



**COVID19 (nCorona Virus) Outbreak Control and Prevention State Cell**  
**Health & Family Welfare Department**  
**Government of Kerala**

**COVID-19 SEQUENCE OF ACTIVITIES AT ARRIVAL GATES AT THE AIRPORTS**  
**AND**  
**ROLES AND RESPONSIBILITIES CHART**

**Date: 15<sup>th</sup> March 2020**

1. WHO has declared the COVID-19 epidemic affecting **141** countries as a Pandemic. Due to the inflow of persons from affected countries, Kerala state has strengthened the surveillance and control measures against the disease.
2. In order to do proper arrangements at the Airports and sequence of activities to ensure safety of all passengers the following instructions are issued for compliance by the functionaries and the passengers.
3. The flow chart showing the activities and zoning is appended as an **Annexure.**

<b>Sequence</b>	<b>Activity</b>	<b>Responsibility</b>
<b>1</b>	Inflight announcement and distribution of Self Reporting Forms (SRF) are done 45 minutes prior to landing.	Cabin crew Airline management
<b>2</b>	Passengers are disembarked in sequence. Any symptomatic passenger is disembarked last. Keeping the distance of 6 ft.	Cabin Crew, Airline
<b>2a/2b</b>	Passengers are transferred to the airport building. Aerobridge is preferred for transferring passengers (All airports shall be directed to use aerobridge mandatorily if available, in preference to staircase-and-bus transfer)	Airline Management Airport Manager Airport Health Officer
<b>3</b>	At the terminal building entry door, passengers are screened with Infrared Thermal Scanning or Temperature is	Health Team Member Airport Health Officer

	checked with Flash thermometer(preferred). The passengers are then segregated into two groups (With fever/Without fever)	CISF Local Police
<b>4a</b>	Passengers without fever are diverted to the health desk with strategically placed Que Managers. Passengers to maintain 6 ft distance.	Airport Management, APHO Health team member, CISF Local Police
<b>4b</b>	Passengers with fever are immediately fast tracked to the subdivided isolation bay (12)	Airport Management, APHO Health team member, CISF Local Police
<b>5</b>	At the Health Desk, SRF forms are checked. The doctor in the team sees the passenger and asks for symptoms other than fever. Those having symptoms are taken to isolation bay ( 12)	Health team member Medical Officer
<b>6a</b>	Passengers without symptoms are cleared to proceed to immigration (7) and further to exit to home. At Immigration only after seeing stamped SRF, Immigration authority clears the passenger.	Medical Team Airline Staff Airport Ground Staff
<b>6b</b>	Passengers with symptoms are diverted to the subdivided isolation bay (12) and then proceeded ferther. (See 12)	Medical Team Airline Staff Airport Ground Staff
<b>7,8</b>	Passengers without symptoms are received at immigration (7) and customs (8) and then proceed to baggage counter (9)	Airline staff Airport ground staff
<b>9a</b>	Passengers without symptoms will collect the baggage from the counter and are allowed to proceed to their homes (10 & 11). They are instructed to go straight to HOMES and remain in ISOLATION for 14 days.	APHO, CISF, Immigration
<b>9b</b>	The luggage of passengers who were shifted to the Isolation bay will be collected by designated staff of Health Department who will later ensure that these passenger's bags are claimed, cleared through customs. The Luggage	Airline Staff Customs Immigration Local Police

	Team will collect the baggage tags from the passengers taken to Isolation.	
<b>9c</b>	The luggage of passengers who were shifted to the Isolation bay are then securely loaded on a designated transport vehicle which will follow the ambulance. The ambulance goes to the designated isolation facility (15). The luggage also arrives simultaneously and is unloaded there	APHO Airport Security Local Police
<b>12</b>	In the Airport isolation bay, there are two demarcated areas, one for patients with fever and another one for patients with symptoms other than fever	Airport Manager Health Team APHO
<b>13</b>	The passengers from the isolation bay are shifted to the triage facility via the tarmac and proceeded further (14/15)	Airport Manager Health Team APHO
<b>14</b>	Passengers with mild symptoms are allowed to proceed for home isolation. These Passengers must ensure that they are taken to their homes by the vehicle provided by the transport team of the Health Department.	Airport Manager Health Team APHO
<b>15</b>	Passengers with severe symptoms are shifted to the designated isolation facilities after triaging. Their luggage related arrangements to be coordinated at the respective Hospital.	Airport Manager Health Team APHO

### **OTHER GENERAL INSTRUCTIONS**

1. At the airports the following teams for logistics, transportation, health desk, Counselling, Luggage and Volunteers to be present at all the time and necessary arrangement shall be tied up by the district COVID19 Outbreak Control and Prevention Cells
2. The Health Teams, in consultation with the Airport Manager do the logistics arrangements such as tables, forms etc arrangements for conducting the above activities in sequence.
3. Earmark the various areas in such a way that there is a proper access to drinking water points and toilet points for segregated passengers, especially in isolation areas.
4. Sanitation precautions at the wash room to be ensured.
5. The people in isolation areas to be counseled and informed the complete procedure properly. The extra flow chart and IEC material in English and Malayalam to be given to the Passengers. At this point give specific information regarding how the luggage will be collected and transported to the Hospitals where they will be taken for further clinical examination in the Hospital may be given. The luggage team should collect the baggage tags and prepare acknowledgement in duplicate regarding taking the baggage tag by writing the baggage tag number on the acknowledgement and give one slip to the passenger and keep another with themselves so as to ensure collection of luggage by the Luggage Teams and transportation to Hospital. At the Hospital, only after checking the acknowledgement slip the respective luggage to be given to the passengers. The luggage handling is very crucial. The teams working at the Airport need to ensure that it is done very efficiently.
6. The transportation team should be ready to ensure transportation of passenger to their home to ensure that they reach straight to homes. The transportation team with the help of logistic teams keep water and some dry refreshments in the transportation vehicles.
7. At the airports, as per the arrivals of the passengers increase the number of desks and teams as per the necessity.

  
**Principal Secretary**

# FLOW CHART OF PASSENGERS FOR SCREENING COVID 19 (AIRPORT)

