

## COVID-19 SAFETY PUNCH LIST—SAFETY ASPECTS OF CONTINUED OPERATIONS

### General Considerations

- Consider all operations as non-normal and therefore a threat to safety
- Ensure cost pressures do not unduly reduce acceptable safety levels
- Consider possible culture change as the company or organization goes into financial survival thinking
- Ensure sufficient staff available commensurate with the actual level of operations
- Ensure continued use of your safety management system (SMS) to its full potential
  - Be aware that risk levels of each flight will change from locality to locality and with each type of operation due to the state of the crisis progression
  - Consider the threat of increased risk acceptance (get the job done, save the airline, less loss of jobs)
  - Consider the risk of missed or reduced safety or quality assurance (audits, etc)
  - Share risk assessments and experiences with other operators
- Ensure effective internal and external communication
- Ensure continued facility access for staff (i.e., expiry of access badges, pass codes etc.)
- Consider staff involvement in process improvements
- Consider training
  - Use any down time for training and safety education
  - Use all available means for training delivery (video, video conference, etc)
  - Consider training intervals depending on staff experience
- Ensure contingency plans are available in case of significant staff shortages
- Consider team situations
  - Modify rostering to meet new demands
  - Consider creating non-overlapping teams (social distancing)
- Consider IT systems
  - Ensure critical software and hardware updates are made
  - Have a back-up for when IT systems fail
  - Avoid non-critical software and hardware updates
- Consider level of staff turnover