

國籍航空公司實施機組人員防疫健康管控措施 作業原則

Operational Principles for R.O.C (Taiwanese) Airlines Air Crewmembers to Implement Health Control Measures for Epidemic Prevention

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一、作業依據

Operational Basis

- (一) 依 109 年 3 月 18 日嚴重特殊傳染性肺炎中央流行疫情指揮中心第三次工作小組會議決議，國籍航空公司可訂定機組人員（以下簡稱「機組員」）防疫健康管控措施據以實施，航空公司須負責執行機組員防疫健康管控措施，由交通部民用航空局監督管理。

In accordance with the resolution of the third working group meeting of the Central Epidemics Command Center (CECC) for Severe Special Infectious Pneumonia on March 18, 2020, R.O.C (Taiwanese) airlines may set up epidemic prevention and health control measures for aircraft crewmembers (hereinafter referred to as "crewmembers") and implement accordingly. The Airlines shall be responsible for implementing the epidemic prevention and health control measures of the crewmembers, and the airlines in charge are to be supervised by the Civil Aeronautics Administration (CAA), Ministry of Transportation and Communications.

- (二) 依嚴重特殊傳染性肺炎中央流行疫情指揮中心核准之「嚴重特殊傳染性肺炎 (COVID-19) 疫情期間國際緊急醫療專機轉送國人返國就醫申請作業原則」及「境外確診嚴重特殊傳染性肺炎 (COVID-19) 國人專案返國就醫作業原則」。

In accordance with the CECC approved “Operational Principles for Emergency Medical Service (EMS) Charter to Transfer Overseas Taiwanese Citizens to Taiwan during Covid-19 Epidemic”, and the “Operational Principles for Severe Special Infectious Pneumonia on the Taiwan Centers for Disease Control (CDC)’s Emergency Medical Service

(EMS) Charter to Transfer Overseas Taiwanese Citizens to Taiwan during Covid-19 Epidemic”.

- (三) 依 109 年 12 月 23 日嚴重特殊傳染性肺炎中央流行疫情指揮中心召開「研商強化國籍航空公司長程航班機組員防疫健康管控機制會議」之會議結論及 109 年 12 月 26 日指揮中心召開「國籍航空公司實施機組人員防疫健康管控措施作業原則修訂案」審查會議紀錄辦理。

In accordance with the meeting minutes of the December 23, 2020 meeting held by the CECC for discussing epidemic prevention and health control measures for aircraft crewmembers of Taiwanese airlines operating long haul flights, and the meeting minutes of the December 26, 2020 meeting held by the CECC for reviewing the revision of these Operational Principles.

- (四) 依 110 年 1 月 8 日嚴重特殊傳染性肺炎中央流行疫情指揮中心肺中指字第 1090032606 號函示民航局陳報「國籍航空公司實施機組人員防疫健康管控措施作業原則修訂案」審查意見辦理。

In accordance with the January 8, 2021 Document #1090032606 issued from the CECC to the CAA with the comments after reviewing the revision of these Operational Principles submitted by the CAA.

- (五) 依 110 年 2 月 2 日嚴重特殊傳染性肺炎中央流行疫情指揮中心肺中指字第 1100030108 號函示民航局陳報「國籍航空公司實施機組人員防疫健康管控措施作業原則修訂案」審查意見辦理。

In accordance with the February 2, 2021 Document #1100030108 issued from the CECC to the CAA with the comments after reviewing the revision of these Operational Principles submitted by the CAA.

- (六) 依 110 年 2 月 23 日嚴重特殊傳染性肺炎中央流行疫情指揮中心第 68 次會議決議辦理。

The revision was made in accordance with the resolution of the 68th meeting of the Central Epidemics Command Center (CECC) for Severe Special Infectious Pneumonia on February 23, 2021.

- (七) 依 110 年 4 月 14 日嚴重特殊傳染性肺炎中央流行疫情指揮中心新聞稿辦理。

The revision was made in accordance with the newsletter dated April 14, 2021 released by the CECC.

- (八) 依 110 年 6 月 14 日嚴重特殊傳染性肺炎中央流行疫情指揮中心肺中指字第 1103600266 號函有關調整機組員接種 COVID-19 疫苗後之返臺檢疫措施及採檢機制辦理。

In accordance with the June 14, 2021 Document #1103600266 issued from

the CECC to the CAA that adjusted quarantine practices and disease prevention measures for flight crewmembers of Taiwanese airlines aboard flights arriving in Taiwan to ensure their health and safety at workplace and safeguard domestic disease prevention efforts.

- (九) 依據 110 年 7 月 16 日嚴重特殊傳染性肺炎中央流行疫情指揮中心肺中指字第 1103600338 號函頒機組員防檢疫強化措施辦理。

In accordance with the July 16, 2021 Document #1103600338 issued from the CECC to the CAA that enhanced quarantine practices and disease prevention measures for flight crewmembers of Taiwanese airlines aboard flights arriving in Taiwan.

- (十) 依據 110 年 8 月 25 日嚴重特殊傳染性肺炎中央流行疫情指揮中心肺中指字第 1100033090 號及 110 年 8 月 31 日肺中指字第 1103600806 號函頒機組員防檢疫強化措施及 110 年 9 月 25 日肺中指字第 1100033443 號函辦理。

In accordance with the August 25, 2021 Document #1100033090, August 31, 2021 Document #1103600806 and September 25, 2021 Document #1100033443 issued from the CECC to the CAA that enhanced quarantine practices and disease prevention measures for flight crewmembers of Taiwanese airlines aboard flights arriving in Taiwan.

二、適用對象

Applicable Objects

航空公司應依指揮中心核定並由民航局公告之本作業原則訂定防疫管理措施，報經民航局備查後，始得實施。航空公司及其所屬人員應遵守前項防疫管理措施之規定。本作業原則適用於：

An airline shall institute disease control management measures according to this "Operational Principles for R.O.C (Taiwanese) Airlines Air Crewmembers to Implement Health Control Measures for Epidemic Prevention" which was approved by Central Epidemic Command Center and published by the CAA. The airline and its employees shall comply with preceding paragraph of disease control management measures. The applicable objects of this Operational Principles are:

- (一) 國籍航空公司及所屬機組員在 COVID-19 (新冠肺炎) 第三級國際旅遊疫情建議等級疫區執行一般客貨機飛航任務入境、出境、返臺者。These Operational Principles apply to Taiwanese Airlines and their crewmembers on international flights performing flight duties and enter

into/return from areas included in Level 3 Travel Notice of COVID-19 pandemic.

- (二) 國籍航空公司及所屬機組員在 COVID-19 (新冠肺炎) 第三級國際旅遊疫情建議等級疫區執行國際緊急醫療專機 (含醫療包機) 接運國人返臺就醫或接運經指揮中心核准之外籍人士來臺就醫任務者。

These Operational Principles apply to Taiwanese Airlines and their crewmembers assigned on international EMS Charter flights that transport overseas R.O.C Citizens returning to Taiwan or CECC approved foreigners coming to Taiwan for medical treatment.

- (三) 國籍航空公司及所屬機組員執行國際航班當班往返且未入境 COVID-19 (新冠肺炎) 第三級國際旅遊疫情建議等級疫區者。

These Operational Principles apply to Taiwanese Airlines and their crewmembers on international flights performing a round trip flight duty, and not entering areas included in Level 3 Travel Notice of COVID-19 pandemic.

- (四) 如違反本作業原則之相關規定，經交通部民航局查獲屬實者，不列入本作業原則適用對象，且由民航局就管制名單造冊並通報疾病管制署 (簡稱疾管署)。倘因故未能遵守外站住宿或機上執勤規定，且於抵臺時主動通報疾管署檢疫人員納入社區居檢 14 天對象者，不得在此限。

These Operational Principles do not apply to those who violate the rules and are found by the CAA of MOTC to be true. The CAA will provide a list of violators to the CDC for border control. If any excusable non-compliant situation occurs at outstation hotels or onboard the flights, and the crewmembers actively report and declare to the CDC when returning to Taiwan, in order to be included in the individuals subjected to 14-day quarantine supervised by the CDC, they will be treated as applicable objects of this Operational Principles.

- 三、國籍航空公司及所屬機組員在 COVID-19 (新冠肺炎) 第三級國際旅遊疫情建議等級疫區執行一般客貨機飛航任務入境、出境、返臺者適用之作業原則，以及執行國際緊急醫療專機 (含醫療包機) 接運國人返臺就醫或接運經指揮中心核准之外籍人士來臺就醫任務者適用之規範：

This Section applies to Taiwanese Airlines and their crewmembers on international flights performing flight duties and enter into/return from areas included in Level 3 Travel Notice of COVID-19 pandemic, or international EMS Charter flights that transport overseas R.O.C Citizens returning to Taiwan or CECC approved foreigners coming to Taiwan for medical treatment:

(一) 機組員防疫健康管控措施

Crewmembers' epidemic prevention and health control measures

1. 機組員執勤防疫措施：

Epidemic prevention measures of crewmembers on duty:

- (1) 航空公司應將報到組員跟報離組員之動線分流，使報到機組員不與返國後之機組員接觸。機組員報到時應填寫個人健康狀況聲明書（如附件一），經由航空公司/機長/座艙經理（事務長）確認無誤，倘執勤前 14 天內具發燒（耳溫 $\geq 38^{\circ}\text{C}$ 或額溫 $\geq 37^{\circ}\text{C}$ ）、呼吸道症狀等身體不適、曾接觸疑似或確診 COVID-19 病人者應暫緩執勤（身體不適經就醫並取得 COVID-19 檢驗陰性且已無症狀者，或因接種疫苗但已無症狀者除外）；於任務結束返國後交由航空公司存查。

Airlines shall require their crewmembers reporting to duty apart from the crewmembers off duties after returning to Taiwan, by keeping them contactless with different movement routes. Crewmembers shall fill the Health Declaration (Attachment 1) when report to flight duty. The airlines delegate, Pilot in Command or cabin manager (or chief purser), shall check the Health Declarations filled by the crewmembers for the same flight duties. Those who have symptoms such as fever (ear 38°C or forehead $\geq 37^{\circ}\text{C}$), cough, dyspnea or any other physical discomfort, or have contacted any suspected or confirmed COVID-19 case during the past 14 days, shall not be on duty (unless they had been tested negative for COVID-19 and have no symptoms after seeing doctors, or due to COVID-19 vaccination and currently having no symptoms). The Health Declarations shall be sent to the airlines after flight duties.

- (2) 如航空公司安排機組員搭乘交通車往返公司或機場，機組員於交通車上應全程佩戴口罩、禁止飲食與禁止交談。座位安排應維持社交距離。此外，該交通車須比照防疫車隊感染控制及清潔消毒之規定，落實搭乘人員更替前後之清消作業。

If airlines provide transportation services for their crewmembers, during the journey the crewmembers shall wear face masks all the time. Eating, drinking and talking is not allowed. They should be seated in order to maintain appropriate social distancing. Also, the vehicles must meet the CDC' rules on infection control and cleaning

and disinfection process for change of passengers.

- (3) 進行工作簡報會議時，機組員應保持社交距離並全程佩戴口罩。機長/座艙經理（事務長）於簡報時應重申，無論是否完整接種疫苗(含抗體陽性者)者，執勤期間務必落實機上個人全程防護，且嚴格遵守外站「零接觸當地人」等防疫規定，並提醒違規裁罰規定。

During pre-flight briefings, the crewmembers shall keep social distance from others when talking to them and always wear face masks. The Pilot in Command or cabin manager (or chief purser) shall restate to the crewmembers that they are required to take personal prevention and health control measures on board, and keep apart from local people at outstations, in spite of the fact that they are fully vaccinated (and COVID-19 antibody tested positive). Penalties shall also be reminded in the crew briefing.

- (4) 機組員在機上執勤時按民航局訂定之「機組人員執勤時之個人防護裝備」佩戴強化之個人防護裝備。監貨人員、隨機機務人員或其他經民航局專案備查之組員應比照客艙組員於執勤時佩戴個人防護裝備。航空公司應提供防護裝備供機組員執勤穿戴，且需要時可隨時更換。

Crewmembers on duty flights shall wear personal protective equipment as regulated by the CAA and the CDC in the “Personal Protective Equipment for Air Crewmembers on Flight Duties”. Cabin safety supervisors, aircraft maintenance personnel, or extra crewmembers shall wear the same personal protective equipment as cabin crewmembers on board. [The airlines shall provide personal protective equipment to their crewmembers to wear on duties and change if needed.](#)

- (5) 飛航組員應全程佩戴口罩，僅於用餐或飲水時方可取下，且同時僅有一位飛航組員可以取下用餐，不能同時有兩位飛航組員(或以上)取下口罩。客艙組員於飛行服勤時，亦要保持全套防護裝備之穿戴，用餐時亦應保持社交距離，避免交談。客艙載貨航班，監貨組員與飛航組員亦應保持社交距離，僅限進行勤務所需溝通，避免寒暄、交談等無必要性的互動。

Flight crewmembers shall wear face masks all the time and can only take them off when eating or drinking. Only one flight crewmember can take off the mask during meals. Two flight

crewmembers (or more) cannot take off the mask at the same time. Cabin crewmembers on duty flights shall also wear personal protective equipment, maintain social distancing during the meal, and avoid having conversation. Cabin safety supervisors and flight crewmembers shall maintain social distancing on Cargo In Cabin (CIC) flights. Only communication required for performing duties is allowed. Unnecessary interactions such as greetings and casual conversations shall be avoided.

- (6) 機組員廁所應獨立使用，與一般乘客區隔。如特殊機型無法配置獨立廁所，航空公司應執行強化防疫配套措施以降低與乘客接觸風險。

Crewmembers shall use different toilets from the ones used by passengers on board. If unable to provide a crew-use-only toilet due to aircraft limitations, the airlines shall implement additional pandemic prevention measures to lower the risk of contact with passengers.

- (7) 簡化餐點服務流程或提供簡便餐，以降低與乘客接觸風險。機組員於機上執勤時，應於服務或接觸乘客後，確實執行手部衛生（如酒精乾洗手或更換手套），保持經常洗手習慣，另應注意儘量不要用手直接碰觸眼睛、鼻子和嘴巴，如需使用洗手間，使用前宜適度清潔消毒，使用後則應使用肥皂和清水或洗手液確實進行手部清潔。

Airlines shall simplify the meal service process, or provide light meals, and cease the sale of duty-free goods in order to reduce the risk of contact with passengers. Crewmembers on duty flights shall keep hand hygiene (using hand sanitizer or change gloves) and wash hands frequently; and be careful not to touch eyes, nose and mouth directly with hands. Appropriately clean and disinfect a lavatory before use. After using the lavatory, crewmembers should wash their hands with soap or hand sanitizer.

- (8) 航空公司銷售免稅品應符合以下規定：

Airlines shall follow the regulations below about the sale of duty-free goods on board:

- 甲、於臺灣出發之航班機內免稅品販售簡化方式，僅限信用卡交易，客艙組員不推車販售。僅限臺灣出發航班販售，機內回程航班不販售。安全旅遊圈專案可於來回航班販售。

For flights departing from Taiwan, airlines shall simplify the duty-free sales procedure on board with credit cards transactions only, and not sold with carts. Duty free sales on board are only subject to flights departing from Taiwan, and not for inbound flights. For the safe travel project approved by the CECC, duty free sales are allowed on board the flights bound for Taiwan.

乙、客艙組員防護措施：除穿戴防護裝備(外科口罩、防水手套、護目鏡、拋棄式防潑水隔離衣)外，航空公司應指定專責客艙組員販售處理相關事宜。

Protective measures for cabin crewmembers: In addition to wearing protective equipment (surgical masks, waterproof gloves, goggles, and disposable water-repellent isolation gowns), airlines should appoint cabin crewmembers to specially deal with the sale of duty-free goods.

(9) 航空公司應加強機組員宣導，強化飛行前勤務指導及建立定期教育訓練機制。

Airlines shall disseminate information about these Principles to their crewmembers, enhance pre-flight briefings and conduct regular training on the knowledge of these Principles for their crewmembers.

(10) 航空公司應依民航局訂定之「乘客安全防護守則」向乘客宣導搭機應遵守事項。

Airlines shall use the “Passenger Safety Protection Rules” published by the CAA as a guidance and communicate it to their passengers to cooperate with the epidemic prevention measures for their flights.

(11) 參與國際緊急醫療專機(含醫療包機)之機組員，應配合「嚴重特殊傳染性肺炎(COVID-19)疫情期間國際緊急醫療專機轉送國人返國就醫申請作業原則」或「境外確診嚴重特殊傳染性肺炎(COVID-19)國人專案返國就醫作業原則」所列之相關防疫規定。

Crewmembers operating international EMS Charter flights shall follow the CDC’s “Operational Principles for Emergency Medical Service (EMS) Charter to Transfer Overseas Taiwanese Citizens to Taiwan during Covid-19 Epidemic” and the “Operational Principles for Severe Special Infectious Pneumonia on the Taiwan

Centers for Disease Control (CDC)'s Emergency Medical Service (EMS) Charter to Transfer Overseas Taiwanese Citizens to Taiwan during Covid-19 Epidemic”.

2. 國外機場通關與交通措施：

CIQ clearance and transportation measures at airports in other countries:

- (1) 機組員於國外機場須依循航空公司安排之動線移動，不得擅自脫隊活動。此外，倘因故須於機場等候辦理相關手續，航空公司應安排機組員專屬防疫等候區，禁止其與當地民眾(工作人員)接觸。機組員應配合前揭等候區之防疫規定，不得擅自離開。

Crewmembers shall follow the movement routes arranged by the airlines at outstation airports, and not leave the crew group without permission. While waiting for boarding the aircraft at the airports, the airlines shall arrange a crew-use-only area and prohibit the crewmembers from contacting with local people (or ground crew). Crewmembers shall adhere to the aforementioned epidemic prevention regulations and not leave the area without permission.

- (2) 由外站人員安排機組員自機組員通道快速出入關。

The airlines' staff at outstations should arrange fast CIQ clearances for crewmembers.

- (3) 機場與旅館之間，由機組員專用車輛集中接送，其駕駛必須為無發燒及呼吸道症狀者，車輛須於機組員搭乘前進行清潔消毒後始載運。

Between the airport and the crewmembers' hotel, a special vehicle shall be arranged for their centralized pick-up, the driver of which must show no fever or respiratory symptoms, and the vehicle must be cleaned and disinfected before carrying crewmembers.

- (4) 行車期間，若窗戶可開，建議略開以確保通風。

If the windows of the vehicle can be opened during the transportation period, it is recommended to slightly open the window(s) to ensure ventilation.

- (5) 機組員與外站地勤人員接觸、離機至進入旅館房間前，以及離開旅館房間後，均全程佩戴口罩並於事後洗手。

Crewmembers shall wear face masks throughout the journey before having contacted the outstation ground staff, disembarking the aircraft, before or after leaving hotel rooms, and wash their hands afterward.

- (6) 航空公司應禁止機組員在外站期間與當地民眾接觸，詳加規劃有關加油、卸載貨、機務維修、用餐、如廁、候機、文件交接、侍應品接收、出入關及不同任務機組員應分流等環節，據以訂定及實施防疫作業程序，且要求相關人員遵行，以降低感染風險。

Airlines shall keep their crewmembers contactless with local people at outstations by following standard operating procedures during aircraft refueling, cargo uploading and unloading, aircraft maintenance, crew dining and using toilets on board, waiting at the boarding gates or during transit, documents signing and handover, receiving catering services, passing through ICQ. They shall also keep crewmembers apart from other ones on different flight duties at outstations to lower the risk of infection.

3. 住宿措施：

Accommodation measures:

- (1) 機組員在入住至退房前，不可離開房間，並禁止接觸當地訪客。
Crewmembers shall not leave their rooms after check-in and before check-out, and shall not contact local visitors.
- (2) 機組員住房為一人一間，原則上應安排與其他入住者隔離樓層之房間並同一樓層，若無法安排同層樓應記錄原因(附件一)，以減少境外感染之風險。

Each crewmember shall be offered one separate room on the same floor of other crewmembers' rooms, and should be arranged on different floors from other occupants if possible to lower the risk of infection abroad. If unable to arrange the same floor for all crewmembers, the reason should be recorded in the Attachment 1.

- (3) 旅館於機組員入住前清潔及消毒，旅館的餐飲、房務等服務人員具備防疫意識，外站人員進行檢核。

The hotels shall be cleaned and disinfected before crewmembers check in. Meanwhile, personnel responsible for the hotels' catering, housekeeping and other services shall be aware of epidemic prevention. Outstation staff shall carry out inspections.

- (4) 機組員於入住時行李由機組員自行攜帶，避免旅館服務人員經手接觸感染。

Crewmembers shall carry their own luggage at check-in to avoid getting infected by hotel staff through luggage contact.

- (5) 機組員應停留在外站旅館房間內並禁止接觸當地訪客，除非有特殊狀況並經外站主管同意，否則不可外出。經外站主管同意外出者，返臺後應主動通報及聲明，並納入社區檢疫對象。機組員之間應相互監督並向航空公司提報異常情況，航空公司應建立專責機制以偵測機組員是否外出或接觸當地訪客（例如專人或即時錄影），並將外站合約旅館名冊提報民航局備查。

Crewmembers shall stay in the hotel rooms of the outstations, not contact local visitors, and not go out unless there are special conditions with the consent of the outstation managers. Those who have been consented by the outstation managers to go out shall report and declare to the CDC when returning to Taiwan, in order to be included in the individuals subjected to 14-day home quarantine supervised by the CDC. Crewmembers shall monitor each other and report abnormal situations to their airlines. The airline shall establish a specific mechanism (such as hiring security or using surveillance camera systems) to detect whether crewmembers leave their rooms or contact local visitors. They airlines shall submit the list of contracted hotels at their outstations to the CAA for acceptance.

- (6) 航空公司在外站旅館合約中要求旅館應符合「WHO COVID-19 Management in hotels and other entities of the accommodation sector」相關規範（檢查表範本如附表一），如為當地國家指定及管理之機組員防疫旅館，航空公司應取得當地疾病管制機關指定證明。外站主管至少每週一次進行合約旅館查核，並完成必查項目及抽查項目（檢查表範本如附表二）。

Airlines shall set forth in their contracts with the hotels at outstations that the hotels shall meet the standards in conjunction with the continuously updated information “COVID-19 Management in hotels and other entities of the accommodation sector” published on the WHO COVID-19 website (refer to Table 1). If using the crew quarantine hotels designated by the local governments, the airlines shall obtain the proving documents issued by the local diseases control authorities. Outstation managers shall conduct weekly inspections on their contracted hotels and complete all the must-check items or random-check items (refer to Table 2).

- (7) 航空公司在外站旅館合約中應要求旅館應提供發生染疫事件

之應變計畫，並加強機組員入住外站合約旅館防疫措施及緊急應變相關教育訓練，以保障員工自身健康安全。

Airlines shall set forth in their contracts with the hotels at outstations that the hotels shall have contingency plans to handle COVID-19 cases in the hotels. The airlines shall educate their crewmembers about the COVID-19 prevention action plan and the contingency plans established by the hotels to protect the health of the crewmembers.

4. 用餐安排：

Meal arrangements:

- (1) 機組員必須在房間內用餐，原則上以客房服務(Room Service)為主，如需外送餐點應由專人送餐至房門口，不可與當地民眾接觸。

Crewmembers must eat in their hotel rooms, and use room service for food as possible as they can. If using food-delivering services out from the hotel, the food must be delivered to the room door by a dedicated person, and crewmembers shall not contact with the local person.

- (2) 送餐人員進行送餐服務時，應全程佩戴手套與口罩。

The food service staff shall wear gloves and face masks during meal delivery.

5. 外站身體狀況監控：

Outstation health monitoring:

- (1) 客艙組員每日量體溫及確認健康狀況，詳實記錄於航空公司機組員健康管控月報表(附件二)，並回報客艙經理(或事務長)，飛航組員回報給機長或航空公司。

Cabin crewmembers shall report their physical temperatures and health conditions to the cabin manager (or chief purser) daily, and flight crewmembers shall report to the Pilot in Command (PIC) or their airlines.

- (2) 機組員返國登機執勤前，應確認在外站期間未離開房間、無訪客等事項(附件一、附件二)，倘有未遵守違反外站住宿或機上執勤規定，應於抵臺時主動通報疾病管制署檢疫人員，以納入社區居家檢疫 14 天對象。機長/座艙經理(事務長)簡報時負責提醒該組機組員務必全程佩戴口罩及做好個人健康防護。

Before crewmembers boarding the aircraft on flights returning to

Taiwan, they shall state if they left the hotel rooms or contact local visitors during the layover (see Attachment 1 and Attachment 2). Those who did not meet the regulations shall actively report and declare to the CDC when returning to Taiwan, in order to be included in the individuals subjected to 14-day home quarantine supervised by the CDC. During pre-flight briefing, the Pilot in Command or cabin manager (or chief purser) shall call attention to the crewmembers to wear face masks on board and take personal prevention and health control measures properly.

- (3) 機組員如有發燒、呼吸道症狀、嗅味覺異常或腹瀉等身體不適，不得執勤，直到當地衛生單位確認狀況解除。若確診為新冠肺炎者，航空公司須立即通報當地衛生機關及我國疾管單位。 Crewmembers who have symptoms such as fever, respiratory symptoms, loss of smell or taste, diarrhea, or any other physical discomfort shall not be on duty until the local health unit confirms that the condition has been resolved. If the diagnosis of COVID-19 is confirmed, the airline must immediately notify the local health authority and Taiwan CDC.

6. 返臺後防疫措施：

Epidemic prevention measures after returning to Taiwan:

- (1) 航空公司應規劃機組員入境後報離程序，避免入境機組員接觸報到機組員。

Airlines shall require their crewmembers off duties after returning Taiwan apart from the crewmembers reporting to duty, by keeping them contactless with different movement routes.

- (2) 執行一般客貨機飛航任務入境第三級地區後返臺機組員：

For crewmembers operating normal passengers or cargo flights entering areas included in Level 3 Travel Notice of COVID-19:

- 甲、機組員返臺於機場通過疾病管制署檢疫站時，應提供「組員艙單」(General Declaration)及個人護照以識別身分，並依疾病管制署提供之「國籍航空公司機組員入境健康聲明暨居家檢疫通知書」等傳染病書表及檢疫相關作業程序辦理，[包括持臺灣手機門號進行入境檢疫系統申報作業](#)。

When crewmembers return to Taiwan and pass the CDC's quarantine checkpoint at the arrival airport, they shall provide the "General Declaration" and passports to the CDC officer for

identification. **Crewmembers shall have Taiwan mobile phone numbers to use for Quarantine System for Entry (For Crew).**

- 乙、過去 14 天內如有發燒、呼吸道症狀、嗅味覺異常或腹瀉等身體不適應採檢，檢驗陰性者須進行居檢 14 日，列入社區管制對象(倘入境時已無症狀，且經就醫並取得 COVID-19 檢驗陰性者，或因接種疫苗但已無症狀者除外)。若無身體不適或疑似症狀者，入境後應配合居檢措施。其檢疫期間自航機實際抵臺時間起算，1 日為 24 小時，至期滿當日晚間 24 時止。

In accordance with the “COVID-19 Health Declaration and Home Quarantine Notice for Crewmembers of Taiwanese Airlines” and quarantine related operating procedures, crewmembers who have symptoms during the past 14 days such as fever, respiratory symptoms, loss of smell or taste, diarrhea, or any other physical discomfort shall be tested. Those who test negative must self-quarantine for 14 days, and be included in the community-based quarantine control (unless upon arrival they had been tested negative for COVID-19 and have no symptoms after seeing doctors, or due to COVID-19 vaccination and currently having no symptoms). If crewmembers do not have any discomfort or suspected symptoms, after returning to Taiwan, they shall undergo quarantine. The quarantine period is calculated from the flight actual time of arrival. It is 24 hours a day and ends at 24:00 on the day of quarantine expiration.

- 丙、自 110 年 9 月 3 日零時起返國後之檢疫措施：

Quarantine and disease prevention and control measures in Taiwan, **effective from September 3, 2021, 00:00 local time:**

- a. 過去 14 天內曾執飛經指揮中心列為「重點高風險國家」航線航班之返臺機組員，無論是否完整接種疫苗，返臺後皆應入住防疫旅宿或公司防疫宿舍完成 14 天檢疫，且期滿前 PCR (鼻咽拭子) 檢驗。

Crewmembers of Taiwanese airlines, after returning to Taiwan from "key high-risk countries" (as defined by the CECC), shall undergo quarantine in a quarantine hotel or a company dormitory that meets related regulations for 14

days and take a nasopharyngeal swab PCR test at the end of their quarantine period.

- b. 未完整接種疫苗者：執行 7 天居檢（結束日 PCR 檢驗，鼻咽拭子）及 7 天加強版自主健康管理（第 10、14 天執行 PCR 檢驗，得採深喉唾液或鼻咽拭子）。

Crewmembers who haven't been fully vaccinated: They shall undergo a 7-day quarantine (a nasopharyngeal swab PCR test required on the last day) and practice a 7-day enhanced self-health management (a nasopharyngeal swab PCR test or a saliva PCR test on the 10th and the 14th day).

- c. 完整接種者(完整接種疫苗達 2 週，且抗體檢測陽性者)：執行 5 天居檢（結束日 PCR 檢驗，鼻咽拭子）及 9 天加強版自主健康管理（第 9、14 天執行 PCR 檢驗，得採深喉唾液或鼻咽拭子）。

Crewmembers who have been fully vaccinated (two weeks have passed for those who received two doses of COVID-19 vaccine and also tested positive for antibodies): They shall undergo a 5-day quarantine (a nasopharyngeal swab PCR test required on the last day) and practice a 9-day enhanced self-health management (a nasopharyngeal swab PCR test or a saliva PCR test on the 9th and the 14th day).

- d. 返臺後居檢期間皆應入住防疫旅宿或公司防疫宿舍完成檢疫。符合民航法規規定得派飛者，限派飛長程航班(返臺後居檢期間應重新計算)，且須於派飛前確認抗原快篩陰性。加強版自主健康管理期間可派飛長或短程航班，惟派飛短程航班返臺者，仍應完成加強版自主健康管理之規定。

After returning to Taiwan, crewmembers are required to stay at company dormitories or company designated quarantine hotels to undergo quarantine. During the quarantine period, they can leave the quarantine locations for long-haul flights (a negative antigen rapid test result before the duty is required). The quarantine period will be reset after the long-haul flights. During the enhanced self-health management period, they can go for long-haul or turnaround flights. After turnaround flights, they shall still complete the current

enhanced self-health management.

- e. 航空公司應保存機組員抗體檢測情形，紀錄備查。

The airlines shall keep the crewmembers' antibodies test results for inspections.

- f. 機組員居檢期間 PCR 採檢或抗原快篩之交通工具應為防疫車隊或公司安排專車(須比照防疫車隊感染控制及清潔消毒之規定)，並遵守航空公司電子圍籬管理、分流機制等配套措施；倘須前往醫院採檢時，該醫院應為「自費採檢 COVID-19 指定院所」，所屬航空公司應主動報備當地衛生局且安排其機組員前往採檢。航空公司應依疾病管制署頒訂「企業使用 SARS-CoV-2 快速抗原檢驗測試注意事項」擬訂快篩執行計畫，向地方衛生局報備，副知民航局。

During quarantine period, crewmembers shall only take designated vehicles arranged by the airlines (such as crew bus) or anti-epidemic taxis to leave their quarantine locations for the PCR or antigen rapid test and back to their quarantine locations. The designated vehicles must meet the CDC' rules on infection control and cleaning and disinfection process. Leaving their quarantine locations for the above tests shall be supervised by the airlines with the Quarantine Tracking System and Electronic Fence Management System. If crewmembers need to go to a hospital for the test, the hospital shall be a qualified "COVID-19 testing hospital". The airline will notify the Department of Health of the local city government where the tests will be taken, and arrange for their crewmembers designated vehicles to go for the tests. The airline shall follow the CDC's guidance to arrange their crewmembers to take antigen rapid tests and handle the positive cases. The plan for the antigen rapid tests shall be accepted by the Department of Health of the local city government and copy to the CAA.

- g. 防疫旅宿及公司宿舍應符合指揮中心有關機組人員檢疫場所相關指引。

The company designated quarantine hotels and company

dormitories shall meet the CECC's Quarantine Locations relevant guidelines.

h. 機組員「加強版自主健康管理」期間應遵守事項如下：
During the Enhanced Self-Health Management period, crewmembers shall abide the following requirements:

- 每日早/晚各量體溫 1 次、詳實記錄體溫、健康狀況及活動史。

Record their temperature, health status, and daily activities twice a day (morning and evening) correctly.

- 禁搭大眾運輸工具。

Do not take public transportation.

- 禁止與他人從事近距離或群聚型之活動，如聚餐、聚會、公眾集會或其他相類似之活動。

They shall not engage in close proximity or group activities, such as parties, group games, gambling or other similar activities.

- 禁止出入「人數眾多不易維持社交距離且會近距離接觸不特定人」之場所，包含：喜宴、酒吧、夜店、百貨商場、夜市等。對於航空公司辦理法定教育訓練等需求，應優先以視訊進行，倘需辦理實體課程，由公司落實參訓名單與人數管控、全程佩戴口罩、座位妥適區隔、保持社交距離及加強手部衛生等防疫管控措施。

Do not visit crowded places where social distancing is difficult to maintain and close contact with random people is highly likely. Those places include weddings, bars, nightclubs, department stores, night markets, etc. For mandatory training or meeting, the airlines shall hold it virtually first. If airlines need to hold a physical training or meeting, they shall have the attendees name list, limit the numbers of attendees. The attendee shall keep proper seating and social distance and wear face mask all the time. They should wash hands with soap or alcohol-based hand sanitizers frequently.

- 外出強制佩戴口罩。

Wearing a face mask is mandatory when going outside.

- 詳實記載每日個人行程及接觸人士，並落實實名制。

Record daily activities and the names of people coming into contact with every day.

- 避免非必要之外出及接觸不特定人士。

Avoid unnecessary outdoor activities and contact with random people.

- 可派飛長程或當班返往未入境第三級疫區航班，惟派飛當班往返未入境第三級疫區航班返臺者仍須續完成「機組員加強版自主健康管理」。

Crewmembers are allowed to perform duties for long-haul flights or round-trip flights (not entering areas included in Level 3 Travel Notice of COVID-19). If performing the round-trip flights (not entering areas included in Level 3 Travel Notice of COVID-19), they must complete the on-going enhanced self-health management period after re-entering Taiwan after flight duties.

- 如有就醫需求，應先聯繫當地衛生局，禁止自行前往就醫，並依衛生局指定之醫療機構、約定時間及交通方式就醫，外出時佩戴口罩，並遵照醫院訂定之分流看診機制就醫。

Crewmembers seeking medical care shall contact the local health authority and not go to hospital directly. The local health authority will arrange a hospital, appointment time and transportation for the crewmembers. Crewmembers shall wear masks all the time when they go out, and follow the protocol set forth by the hospital to receive medical attention.

- 禁止前往醫院陪病；若無嚴重特殊傳染性肺炎相關症狀如發燒、咳嗽、腹瀉、嗅味覺異常或呼吸道症狀者有探病需求，請依「開放民眾自費檢驗 COVID-19 申請規定」，聯繫當地衛生局，取得該醫院同意，並至自費檢驗指定院所進行自費採檢，

於檢驗結果陰性後，於加強版自主健康管理期間可至醫院探病。

Crewmembers are not allowed to accompany a sick person to the hospital. If they do not experience any COVID-19 symptoms, such as fever, cough, diarrhea, loss of smell and taste or respiration symptoms, they may visit a patient in the hospital after they apply for a self-paid test according to the Rules for Applying out-of-pocket COVID-19 PCR Test and test negative for COVID-19.

- 若出現嚴重特殊傳染性肺炎相關症狀如發燒($\geq 38^{\circ}\text{C}$)、咳嗽、腹瀉、嗅味覺異常或呼吸道症狀，或曾就醫後症狀加劇必須再度就醫，應主動與所屬航空公司聯絡，以與當地衛生局聯繫，依指示方式儘速就醫，前往就醫時禁止搭乘大眾運輸工具，應佩戴醫用口罩。就醫時應主動告知醫師接觸史、旅遊史、居住史、職業別、以及身邊是否有其他人有類似的症狀。此外，須主動通報所屬航空公司，暫停派飛。

If they experience COVID-19 symptoms, such as fever ($\geq 38^{\circ}\text{C}$), cough, diarrhea, loss of smell/taste or their discomfort, or their symptoms become worse after seeking medical attention, they should contact the local health authorities via their airline to obtain instructions on seeking medical attention. They shall not take public transportation when they go to the hospital. They shall inform their physician of their contact history, travel history, residence history, occupational exposure, and whether anyone else has similar symptoms. They must immediately report to their airline and temporarily discontinue their flight duties.

- 就醫後若經通報為嚴重特殊傳染性肺炎個案，並經醫療院所安排採檢，於接獲檢查結果通知前，應留在住居所中，不可外出，如檢驗結果陽性，地方政府衛生局將會通知機組員及安排就醫。獲知檢

驗結果為陰性後，仍須執行加強版自主健康管理至期滿，期間如果症狀加劇，應確實佩戴好醫用口罩，並應主動通報所屬航空公司及與衛生單位聯繫，依指示儘速就醫，且禁止搭乘大眾運輸工具就醫。

After they seek medical care, if they have been reported as a suspected COVID-19 case and tested for COVID-19 in the hospital, they shall stay at home and not go outside before they receive their test results. If the test result comes back positive, the local health authority will inform them and help them seek medical attention. They are still required to conduct the Enhanced self-health management for 14 days even if the test result comes back negative. If their symptoms become worse, they shall wear medical masks, report to their airlines actively to contact local health authorities and obtain instructions on seeking medical attention. They shall not use public transportation to go to the hospital.

- 有症狀時應在住居所中休養，並佩戴醫用口罩，禁止外出，與他人交談時，應佩戴醫用口罩，並保持 1 公尺以上距離。當口罩沾到口鼻分泌物時，應立即更換並內摺丟進垃圾桶。

During illness, they shall rest at home, wear a medical mask and not go outside. When talking with others, they should wear a medical mask and keep a distance of more than 1 meter. If the mask is contaminated by secretions of nose or month, fold it and throw it into the trash immediately.

- 如需心理諮詢服務，可撥打 24 小時免付費 1925 安心專線。

Those who need mental health services may call the 24-hour toll-free hotline, 1925.

- 除上述事項，仍應配合衛生福利部 110 年 3 月 1 日衛授疾字第 1100200031 號公告「自主健康管理對象應遵守及注意事項」

(<https://reurl.cc/WEnpWZ>)所列應遵守事項。

Follow the other relevant regulations in the Announcement of the "Self-Health Management Compliance Items and Notice" issued by the Ministry of Health and Welfare on March 1, 2022 (<https://www.cdc.gov.tw/File/Get/LpahKLHrSbDVv7zfGeOeWw>).

- i. 執行當班往返未入境第三級疫區之航班監貨組員於班機上應與已入境他國之機組員分區休息，且不得接觸或使用相同廁所及廚房，若能符合前述規定，則監貨組員返臺後可按照本作業原則第四點規定實施**加強版自主健康管理**或自主健康管理，否則應比照第三點規定實施**居檢及加強版自主健康管理**或**加強版自主健康管理**。

For Cabin Safety Supervisors (CSS) conducting round-trip flights not entering areas included in Level 3 Travel Notice of COVID-19, they shall rest in separate areas on board from other crewmembers who have entered the areas included in Level 3 Travel Notice of COVID-19. They shall not touch or use the same lavatory and galley used by other crewmembers. If able to meet the aforementioned requirements, after returning to Taiwan, the cabin safety supervisors may follow Article 4 of these Operational Principles to undergo **Enhanced Self-Health Management or Self-Health Management**. Otherwise, the CSSs shall follow Article 3 of these Operational Principles to undergo **quarantine and Enhanced Self-Health Management**.

- j. 機組員於**居檢**期間納入入境檢疫系統、防疫追蹤系統及電子圍籬管理措施，由航空公司落實監控及資訊維護，並應配合民航局之抽查及監督。機組員應配合航空公司必要之防疫追蹤及關懷監測機制，包括持臺灣手機門號進行個人活動範圍之電子監督。

Crewmembers are included in the Quarantine System for Entry, Quarantine Tracking System, and Electronic Fence Management System. The airlines shall properly use these Systems to track their crewmembers and well maintain the information in the Systems. The airline shall cooperate with

random inspections and supervision by the CAA for the use of the Systems. Crewmembers shall cooperate with caring and tracking measures (including using Taiwan's cell phone signals to implement electronic monitoring of their locations).

- k. 機組員應遵守「國籍航空公司機組員入境健康聲明暨居家檢疫通知書」居檢期間其他規定事項。

Crewmembers shall follow rules for person in quarantine period as listed in the “COVID-19 Health Declaration and Home Quarantine Notice for Crewmembers of Taiwanese Airlines”.

1. 執行國際緊急醫療專機(含醫療包機)後返臺機組員，入境後檢疫程序應依「嚴重特殊傳染性肺炎(COVID-19)疫情期間國際緊急醫療專機轉送國人返國就醫申請作業原則」或「境外確診嚴重特殊傳染性肺炎(COVID-19)國人專案返國就醫作業原則」之相關規定辦理。執行接運經指揮中心核准之外籍人士來臺就醫任務之機組員，若已落實「嚴重特殊傳染性肺炎(COVID-19)疫情期間國際緊急醫療專機轉送國人返國就醫申請作業原則」所訂之相關防疫措施，則機組員返臺後之檢疫程序及規定，得適用該作業原則相關規定。

Crewmembers operating international EMS charter flights shall follow related rules in the CDC's “Operational Principles for Emergency Medical Service (EMS) Charter to Transfer Overseas Taiwanese Citizens to Taiwan during Covid-19 Epidemic”, and the “Operational Principles for Severe Special Infectious Pneumonia on the Taiwan Centers for Disease Control (CDC)'s Emergency Medical Service (EMS) Charter to Transfer Overseas Taiwanese Citizens to Taiwan during Covid-19 Epidemic”. If transporting CECC approved foreigners coming to Taiwan for medical treatment and all the rules in the afore-mentioned Operational Principles can be followed, the operating crewmembers may be subject to the same health control measures after returning to Taiwan.

7. 航空公司應訂定防疫健康管理須知提供予機組員，並由機組員每日

自行填寫健康管控月報表（參考範本如附件二）。紀錄由機組員每月繳回航空公司管理單位留存 60 日。

Airlines shall set out and provide health management instructions for their crewmembers. Crewmembers shall complete a monthly report by using the attached template 2. These records shall be returned by crewmembers every month to their airlines and retained for 60 days.

(二)防疫管理確保措施

Ensuring measures for epidemic prevention management

1. 在國外期間：

While abroad:

- (1) 由機長或座艙經理(事務長)負責確認機組員之體溫量測、行動管控及症狀監測。

The PIC or cabin manager (the chief purser) is responsible for confirming the temperature measurements and activities control of the crewmembers.

- (2) 航空公司應落實本作業規則上開有關外站管理、機上全程防護及持續派飛管理之監督管理機制。

Airlines shall follow these Operational Principles to implement epidemic prevention measures at outstations, crew full protection measures during flight, and crew flight duties assignment mechanism during quarantine period.

- (3) 由航空公司國外場站主管負責確認機組員交通車及旅館落實防疫清消作業。

Heads of the outstation of airlines are responsible for confirming the cleaning and disinfection operations of the crew transportation vehicles and hotels for epidemic prevention.

- (4) 航空公司應派員查核外站及航行中防疫健康管理執行情形。機組員若在外站或機上執勤期間未能落實防疫措施，航空公司發現後應按附件三辦理。

Airline shall assign someone to check the implementation of epidemic prevention and health management at outstations and during flights. If crewmembers fail to implement the epidemic prevention measures at outstations or during flights, the airlines shall follow the procedures in Attachment 3 for resolutions.

2. 返臺後防疫健康管理期間：

Epidemic prevention and health management period after returning to Taiwan:

由航空公司以防疫追蹤系統與電話追蹤等方式掌握機組員健康狀況，並記錄備查，直到機組員健康防疫期滿為止。機組員若返臺後違反居檢或加強版自主健康管理之防疫措施，航空公司發現後應按附件三辦理。

Airlines shall track the health status of their crewmembers by means of Quarantine Tracking System or telephone, etc., and record it for future inspections until the expiration of the crew health and epidemic prevention period. If crewmembers fail to implement related epidemic prevention measures (Quarantine or Enhanced Self-Health Management for Crewmembers) after returning to Taiwan, the airlines shall follow the procedures in Attachment 3 for resolutions.

3. 航空公司應依本作業原則訂定相關執程序，並建立查核管制點、查核表，以供機長/座艙經理（事務長）等權責人員逐班稽核落實查驗，並保存相關紀錄備查。

Airlines shall implement and establish relevant procedures in accordance with these Operational Principles. There shall be checkpoints and checklists set up for the Pilot in Command (PIC)/cabin manager (or chief purser) and other authorized personnel to conduct inspections flight by flight. Airlines shall keep all relevant records for inspection.

四、國籍航空公司及所屬機組員執行國際航班當班往返且未入境 COVID-19（新冠肺炎）第三級國際旅遊疫情建議等級疫區者適用之作業原則，以及執行國際緊急醫療專機（含醫療包機）接運國人返臺就醫或接運經指揮中心核准之外籍人士來臺就醫任務者適用之規範：

This Section applies to Taiwanese Airlines and their crewmembers on international flights performing round-trip flight duties not entering areas included in Level 3 Travel Notice of COVID-19 pandemic, or international EMS Charter flights that transport overseas R.O.C Citizens returning to Taiwan or CECC approved foreigners coming to Taiwan for medical treatment:

(一) 機組員防疫健康管控措施

Crewmembers' epidemic prevention and health control measures

1. 機組員執勤防疫措施：

Epidemic prevention measures of crewmembers on duty:

(1) 航空公司應將報到組員跟報離組員之動線分流，使報到機組員

不與返國後之機組員接觸。機組員報到時應填寫個人健康狀況聲明書（如附件一），經由航空公司/機長/座艙經理（事務長）確認無誤，倘執勤前 14 天內具發燒（耳溫 $\geq 38^{\circ}\text{C}$ 或額溫 $\geq 37^{\circ}\text{C}$ ）、呼吸道症狀等身體不適、曾接觸疑似或確診 COVID-19 病人者應暫緩執勤（身體不適經就醫並取得 COVID-19 檢驗陰性且已無症狀者，或因接種疫苗但已無症狀者除外）；於任務結束返國後交由航空公司存查。

Airlines shall require their crewmembers reporting to duty apart from the crewmembers off duties after returning Taiwan, by keeping them contactless with different movement routes. Crewmembers shall fill the Health Declaration (Attachment 1) when report to flight duty. The airlines delegate, Pilot in Command or cabin manager (or chief purser), shall check the Health Declarations filled by the crewmembers for the same flight duties. Those who have symptoms such as fever (ear 38°C or forehead $\geq 37^{\circ}\text{C}$), cough, dyspnea or any other physical discomfort, or have contacted any suspected or confirmed COVID-19 case during the past 14 days, shall not be on duty (unless they had been tested negative for COVID-19 and have no symptoms after seeing doctors, or due to COVID-19 vaccination and currently having no symptoms). The Health Declarations shall be sent to the airlines after flight duties.

- (2) 如航空公司安排機組員搭乘交通車往返公司或機場，機組員於交通車上應全程佩戴口罩、禁止飲食與禁止交談。座位安排應維持社交距離。此外，該交通車須比照防疫車隊感染控制及清潔消毒之規定，落實搭乘人員更替前後之清消作業。
- If airlines provide transportation services for their crewmembers, during the journey the crewmembers shall wear face masks all the time. Eating, drinking and talking is not allowed. They should be seated in order to maintain appropriate social distancing. Also, the vehicles must meet the CDC' rules on infection control and cleaning and disinfection process for change of passengers.
- (3) 進行工作簡報會議時，機組員應保持社交距離並全程佩戴口罩。機長/座艙經理（事務長）於簡報時應重申，無論是否完整接種疫苗（含抗體陽性者）者，執勤期間務必落實機上個人全程防護，且嚴格遵守外站「零接觸當地人」等防疫規定，並提醒違規裁

罰規定。

During pre-flight briefings, the crewmembers shall keep social distance from others when talking to them and always wear face masks. The Pilot in Command or cabin manager (or chief purser) shall restate to the crewmembers that they are required to take personal prevention and health control measures on board, and keep apart from local people at outstations, in spite of the fact that they are fully vaccinated (and COVID-19 antibody tested positive). Penalties shall also be reminded in the crew briefing.

- (4) 機組員在機上執勤時按民航局訂定之「機組人員執勤時之個人防護裝備」佩戴強化之個人防護裝備。監貨人員、隨機機務人員或其他經民航局專案備查之組員應比照客艙組員於執勤時佩戴個人防護裝備。航空公司應提供防護裝備供機組員執勤穿戴，且需要時可隨時更換。

Crewmembers on duty flights shall wear personal protective equipment as regulated by the CAA and the CDC in the “Personal Protective Equipment for Air Crewmembers on Flight Duties”. Cabin safety supervisors, aircraft maintenance personnel, or extra crewmembers shall wear the same personal protective equipment as cabin crewmembers on board. The airlines shall provide personal protective equipment to their crewmembers to wear on duties and change if needed.

- (5) 飛航組員應全程佩戴口罩，僅於用餐或飲水時方可取下，且同時間僅有一位飛航組員可以取下用餐，不能同時有兩位飛航組員(或以上)取下口罩。客艙組員於飛行服勤時，亦要保持全套防護裝備之穿戴，用餐時亦應保持社交距離，避免交談。客艙載貨航班，監貨組員與飛航組員亦應保持社交距離，僅限進行勤務所需溝通，避免寒暄、交談等無必要性的互動。

Flight crewmembers shall wear face masks all the time and can only take them off when eating or drinking. Only one flight crewmember can take off the mask during meals. Two flight crewmembers (or more) cannot take off the mask at the same time. Cabin crewmembers on duty flights shall also wear personal protective equipment, maintain social distancing during the meal, and avoid having conversation. Cabin safety supervisors and flight crewmembers shall maintain social distancing on Cargo In Cabin

(CIC) flights. Only communication required for performing duties is allowed. Unnecessary interactions such as greetings and casual conversations shall be avoided.

- (6) 機組員廁所應獨立使用，與一般乘客區隔。如特殊機型無法配置獨立廁所，航空公司應執行強化防疫配套措施以降低與乘客接觸風險。

Crewmembers shall use different toilets from the ones used by passengers on board. If unable to provide a crew-use-only toilet due to aircraft limitations, the airlines shall implement additional pandemic prevention measures to lower the risk of contact with passengers.

- (7) 簡化餐點服務流程或提供簡便餐，以降低與乘客接觸風險。機組員於機上執勤時，應於服務或接觸乘客後，確實執行手部衛生(如酒精乾洗手或更換手套)，保持經常洗手習慣，另應注意儘量不要用手直接碰觸眼睛、鼻子和嘴巴，如需使用洗手間，使用前宜適度清潔消毒，使用後則應使用肥皂和清水或洗手液確實進行手部清潔。

Airlines shall simplify the meal service process, or provide light meals, and cease the sale of duty-free goods in order to reduce the risk of contact with passengers. Crewmembers on duty flights shall keep hand hygiene (using hand sanitizer or change gloves) and wash hands frequently; and be careful not to touch eyes, nose and mouth directly with hands. Appropriately clean and disinfect a lavatory before use. After using the lavatory, crewmembers should wash their hands with soap or hand sanitizer.

- (8) 航空公司銷售免稅品應符合以下規定：

Airlines shall follow the regulations below about the sale of duty-free goods on board:

- 甲、於臺灣出發之航班機內免稅品販售簡化方式，僅限信用卡交易，客艙組員不推車販售。僅限臺灣出發航班販售，機內回程航班不販售。安全旅遊圈專案可於來回航班販售。

For flights departing from Taiwan, airlines shall simplify the duty-free sales procedure on board with credit cards transactions only, and not sold with carts. Duty free sales on board are only subject to flights departing from Taiwan, and not for inbound flights. For the safe travel project approved by the CECC, duty

free sales are allowed on board the flights bound for Taiwan.

- 乙、客艙組員防護措施：除穿戴防護裝備(外科口罩、防水手套、護目鏡、拋棄式防潑水隔離衣)外，航空公司應指定專責客艙組員販售處理相關事宜。

Protective measures for cabin crewmembers: In addition to wearing protective equipment (surgical masks, waterproof gloves, goggles, and disposable water-repellent isolation gowns), airlines should appoint cabin crewmembers to specially deal with the sale of duty-free goods

- (9) 機組員於國外機場須依循航空公司安排之動線移動，不得擅自脫隊活動。此外，倘因故須於機場等候辦理相關手續，航空公司應安排機組員專屬防疫等候區，禁止其與當地民眾(工作人員)接觸。機組員應配合前揭等候區之防疫規定，不得擅自離開。Crewmembers shall follow the movement routes arranged by the airlines at outstation airports, and not leave the crew group without permission. While waiting for boarding the aircraft at the airports, the airlines shall arrange a crew-use-only area and prohibit the crewmembers from contacting with local people (or ground crew). Crewmembers shall adhere to the aforementioned epidemic prevention regulations and not leave the area without permission.
- (10) 航空公司應禁止機組員在外站期間與當地民眾接觸，詳加規劃有關加油、卸載貨、機務維修、用餐、如廁、候機、文件交接、侍應品接收、出入關及不同任務機組員應分流等環節，據以訂定及實施防疫作業程序，且要求相關人員遵行，以降低感染風險

Airlines shall keep their crewmembers contactless with local people at outstations by following standard operating procedures during aircraft refueling, cargo uploading and unloading, aircraft maintenance, crew dining and using toilets on board, waiting at the boarding gates or during transit, documents signing and handover, receiving catering services, passing through ICQ. They shall also keep crewmembers apart from other ones on different flight duties at outstations

- (11) 參與國際緊急醫療專機(含醫療包機)之機組員，應配合「嚴重特殊傳染性肺炎(COVID-19)疫情期間國際緊急醫療專機轉

送國人返國就醫申請作業原則」或「境外確診嚴重特殊傳染性肺炎(COVID-19)國人專案返國就醫作業原則」所列之相關防疫規定。

Crewmembers operating international EMS Charter flights shall follow the CDC's "Operational Principles for Emergency Medical Service (EMS) Charter to Transfer Overseas Taiwanese Citizens to Taiwan during Covid-19 Epidemic" and the "Operational Principles for Severe Special Infectious Pneumonia on the Taiwan Centers for Disease Control (CDC)'s Emergency Medical Service (EMS) Charter to Transfer Overseas Taiwanese Citizens to Taiwan during Covid-19 Epidemic".

- (12) 航空公司應加強機組員宣導，強化飛行前勤務指導及建立定期教育訓練機制。

Airlines shall disseminate information about these Principles to their crewmembers, enhance pre-flight briefings and conduct regular training on the knowledge of these Principles for their crewmembers.

- (13) 航空公司應依民航局訂定之「乘客安全防護守則」向乘客宣導搭機應遵守事項。

Airlines shall use the "Passenger Safety Protection Rules" published by the CAA as a guidance and communicate it to their passengers to cooperate with the epidemic prevention measures for their flights.

2. 返臺後防疫措施：

Epidemic prevention measures after returning to Taiwan:

- (1) 機組員返臺於機場通過疾病管制署檢疫站時，應提供「組員艙單」(General Declaration)及個人護照以識別身分，且於艙單明確標示「當班往返且未入境他國」，並依疾病管制署提供之「國籍航空公司機組員入境聲明暨自主健康管理通知書(限當班往返且未入境第三級流行地區機組員適用)」及檢疫相關作業程序辦理，包括持臺灣手機門號進行入境檢疫系統申報作業。

When crewmembers return to Taiwan and pass the CDC's quarantine checkpoint at the arrival airport, they shall provide the "General Declaration" (indicating "Round-Trip not entering the country on duty") and passports to the CDC officer for

identification. Crewmembers shall follow the “COVID-19 Health Declaration and Self-Health Management Notice for Crewmembers of Taiwanese airlines (who have NOT entered countries under Level 3 travel notice)” and related operating procedures. **Crewmembers shall have Taiwan mobile phone numbers to use for Quarantine System for Entry (For Crew).**

- (2) 機組員返國登機執勤前，應確認有無遵守外站或機上執勤防疫措施，未遵守者應於抵臺時主動通報疾病管制署檢疫人員，以納入社區居檢 14 天對象。機長/座艙經理（事務長）簡報時負責提醒該組機組員務必全程佩戴口罩及做好個人健康防護。

Before crewmembers boarding the aircraft on flights returning to Taiwan, they shall confirm if they follow the all relevant regulations at outstations or onboard the flight. Those who did not meet the regulations shall actively report and declare to the CDC when returning to Taiwan, in order to be included in the individuals subjected to 14-day quarantine supervised by the CDC. During pre-flight briefing, the Pilot in Command or cabin manager (or chief purser) shall call attention to the crewmembers to wear face masks on board and take personal prevention and health control measures properly.

- (3) 過去 14 天內如有發燒、呼吸道症狀、嗅味覺異常或腹瀉等身體不適應採檢，檢驗陰性者須進行居檢 14 日，列入社區管制對象(倘入境時已無症狀，且經就醫並取得 COVID-19 檢驗陰性者，或因接種疫苗但已無症狀者除外)。若無身體不適或疑似症狀者，入境後應做好機組員檢疫措施：

Those who have symptoms during the past 14 days, such as fever, respiratory symptoms, loss of smell or taste, diarrhea, or any other physical discomfort shall be tested. Those who test negative must self-quarantine for 14 days, and be included in the community-based quarantine control (unless upon arrival they had been tested negative for COVID-19 and have no symptoms after seeing doctors, or due to COVID-19 vaccination and currently having no symptoms). If crewmembers do not have any discomfort or suspected symptoms, after returning to Taiwan, they shall follow the measures below:

- (4) 自 110 年 9 月 3 日零時起返國後之檢疫措施：

Disease prevention and control measures in Taiwan, effective from September 3, 2021, 00:00 local time:

- a. 過去 14 天內曾執飛經指揮中心列為「重點高風險國家」航線航班之返臺機組員，無論是否完整接種疫苗，返臺後皆應入住防疫旅宿或公司防疫宿舍完成 14 天檢疫，且期滿前 PCR（鼻咽拭子）檢驗。

Crewmembers of Taiwanese airlines, after returning to Taiwan from "key high-risk countries" (as defined by the CECC), shall undergo quarantine in a quarantine hotel or a company dormitory that meets related regulations for 14 days and take a nasopharyngeal swab PCR test at the end of their quarantine period.

- b. 未完整接種疫苗者：執行 14 天加強版自主健康管理及每 7 天 PCR 監測（得採深喉唾液或鼻咽拭子）。

Crewmembers who haven't been fully vaccinated: They shall undergo a 14-day of enhanced self-health management and PCR monitoring every 7 days (a nasopharyngeal swab or throat saliva PCR is acceptable).

- c. 完整接種者（完整接種疫苗達 2 週，且抗體檢測陽性者）：執行 7 天自主健康管理及每 7 天 PCR 監測（得採深喉唾液或鼻咽拭子）。

Crewmembers who have been fully vaccinated (two weeks have passed for those who received two doses of COVID-19 vaccine and also tested positive for antibodies): They shall undergo a 7-day of self-health management and PCR monitoring every 7 days (a nasopharyngeal swab or throat saliva PCR is acceptable).

- d. 上述每 7 天 PCR 定期採檢機制，倘機組員最後一次派飛（D0）達 14 天（D14），其後未再派飛者，得免續定期採檢（再次派飛後應重新計算）。航空公司應保存機組員抗體檢測情形，紀錄備查。

The PCR tests arranged every 7 days for a cycle may stop when the crewmembers did not perform any flight duties in the past 14 days. Once the crewmembers go for flight duties and return to Taiwan, they shall undergo the PCR monitoring every 7 days again. The airlines shall keep the

crewmembers' antibodies test results for inspections.

- e. **加強版**自主健康管理期間及自我健康管理期間可派飛任務，**加強版**自主健康管理期間應遵守事項同前第三點相關規定。

During the **enhanced self-health management and self-health management** period, crewmembers can go for flight duties. They shall abide the same **enhanced self-health management** requirements as mentioned in the previous Section.

- f. 機組員「自主健康管理」期間應遵守事項如下：

During the self-health management period, crewmembers shall abide the following requirements:

- 維持手部清潔，保持經常洗手習慣，原則上可以使用肥皂和清水或酒精性乾洗手液進行手部清潔。另應注意儘量不要用手直接碰觸眼睛、鼻子和嘴巴。手部接觸到呼吸道分泌物時，請用肥皂及清水搓手及澈底洗淨。

Keep their hands clean. They should wash hands with soap or alcohol-based hand sanitizers frequently. In addition, they shall refrain from touching their eyes, noses and mouths with their hands. If their hands touch any secretions from their respiratory tract, they should wash their hands with soap and water thoroughly.

- 於自主健康管理期間，每日早/晚各量體溫一次、詳實記錄體溫、健康狀況及活動史，並配合所屬航空公司關懷追蹤機制。

During the self-health management, record their temperature, health status, and daily activities twice a day (morning and evening) correctly. Cooperate with caring and tracking measures issued by the airlines.

- 如沒有出現任何症狀，可正常生活，必須外出時，應一定嚴格遵守全程正確佩戴醫用口罩，並避免出入無法保持社交距離(室內 1.5 公尺，室外 1 公尺)，或容易近距離接觸不特定人之場所。

During the period, if they have no symptoms, they can

live normally. When they go out, they must wear a medical mask all the time, and avoid going to places where social distancing (indoor 1.5 meters, outdoor 1 meter) is difficult to maintain and close contact with random people is highly likely.

- 禁止與他人從事近距離或群聚型之活動，如外出聚餐、聚會、公眾集會或其他相類似之活動。對於航空公司辦理法定教育訓練等需求，應優先以視訊進行，倘需辦理實體課程，由公司落實參訓名單與人數管控、全程佩戴口罩、座位妥適區隔、保持社交距離及加強手部衛生等防疫管控措施。

They shall not engage in close proximity or group activities, such as dining together, parties, public gatherings or other similar activities. For mandatory training or meeting, the airlines shall hold it virtually first. If airlines need to hold a physical training or meeting, they shall have the attendees name list, limit the numbers of attendees. The attendee shall keep proper seating and social distance and wear face mask all the time. They should wash hands with soap or alcohol-based hand sanitizers frequently.

- 如有就醫需求，應先聯繫當地衛生局，禁止自行前往就醫，並依衛生局指定之醫療機構、約定時間及交通方式就醫，外出時佩戴口罩，並遵照醫院訂定之分流看診機制就醫。

Crewmembers seeking medical care shall contact the local health authority and not go to hospital directly. The local health authority will arrange a hospital, appointment time and transportation for the crewmembers. Crewmembers shall wear masks all the time when they go out, and follow the protocol set forth by the hospital to receive medical attention.

- 禁止前往醫院陪病；若無嚴重特殊傳染性肺炎相關症狀如發燒、咳嗽、腹瀉、嗅味覺異常或呼吸道症狀者有探病需求，請依「開放民眾自費檢驗 COVID-19 申請規定」，聯繫當地衛生局，取得該

醫院同意，並至自費檢驗指定院所進行自費採檢，於檢驗結果陰性後，於自主健康管理期間可至醫院探病。

Crewmembers are not allowed to accompany a sick person to the hospital. If they do not experience any COVID-19 symptoms, such as fever, cough, diarrhea, loss of smell and taste of respiration symptoms, they may visit a patient in the hospital after they apply for a self-paid test according to the Rules for Applying out-of-pocket COVID-19 PCR Test and test negative for COVID-19.

- 若出現嚴重特殊傳染性肺炎相關症狀如發燒($\geq 38^{\circ}\text{C}$)、咳嗽、腹瀉、嗅味覺異常或呼吸道症狀，或曾就醫後症狀加劇必須再度就醫，應主動與所屬航空公司聯絡，以與當地衛生局聯繫，依指示方式儘速就醫，前往就醫時禁止搭乘大眾運輸工具。就醫時應主動告知醫師接觸史、旅遊史、居住史、職業別、以及身邊是否有其他人有類似的症狀。此外，須主動通報所屬航空公司，暫停派飛。

If they experience COVID-19 symptoms, such as fever ($\geq 38^{\circ}\text{C}$), cough, diarrhea, loss of smell/taste or their discomfort, or their symptoms become worse after seeking medical attention, they should contact the local health authorities via their airline to obtain instructions on seeking medical attention. They shall not take public transportation when they go to the hospital. They shall inform their physician of their contact history, travel history, residence history, occupational exposure, and whether anyone else has similar symptoms. They must immediately report to their airline and temporarily discontinue their flight duties.

- 就醫後若經通報為嚴重特殊傳染性肺炎個案，並經醫療院所安排採檢，於接獲檢查結果通知前，應留在住居所中，不可外出，如檢驗結果陽性，地方政府衛生局將會通知機組員及安排就醫。獲知檢

驗結果為陰性後，仍須自主健康管理至期滿。

After they seek medical care, if they have been reported as a suspected COVID-19 case and tested for COVID-19 in the hospital, they shall stay at home and not go outside before they receive their test results. If the test result comes back positive, the local health authority will inform them and help them seek medical attention. They are still required to conduct self-health management for 14 days even if the test result comes back negative.

- 有症狀時應在住居所中休養，並佩戴醫用口罩，禁止外出，與他人交談時，應佩戴醫用口罩，並保持 1 公尺以上距離。當口罩沾到口鼻分泌物時，應立即更換並內摺丟進垃圾桶。

During illness, they shall rest at home, wear a medical mask and not go outside. When talking with others, they should wear a medical mask and keep a distance of more than 1 meter. If the mask is contaminated by secretions of nose or month, fold it and throw it into the trash immediately.

- 如需心理諮詢服務，可撥打 24 小時免付費 1925 安心專線。

Those who need mental health services may call the 24-hour toll-free hotline, 1925.

- (5) 執行國際緊急醫療專機（含醫療包機）後返臺機組員，入境後檢疫程序依「嚴重特殊傳染性肺炎（COVID-19）疫情期間國際緊急醫療專機轉送國人返國就醫申請作業原則」或「境外確診嚴重特殊傳染性肺炎（COVID-19）國人專案返國就醫作業原則」之相關規定辦理。執行接運經指揮中心核准之外籍人士來臺就醫任務之機組員，若已落實「嚴重特殊傳染性肺炎（COVID-19）疫情期間國際緊急醫療專機轉送國人返國就醫申請作業原則」所訂之相關防疫措施，則機組員返臺後之檢疫程序及規定，得適用該作業原則相關規定。

Crewmembers operating international EMS charter flights shall

follow related rules in the CDC's "Operational Principles for Emergency Medical Service (EMS) Charter to Transfer Overseas Taiwanese Citizens to Taiwan during Covid-19 Epidemic", and the "Operational Principles for Severe Special Infectious Pneumonia on the Taiwan Centers for Disease Control (CDC)'s Emergency Medical Service (EMS) Charter to Transfer Overseas Taiwanese Citizens to Taiwan during Covid-19 Epidemic". If transporting CECC approved foreigners coming to Taiwan for medical treatment and all the rules in the afore-mentioned Operational Principles can be followed, the operating crewmembers may be subject to the same health control measures after returning to Taiwan.

(6) 機組員應配合航空公司必要之關懷監測機制。

Crewmembers shall cooperate with caring and tracking measures taken by their airlines.

3. 航空公司應訂定防疫健康管理須知提供予機組員，並由機組員每日自行填寫健康管控月報表（參考範本如附件二）。紀錄由機組員每月繳回航空公司管理單位留存 60 日。

Airlines shall set out and provide health management instructions for their crewmembers. Crewmembers shall complete a monthly report by using the attached template 2. These records shall be returned by crewmembers every month to their airlines and retained for 60 days.

(二)防疫管理確保措施

Ensuring measures for epidemic prevention management

1. 機組員若違反自主健康管理之防疫措施，航空公司發現後應按附件三辦理。

If crewmembers fail to implement related epidemic prevention measures (Self-Health Management) after returning to Taiwan, the airline shall follow the procedures in Attachment 3 for resolutions.

五、機組員之疫苗接種原則及防檢疫規定

Principles of crewmember epidemic prevention measures in related to COVID-19 vaccination

(一) 機組員血清抗體檢驗規定：

Antibody test regulations:

1. 抗體檢驗機構原則上由指揮中心 110 年 6 月 27 日肺中指字第 1103800347 號函訂之 12 家指定醫院提供專案自費血清抗體檢驗服務，並依循該函之檢驗方法、檢驗試劑、報告上傳作業等辦理相關

作業。

The antibody tests for crewmembers shall be conducted only at one of the twelve hospitals designated by the CECC in accordance with the document #1103800347 issued by the CECC on June 27, 2021. The designated hospitals shall follow the inspection method, test reagent and report uploading procedure set forth in the document.

2. 血清抗體檢測若為陰性，機組員再次執行國際航線返臺後，比照「未完整接種疫苗者」。

Crewmembers with negative antibody test results shall follow the same rules as those who have not been fully vaccinated, to conduct their quarantine practices and epidemic prevention measures after performing international flights duties after the antibody tests.

(二) 曾經確診 COVID-19 機組員之疫苗接種原則及防檢疫規定：

For crewmembers who were confirmed cases of COVID-19:

1. 經解除隔離治療且出院者，應 PCR 檢驗陰性後，再返回工作職場，且間隔至少 3 個月後再接種疫苗。

The crewmembers who are confirmed cases of COVID-19 will be isolated for hospital treatment. They may resume their jobs after receiving negative PCR test results. They should get vaccinated after 3 months.

2. 同時符合以下條件者，派飛後返臺檢疫措施得比照「完整接種疫苗者」：

Those who meet all the following conditions may refer to same rules as those who **have been fully vaccinated**, to conduct their quarantine practices and epidemic prevention measures:

- (1) 6 個月內確診感染 COVID-19 佐證文件。

They shall have a document to indicate that they were confirmed cases of COVID-19 in the past 6 months.

- (2) 抗體(Spike protein antibody)檢測陽性。

They shall get positive antibodies tests results every three months.

3. 抗體檢測陰性或確診日距今已逾 6 個月，依其疫苗接種情形及執勤長/短程航班種類，執行相對應之檢疫措施。

For those who get negative antibodies test results or were confirmed cases of COVID-19 more than 6 months ago, they shall refer to the applicable quarantine practices according to their vaccination status and flight duties.

4. 若確診後 3 個月內又採檢陽性，依現行確診個案通報流程處理，必要時由指揮中心邀集專家進行個案討論及研議，以排除再次感染可能性。

For those who were confirmed cases of COVID-19 and received positive PCR test results within 3 months after clinical recovery, they will be reported to the CECC as confirmed cases. If necessary, the CECC will call for expert meeting to discuss the cases and rule out the possibility of repeated infection.

六、矯正措施及相關罰則

Resolutions and Penalties

- (一) 航空公司應提供機組員防疫通報機制，針對違反規定經查屬實者應從嚴懲處。

Airlines shall provide crewmembers a method to report suspected or confirmed violations of epidemic prevention regulations, and severely punish those who violate the regulations after investigation.

- (二) 機組員入國境後如有違反居家檢疫、自主健康管理規定或加強版自主健康管理規定者，將依傳染病防治法第 69 條處以新臺幣 1 萬至 15 萬罰鍰及依嚴重特殊傳染性肺炎防治及紓困振興條例第 15 條規定處以新臺幣 10 萬至 100 萬罰鍰。

Crewmembers who violate the Home Quarantine, Self-Health Management or Enhanced Self-Health Management for Crewmembers, or general Self-Health Management regulations in Taiwan shall be imposed with a fine from NTD 10,000 to NTD 150,000 in accordance with Article 69 of the Communicable Disease Control Act, or a fine from NTD 100,000 to NTD 1,000,000 in accordance with Article 15 of the Special Act for Prevention, Relief and Revitalization Measures for Severe Pneumonia with Novel Pathogens.

- (三) 航空公司未落實執行依本作業原則所訂防疫措施或未善盡督導之責者，依據民用航空法第 112 條第 2 項第 5 款之規定，處以警告或新臺幣 60 萬至 300 萬罰鍰。機組員違反航空公司所訂外站或機上防疫措施者，依據民用航空法第 111 條第 2 項第 7 款之規定，處以警告或新臺幣 6 萬至 30 萬罰鍰。

Airlines fail to implement the epidemic prevention measures required by these Operational Principles or fail to fulfill their management responsibility may be issued a warning or be subject to a fine from NT\$600,000 to NT\$3,000,000 in accordance with the Article 112

Paragraph 2 Item 5 of the Civil Aviation Act. Crewmembers fail to abide by the epidemic prevention measures for layover at outstations or in flight required by their airlines may be issued a warning or be subject to a fine from NT\$60,000 to NT\$300,000 in accordance with the Article 111 Paragraph 2 Item 7 of the Civil Aviation Act.

七、 附件

Attachments

(一) 附件一：個人健康狀況聲明書

Attachment 1: Health Declaration

(二) 附件二：機組員健康管控月報表

Attachment 2: Monthly Report of Crewmembers' Health Control

(三) 附件三：國籍航空公司機組員違反本作業原則之處理原則

Attachment 3: Principles for Handling Crewmembers of Taiwanese Airlines Violating These Operating Principles

(四) 附件四：國籍航空公司機組員因故須補開立居家檢疫通知書清冊

Attachment 4: A List to Include Crewmembers of Taiwanese Airlines into the Community-Based 14-Day Home Quarantine

(五) 附表一：國籍航空公司外站合約旅館檢查表範本

Table 1: COVID-19 Guidance for Crew Layover Hotel

(六) 附表二：國籍航空公司外站旅館住宿檢查表範本—每週檢查用

Table 2: Station Audit Checklist – Hotels (for weekly checks)

個人健康狀況聲明書 Health Declaration

為防範嚴重特殊傳染性肺炎，配合中央流行疫情指揮中心防疫措施，敬請詳閱以下注意事項，並如實答覆個人健康狀況資料，感謝您的協助與配合！

In order to prevent COVID-19 and cooperate with the epidemic prevention measures of the Central Epidemic Command Center, please read the following notices carefully and answer your personal health information truthfully. Thank you for your assistance and cooperation.

壹、注意事項 Notices

- 一、依傳染病防治法第 58 條規定，應詳實填寫下列資訊，如有拒絕、規避妨礙或填寫不實者，處新臺幣 1 萬至 15 萬元罰鍰。

According to Article 58 of Communicable Disease Control Act, any person who refuses, evades or obstructs the provision of this notice or makes false declaration will be fined ranging from NT 10,000 to 150,000.

- 二、如您開始填寫並送交健康聲明書者，視為同意本蒐集、處理及利用個人資料告知事項。透過健康聲明書所蒐集、處理及利用之個人資料類別包含您的識別類個人資料(姓名)、聯絡方式、社會活動及其他為防疫所需之個人資料，除上述之防疫目的(下稱「蒐集目的」)外不另作其他用途。

Your filling in and submission of the Health Declaration indicates that you have consented to the contents set forth in this announcement regarding the personal data collection, processing, and use. Our personal data will not be used for any purpose other than the epidemic prevention purposes (“Collection Purpose”).

貳、個人健康狀況聲明 Health Statement

姓名/Full Name (in print)	身分別 Your identity Type <input type="checkbox"/> 飛航 Flight crew <input type="checkbox"/> 客艙 Cabin crew <input type="checkbox"/> 機務 Maintenance <input type="checkbox"/> 監貨 Cargo Safety <input type="checkbox"/> 其他 Other:	身分證/居留證號 ARC ID No.
手機或市話 Tel No	員工編號 Company ID No	航班號碼 Flight No.
任務報到日期 (YYYY/MM/DD) Date of Duty		起飛機場 Departure Airport
體溫 Body Temperature : _____ °C 過去 14 天內是否有發燒、呼吸道症狀(咳嗽、呼吸急促等)或以下症狀(已服藥者亦須填「是」)? <input type="checkbox"/> 否 <input type="checkbox"/> 是: (<input type="checkbox"/> 發燒 <input type="checkbox"/> 咳嗽 <input type="checkbox"/> 流鼻水/鼻塞 <input type="checkbox"/> 呼吸急促 <input type="checkbox"/> 腹瀉 <input type="checkbox"/> 嗅、味覺異常 <input type="checkbox"/> 全身倦怠 <input type="checkbox"/> 四肢無力) Have you had fever, respiratory symptoms (cough, shortness of breath, etc.) or following symptoms during the past 14 days? (for those who have taken medications, please answer “Yes”) <input type="checkbox"/> NO <input type="checkbox"/> YES: <input type="checkbox"/> Fever <input type="checkbox"/> Cough <input type="checkbox"/> Runny/ stuffy nose <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Diarrhea <input type="checkbox"/> Loss of smell or taste <input type="checkbox"/> Malaise <input type="checkbox"/> Limb weakness 上述情況是否因接種 Covid-19 疫苗引起，但現已無症狀並有接種證明? <input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO Is any of the above symptoms caused by Covid-19 vaccination and you have no symptoms now? Do you have vaccination record?		
過去 14 天內是否曾接觸疑似或確診新冠肺炎之病人? <input type="checkbox"/> 是 <input type="checkbox"/> 否 Have you had contact with any suspected or confirmed COVID-19 case during the past 14 days? <input type="checkbox"/> YES <input type="checkbox"/> NO		
返國時填寫 Fill Following Question After Layover Abroad		
體溫 Body Temperature : _____ °C 1. 外站機組員住宿是否同樓層? All crew are arranged to stay on the same level at hotel? <input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO, 原因 Reason : 2. 外站返國前，是否符合未離開房間、無訪客、取餐等規定: I did not leave my hotel room, nor contact with any room service staff, meal deliver man, local visitors, etc. <input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO, 原因 Reason :		
其他備註事項 Other Remarks: <input type="checkbox"/> 無 None <input type="checkbox"/> 是 YES, please indicate		簽名 Signature

國籍航空公司機組員違反本作業原則之處理原則 Principles for Handling Crewmembers of Taiwanese Airlines Violating These Operating Principles

一、外站或機上執勤期間未能落實相關規定

Violations Occurred at Outstations or during Flight Duties:

- (一) 機組員返臺應於「入境檢疫系統」誠實申報，且抵臺時主動通報疾病管制署檢疫人員，以納入社區居檢 14 天對象。

Violators shall actively report and declare to the CDC by using the Quarantine System for Entry (For Crew) when returning to Taiwan, in order to be included in the individuals subjected to 14-day quarantine supervised by the CDC.

- (二) 倘機組員已列為機組員居檢、自主健康管理或加強版自主健康管理對象，航空公司發現時，應立即填寫「防範嚴重特殊傳染性肺炎入境健康聲明暨居家檢疫通知書^{註 1}」，並填報「國籍航空公司機組員因故須補開立居家檢疫通知書清冊」(如附件四)，檢附前揭通知書掃描檔，免備文通報民航局，由民航局於彙整後提供疾病管制署，俾利開立居家檢疫通知書，將該等人員納入社區居檢管理對象。

If the violators have already been supervised by the airlines subject to Home Quarantine, self-health management or Enhanced Self-Health Management for Crewmembers, the airlines will prepare the “COVID-19 Health Declaration and Home Quarantine Notice (Note 1)” and the Attachment 4 of these Principles and send those documents to the CAA. The CAA will review and send the documents to the CDC. The CDC will include the violators to the 14-day quarantine supervised by the CDC.

二、返臺後違反居家檢疫、自主健康管理或加強版自主健康管理規定

Violations Occurred After Returning to Taiwan:

- (一) 航空公司若發現機組員返臺後違反居家檢疫、加強版自主健康管理或一般自主健康管理規定，應立即通報民航局，並將相關事證及調查報告提供民航局衡酌裁處。

When knowing crewmembers after returning to Taiwan not abide by regulations regarding Home Quarantine, Enhanced Self-Health Management for crewmembers, or general Self-Health Management, the airlines shall immediately notify the CAA. The airline shall provide the CAA evidence(s) and investigation reports of the violations to impose a penalty.

- (二) 倘由警政單位查獲機組員違反居家檢疫規定(含擅離檢疫地點)者，由地方警政單位提具相關違規事證，送地方政府衛生局協助轉送民航局進行裁處。對於擅離檢疫地點者，警政單位及地方政府衛生局另按衛生福利部修訂發布之相關程序，協助民航局辦理擅離者送集中檢疫場所事宜，協助民航局辦理擅離者送集中檢疫場所檢疫至 14 天事宜。

When police finds crewmembers not abiding by regulations regarding Home Quarantine (including leaving their quarantine locations), the police will provide the evidence(s) to the Department of Health of local city government. The Department of Health will transfer the cases to the CAA for imposing a penalty. For those leaving their quarantine locations, the police and the Department of Health will assist the CAA sending the violators to a centralized quarantine location for 14 days (the violators shall pay all the payment) in accordance with related procedures published by the CDC.

Note 1: The lasted version of the “COVID-19 Health Declaration and Home Quarantine Notice” can be downloaded from <https://www.cdc.gov.tw/Category/MPage/J2kpDGSzvBVJJUYjK1dNhQ>.

國籍航空公司機組員因故須補開立居家檢疫通知書清冊

編號	航空公司	機組員姓名	航班號碼	入境日期	身分證字號	居家檢疫起始日 (同日入境日)	居家檢疫聯絡手機	居家檢疫地址	開立原因	民航局受理人	提報日期
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Table 1

COVID-19 Guidance for Crew Layover Hotel

Instructions: For survey on new hotels, all items must be checked.

Hotel Management Team		Compliance			Remark
Action Plan (In consultation with local health authorities)		Yes	No	Partial	
1.	Establish an action plan tailored to the situation and implement it in accordance with local government recommendations to prevent COVID-19 transmission.				
2.	Support the health authority for effective case management and contact tracing and mitigate impact among clients and staff.				
3.	Reduce occupancy rate where physical distancing cannot easily be achieved.				
4.	Establish standard processes for staff to follow if they are unwell.				
5.	A minimum 1 meter (3 feet) distance should be maintained between staff and clients with whom they interact.				
6.	Staff should have access to facilities, and supplies for regular hand hygiene, regular cleaning and disinfection of high-touch surfaces in public areas.				
7.	Establish a process, including supplies, for cleaning and disinfection of any of rooms occupied by ill persons should also be incorporated into the plan.				
8.	Incorporate policies for teleworking, a screening process for staff coming to work, and policies for safe return to work post exposure and post recovery from COVID-19.				
9.	The plan should be updated when necessary as a consequence of new guidance, procedures or regulations issued by local authorities.				
Deployment of Resources		Yes	No	Partial	Remark
1.	Allocate adequate resources to ensure the continuous and effective implementation of the action plan.				
2.	Include provision of equipment and procedures, developed in collaboration with local health authorities, for the management of suspected case(s) and their possible contacts.				
Supervision		Yes	No	Partial	Remark
1.	Evaluate frequently to verify compliance, identify and correct gaps, and adapt the plan based on practical experience.				
2.	A crisis team involving members of each relevant department can support management in the implementation of the action plan and timely identification of required adjustments.				
3.	Staff absenteeism should be regularly monitored and justified to rapidly detect and respond to possible COVID-19 illness.				
Logbook of Actions		Yes	No	Partial	Remark
1.	Keep a logbook of the important actions and measures carried out in response to a suspect or confirmed case and to record them in enough detail.				
2.	Use this logbook to improve the actions implemented.				
Communication		Yes	No	Partial	Remark
1.	An information policy for guests should be pre-defined through communication between management and staff,				
2.	Providing guidelines to the staff on how they should communicate the action plan to guests and other stakeholders can ensure alignment and consistency.				
3.	Promotion of hand hygiene, respiratory hygiene, physical distancing of at least 1 meter (3 feet) and any local requirements regarding medical or fabric masks.				
4.	Have an up-to-date list of contact information for the staff, and emergency telephone numbers.				
Training and Information		Yes	No	Partial	Remark

Table 1

COVID-19 Guidance for Crew Layover Hotel

Instructions: For survey on new hotels, all items must be checked.

1.	Inform all staff of the measures that could protect their health and that of others, including the recommendation to stay home and seek medical attention if they have symptoms of COVID-19.				
2.	Organize regular information briefings that cover all basic protective measures against COVID-19 and the signs and symptoms of the disease, and update staff on new developments.				
3.	Training for specific procedures, including Standard Operating Procedure (SOP) to be implemented in the case of isolation of a suspected case (while awaiting ambulance transfer or according to national procedure), cleaning, disinfection and any other measures.				

		Compliance			Remark
		Yes	No	Partial	
Reception and Concierge					
Information and Communication					
1.	Be sufficiently informed and regularly updated about COVID-19 so they can inform guests about preventive measures, protocols and policies, and other services.				
2.	Be prepared to advise guests with symptoms of COVID-19 to stay in their rooms until they are seen by a healthcare worker (to be arranged immediately by Hotel management).				
3.	Be prepared to provide guests with symptoms of COVID-19 medical masks and alcohol-based hand rub to guests that develop symptoms.				
4.	Be familiar with the room occupancy policy for accompanying persons in the event of a suspected case of COVID-19.				
5.	Have telephone numbers for health authorities, medical centers, public and private hospitals, and safe transportation services for guest may be sick with COVID-19.				
6.	Treat any guest information with discretion, leaving it up to the management and the health authorities to evaluate the situation and make appropriate decisions.				
Physical Distancing Measures, Hand Cleaning and Respiratory Hygiene					
1.	Reducing occupancy rate should be considered if the facilities do not allow proper physical distancing.				
2.	Provide physical barriers between staff and guests (for example a protective plexiglass board at reception and concierge desks).				
3.	Hand hygiene, regularly and thoroughly cleaning hands with an alcohol-based hand rub or washing them with soap and water.				
4.	Respiratory hygiene, covering the mouth and nose with a bent elbow or tissue when coughing or sneezing.				
5.	The used tissue should be disposed of immediately in a bin with a lid. Hand hygiene should then be performed.				
Necessary Equipment and Personal Protective Kit At the Reception Desk					
1.	Have personal protective equipment (PPE) kits for use in the event of a suspected case of COVID-19. It should include the following items 2 ~ 7:				
2.	Disinfectant and cloths or disinfectant wipes for surface cleaning				
3.	Medical mask and eye protection, separate or combined, face shield, goggles (disposable)				
4.	Gloves (disposable)				
5.	Plastic apron (disposable)				
6.	Isolation gown (disposable)				
7.	Biohazard disposable waste bag				
8.	Staff must be trained in the use of the kit including when to use the full PPE kit and procedures for putting on, removing and disposing of the PPE.				

Table 1

COVID-19 Guidance for Crew Layover Hotel

Instructions: For survey on new hotels, all items must be checked.

Technical and Maintenance Services		Compliance			Remark
Water Disinfection		Yes	No	Partial	
1.	The concentration of disinfectant in water for consumption and in pools or spas must be maintained within limits recommended according to national norms and standards.				
Dishwashing and Laundry Equipment					
1.	The proper functioning of the dishwashing and laundry equipment should be checked to ensure it is operating as per the specifics on the machine’s data plate, particularly with regards to operating temperatures and correct dosage of cleaning and disinfecting chemicals.				
Ventilation and Air Conditioning (Below are steps to be followed) HVAC: Heating, Ventilation and Air Conditioning		Yes	No	Partial	Remark
1.	Consider using natural ventilation to increase dilution of indoor air by outdoor air when environmental conditions and building requirements allow.				
2.	If HVAC systems are used, they should be regularly inspected, maintained, and cleaned.				
3.	Increase the total airflow supply and the percentage of outdoor air, such as using economizer modes of HVAC operations (potentially as high as 100%).				
4.	Disable demand-control ventilation (DCV) controls that reduce air supply based on temperature or occupancy.				
5.	Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass.				
6.	Generate clean-to-less-clean air movements by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers and adjusting zone supply and exhaust flow rates to establish measurable pressure differentials. Have staff work in “clean” ventilation zones.				
7.	Ensure exhaust fans in restroom facilities are functional and operating at full capacity when the building is occupied.				
8.	Recirculation of air (e.g. split AC units, fan coils, or any system that runs with a recirculation mode) should be avoided where possible				
9.	If recirculation is unavoidable, increase outdoor air exchange by opening windows and minimize air blowing from one person directly at another in order to avoid spread of droplets or aerosols.				
10.	In warmer regions, many hotels use fans as the standard for ventilation in hotel rooms, which should be allowed when the persons occupying the room are from the same household. The hotel therefore has to stress this point and make guests aware of this when checking in.				
11.	Underground facilities and spaces without windows have to be compliant with national regulations. Consider recommendations proposed to increase ventilation.				
12.	Consider monitoring carbon dioxide (CO2) levels according to national regulation, because CO2 level is a rough indicator of the effectiveness of ventilation and overcrowding.				
13.	The proper functioning of ventilation, air exchange, and dehumidification equipment of indoor pools should be checked.				
Dispensers		Yes	No	Partial	Remark
1.	Regular checks should be carried out to ensure the proper functioning, cleaning and disinfection of soap and alcohol-based hand rub dispensers, hand dryers, disposable tissue dispensers and other similar devices. Defective units should be rapidly repaired or replaced.				

Restaurants, Breakfast and Dining Rooms and Bars		Compliance			Remark
		Yes	No	Partial	
1.	In line with World Health Organization. COVID-19 and food safety: guidance for food businesses. Geneva: World Health Organization; 2020				
2.	Staff should regularly perform hygiene practices (frequent handwashing, respiratory hygiene, frequent cleaning/disinfection of work surfaces and touch points).				

Table 1

COVID-19 Guidance for Crew Layover Hotel

Instructions: For survey on new hotels, all items must be checked.

3.	Gloves may be used but must be changed frequently, and hands must be washed between glove changes and when gloves are removed.				
4.	Disposable gloves should not be used in the food work environment as a substitute for handwashing.				
5.	Frequent handwashing is a greater protective barrier to infection than wearing disposable gloves.				
6.	Encourage the use of fabric masks in areas of widespread community transmission in settings where physical distancing of at least 1 meter (3 feet) cannot be achieved.				
7.	Employees whose work involves close contact with others should wear fabric masks according to local guidance.				
Information and Communication *		Yes	No	Partial	Remark
1.	Our Air crew shall be dining in their rooms, the room service shall be provided during their stay.				
Buffets and Drinks Machines *		Yes	No	Partial	Remark
1.	In the context of COVID-19 buffets are not recommended and should not be offered to our Air crew.				
2.	The parts of drinks machines regularly in contact with the hands of users should be cleaned and disinfected at least after each service and preferably more often.				
Washing Dishes, Silverware, and Table Linen		Yes	No	Partial	Remark
1.	The usual procedures should be followed. All dishes, silverware and glassware should be washed and disinfected in a dishwashing machine.				
2.	Items that have not been used should undergo the same procedure, since they may have been in contact with the hands of guests or staff.				
3.	If for any reason manual washing is required, the usual steps should be followed (rinse, wash, disinfect), taking the maximum level of precautions.				
4.	Drying should be carried out by way of air drying or using disposable paper towels.				
5.	Tablecloths and napkins should be washed according to local public health regulations.				
6.	Linens should be machine washed in hot water (60-90°C) with laundry detergent.				
7.	If machine washing is not possible, soak linens in a container with water (preferably hot) and soap or laundry detergent.				

Gym, Beach, Swimming Pool, Spa, Sauna, Steam Bath Facilities and Recreational Areas for Children		Compliance			Remark
		Yes	No	Partial	
1.	In the context of COVID-19 all facilities outside of guest's room in the hotel should not be offered to OUR Air crew.				

Cleaning and Housekeeping		Compliance			Remark
Cleaning and Disinfection		Yes	No	Partial	
1.	To reduce the potential for SARS-CoV-2 contamination in public settings, high touch surfaces should be cleaned and disinfected frequently.				
2.	Cleaning and disinfection measures in common areas (such as rest rooms, halls, reception, corridors and lifts) should be used as a general preventive measure.				
3.	Objects that are frequently touched, such as handles, elevator buttons, handrails, switches, doorknobs and dispensers, should receive special attention.				
4.	The disinfectant and its concentration should be carefully selected to avoid damaging surfaces and to avoid/minimize toxic effects.				
5.	Environmental cleaning techniques and cleaning principles should be followed as closely as possible. Cleaning staff should be instructed				

Table 1

COVID-19 Guidance for Crew Layover Hotel

Instructions: For survey on new hotels, all items must be checked.

	accordingly.				
Availability and Use of Cleaning Materials and Personal Protective Equipment		Yes	No	Partial	Remark
1.	Cleaning staff should have access to sufficient disinfectant solutions and other supplies.				
2.	Cleaning staff should follow the manufacturer’s instructions to ensure that they are prepared and handled safety.				
3.	Staff should wear appropriate PPE to avoid chemical exposure.				
4.	Cleaning staff should be trained on the use of disinfectants and personal protective equipment, e.g. Rubber gloves, Impermeable apron, Closed shoes, Eye protection and medical or fabric masks (if procedures like washing surfaces generate splashes).				
Waste Management		Yes	No	Partial	Remark
1.	Cleaning staff should be trained to support the environmentally sound management of waste to prevent harm to the environment and detrimental effects to human health through polluted air, water, land and the food chain. Cleaning staff should be supported to follow specific national guidance for waste management in relation to COVID-19 and WHO guidance on waste management for the virus (SARS-CoV-2).				
Cleaning and Disinfection When Guests or Employees are Identified with COVID-19		Yes	No	Partial	Remark
1.	Any surfaces that have been in contact with or are in the environment of the ill person(s), such as toilet, handwashing basins, and baths, should be cleaned and then disinfected with a regular household disinfectant solution or a solution containing 0.1% sodium hypochlorite (household bleach, diluted if necessary, depending on the product).				
2.	Surfaces should be rinsed with clean water after a minimum of 1 minute’s contact time for chlorine solution if used at 0.1% concentration. Cleaning should always be performed first, followed by disinfection.				
3.	Service staff may require additional training in the preparation, handling, application, and storage of these products (mostly bleach, which may be at a higher concentration than usual).				
4.	The cleaning staff should know how to monitor the bleach concentration when preparing the solution and how to rinse it off if required, after the minimum contact time has been reached.				
5.	When use of bleach is not suitable, or potentially damaging to the surface (on devices like telephones and remote-control equipment), 70% alcohol or other disinfectant product suitable for coronaviruses could be used.				
6.	Whenever possible, use only disposable cleaning materials. Any material to be re-used should be non-porous and disinfected with 0.1% sodium hypochlorite solution or according to manufacturer’s instructions before using for other rooms.				
7.	Textiles, linens, and clothes should be put in special, marked laundry bags and handled carefully to prevent raising dust, with consequent potential contamination of surrounding surfaces or people. Instructions should be given for washing them in warm cycles (60-90°C) with the usual detergents. All used items must be handled appropriately to mitigate the risk of potential transmission.				
8.	Disposable items (hand towels, gloves, medical masks, tissues) should be placed in a container with a lid and disposed of according to the hotel action plan and national regulations for waste management.				
9.	In general, public areas where a person with COVID-19 has passed through or has spent minimal time in (for example, corridors) do not need to be specially cleaned and disinfected provided there is a process for routine cleaning and disinfection of high touch surfaces as noted above.				
Monitoring of Sick Guests		Yes	No	Partial	Remark
1.	Housekeeping and cleaning staff should inform the hotel management or the reception desk of any pertinent incidents, such as noticing sick guests in their rooms.				

Table 1

COVID-19 Guidance for Crew Layover Hotel

Instructions: For survey on new hotels, all items must be checked.

2.	They must treat all this information with discretion, leaving it up to the hotel management and to medical services to evaluate the situation and make appropriate decisions.			
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Handling COVID-19 cases in hotels and accommodation establishments		Compliance			Remark
		Yes	No	Partial	
General recommendations					
1.	If a guest or staff develops symptoms consistent with COVID-19, efforts should be made immediately to minimize contact of the ill person with all guests and staff of the establishment. Reception or other hotel staff should follow the procedures in the COVID-19 action plan.				
Guest with COVID-19 symptoms		Yes	No	Partial	Remark
1.	If the person with symptoms compatible with COVID-19 is a guest of the accommodation establishment, continued stay of the sick person in the establishment is not recommended. The person can be isolated in a room on a temporary basis until the intervention of local health authorities, provided the room is not shared with other guests.				
2.	The person can be isolated in a room on a temporary basis until the intervention of local health authorities, provided the room is not shared with other guests.				
3.	No visitors should be permitted to enter the room occupied by the affected guest.				
4.	Depending on the availability of rooms, accompanying persons, if any, should be moved to a different room. If this is not possible (for example, in the case of a child) all necessary precautions should be taken to minimize the risk of transmission of the virus to the accompanying person, who will be considered a contact, isolated from other guests and staff and monitored for symptoms of COVID-19.				
5.	Appropriate measures should be taken in consultation with local public health authorities and national guidance.				
6.	Guests suspected or confirmed to have COVID-19 should be transferred to an alternate care facility where isolation measures and clinical care, as needed, can be applied as soon as possible. The hotel or accommodation facility should have developed a plan for transfers in consultation with local health authorities.				
7.	If the situation requires that the ill person is not immediately transferred to a medical establishment, management of the ill person will be done in consultation with public health authorities and national guidance to provide the necessary measures for the ill person to remain isolated in his/her room until transfer.				
8.	Increase the ventilation rate in the room at least to 60 l/s/person with natural ventilation or at least 6 air changes per hour (ACH) with mechanical ventilation. Generate clean-to-less-clean air movements by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers and adjusting zone supply and exhaust flow rates to establish measurable pressure differentials				
9.	The ill person in isolation room should wear a medical mask if staff must enter the room (e.g. for cleaning and disinfection) and practice respiratory hygiene.				
10.	If the medical mask cannot be tolerated, the ill person should cough or sneeze into a bent elbow or use tissues to cover the mouth and discard the tissue immediately into a waste bag. Place tissues into an intact plastic bag, seal it for disposal and collection by municipal waste services; clean hands with soap and water or alcohol-based hand rub.				
11.	If staff must assist the ill guest and cannot maintain at least 1 meter (3 feet) distance, they should put on appropriate PPE including a medical mask and eye protection before providing assistance. And clean hands on leaving the guest's room.				
12.	If staff use PPE, they should remove them carefully to avoid self-contamination. Remove first gloves and gown, do hand hygiene; next remove the				

Table 1

COVID-19 Guidance for Crew Layover Hotel

Instructions: For survey on new hotels, all items must be checked.

	medical mask and eye protection, and immediately clean hands with soap and water or alcohol-based hand rub. Staff must be trained in this procedure.				
13	Staff should properly dispose of disposable PPE and other disposable items that had contact with the ill person’s body fluids in biohazard bag or a secured bag, which will be considered as “biohazard” waste.				
14	Potentially exposed staff should be monitored and quarantined according to national guidance and public health authority recommendations				
Identification and management of contacts and non-affected guests		Yes	No	Partial	Remark
1.	Health authorities will conduct contact tracing immediately after a suspected case has been identified in the establishment and provide advice to non-affected guests. Hotel staff should follow the instruction by the relevant health authorities and collaborate with them.				
Suppliers of goods and services		Yes	No	Partial	Remark
1.	Contractors and suppliers of goods and services should follow safe systems of work and have systems in place for the prevention of the spread of COVID-19.				
Worker with COVID-19 symptoms		Yes	No	Partial	Remark
1.	A member of the staff who has symptoms consistent with COVID-19 must immediately stop work and seek medical assistance according to local guidance.				
2.	The ill staff should immediately perform hand hygiene and put on a medical mask and be isolated in a suitable room while medical services are notified.				
3.	Disposable tissues and an appropriate waste bin should be available in the designated isolation area while waiting for medical assessment or transfer to an assessment facility.				
4.	Staff who report from home that they are ill with symptoms of COVID-19 should be advised to stay at home and seek medical attention.				
5.	Staff who report from home that they have tested positive for COVID-19 should follow the instructions received from a health worker which, in cases not requiring hospitalization, will likely include self-isolation at home. WHO criteria for releasing a person with COVID-19 from isolation can be consulted.				
Hotel and accommodation establishment staff taking part in the evacuation of a suspected case		Yes	No	Partial	Remark
1.	To minimize the risk of contaminating other guests or members of the staff, symptomatic guests should be transferred from the establishment according to instructions from the management of the establishment and local health authorities.				
2.	Staff who, under exceptional circumstances, need to be involved in transporting a guest with suspected COVID-19 into an ambulance should apply infection prevention and control practices based on WHO guidance on PPE.				
3.	If more than one suspected case is being transported, personnel and health personnel should change their PPE between each transport to avoid possible cross contamination. They should dispose of the used PPE appropriately in containers with a lid in accordance with the hotel action plan and national regulations for infectious waste.				
4.	After the guest has been transported from the hotel, the hotel management should ensure cleaning and disinfection of the room occupied by the sick person in accordance with the action plan, following the cleaning and disinfection protocols for rooms with cases.				
5.	If that this is not possible, the on-duty housekeeper should be instructed to clean and disinfect the room occupied by the sick person, following the cleaning and disinfection protocols for rooms with cases and observing personal protective measures.				
6.	Consider running the HVAC system at maximum outside airflow for 2 hours before and after occupied times, in accordance with manufactory				

Table 1

COVID-19 Guidance for Crew Layover Hotel

Instructions: For survey on new hotels, all items must be checked.

recommendations.				
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Reference : COVID-19 management in hotels and other entities of the accommodation sector.

Note:

The present checklist should be used by Airline Crew hotels in conjunction with the continuously updated information, “COVID-19 management in hotels and other entities of the accommodation sector, Interim guidance, 25 August 2020,” on the WHO COVID-19 website and should consider the SARS-CoV-2 transmission scenario.

The most common symptoms of COVID-19 are fever, dry cough, and tiredness. Other symptoms that are less common and may affect some persons with COVID-19 include aches and pains, nasal congestion, headache, conjunctivitis, sore throat, diarrhea, loss of taste or smell or a rash on skin or discoloration of fingers or toes. Some people become infected but only have mild symptoms and some people infected with SARS-CoV-2 have no symptoms at all. Detailed information on symptoms of COVID-19 can be found on the WHO website

Hotels and accommodation establishments are places where there is a high degree of interaction among guests and workers. It is these aspects—the lodging of guests, the services this entails (food and beverage, cleaning, activity organization, etc.) —and the interactions specific to these establishments (guest-guest, guest-staff, and staff-staff) that require specific attention.

All staff of the accommodation establishment should comply with basic protective measures against COVID-19 including hand hygiene, physical distancing, avoiding touching eyes, nose and mouth, cough and sneezing etiquette (respiratory hygiene), use of medical or fabric masks, stay-at-home orders when indicated and seeking medical attention when symptoms consistent with COVID-19 are present.

Table 2*Station Audit Checklist - Hotels*

Date	Station

All Items must be checked weekly.

Check item	Remark
Hotel	
<input type="checkbox"/> Hotel staff (Front desk / Housekeeping / Restaurant / Driver) has no fever nor respiratory symptoms and fits for on duty with temperature check and facial mask wearing.	
<input type="checkbox"/> Individual room for each of crews.	
<input type="checkbox"/> Crew rooms are assigned on the same floor.	
<input type="checkbox"/> Hotel rooms are sterilized before check-in.	
<input type="checkbox"/> Crews' baggage handled by themselves.	
<input type="checkbox"/> No food delivery if hotel provided room service.	
<input type="checkbox"/> Meals can only be delivered directly to the door of the room.	
<input type="checkbox"/> Food delivery personnel should wear gloves and facial mask	
<input type="checkbox"/> Forbidden to leave hotel room during stay.	
<input type="checkbox"/> No visitors during layover.	
<input type="checkbox"/> Crews stay at the room during layover.	
<input type="checkbox"/> Report illegal case, if any.	
Crew Shuttle	
<input type="checkbox"/> Bus driver has no fever nor respiratory symptoms and fits for on duty with temperature check and facial mask wearing.	
<input type="checkbox"/> Crew bus is completed being cleaned and disinfected.	
<input type="checkbox"/> Crew baggage are handled by themselves.	
Others	
Summary	

Staff (Signature/ID):

Station Manager:

