



Standard Operating Procedure Guidance

Home Quarantine of Incoming Passengers Arriving from Ascension Island.

1. Pre-Flight Arrangements

- Passengers will be sent a pre-arrival letter from the Director of Health detailing their legal responsibilities, guidelines on home quarantine and a form to assess the suitability of their proposed accommodation for quarantine.
- The accommodation assessment form should be submitted for review at least 10 working days before travel.
- A Proper Officer will assess the proposed premises for its suitability for quarantine purposes (homes of multiple occupancy and those with shared facilities will not be assessed as suitable unless all occupants travelled together).
- If the individual cannot identify suitable home accommodation arrangements (rented accommodation or share with fellow Ascension passenger) then they may be directed to quarantine at another identified quarantine site.
- If required, family/friends will be asked to deliver house keys to a pre-arranged location such as the Police Station, in advance of the scheduled flight arrival. These can then be taken to the arriving passenger. This is intended to reduce unnecessary visitors to the airport or the individual's home.
- To Ensure that the property is ready for their arrival (with utilities switched on, phone connectivity, sufficient supplies such as Medical/food etc.)
- People will be encouraged to ask family/friends to stock-up their home with sufficient supplies of food, cleaning products and medications for the 14 day period; this will limit the need for other deliveries during the quarantine period.

2. Flight Arrangements

- Crew will be tested for Covid-19 before departure from the UK.
- When the flight is operated as shuttle service to/from Ascension and St Helena the aircraft will be cleaned after the UK to St Helena sector.
- Passengers will be required to wear face covering at all times (except when eating and drinking).
- Cabin crew will wear masks and gloves during boarding and not handle passenger's documentation or bags.
- During service in the cabin the crew will wear masks and gloves. Crew are to avoid handling items of waste. Crew are to wash hands on completion.
- Crew will wear masks and gloves during meal preparation.
- Separate toilet facilities will be provided for passengers and crew.
- Crew will wear masks and gloves and clean toilets periodically during the flight using antibacterial wipes / spray.

- There is a PPE kit that remains on board the aircraft in the event anyone shows symptoms. This has a supply of gloves, masks, aprons, goggles, thermometer, first aid kit, hand sanitiser, antibacterial wipes and spray.
- Crew will recognise physical distancing with passengers and avoid touching their belongings.

3. Arrangements for Airport staff and officials

- On the day of the inbound flight, the barriers at the airport road will be staffed by Airport Security personnel and only authorised vehicles and personnel will be allowed entry to the Airport. A checkpoint, manned by the Police, may be located at the Millennium Forest turn off.
- All officials will attend a briefing and be issued PPE at the Terminal Building, prior to the arrival of the flight.
- Ground staff (including security, passenger and cabin services, customer services and operations staff) procedures for handling baggage, servicing the plane will be implemented. Staff will issued with PPE.
- Immigration and HM Customs will be provided with copies of the passenger manifest in advance of the flight arrival. HM Customs will conduct a risk-based assessment on inbound passengers and will also be provided with a copy of the cargo manifest in advance.

4. Arrival of Ascension Passengers at St Helena Airport

- Passengers will be required to wear face masks from the time they board the aircraft in Ascension and upon arrival at St Helena, they will be expected to continue to wear them until they have exited the terminal and arrived at their accommodation.
- Physical distancing guidelines are to be adhered to throughout processing of passengers and between passengers and staff/officials.
- Landing cards and Customs declarations will be handed out by cabin crew and must be completed before arriving at the terminal building.
- Upon arrival, inbound flight passenger handling procedures will be implemented; this includes, receipt of Declaration of Health, briefing the crew on disembarkation procedure, checking masks are correctly worn, temperature check by health officials. Any passenger with an elevated temperature will be taken to the Police office in the arrivals hall for a further medical assessment.
- Passengers will proceed to Immigration where the immigration process for arriving passengers will be implemented; passengers will present travel documentation to immigration officers and step back to a safe distance. Once immigration formalities have been completed, passengers will be directed towards the baggage reclaim area.
- Biosecurity will be present in the arrivals hall but remain at a safe distance from passengers and make only brief contact where necessary. Any high risk goods identified by biosecurity will be disposed of via the amnesty bins and in line with existing biosecurity policy (including cargo).

- Customs declarations forms will be collected and assessed; should arriving passengers have goods to declare, these will be dealt with in accordance with normal customs policy. The process for dealing with any goods requiring detention (if required) will include consultation from medical personnel, depending on the situation. Customs officers will be present to further oversee freight handling where required, but incoming freight documentation will be dealt with at a later date.
- Passengers will be directed to the first seated waiting area in the main terminal hall with their luggage, where they will be briefed by a Proper Officer. After being briefed passengers will deposit their luggage in the identified holding area and then proceed to the second waiting area. When the arranged transport is available passengers will be told to collect their luggage and proceed to the vehicle. Airport Security will control the main entrance at the air terminal to allow passengers to be escorted to the transport.
- Following departure of all passengers and crew, used PPE from staff and officials will be disposed of safely in accordance with existing procedures for disposal of biohazardous waste.

5. Briefing from Proper Officers at the airport

- Proper Officers will direct Ascension passengers to quarantine at their homes or other location as determined by the pre-assessment.
- A briefing will outline the legality of quarantine, the key restrictions of it and what to do if a person begins to feel unwell.
- The Proper Officers will also give the arriving passengers the following documents:
 - A second copy of the Home Quarantine guidelines.
 - A letter, signed by the Director of Health, directing them to quarantine at home and giving details of the legality of this including details of penalties for non-compliance.
 - Passengers will be asked to sign to acknowledge receipt of this letter.
 - A hand-washing leaflet
 - A 'Keeping Well in Quarantine' advice sheet produced by the Mental Health Team.
- Proper Officers maintain records of their decisions and directions given.

6. Transportation to Homes

- Preference is for passengers to have made prior arrangements for a car to be delivered to the airport and they drive themselves home. They must go direct to their own homes and the vehicle must remain in quarantine with them.
- If not possible to have own transport, alternative transport will be provided to transport Ascension passengers to their home address to quarantine. A charge may be levied for this service.
- Drivers and passengers will be required to wear face masks and gloves at all times as per established protocols.

- Distancing will be observed on the transport as per established protocols.
- Once all passengers are transported the minibus will be cleaned as per established protocols.

7. Home Quarantine Period

- Once in quarantine at home the daily 'check in' calls would commence as per established procedures.
- Every individual in quarantine will have a daily 'check in' call by a member of SHG staff acting on behalf of the Health Directorate. These calls are aimed at monitoring any symptoms and general well-being whilst assisting people to successfully navigate their period of quarantine. 'Call Handlers' have specific training and guidance; they are overseen by a 'Call Supervisor' whom is usually Bronze 5 in the command structure.
- Concerns or reported symptoms would be forwarded to the SMO as per existing processes.
- During the daily 'check in' calls people in quarantine are given an opportunity to ask any questions and also reminded of the key restrictions of quarantine:
 - Remain within the boundary of their home for the full 14 days. The Boundary is defined as within 5 meters of the resident's covered area or out building where this does not encroach on other properties.
 - Do not allow any visitors or anyone else into the boundary of their home
 - Do not go to work, school or any shops at all during the 14 day period.
 - Practice hand hygiene & respiratory etiquette
 - Clean common surfaces frequently
- People in quarantine at home would be responsible for ensuring they have sufficient supplies of food, cleaning products, medications etc. Family, friends or businesses can deliver these; this is covered in the advice sheet and details non-contact deliveries.
- If the household cannot be contacted the Police will be requested to visit the property to ascertain compliance with the restrictions of quarantine.

8. If Someone in Quarantine Becomes Unwell

- If an individual in quarantine becomes unwell or shows symptoms of Covid-19 or a test confirms they have the virus they will be asked to self-isolate. This means that the person should completely separate themselves from all other people including those in their own household and have no contact with anyone else. They may need to move to another location, such as the Bradley's Hospital, until they are well again. The amount of time someone is required to self-isolate will be determined by a Doctor after assessment of the situation.

9. Ending Quarantine

- On day 14 nursing staff would visit people in their homes (in appropriate PPE) and take swabs for Covid-19 testing.
- Quarantine would end at 23.59 on day 14 on evidence of a negative Covid-19 test.

- People will be provided with a letter confirming that they have completed their period of quarantine.
- If the quarantine period is be extended people will receive confirmation of this in writing.

SHG
September 2020