

# **Technical Instructions on Disease Prevention, Control and Protection for Civil Aviation Security Inspection Personnel**

First Edition

In order to prevent and control COVID-19 infection risks of civil aviation security inspection personnel, refine the self-protection and disease prevention and control measures for security inspection staff, the frontline personnel in particular, and standardize the hygiene and disinfection procedures for their working and living environments, and in accordance with the *Guidance on Disease Prevention and Control Measures for Enterprises and Institutions Resuming Work and Production* issued by the Joint Prevention and Control Mechanism of the State Council, *Preventing Spread of Coronavirus Disease 2019 (COVID-19) Guideline for Airlines (2nd edition)* and *Preventing Spread of Coronavirus Disease 2019 (COVID-19) Guideline for Airport (2nd edition)* issued by CAAC, the *Technical Instructions* is developed based on characteristics of civil aviation security inspection posts and industrial practices.

## **I. Strengthening Health Monitoring**

### **1. Employee Health Management**

Civil aviation security inspection entities shall have knowledge about the movements of their staff, and conduct zoned and categorized health management in accordance with local requirements, which shall include home quarantine or centralized medical observation for staff members coming from severely infected areas. Body temperature measurement shall be carried out twice a day for staff members under quarantine or living in collective dormitories. Timely attention shall be paid to the health situation of those absent from work.

### **2. Health Condition Report**

Civil aviation security inspection entities shall designate telephone lines for accepting report on suspicions symptoms, through which civil aviation security inspection personnel shall timely and faithfully report to their entities in case of fever or respiratory symptoms. Daily updates on staff health conditions shall be collected and reported to airport management authorities, timely report shall be made and corresponding prevention and control measures shall be taken if abnormal situation occurs.

### **3. Pre-duty Body Temperature Monitoring**

Civil aviation security inspection entities shall use calibrated non-contact temperature measuring equipment to measure the body temperature of security personnel before they serve on duty, and detect, report and address the problems in case of suspicious occurrence (symptoms such as fever, fatigue and dry cough) in a timely way, then cooperate with local health authorities in the handover of suspected staff.

## **II. Implementing Tired Prevention and Control Measures at the Posts**

### **1. Tired Prevention and Control Measures at the Posts**

As the workplaces of civil aviation security inspection are densely populated areas, security

inspection personnel shall follow the instructions in the *Technical Guidelines on Choice and Use of Facial Masks for Different Groups of People to Prevent COVID-19 Infection*, to wear facial masks and other protections in correct manner, and to wear other protective gears and equipment as required by the three levels of prevention and protection methods based on risks of their posts. The following concrete standards shall be followed:

- (1) Order-keeping and inspection posts: apply level II prevention and protection measures, wear work uniforms, and wear protections including disposable medical masks, disposable rubber gloves, protective face-pieces, and caps (shower caps, disposable mop caps or uniform caps) etc.
- (2) Document verification posts: apply level II prevention and protection measures, wear work uniforms, and wear protections including N95 masks or disposable medical masks, disposable rubber gloves, protective face-pieces, and caps (shower caps, disposable mop caps or uniform caps) etc., in addition to protective suits (such as safety aprons) when necessary; isolation shields installations are encouraged for document verification counters.
- (3) Guidance posts: apply level III prevention and protection measures, wear work uniforms, and wear protections including disposable medical masks, disposable rubber gloves, protective goggles, and caps (shower caps, disposable mop caps or uniform caps) etc.
- (4) Body searching posts: apply level I prevention and protection measures, wear work uniforms, and wear protections in priority including N95 masks, disposable rubber gloves, protective face-pieces, and caps (shower caps, disposable mop caps or uniform caps) etc., in addition to protective suits (such as safety aprons) when necessary.
- (5) X-ray machine operating posts: apply level III prevention and protection measures, wear work uniforms, and wear protections including disposable medical masks, disposable rubber gloves, and caps (shower caps, disposable mop caps or uniform caps) etc.
- (6) Unpacking and inspection posts: apply level II prevention and protection measures, wear work uniforms, and wear protections including disposable medical masks, disposable rubber gloves, protective face-pieces, and caps (shower caps, disposable mop caps or uniform caps) etc.
- (7) Comprehensive management posts: apply level II prevention and protection measures, wear work uniforms, and wear protections including disposable medical masks, disposable rubber gloves, protective face-pieces, and caps (shower caps, disposable mop caps or uniform caps) etc.
- (8) Screening-site management posts: apply level III prevention and protection measures, wear work uniforms, and wear protections including disposable medical masks, disposable rubber gloves, protective goggles, and caps (shower caps, disposable mop caps or uniform caps) etc.
- (9) Other security screening posts: wear protections to the standards as applied by corresponding passenger inspection posts on the basis of their posts' risks and needs of the work.
- (10) Civil aviation security inspection personnel at other posts in the airport shall wear protections on the basis of their posts' risks and needs of the work. In particular, explosion testing posts and passenger body temperature measuring and monitoring posts at entrances/exits of terminals shall wear protections to the standard of Level II or I.

## **2. Correct Use of Protections**

- (1) Use and disposal of protections shall be in compliance with the requirements on

prevention and protection for civil aviation security inspection personnel as specified in *Preventing Spread of Coronavirus Disease 2019 (COVID-19) Guideline for Airlines (2nd edition)* and *Preventing Spread of Coronavirus Disease 2019 (COVID-19) Guideline for Airport (2nd edition)* issued by CAAC.

#### (2) Enhancing Disinfection of Work Uniforms and Protections

Work uniforms shall be subject to centralized high-temperature steam disinfection for 20 to 40 minutes or ultraviolet lighting for 1 to 2 hours when aviation security inspection personnel are off duty for the day. And disinfection foot-mats are encouraged at workplaces of civil aviation security inspection for sterilization of soles.

Reusable goggles shall be promptly sterilized and dried every time after use. Goggles with anti-fogging film should avoid being wiped with disinfectant. Instead, it should be washed with water then exposed to close-range direct ultraviolet lighting for over 30 minutes in a room without anyone in it.

### III. Environment Protection and Disinfection

#### 1. Protection and Disinfection of Working Environment

##### (1) Improving Workplace Ventilation

The management of air-conditioning system and natural wind in the civil aviation security inspection sites shall be improved. Natural wind or fans should be used as much as possible to ensure safe and adequate air supply and to keep the air clean.

Passengers shall be guided to queue in lines with longer inter-person space than usual in the waiting areas and security screening areas, and necessary tissues, hand sanitizers and other protective materials shall be provided in the waiting areas and workplaces. Measures such as multimedia could be adopted to publicize requirements for security screening and know-how for COVID-19 prevention, and to remind passengers to wear masks while getting ready and remaining patient for screening.

##### (2) Intensifying Workplace Disinfection

A. The disinfection of civil aviation security screening sites shall be performed in accordance with the requirements for disinfecting public areas of airports contained in *Preventing Spread of Coronavirus Disease 2019 (COVID-19) Guideline for Airlines (2nd edition)* and *Preventing Spread of Coronavirus Disease 2019 (COVID-19) Guideline for Airport (2nd edition)* issued by CAAC. The selection and use of disinfectants shall conform to *Guidelines for the Use of Disinfectants* issued by the General Office of the National Health Commission.

B. During operation, civil aviation security screening sites, key areas in particular (such as document verification counters, security bins), and security screening facilities and equipment (such as hand-held metal detectors) shall be regularly disinfected. Security screening aisles shall be equipped with hand sanitizers. It is encouraged that staff working at document verification counters, pat-down body screeners, as well as their facilities and equipment be disinfected every time before each inspection.

C. After the daily operation, areas and facilities such as security screening sites and trash bins shall be wet-cleaned, and all-round disinfection needs to be performed to keep the environment clean.

#### 2. Protection and Disinfection of Living Environment

##### (1) Improving Ventilation of Living Environment

Natural ventilation is preferred where conditions permit. If in-door temperature drops due to ventilation, staff should be reminded of putting on more clothes. When air conditioners are used, it should be ensured that air supply is safe and adequate, and all exhaust air is directly discharged outdoor. The return air ducts should be closed when air conditioners are not in use.

## (2) Cleaning and Disinfection of Staff Dormitories

A. Daily precautionary cleaning and disinfection. 250mg/L to 500mg/L chlorine-based disinfectant or 250mg/L chlorine dioxide spray could be used together with wiping in staff dormitories. In no less than 30 minutes after the disinfection, clean water can be applied for rinsing. Disinfection shall be done at least once a day. Frequently touched surfaces in particular, such as push-buttons, door handles, seats, and bathroom faucets, need intensified cleaning and disinfection. It shall be noticed that the order of steps is cleaning, disinfecting, and rinsing.

B. Terminal disinfection. In case of suspected or confirmed cases, or suspicious circumstances are found in staff dormitories, terminal disinfection should be performed by professionals.

## (3) Cleaning and Disinfection of Personal Belongings of Staff

A. Staff's bed sheets, bedding, towels can be disinfected with boiling water, or by soaking in 250 to 500mg/L chlorine-based disinfectant for 30 minutes, which shall be freshly prepared rightly before use. Personal belongings shall be taken out of the disinfectant afterwards and be rinsed with clean water.

B. Staff's tableware can be sterilized with boiling water or steam for 10 minutes; by infrared disinfection cabinet; or by chemical disinfection: soaking in 250 to 500mg/L chlorine-based disinfectant for 20 to 30 minutes before rinsing with clean water.

C. Staff's wash basins, chair cushions can be wiped with 250-500mg/L chlorine-based disinfectant, and rinsed 30 minutes later, and non-disposable slippers can be soaked in the disinfectant for about 20 minutes and then rinsed with clean water.

## IV. Other Prevention Measures

### 1. Identifying Responsibility Mechanisms of Disease Prevention, Control and Protection in Security Inspection

Entities shall identify their own responsibility system of disease prevention, control and protection in civil aviation security inspection, based on which responsibilities can be assigned to entities, departments and individuals. Entities also need to establish and improve their own organization systems, emergency response measures and disposal procedures for disease prevention, control and protection.

### 2. Setting up Places for Quarantine and Observation

Civil aviation security inspection personnel shall be sent to places for temporary quarantine without delay once they have suspicious symptoms. Local disease prevention and control departments should be notified and the personnel be sent to nearby medical institutions for treatment in accordance with relevant specifications.

### 3. Tightening up Safety Management of Staff

Personnel shall be specially assigned to strictly manage all accesses to the entities and dormitories. Entities shall temporarily suspend the use of fingerprint clocking-in machines and adopt other methods to register those personnel entrances/exits. Living areas should be

locked down, and entry of people who are not from the entity shall be minimized. Staff shall be educated and guided to wear facial masks and wash hands more frequently in communal living spaces; to cut down unnecessary outdoor activities; to wait in queue with proper inter-person space when using aisles, elevators, stairs, and smoking areas, and do not talk to others when smoking. The number of meetings should be reduced. For necessary meetings, meeting time should be shortened, number of participants limited, and room ventilation ensured. The number of staff living in one dorm, in principle, shall be no more than six, and per capita floorage no less than 2.5 square meters. Appropriate on-site duty and working mode needs to be selected based on the actual situation.

#### **4. Strengthening Management of Collective Dining, Medical Services, and Garbage Disposal**

Entities that have their own canteens shall extend their service time as appropriate, and adopt measures such as off-peak dining, using lunch boxes, and scattered seating. Staff should avoid sitting face to face with each other while dining, and prevent safety risks of external food supplies. The cleaning and disinfection of reusable tableware shall be intensified, and canteens that are not qualified to do the disinfection should use disposable tableware. Contacts with nearby medical institutions should be established to ensure that staff can receive timely treatment or medical services. Mental health of staff needs to be considered, and their mental pressure shall be released in time. Collecting bins for masks should be set up in public areas such as workplaces and living areas, and garbage cans shall be cleaned and disinfected regularly. Waste sorting should be stepped up so as to be collected and cleaned in time.

#### **5. Closing down Relevant Places for Disinfection**

Once civil aviation security inspection personnel with suspicious symptoms are found, his/her workplace and dorm shall be immediately isolated, and places he/she has been to as well as items he/she has used shall be disinfected under the guidance of professionals. The personnel's living and working places shall be locked down on the basis of medical observation and actual needs. Also, support should be given to related parties to adopt preventive and control measures for his/her close contacts who go to work with him/her and who live with him/her in the same dormitory.

#### **6. Response after Case(s) Found**

Entities that have found cases shall prevent the spread of disease internally and external exportation, and shall cooperate with local disease prevention and control authorities in epidemiological investigation, tracking and management of close contacts, and site disinfection. For entities where disease has already spread, measures provided by the aforementioned local disease authorities shall be taken to prevent additional internal spread and external exportation.

#### **7. Implementing Information Reporting Mechanism**

When confirmed or suspected cases are found among civil aviation security inspection personnel, related entities shall report to their superior authorities in accordance with the requirements on the reporting of civil aviation disease prevention and control information. It shall be ensured that the information be timely and accurate, while any attempt to withdraw, delay, or omit information shall be prevented.