

TO ALL FLEET VESSELS

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In The Name Of God

Dear Captain
Good Day,

Pl's find attached file "**COVID-19 OUTBREAK MANAGEMENT PLANS**" for your kind attention and necessary precaution measures.

Pl's take Copy the attached plans booklet for presenting of it to inspectors and port officials when requested (specially Indian Ports).

You are requested to confirm receipt, discuss the contents in the next consolidated meeting on board & keep a copy in the file DA-11 .

BEST REGARDS

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COVID-19 OUTBREAK MANAGEMENT PLAN



This plan provided as guidance on the precautions to minimize risks to seafarers, passengers and others on board from the COVID-19.

Regulatory Reference:

International Chamber of Shipping (ICS) guidance;

IMO Cir.4203;

IMO Circ.4204;

IMO Circ.4221;

WHO advice.

Background

On January 2020, world health organization declared the Corona virus under the new name “COVID-19” as a global outbreak that could lead to improved international co-ordination in tackling the disease.

IMO has issued guidance to address the issue working with other UN agencies and NGOs to monitor the situation and provide timely information in response to the outbreak of the disease.

As per IMO Circular 4221 all vessels should have an effective COVID-19 outbreak Management plan.

The plan has been developed in line with:

- IMO Circular letter No.4221
- IMO Circular letter No.4203, 4204



- World Health Organization-Advices and guidance on virus.
- ICS guidance.
- Other marine industry guidance.

Approval by the administration or a Recognized Organization (RO) on behalf of the administration is NOT mandatory.

Indicative Contents:

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1- Introduction

This document outlines the plans and procedures to be put in place to prepare a ship for shore personnel to come on board and to protect seafarers from the dangers posed by the new Corona virus disease (Covid-19). This includes potential exposure from shore personnel and the actions to take in the event of a suspected case on board. This guidance should be read in conjunction with the International Chamber of Shipping (ICS)-published Corona virus (Covid-19) Guidance for Ship Operators for the Protection of the Health of Seafarers.

2- Symptoms of Covid-19 from the World Health Organization

The World Health Organization (WHO) states that the Covid-19 virus affects different people in different ways.

The WHO states that the common symptoms include:

- Fever
- Tiredness
- Dry cough.

Other symptoms can include:

- Shortness of breath
- Aches and pains
- Sore throat
- And, in a few cases, people may report diarrhea, nausea or a runny nose.

It is believed that up to 30% of those infected do not show any symptoms and so cleanliness and social Distancing must be maintained.

3- Basic protective measures against Covid-19

The following advice is derived from general advice provided by the WHO and based upon the ICS guidance:

- Frequent hand washing by crew using soap and hot water or alcohol-based (at least 65-70%) hand rub for 20 seconds;
- Avoidance of touching the face including mouth, nose and eyes with unwashed hands (in case hands have touched surfaces contaminated with the virus);



- Seafarers should be encouraged to cover their nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing the nose, then dispose of the used tissue immediately;
- If a tissue is not available, crew should cover their nose and mouth and cough or sneeze into a bent elbow;
- All used tissues should be disposed of promptly into a waste bin;
- Seafarers should aim to maintain social distancing and keep at least one metre (3 feet) distance from other people, particularly those that cough or sneeze or may have a fever. If they are too close, other crew members can potentially breathe in the virus; and
- Meat, milk or animal products should always be handled with care, to avoid cross-contamination with uncooked foods, consistent with good food safety practices.
- The consumption of raw or undercooked animal products should be avoided.
- A medical log should be maintained.

4- Personal Protective Equipment

Some ports will require all personnel who come into contact with shore workers to wear extensive amounts of PPE. However, the routine use of PPE including surgical masks, gloves and face shields is only recommended for those in close proximity to infected persons. Social distancing measures should prevent the need to wear PPE during routine activities. For the gangway watch, the use of a N95 respirator mask, or surgical mask and Gloves are recommended as the watch may come into contact with infected persons. The WHO advises the following on the use of face masks:

- If you are healthy, **you only need to wear a mask if you are taking care of a person with suspected Covid-19 infection.**
- Wear a mask if you are coughing or sneezing.
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water.



- If you wear a mask, then you must know how to use it and dispose of it properly.
- Make sure there are no gaps between face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.

5- Prior to calling at port

Prior to calling any port of an affected country, the Master should ensure accurate port info and vessel ETA is sent to the office. To gather adequate information and update on the Covid-19 from all concerned parties to mitigate the risk, take appropriate precautions and comply with local requirements, which may include the use of additional PPE. Ships' crews must alert the authorities in the event Covid-19 is suspected on board. In assessing whether a crew member has been exposed to Covid-19, the exposure history should be looked at, in particular whether anyone has joined the vessel in the previous 14 days and what port calls have been undertaken.

In many countries, local authorities are requiring all vessels to report the temperature and condition of a vessel's crew before entry into the port.

The provisions contained in the Ship Security Plan, which provide a framework for establishing preventive measures related to limited and unauthorized access, may also be effective in preventing the spread of the virus to ships and seafarers. These include conducting a risk assessment prior to entry into an affected port, assessing the preventive measures taken by those ports, and diligent application of access controls. Such measures may serve to support other actions aimed at preventing the spread of



Covid-19 and thus enhance the safety of seafarers and persons with whom they may come into contact.

6- Precautions with Pilot on board

In the hour prior to Pilot boarding, wipe down the entire bridge with a 5% solution of bleach in water (Chart table, instruments, chairs, helm, entire console, windows, etc). The cleaning should be repeated after the departure of the Pilot.

Have disposable gloves readily available in order to supply the Pilot (if required) after his embarkation, which he should wear until his disembarkation. Remote temperature gauging of the Pilot (using a non-contact thermometer) should be undertaken and boarding should not be allowed if the readings are above 37.3 degrees Celsius.

Handshakes and other physical contact must be avoided. Social distancing between Pilot and bridge personnel should be in place at all times.

Any crew member entering the bridge including the pilot should thoroughly wash their hands prior to entering the bridge. To facilitate this, the toilet located next to the bridge should have all necessary sanitizing materials.

Pilots may bring their own sanitizing materials, but these should also be provided by the ship and made available for all bridge team members to use frequently.

Throughout the transit, all personnel on the bridge including the Pilots are encouraged to regularly wipe down any surface and equipment they come into contact with, such as pens/pencils, binoculars, radar control panels; ECDIS control panels, PPU's, VHF radios, chairs, handrails, etc.

If the Pilot is in a non-critical area of navigation and feels that they may need to cough or sneeze then they are encouraged to step to the bridge wing or exterior of the wheelhouse and do so in an open environment away from other individuals. If the area of navigation or layout of wheelhouse does not permit this action, then the individual shall cover their mouth/nose and orient themselves in a direction away from other individuals. When safe to do so, they shall proceed with wiping down of the surfaces in their immediate vicinity. Same applies to all ship's personnel attending the bridge. Only essential personnel should be allowed in the wheelhouse.



Eating while on the bridge should be prohibited and the Pilot service informed of this prior to their boarding.

7- Precautions with Private Maritime Security Guards on board

The company, when engaging the services of a Private Maritime Security Company (PMSC), should undertake due diligence and ascertain the steps taken by the PMSC to ensure their guards are free of the virus.

The vessel should follow the same precautions as for Pilots boarding the ship. However, as the guards will be sailing with the vessel, social distancing and cleanliness will be key. After the guards have disembarked, their accommodation should be thoroughly cleaned. The company must inform the PMSC if any seafarer falls ill with a fever, flu-like symptoms or tests positive for Covid-19 within two weeks of the guards' departure.

Similarly, the PMSC must inform the company if any of the guards fall ill with a fever, flu-like symptoms or test positive for Covid-19 within two weeks of departing the ship.

8- When In Port

When entering ports of an affected country, seafarers must refrain from going ashore, with any disembarkation from the vessel avoided where possible and done only where absolutely necessary.

Furthermore, during the port stay there should be minimal interpersonal exchanges with persons from ashore, avoiding contact with people who show symptoms of flu or high temperature and taking care of personal hygiene, including more frequent hand washing, etc. The primary means to prevent transmission of the virus is to maintain social distancing.

Encourage the terminal to use all available electronic and radio controlled devices (Phone, VHF, E-mail) for ship-shore interface.

Key points are:

- Ship's staff exposure on main deck must maintain social distancing. PPE to be worn as required. Care should be taken that the PPE in use must also comply with that needed for the handling of the cargo.



- If any shore person exhibits a fever or flu-like symptoms then they need to depart the vessel at the earliest possible time.

Crew to frequently clean hands by using alcohol-based hand rub or soap and water. Gangway watch shall have to take remote temperature gauging of those coming on board (using a noncontact thermometer) and should not allow entry if the readings are above 37.3 degrees Celsius¹. Generally thermometers in the hospital on board are of probe type. Every company should make all effort to provide non-contact thermometers for this purpose. Where clinical non-contact thermometers are of non-intrinsically safe type, those boarding should be escorted to a safe area where their temperature may be monitored.

According to the WHO, scanning for temperature is not 100% effective as some infected people show no symptoms initially and some do not develop symptoms for up to 10 days.

In general:

- No handshaking or any physical contact.
- No shore personnel should enter internal spaces of the vessel and accommodation
Doors should be locked.
- In the event that shore personnel do need to enter the accommodation, then they should be escorted throughout, maintain social distancing and wash their hands frequently.
- Have available at the gangway sanitizing and disinfectant material for shore personnel when boarding.
- Food must not be brought on board by shore personnel. Shore personnel should not, where possible, eat on board.
- Have a dedicated space and /or toilet for the use of shore personnel, which should be cleaned and disinfected afterwards upon vessel departure.
- Shore embarkation ladders/gangways: It is recommended that no crew member should come in direct contact with any shore equipment including shore gangways and ladders.



1 The normal range for human temperature is between 36 and 37 degrees Celsius. The WHO advises that a temperature above 37.3 degrees Celsius is a symptomatic of a low fever and is the trigger for the additional steps to be taken. Other administrations apply different temperatures ranging from 37.5 to 38 degrees Celsius. Taking into account the tolerances on the thermometers when used in open spaces subject to the ambient weather conditions 37.3 degrees Celsius is provided here as it is the lowest temperature and so provides the greatest margin of safety.

Berthing / Unberthing – cargo or bunkering operations:

- Officers and crew involved in such operations must take all precautions as to wearing the relevant PPE and especially after un-berthing taking into consideration that the terminal's staff have come in contact with heaving lines, rope lines etc. After sailing these lines are to be washed down using soapy water and all accommodation public spaces, corridors, handrails, toilet etc are to be properly disinfected.
- Reduce physical contact with shore personnel and exchange most of the documents as much as possible via email.
- Any produced garbage/litter originated from shore should be disposed of in a dedicated drum and landed prior to departure, if allowed, by shore. Otherwise it should be kept isolated.
- Following departure from port, monitor daily all ship staff's temperature.
- On signing, crew luggage should be handled with gloves and cleaned thoroughly.

9- Cargo Operations

Tanker operations often require loading masters, cargo surveyors and other personnel to be on board. They interact with ship's crew in the following way:

- During the ship-shore safety and cargo meeting.
- The signing and exchange of ship-shore checklist.
- The use of the shore portable radio as part of the ship-shore communication protocol.
- Connection of manifolds.
- The use by the surveyor or the loading master of ship's tank tables and cargo manual.
- Review of cargo monitors and gauging systems.

Similar precautionary measures as mentioned above for bridge procedures shall be exercised in all common / controlled areas such as Cargo Control Room, Meeting Room and Mess Room. Social distancing should continue.



10- Repair and Dry Dock Operations

During periods in repair yards, shore workers will need to gain access to the ship. The company and repair facilities should ensure that no workers exhibiting symptoms should be allowed onboard. The repair facility is responsible for ensuring that all workers are free of the virus and that they complete a health declaration form prior to being engaged on the ship.

The ship, company and repair facilities should agree on the placement of a monitoring station prior to boarding of the ship where the temperatures of the workers can be monitored. If the temperature readings are above 37.3 degrees Celsius, the worker should not be allowed onboard. Only one gangway or access route should be used.

The following additional measures should be in place:

- No handshaking or any physical contact.
- No shore personnel should enter internal spaces of the vessel and accommodation doors should be locked.
- In the event that shore personnel do need to enter the accommodation, then they should be escorted throughout, maintain social distancing and wash their hands frequently.
- Have available at the gangway sanitizing and disinfectant material for shore personnel when boarding.
- Food must not be brought on board by shore personnel. Shore personnel should not eat on board.
- Have a dedicated space and /or toilet for the use of shore personnel, which should be cleaned and disinfected afterwards upon vessel departure.
- Shore embarkation ladders/gangways: It is recommended that no crew member should come in direct contact with any shore equipment including shore gangways and ladders.



11- Signing off and on seafarers

Prior to entry into port, the crew manager should ensure that crew changes can take place taking into account local regulations. In considering crew changes the manager must ensure that flights are operating and this includes transits in third countries. The seafarer signing off or on should keep with them documents showing that they are seafarers whilst transiting borders. Such documents should assist in their transit. The off signing crew member should complete a health declaration form. A standardized one can be found in the annex.

In case of issues passing through borders, the seafarer should have the emergency contact telephone number for the consulate of their nationality for each country they pass through. **No crew member should join a ship if they are feeling ill or suffering from flu-like symptoms.** The WHO does not advise routine testing of on-signing seafarers for Covid-19 as the tests may provide false results if no symptoms are present and the test is only relevant at the instant of testing.

Social distancing procedures should be in place during the hand over between the on and off signing seafarer.

The off-signing seafarer must report to the company if during the 14 days following leaving the ship they feel ill or exhibit flu-like symptoms. Similarly, if there is a suspected outbreak on board, the company must inform all off-signers of the situation within 14 days of their departure from the ship.

12- Suspected case

In the event of a seafarer showing Covid-19 the following steps should be taken:

- Isolate the infected person in the Hospital, or in a cabin with a separate toilet and bathing facilities, ensure the air-conditioning duct is isolated and the independent ventilation is used but the WHO advise that the door should be closed;
- Limit the number of caregivers of the patient; ideally assign one person who is in a good health without risk conditions;
- **No visitors;**



- Career should wear PPE consisting of N95 respirator masks or surgical masks, and disposable gloves;
- For close contact (e.g. to bathe or turn the patient), plastic overalls or aprons are essential;
- All PPE should be disposed of after each contact with the patient;
- Avoid direct contact with body fluids, particularly oral or respiratory secretions, and stools;
- Infected person's cabin and belonging to be sanitized;
- Do not touch an infected person's belongings, clothes, sheets or their bodily fluids. As soon as a suspected case is discovered, then the company should be informed immediately and medical advice sought. The company should also inform the Flag State of the ship, the nation state of the seafarer and the ship's P&I Club.

13- Medical Waste Disposal

This form of medical waste is of two categories:

- 1.** Infectious and
- 2.** Non-infectious.

Infectious medical waste is liquid or solid waste that contains pathogens in sufficient numbers and with sufficient virulence to cause infectious disease in susceptible hosts exposed to the waste.

Non-infectious medical waste includes disposable medical supplies and materials that do not fall into the category of infectious medical waste.

Infectious waste should be safely stored or sterilized, e.g. by steam, and suitably packaged for ultimate disposal ashore. Medical waste should be labeled. Ships properly equipped may incinerate paper- and cloth-based medical waste but not plastic and wet materials. Sharps should be collected in plastic auto cleavable sharps containers and retained on board for ultimate disposal ashore. Unused sharps should be disposed of ashore in the same manner as medical waste.



Liquid medical wastes may be disposed of by discharging them into the sanitary system. All sewage should be managed with the assumption that it will contain human pathogens such as thermo tolerant coli forms and therefore be treated through the ship's sewage treatment plant (MEPC Resolution 227 (64) IMO Guidelines for Sewage Treatment Plants).

Non-infectious medical waste may be disposed of as garbage, not requiring steam sterilizing or special handling. Medical waste should be carefully handled and stored with clear labeling. It should be recorded under Domestic Waste – Category C until landed ashore.

14- Medical repatriation

Any seafarer in need of urgent medical attention should be allowed ashore and treated by medical professionals.

The company should inform the Port State of the need of urgent medical attention. Local agents and P&I Clubs should be kept informed of all plans.

The ship should determine the best evacuation route for the seafarer and a plan should be in place to ensure that minimum amount of contact is made between the suspected case and those assisting in the evacuation.

Social distancing should be in place as much as possible. All involved in the transfer of persons should wear appropriate PPE. Agreement between the Port State and the ship should be achieved on this evacuation plan.

Once the suspected case has been successfully evacuated ashore, the route and accommodation of the seafarer should be thoroughly cleaned and all PPE and bedding disposed of.

Close monitoring of the remaining ship's crew for any signs of infection should be continued for 14 days after the suspected case has been disembarked. The company should keep the ship informed of any test results on the suspected case.



15- On-going monitoring

Seafarers, port officials, pilot or anyone who has been on board the ship must inform the company if they fall ill with a fever, flu-like symptoms or test positive for Covid-19 within two weeks of departing the vessel.

16- Crew Training

Owners should ensure that all crew on board are well familiarized with the content of the plan and this should be practiced prior to entering ports.

17- Annex– Health Declaration Form



Seafarer Health Declaration Form

Name:		Ship's name:	
1.	Do you have any of the following flu-like symptoms?		
	Fever	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Breathlessness	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Sore throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Running nose	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Muscle joint pain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Chest pain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Others: please specify:		
2.	List the countries that you have been in during the last 14 days	From	To
	1.		
	2.		
	3.		
	4.		
	5.		
3.	Did you come in close contact with any person suffering from COVID in the last 14 days ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Have you ever been admitted to or visited a hospital in the past one month ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify the reason for the admission or visit:			
5.	Have you ever been in contact with farm or non-domesticated animals in the past one month ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Declaration: I hereby declare that, to the best of my knowledge the information provided is true and correct .			
Signature:		Date:	

The personal data contained in this form will be used solely for the purpose of compliance with legal / statutory Requirement of port and other authorities. The personal data will be stored and processed by the operator in Accordance with any applicable data privacy laws,