presents symptoms of COVID-19.
- h) Cleaning of premises is performed every day by the Operations Manager.
- i) Disinfection of premises is performed every day by the Operations Manager.
- j) 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.
- k) Air-conditioning systems cleaning / disinfection will be performed by Operations Manager every 2 weeks (recorded in MD-PMB-03).

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.
- c) Seminars, theory lectures, oral interviews-examinations, boards, extended briefings before flight (e.g. training or examination flight), are advised to be performed online according to Aeroclub Mesogeion's Training Manual. 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.
- 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.

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.

2.5 PREFLIGHT INSPECTION, REFEULING, HANDLING, CLEANING

2.5.1 GENERAL

- a) Preflight inspection **may include** disinfection by the flight crew using disinfectants approved by the AM only. Disinfectants will be provided to the PIC by the Operations Manager.
- b) In any case, **screens and instruments must NOT be disinfected, since disinfectants may incur blurring and permanent damage.**
- c) **Cleaning and disinfection** of the airplanes are performed at least **every 7 days** by the Operations Manager (recorded in MD-PMB-03), or when having a **confirmed case** during a flight or when receiving information, within **maximum 48 hours** after the flight has ended, that a person (passenger or crew member) that has travelled in the airplane was confirmed positive for COVID-19.
- d) Refuelling / handling procedure in most cases is performed in open area. A minimum distance of 2m may 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 be 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) Each person on board **must carry at least one personal facemask or paper towels, and a personal plastic bag** (in case of COVID symptoms after departure as described in par. 2.6.2.k).
- b) 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) **In case PIC decides to use a facemask: 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) are advised to use their personal headset - equipment.

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 discomforting 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, while he/she must help person to wear a facemask. 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) and
2. the Operations Manager

2.7 LEAVING AEROCLUB MESOGEION PREMISES / DEKELEIA AIRPORT

- a) 2 to 21 days after flight, the PIC must contact the persons involved to confirm that they have no symptoms of COVID-19.

2.8 PRECAUTIONARY COVID TESTS

Not applicable

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:

- nil

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 should be followed.

B) Aeromodelling:

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

Additional Protective Measures:

nil

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.

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 are advised to be kept. However, in case there is a need for indoor activities (e.g. maintenance of electrical systems), the AM should be informed well in advance.

- b) Use of Aeroclub Mesogeion's car

1. Usage only by the nominated persons. Cleaning and Disinfection every 30 days by the Operations Manager. (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
 - v. Visitors / Examiners / Inspectors

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	Performs inspection of premises		Remark 1
4	Performs General Diary Update / Check		
5	Performs cleaning of premises	Every day (at the end of the day)	Recorded in MD-PMB-03
6	Performs disinfection of premises	Every day (at the end of the day)	Recorded in MD-PMB-03 Remark 2
7	Performs cleaning and disinfection of aeroplanes (if applicable)	At least every 7 days or after a confirmed COVID positive case	Recorded in MD-PMB-03
8	Performs cleaning and disinfection of Air-conditioning systems (if applicable)	At least every 2 weeks	Recorded in MD-PMB-03
9	Performs cleaning and disinfection of car (if applicable)	At least every 30 days	Recorded in MD-PMB-03
10	Performs Flight Schedule / Activities Check		Email check - contact with the AM
11	Supplies a) protective means to the personnel b) cleansers / disinfectants to the PIC		In co-ordination with Accountable Manager
12	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) WC-sink is equipped with liquid hand soap and disposable paper hand towels
- d) Chlorine is available in WC
- e) Old papers, forms, expired maps - publications, magazines are removed
- f) 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	Scheduled daily by AM		
Administrative Board (President)	Georgios Fountoukos	6947267421 2102751260	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
ΕΛΑΟ	Hellenic Aeronautical & Airsports Federation	210-9649788	elaoinfo@elao.gr www.elao.gr

APPENDIX 6: FORMS

MD-PMB-03: Cleaning / disinfections record

CLEANING / DISINFECTIONS RECORD

#	Date	Time	Point / Equipment	Full Name	Sign	Remarks

MD-PMB-03

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