



GUIDELINES FOR COURSE PARTICIPANTS AT MALAYSIA AVIATION ACADEMY (MAvA)

“Maintain separation, avoid close proximity”

Subsequent to the declaration that CAAM is resuming its business operations effective 10 June 2020 while observing the directives from the Malaysian National Security Council and the Ministry of Health Malaysia, Malaysia Aviation Academy (MAvA) will re-start its training and courses activities from 29th June 2020.

The following are guidelines to be observed for entering and within MAvA premises:

A. GENERAL PROVISIONS - ALL PARTICIPANTS

1. Only course participants with confirmed invitation and approval will be allowed entry into MAvA premises.
2. It is mandatory for all course participants to wear a face mask.
3. Temperature checks will be carried out at the main entrance by on-duty RELA personnel. You will NOT be allowed to enter if your temperature is 37.3 degrees Celsius and above or have any COVID-19 symptoms.
4. Please use the hand sanitizer provided at the building, hall and room entries.
5. Please keep a safe physical distance of 1 metre from others and kindly observe the distanced seating arrangements implemented in the café, library, classrooms, halls and pantries.
6. Course participants are not allowed into the administrative building. All payment shall be made via cheque or electronic fund transfer.
7. MAvA main entry gate will be locked between 6:00 pm and 7:00 am daily.

B. INTERNATIONAL PARTICIPANTS

8. Non-Malaysian visitors must fill up the Health Declaration Form in Appendix A on the first day of course attendance after the temperature scanning at the entry gate.

Note: If you have visited or stayed in any affected countries over the past fourteen (14) days, you must declare your health status on the form which is required under Section 15 of Prevention and Control of Infectious Diseases Act 1988. Any person who does not declare truthfully will be committing an offence under this Act and if found guilty shall be liable to conviction of imprisonment for a term not exceeding 2 years or to a fine or both.

C. CLASSROOM LECTURE SESSIONS

9. Seats have been re-arranged to observe the 1 metre recommended social distancing. If seat allocation is randomised or on rotational basis, please sanitise before vacating it for the next person.

D. SIMULATOR TRAINING SESSIONS

10. Each participant who needs to attend simulator session will be loaned a personal headset identified by a serial number, for the duration of the course. The participant will be responsible for the safe-keeping and sanitisation of his/her assigned headset. Do not share with others.
11. A personal non-returnable face-shield will be provided to each participant for his/her usage throughout the course. Do not share with others.
12. Pseudo-pilots work-positions will be kept 1 metre apart where possible. Face shield is not mandatory but face mask is, at all times.
13. When social distancing of 1 metre is not possible during simulator training, the “trainee controller” and “assistant” shall wear a face shield for the duration of the simulator exercise.
14. The de-briefing session shall be done in another room after an exercise is completed to allow sanitisation of the simulator console. If two consoles can be utilised, exercises shall be scheduled in turn to minimise delay.
15. Please utilise the scheduled short breaks between exercises for personal hygiene and needs. Avoid unnecessary disruptions during the exercise.

E. CAFÉ

16. The café is open between 7:00am to 5:00pm daily on work days only.
17. Upon entry, please record your name and contact number in the logbook and sanitise your hands.
18. Seats have been re-arranged to observe the required social distancing. Do not disturb the arrangements.
19. If eating-in, do not linger in the café longer than necessary.
20. Please wash your hands carefully with soap and water provided at the sinks before leaving.

F. HOSTEL RESIDENTS

21. Temperature checks will be carried out by RELA personnel on-duty at the hostel lobby. You will NOT be allowed to proceed if your temperature is 37.3 degrees Celsius and above or have any symptoms related to COVID-19.
22. Anyone experiencing any symptoms associated to COVID-19 or any other illness shall immediately undergo medical check and seek treatment at the nearest medical centre or hospital.

CAPTAIN CHESTER VOO CHEE SOON
Chief Executive Officer
Civil Aviation Authority of Malaysia

24 JUNE 2020

APPENDIX A

HEALTH DECLARATION FORM

If you have travelled or stayed in affected countries over the past fourteen (14) days, you are kindly requested to declare your health status on the form which is required under Section 15 of Prevention and Control of Infectious Diseases Act 1988. Any person who does not declare truthfully will be committing an offence under this Act and if found guilty shall be liable on conviction to imprisonment for a term not exceeding 2 years or to a fine or to both.

PART A
(General)

1. Full Name:

(Use block letters)

2. Gender: Male Female

3. Age (year/month) :

4. Passport Number :

5. Nationality :

6. Identity Card No :

7. Address in Malaysia:

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8. Telephone No.:

House: Office:

Mobile:

PART B
COVID-19

1. Have you been to any area or countries of COVID-19 as indicated by WHO over the past 14 days?

Yes No

2. Date of departure from the said country:

3. Have you had any of the following symptoms over the past 14 days? Please tick if yes

Fever	<input type="checkbox"/>
Cough	<input type="checkbox"/>
Difficulty in breathing Sore throat	<input type="checkbox"/>
Other symptoms (please specify):	<input type="checkbox"/>

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Have you been in close contact with person suspected to have COVID-19?

Yes No

If the answer is yes to either of the question above, please report to the Designated Hospitals or Health Screening Centre handling COVID-19 cases.

Definition of close contact:

- Health care associated exposure, including providing direct care for COVID-19 patients, working with health care workers infected with COVID-19, visiting patients or staying in the same close environment of a COVID-19 patient.
- Working together in close proximity or sharing the same classroom environment with a with COVID-19 patient
- Traveling together with COVID-19 patient in any kind of conveyance
- Living in the same household as a COVID-19 patient

Signature :

Date :