

INTRODUCTION

This COVID-19 hygiene and safety guide is to be used as a reference by Test Takers to take precautionary measures to curb the spread of Covid-19.

These guidelines were adopted from those set by Kementerian Kesihatan Malaysia (KKM). This is a 'living' document and will be revised as we understand more about the pandemic.

WHAT IS CORONAVIRUS?

Coronavirus (COVID-19) is an infectious disease caused by a newly discovered virus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The COVID-19 virus primarily spreads through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practice appropriate respiratory etiquette.

SYMPTOMS

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization.

Most common symptoms:

- fever
- dry cough
- tiredness

Less common symptoms:

- aches and pains
- sore throat
- diarrhoea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes.

Serious symptoms:

- difficulty in breathing or shortness of breath.
- chest pain or pressure.
- loss of speech or movement.

Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility. People with mild symptoms who are otherwise healthy should manage their symptoms at home. On average, it takes 5–6 days from when someone is infected with the virus for symptoms to show. However, it can also take up to 14 days.

PREVENTION

To prevent infection and to slow down the transmission of COVID-19, please adhere to the following:

- Wash your hands regularly with soap and water or clean them with alcohol-based hand rub.
- Maintain at least 1 meter of distance between you and people coughing or sneezing.
- Avoid touching your face.
- Cover your mouth and nose when coughing or sneezing.
- Stay home if you feel unwell.
- Refrain from smoking and other activities that weaken the lungs.
- Practice physical distancing by avoiding unnecessary travel and staying away from large groups of people.

SAT COVID-19 SOP

SAT will NOT admit anyone who is:

- Patients Under Investigation (PUI)
- Unwell - has fever, or flu symptoms such as cough, runny nose, sore throat, shortness of breath, or tummy upset, diarrhoea, and vomiting in the last 24 hours. All individuals that are unwell require prompt medical attention.
- Have been in close contact with a COVID-19 positive person.

Temperature Scan/ Contact Tracing/Health Declaration Form:

- Test Takers are to scan the QR Code (Mysejahtera/ Selangkah) prior to entering SAT's facilities.
- Test Takers will be screened before being allowed to enter the facilities. Any Test Taker with body temperature higher than 37.5°C or showing any symptoms of COVID- 19 would be denied entry to the training centre.

Health Declaration Form:

- All test takers must sign a health declaration form at the entrance of the facility on test day to declare that they are eligible to attend the test session. The SAT Health Declaration Form shall be made available to test takers on our website and at the facility. The form must be completed and returned to SAT.

Face Masks/Face Shields:

- You are required to wear a face mask/face shield to cover your mouth and nose, adhering to the mandatory SOP set by the government. However, you may be requested to remove this for identification or verification purposes.
- Face masks/Face shields will be made available at the centre.

Sanitisation:

- Hand sanitisers will be made available at the entrance of the facility, as well as in the test room. We will advise Test Takers to sanitise their hands each time they enter or use the facilities.
- Test rooms will be thoroughly cleaned prior to the start of the test. For computer delivered tests, equipment will be cleaned between sessions.

Consumables:

- *In order to reduce the risk of contamination, any consumables used during the training will be made available for each Test Taker with no sharing allowed. This includes, but not limited to training materials, pens, and papers.*

Social Distancing:

- *Social distancing must be always maintained. SAT will advise all Test Takers to maintain social distancing at every opportunity.*

The above measures will be updated as and when there are new guidelines issued by the Malaysian government.

Acknowledgement

*I, _____ (Name of Test Taker) have read and understood the guidelines listed in the **SAT COVID – 19 Guidelines** by Systematic Aviation Training and will abide by all the procedures listed in the guidelines.*

<i>Signature</i>		<i>Date</i>	
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