

3 February 2021

MEASURES FOR AIR CREW OF FOREIGN AIR OPERATORS ON LAYOVER IN SINGAPORE

This Circular informs all foreign air operators of the requirements applicable to flight and cabin crew (“air crew”) who are permitted to layover in Singapore and the list of designated crew accommodation and transport provider for such air crew.

Approval for crew lay over in Singapore

2 Air crew of foreign air operators may enter Singapore for layover at designated crew accommodation only with prior approval from the Director-General of Civil Aviation. The Director-General of Civil Aviation may grant such an approval when layover is required for compliance with flight time limitations, for positioning crew, for crew operating an aircraft to Singapore for maintenance or a post-maintenance aircraft out of Singapore, or in the event of an aircraft-on-ground (“AOG”) situation in Singapore. This approval does not permit the air crew to undertake any other duties during the layover in Singapore.

3 For the purpose of paragraph 2, foreign air operators are to apply for approval for their air crew to lay over in Singapore (“layover crew”) in accordance with the following:

- (a) An air operator operating scheduled air services to Singapore is to write to CAAS_FS_FOS@caas.gov.sg at least 2 weeks prior to the intended date of its initial layover flight to Singapore. The Director-General of Civil Aviation may grant an approval for the initial and subsequent layover flights to the air operator upon review of its application.
- (b) The air operator that is approved for layover flights under paragraph 3(a) may apply for its positioning air crew to enter Singapore on flights operated by other air operators by writing to CAAS_FS_FOS@caas.gov.sg with their

application at least 5 working days prior to the date of intended entry by its positioning air crew to Singapore.

- (c) An air operator that is –
- (i) operating unscheduled air services to Singapore;
 - (ii) operating an aircraft into Singapore for maintenance; or
 - (iii) operating an aircraft out from Singapore after the maintenance of that aircraft in Singapore is completed;
- is to ensure an application is submitted¹ via <https://go.gov.sg/ay5ny1> at least 5 working days prior to the date of intended entry of its layover air crew. The application must be accompanied by a letter of commitment from the air operator to ensure its air crew's strict compliance with the requirements of the Stay Home Notice ("SHN") that its air crew is issued with at the time of entry into Singapore under the Infectious Diseases (COVID-19 Stay Orders) Regulations 2020 and the air crew layover measures in this circular.

4 If an approval by the Director-General of Civil Aviation is given for an application made under paragraph 3(b), the air operator must ensure that its air crew produce the following to the ICA officer at immigration:

- (a) CAAS' approval letter permitting the air operator to position its air crew in Singapore;
- (b) A letter from the air operator identifying the specific air crew member(s) to be positioned in Singapore; and
- (c) Crew pass of the air crew members.

Air crew lay over measures in Singapore

5 The following measures are applicable to air crew of all foreign air operators laying over in Singapore ("layover crew"):

- (a) The air crew must serve the SHN issued under the Infectious Diseases (COVID-19 Stay Orders) Regulations 2020 at the time of entry into Singapore at a designated crew accommodation until their next departure flight out of Singapore or until the expiry of the SHN², whichever is the earlier.
- (b) Where transport is required to convey the layover crew to the designated crew accommodation from the airport (and vice versa), the air operator must make arrangements for the layover crew to be transported directly from the

¹ Application can be made through its ground handling agent or SAR-145 approved maintenance organisation.

² Those who serve the full duration of SHN will need to undergo a mandatory COVID-19 Polymerase Chain Reaction (PCR) test towards the end of the SHN.

airport to the designated crew accommodation (and vice versa) by a designated transport provider.

- (c) The air operator must ensure that its layover crew minimise the time spent in the airport and do not intermix with other persons through the following measures:
- (i) make arrangements for an adequate number of escorts, commensurate with the number of layover crew members in the group, to ensure that all layover crew members remain escorted from the point of disembarkation from the aircraft, through the arrival and immigration facilities, to the designated crew accommodation (and vice versa when departing from Singapore). Where transport is required to convey the layover crew from the designated crew accommodation to the airport for their departure flight out of Singapore, the layover crew should remain escorted while waiting for the designated transport.
 - (ii) use the most direct route from the aircraft, through arrival and immigration facilities, to the designated transport pick up area, and avoid entering an area or facility which is in use by other persons at the airport, whether or not the area is empty, such as the Skytrain or a smoking room. The layover crew should avoid visiting the restrooms at the airport where possible; preferably, the layover crew should use those in the aircraft or at the crew accommodation.
 - (iii) prohibit the crew from entering any retail premises in the transit or public areas within the airport and Jewel Changi Airport, or making any purchase at a vending machine or changing currency.
 - (iv) ensure that each escort wears a surgical mask, goggles or a face shield, gown and gloves when escorting the layover crew. The escort should maintain safe distancing and avoid close contact (less than 2 metres for 15 minutes or more) with any of the layover crew members.

6 All foreign air operators are reminded to ensure that each of their layover crew members:

- (a) wears a face mask and observe safe distancing at all times when outside his or her assigned room at the designated crew accommodation, or when interacting with other persons;
- (b) remains in his or her assigned room until the next departure flight or the expiry of the SHN period as mentioned in paragraph 5(a), unless otherwise permitted by the Director-General of Civil Aviation; and

- (c) adheres to the safe management measures and procedures set by the air operator of the designated crew accommodation.

7 For avoidance of doubt, an approval for a layover air crew member in Singapore under paragraph 3(c)(ii) or 3(c)(iii) does not permit the air crew member to operate an aircraft for a functional check flight after maintenance during the period of his or her layover in Singapore. This layover crew is not allowed to leave the designated crew accommodation except for the flight out of Singapore.

8 Air crew of foreign air operators operating turnaround flights must not disembark from the aircraft in Singapore, except to carry out external safety inspections of the aircraft, or for health or security screening as required by the relevant authorities in Singapore.

Designated crew accommodation

9 The designated crew accommodation are as follows:

S/N	Designated crew accommodation	Availability
(a)	<u>Holiday Inn Express Singapore Katong</u> 88 East Coast Road Singapore 423371 Tel: +65 9183 9773 Email: dm.sinka@ihg.com	This hotel will stop accepting new bookings for layover crew from 5 February 2021, 0000H
(b)	<u>Hotel Indigo Singapore Katong</u> 86 East Coast Road #01-01 Katong Square Singapore 428788 Tel: +65 9183 9772 Email: nh.sinki@ihg.com	This hotel will stop accepting new bookings for layover crew from 12 February 2021, 0000H.
(c)	<u>Crowne Plaza Changi Airport</u> 75 Airport Boulevard, #01-01 Changi Airport Singapore 819664 Tel: +65 6823 5300 / 1800 787 1221 Email: SINCP@ihg.com	This hotel will start accepting new layover crew as guests from 5 February 2021, 0000H.

Designated transport provider

10 The designated transport provider is as follows:

Woodlands Transport Service Private Limited

Tel: +65 9656 6258 / 8186 8227

Email: airportshuttleha@woodlandstransport.com.sg

11 This Circular supersedes CAAS Circulars 2020/33, 2020/35, 2020/51 and 2021/03 Revision 2 with immediate effect.

Alan Foo
Acting Senior Director (Safety Regulation Group)
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[no signature required]