



## Memo

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**To:** Charter Aircraft Operators – Ship's Crew transfer operators  
**From:** Manager, Geraldton Airport  
**Date:** 2 Nov 2020  
**Subject:** **Protocol for Transfer of Ship's Crew – Geraldton Airport – COVID 19 response.**  
**File reference:** **D-20-131757**

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Geraldton Airport has established the following protocol in response to the WA Police Direction 2020-10-19 – Quarantine (Closing the Border) Directions Approval for Maritime Crew (No 5) under 27(r). The ideology is to minimise the risk associated with transfer via aircraft of possibly infected ship's crew through Geraldton Airport.

1. Vehicles delivering ship's crew will only disembark to board the associated aircraft charter or to access exclusive use ablutions on the airport grounds. (Portaloo provided by Shipping Agent, if required)
2. No airport buildings will be entered by ship or bus crew
3. The ship crew transfer will be effected away from buildings and infrastructure as much as possible. Preference is given for the transfer to occur on Apron Charlie and Apron Echo. (our two least used and mostly remote aprons)
4. Flight crew will book parking in advance on Apron Charlie via email or telephone to airport administration or relevant after hour's numbers (preferred 24 hour notice minimum).
5. Exclusive use ablutions on the airport grounds will be provided by the Shipping Agent (or their contractor) if deemed necessary. Airport administration can provide siting assistance.
6. Compliance with the Quarantine (Closing the Border) Directions Approval for Maritime Crew (No 4) under 27(r) by all service providers is required.
7. Additional measures recommended by Health WA will be adhered to - if non adherence to any recommendations then operator must justify with a Safety Case.
8. Ship's crew joining the vessel should have undergone 14 days mandatory quarantine on arrival into WA and aircraft bringing them to Geraldton Airport are not affected by this protocol. Should the same flight crew then take ship's crew out of Geraldton, this protocol is then applied. (Gives flight crew access to buildings etc while awaiting ship's crew arrival at the airport).

Desmond Hill  
Manager, Geraldton Airport

