



DEPARTMENT OF MARITIME STUDIES

M.Sc. in Shipping Management

**CREW MANAGEMENT,
THE COVID-19 CHALLENGES AND THE INTERNATIONAL RESPONSE**

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A dissertation submitted to the Department of Maritime Studies in fulfilment of the requirements for the acquisition of the degree of

MASTER OF SCIENCE

In

SHIPPING MANAGEMENT

Piraeus 2022

DECLARATION OF AUTHENTICITY

I hereby certify that the material in this dissertation that is not part of my work have been properly identified, and no material has been included for which I have been previously awarded.

The content of this dissertation reflects my own point of views and are not necessarily endorsed by the University.

Signature

A handwritten signature in blue ink, consisting of several stylized, overlapping strokes that form a cursive name.

Date: 27 Aug 2022

PAGE OF THE COMMITTEE

The current Master's dissertation has been unanimously approved by the Tripartite Examination Committee, that has been designated by the Special General Assembly of the Department of the Maritime Studies of Piraeus, according to the Operating Regulations of the Master's Program in Shipping Management.

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The approval of the Master's dissertation from the Department of the Maritime Studies of the University of Piraeus does not imply acceptance of the writer's opinion.

Acknowledgement

I would like to dedicate this work to my Professor Mr Aggelos Pantouvakis, who has given me the opportunity and most importantly has encouraged me through the challenge to complete my MSc in Shipping Management.

Through all this journey, He taught me to appreciate the value of education and to give the most of my efforts to reach my goals.

Without the constant support of the University, it would not be possible to fulfill this personal goal that I have had since I finished my BSc.

Abstract

Title of Dissertation: **Crew Management, The Covid-19 challenge and the international response**

Degree **MSc**

This dissertation is a study of the Crew Management prior the Covid-19 outbreak down to a completely new approach on crew management, crew sourcing, crew change, safety measures adopted, two years later.

The study brings together the challenges to the recruitment and crew relief processes, with the enhancements demonstrated as a result of the constant efforts to maintain safety, to fight crew fatigue and to eventually find solutions on recurrent problems while trying to also minimize the costs that have reached highest levels than ever before.

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Introduction

The implications of the coronavirus outbreak have caused a domino effect in a variety of sectors in a very short amount of time. From the Chinese manufacturing facilities reopening failure after the Chinese New Year festive, leading to a shortfall in global Chinese exports and as a consequence to the drop of the container volumes in international trading areas, to the shipping industry way beyond China.

Logistics around the world face limited capacity, ports congestion has been increased, measures in the international airports and ports have become stricter and stricter, sometimes putting the rules even beyond the human life, crew sourcing has become more challenging than ever before, crew changes face limitations without precedent. Concerns over the seafarers well-being are raised.

When the covid broke out, one could not predict the duration or the consequences this could have globally, moving on to 2022, though all sectors have managed to adjust to some degree and improvement has finally a solid presence, the impact is still ongoing.

CHAPTER 1: CREW MANAGEMENT

1.1 Recruitment & Management of Human Resources

The human resources management in the Shipping Industry is a constant battle between the management of the constantly increasing labor costs and the shrinking of the global seafarer pool. Outsourcing of the crew management is becoming more popular as the fleets increase, the age of the vessels is minimized, while the pool of capable seafarers shrinks dramatically. Those management companies, hold complete records of seamen of several nationalities, including their qualifications, trainings, evaluations, health and family status.

The selection of capable personnel is a lengthy, complicated process closely related to the certain criteria established by each company. From certification check, reference check, security check, medical condition status, experience screen, interview, communication skills evaluation, to authentication and maintenance of proper records of the findings. Record of the training gaps and planning to eliminate those.

There are several aspects to be taken into consideration during the selection of the seafarers that will be assigned on board the vessels. The minimum requirements include the seafarer minimum age, the medical condition, the current training and qualifications and the suitable type of vessel that they will be placed to.

1.1.1 Regulatory requirements

The 4 pillars of the Maritime Compliance, SOLAS, MARPOL, STCW, MLC provide the regulations and guidelines on which the companies have to develop their SMS, ISM Manuals and Company Documents always prioritizing Safety and Environmental excellence. But, with all the increasing operational requirements (ISM, ISPS, TMSA etc), the increased inspection rates to verify the compliance level and the downgrading of the crew quality as more seafarers from new nations with less qualifications enter the market, management becomes more challenging.

1.1.2 The TMSA

The 4 TMSA elements come to bring operational excellence to another level through planning, acting, measuring and eventually improving in all possible levels. Through established procedures there is constant control of all the actions taken. Specifically, the TMSA Element 3 targets to establish the necessity to recruit and dispatch on board competent, qualified and motivated seafarers, whom through the 3A wellbeing of vessel personnel guidelines, will manage to retain and develop further in order to add value to the company. Regular review of the contents included in the evaluation reports is recommended in order to ensure the proper values of the person appraised are reflected.

The company shall take the necessary steps to further train and retrain the personnel when appropriate to ensure they are always up to date with latest developments and they remain competent. Other than the regulatory, mandatory training, the company must

develop their own training matrix including the company's requirements and train the crew according to their core values.

Returning crew is one of the Ship Owners most important assets as it constitutes the solution to the headache of constant recruitment and investment on new personnel that must be closely monitored and evaluated until their suitability is observed. The existing pool on the other hand, is well aware of the company, the systems, the vessels. They have been evaluated and found suitable for the fleet and they are finally trusted and committed to the company.

Provision of adequate resources is another important factor that adds value to the employment conditions.

Going through a period, where vessels are manned with multinational crew, cultural awareness is independent part of the training/familiarization to ensure respect and mutual understanding prevail.

Yet, vessel's proper manning in terms of number of crew, as well as qualifications that exceed the applicable minimum manning are ways to improve the safety and the security of the vessel. Particularly when high workload is present and/or the cargo operations are demanding. This way the proper work rest hours are maintained as per STCW requirements. Potential fatigue is combated.

Moreover, high standards of hygiene shall be maintained in all cabins, public areas, food store and preparation areas, hospital and laundry.

1.1.3 The Vessel

The Company must clearly define the Master's authority and responsibility on board the vessel in regards to the implementation of safety and environmental awareness as well as to the crew motivation to act according to the policies and procedures applicable. The Master's overriding authority to take decisions related to the safety and prevention of the pollution must be clearly stated in the company's SMS.

1.1.4 The seafarer

The equation for the successful management of the ship is closely dependent to the right crew being guided by the right company's systems in order to ensure safe operations. It is of utmost importance for all involved personnel to be competent, have adequate knowledge and understanding of the regulations, policies, guidelines and procedures. To ensure this, qualified, certified and medically fit seafarers must be picked and pass pre-duty familiarization prior their duty take over.

The crew familiarization must be extensive and documented and must contain extensive training on the company SMS, the specific equipment and operation of the vessel, the applicable HSSE requirements on board and the responsibilities. The familiarization must be well documented and maintained in the records readily available.

Upon the service completion, all key personnel provides proper handover and undergoes debriefing with the company relevant person in order to exchange critical information and bring into attention any matter that needs attention or correction.

Following the disembarkation, an appraisal must have been submitted, from both the vessel and the office, depending on the rank, in order to assess the crew competence and suitability for the next service with the company, the effectiveness of the support provided, whether there is requirement for improvement and further training or refresher training as well as prospect for promotion and further development.

Considering that lately multinational crew are being dispatched on board to create a team that will have to work effectively, there must be strict evaluation of the communication skills in order to fight the barrier of communication and different customs that the various nations on board have. The SMS of course has to be in a common language that everyone on board can understand.

1.1.5 The Shipowner

The Shipowner or Ship Manger comes across a series of everyday challenges one of the most important being the environmental efficiency. Moving towards excellence as far as the environmental excellence is concerned becomes number one in the list in order to ensure survival in a continuously changing environment. The goals set by IMO for wide decarbonization by 2100 is very ambitious and all fleets work round the clock to monitor performance and emissions. Monitoring the actual performance is crucial, expectations are high and simple processes are important to be implemented in order to move towards improvement.

The administration of the reporting and the documentation is another priority topic which is essential in order to manage to cope with the regulatory demands that become all the more complicated. There are several parties involved, like the Owners, the charterers, the port authorities, the stakeholders and a series of other interested parties that carry a lot of responsibility to deliver efficiency.

Performance is closely related to the contractual obligations and essential to command successful business and obtain good reputation that will guarantee a good position in the rapidly changing harsh market and the profitability. The most important investment that will pay off is in the public relations and the transparent practices used in operations.

Digitalization is inevitably here to make everyone's life easier and must be embraced at every step. Real time data flow, weather, consumption, speed, schedules, all automated tasks come together to assist with staying ahead and noticing deviations from schedules or imminent problems requiring attention and instant trouble shooting and decision making.

1.1.6 The Manning Agent

There is a great pool of seafarers globally being under the responsibility of crew managers around the world. The Manning Agent's most important role is to manage and ensure continuous balance between the satisfaction of the Owner's interests and at the same time the seaman's requirements.

It is very challenging to prioritize the efficient running of the vessel while trying to reduce the costs at the same time since the Managers are also responsible for the management of the budget. Salaries is the number one expense while travelling is the second highest cost that needs close control. In this regard specialized travel companies or even internal agencies have been created in order to work as efficient as possible.

One of the highest priorities is to maintain the crew rotation and manage to get all the groups that are travelling globally to reach the vessel and their homes respectively on a timely manner according to the agreed contracts and terms. Considering the rapidly changing vessel schedule and the availability and cost of last minute fares, the support required is round the clock and needs high flexibility.

Another important challenge is the retention of the crew and the creation of a dedicated pool of crew which can only be ensured via continuous support and recognition of the hard work and potential for further development. Improved travel schedule is also part of the appreciation and retention of the seafarers and this is something that can add a lot to the required budget for the assignment of each crew.

CHAPTER 2: SHIPMANAGEMENT DURING COVID-19 OUTBREAK

2.1 The Crew Change Crisis

With millions of seafarers at sea at any time, thousands of them were found trapped either on board or at dozens of airports around the world as a consequence of the bans and border restrictions applied globally, in an attempt to avoid the spread of the covid virus. Overdue seafarers have to accept their destiny and extend again and again their contracts for months, until the vessel reaches a port with less strict rules or the company and charterers accept they have to proceed with vessel deviation to a port that will allow the crew repatriation. And all these, while the crew are the only ones, who being on board for months, have not been in close contact with any contaminated persons.

In view of the covid, measures like the social distancing on board comes to add up to the already difficult psychological condition of the crew. Any crew observed to develop similar to covid symptoms, like respiratory difficulty or cough, immediately causes anxiety to the rest individuals. Everyone is trying to interpret the symptoms, seeks for information and advice for this unknown enemy, for which so little is known.

Telemedicine service is now required to reach higher standards, as there are ports that either delay or in several cases, deny completely shore medical assistance despite the necessity and the urgency of the medical incidents. There are examples of crew with

broken body parts or other injuries or even death that are not recognized as medical emergency and remain on board till next available port, which might be translated to many days with no medicine, no antibiotics.

While PCR tests come to make the situation more complicated and costly, as now seafarers are required to perform PCR tests, in the home country but also in the arrival country from where they will embark the vessel, crew vaccination against covid is being introduced and is made prerequisite in order to be able to travel via most of the countries.

Vessels can be refused entry in certain ports due to the previous port of calls being in countries with high numbers of covid positive cases or due to recent crew changes in certain countries.

2.2 The seafarers challenges

Due to the global travel restrictions, many crew members are made to work overtime often reaching double their contract duration. This not only affects the seafarers themselves and their psychological situation but also their families that might strangle onshore, their relatives that might face health issues, they are even forced to be away on newborns coming to life or close relatives passing away.

Moreover their performance starts slowing down affecting other crew members that have to put stronger effort and do double work to cope with completion of operations.

The Flag states have assisted on their parts by extending the contracts beyond the maximum duration of the 12 months but still this has negative consequences as well due to excess work and fatigue risk.

2.3 Charter Party

Whilst the consequences of the covid deeply affect the crew and the shipping companies or shipping managers, with the future being uncertain, the charterers are also affected in many ways.

The charter parties usually include terms related to vessel deviation on occasion of need for life saving but currently the Charterers are being forced to deviate from the scheduled voyage in order to land the overdue crew, often with result to long charterparty disputes and insurance claims.

The quarantine restrictions reaching even 14 days period prior loading or discharging operations come to add further delays and huge costs due to time loss and the expenses being generated.

Response to the rapidly changing circumstances and the crisis that the crew changes face, is given by BIMCO who has created a new clause that gives shipowners the right to deviate the vessel when this is deemed necessary due to covid-19 restrictions preventing crew change and permits to decide how to allocate the associated loss of time and generated costs.

Tracking tools are developed as an attempt to track down to which degree each country has been contaminated by covid-19 and measurements of covid positive people in isolation and covid positive in hospitals are constantly updated.

CHAPTER 3: INTERNATIONAL MEASURES

3.1 Measures adapted on board

The vaccinations available in the market claim to offer protection against covid, up to a certain degree. However, it has been proven that there is still strong possibility to be infected or develop symptoms. Thus, everyone on board has to take the necessary precautions in order to minimize the possibilities.

Isolation for some days prior joining as well as quarantine for couple of days after joining in order to monitor health status. Temperature measurement twice on daily basis and record keeping. PPE, gloves and face masks at all times secure proper protection. Testing against covid in regular intervals and after 3rd parties, inspectors, security guards disembarkation.

3.2 Measures adopted by International Airports

Any vessel prior calling any international port, needs to check the updated requirements and restrictions applicable as well as to consider the potential complications they might meet, especially in countries where the vaccination against covid has been introduced as prerequisite in order to be allowed entrance.

The crew are obliged to complete health declaration forms prior commencement of their travel, in order to be accepted for boarding by the airlines.

Especially as far as the vaccination is concerned, in order to take place, the individual's informed and voluntary consent is required and on occasion this is not met, the reasons must be examined thoroughly and the company must actively encourage the vaccination but not compel the seafarers to accept it.

Of course there is also the legal aspect of collecting and keeping data such as records of vaccinations. Those records must be handled accordingly and should not be processed or disclosed to third parties for longer period than the contract duration.

In Ghana in order to have cargo operations in anchorage, the vaccination against covid is mandatory for all crew members, with financial penalties up to usd 3500 per crew, to be imposed on different occasion on top of the free pratique refusal.

3.3 The Shipowner

It would not be reasonable to bring the employee in a such a condition where they unwillingly have to take the vaccination but for sure the Shipowner should establish such procedures that ensure the protection and the safety of the rest vaccinated employees.

Such measures might include the vaccination as mandatory term of an employment contract, which the seafarer may accept or not to sign. Though such decisions and enforcements are difficult and circumstances must be well taken under consideration, the safety on board and the safe operations must be maintained at all times and under all conditions. It is also reasonable to amend the accommodation and working conditions, using separate cabins, protective equipment and change the duties in order to accept both vaccinated and unvaccinated crew.

Yet, since it is the Shipowner that requires the crew to be vaccinated against covid, they are the ones who become liable for the vaccination costs for the crew that receive vaccination in countries other than their home country. In the home country, it is expected that the citizens receive the vaccination without cost. Then there is liability for adverse reaction as a consequence of the vaccination and the illness while travelling for embarkation or disembarkation that has to be treated as normal medical treatment and be covered from the shipowner side.

Another factor is the availability of vaccination in some countries, for example the Sri Lankan or Vietnamese crew do not have access to free vaccination in their home country. Unless the vessels on board which they travel reach trading areas with access to vaccination, they do not have this opportunity to protect their health.

Moreover, despite the flag state understanding and immediate action with allowing the crew contracts to be prolonged, there is still breach of the MLC and the ISM Code with this excessive overtime that the trapped on board crew have to work, which can lead questions on the safety on board and the seaworthiness of the vessel.

The shipowners are in a position where they have to convince the charterers to accept the vessels deviation for the repatriation of the crews and to also provide reasonable justifications that will be accepted whilst there is imminent risk of being accused for contractual obligation breach due to not following the charterer's orders.

3.4 Insurance

All the P&I clubs provide insurance for specified risks, including seafarers coverage for illness or death. When it comes to illness arising from the covid or the vaccination against covid, there are further factors to be taken under consideration as to whether the sickness started before or during the contract of employment or after repatriation. The liability for the medical treatment and the associated costs must be exactly the same as in any other medical case on occasion the seafarer is under a valid contract of employment.

3.5 Crew change Procedures

3.5.1 Philippines

If the purpose of call at Manila port is for crew change only, it will be considered as a regular port call and port dues, anchorage fee, port authorities and other related charges will incur. All foreign joining crew are required to have a valid 9C seaman visa prior

arrival to the country. Visa is not issued on arrival. It is only issued in the nearest Philippine Embassy/Consulate in the country of their origin. Only fully vaccinated travelers are allowed to enter the country.

Under Green Lane Policy, crew with valid 72 hours RT PCR negative test result from home country must proceed directly to the vessel within 6 hours upon arrival from the airport. Making sure that the crew has already boarded the aircraft within 48hrs upon taking his RT PCR test and in case RT PCR test is required by principal or on the next port of call, the crew must be isolated a total of 6 days upon arrival at the quarantine hotel. On the 5th day, crew will have to undergo RT PCR test and stay isolated until release of negative RT PCR test results before he can embark the vessel.

Under Green Lane Policy, Foreign nationals must depart the Philippines within 4 hours after disembarking the vessel. If Green Lane policy will not be observed, the crew must be isolated a total of 6 days upon arrival at the quarantine hotel. On the 5th day, the crew will have to undergo RT PCR test and must stay isolated until release of negative RT PCR test results before flying out. From isolation, they will go straight to the port to join the vessel.

Effective 1st of April, 2022, visa-required Foreign nationals may enter the Philippines without the need of an Entry Exemption Document (EED), provided they comply with the following requirements. They have to be fully vaccinated, except for minors below 12 years old traveling with their fully-vaccinated parents, carry an acceptable proof of vaccination, present a negative RT-PCR test taken 48 hours or laboratory-based Antigen test taken 24 hours prior to the first port of embarkation in a continuous travel to the Philippines eg. BOM via DXB to MNL - basis of time is from DXB, their passport should be valid at least 6 months at the time of arrival in the Philippines and they must hold travel insurance for COVID-19 treatment with minimum coverage of USD 35k.

3.5.2 Crew change procedure in Abidjan port

Vessel to be inspected by Quarantine Team before any crew transfer. It is compulsory for on-signers to provide the Covid-19 PCR non-contamination Certificate of joiner prior boarding the plane. Yet, Air Travel Declaration Form has to be completed on below site.

<https://declaration.transports.gouv.ci/>

Vessels will be inspected by Port Health at anchorage and once they are completed satisfactorily, then the crew changes can commence. On-signers before starting the process to obtain an E-Visa they need a Letter of invitation and from arrival at the airport to arriving at the final destination takes around 1 day. They will be transferred directly to the vessel while Off-signers will be transferred to the airport after they take a COVID-19 test before departure. Passport must be valid for a minimum of six months. The international certificate of vaccination against yellow fever must be available.

The applicant presents himself on arrival at the airport at the “E-Visa airport” area on the left before the immigration gates queue, along with the “Approved pre-enrollment” document. Only once at the E-visa office, the applicant performs his biometric enrollment there and the visa is printed and issued immediately. E-visa enrollment boxes are available 24/7.

3.5.3 Algeciras formalities

Concerning On Signers, they must travel with Schengen Visa as it is not possible to be arranged locally. Off Signers Visa applications need to be done with 2 working days notice. full flight details with valid PNR number and personal details of all off-signing crew. Off –signing crew cannot disembark until visa applications have been authorized. The laboratory is closed on Sunday so PCR test can be done on Monday morning and the results can be issued in 6- 8 hours.

Operation must be approved by Harbour Master previously. Vessel must contact Algeciras traffic 1 hour prior arrival on VHF 74. Vessel must inform immediately Algeciras traffic about any incident that affects maritime security or environment. During the operation the vessel cannot enter at any moment in waters of the bay, located to the north of parallel 36° 04,6’ N. Operation is not allowed if visibility is under 1 nm.

3.5.4 Netherlands Regulations

Due to the new local regulations on-signers holding seaman’s book require negative Rapid PCR test in hand. This test cannot be older than 24 hours in advance of their flights. If there is no seaman’s book, PCR test and Rapid test is required. This rapid test cannot be older than 24 hours. And the PCR test not older than 72 hours.

The off-signers do not need to undergo PCR test. Only if airline or local authorities require it. As per 1st of June quarantine document needs to be filled. Crew is exempted for quarantine when carrying a seaman’s book.

Travelers may not board the aircraft without a completed quarantine declaration. Passengers are responsible for having a quarantine declaration with them www.government.nl/mandatoryquarantine.

When travelers declare that they are exempted from the quarantine requirement and have named a supporting document for the exemption on the declaration, the airline must check if they have the supporting document with them. The airline does not need to check the contents of the supporting document.

Cabin crew collect the paper quarantine declarations before the travelers leave the aircraft, even from travelers who have declared they are exempted. The quarantine declarations must be kept in a sealed envelope.



Harmonised application form
Application for Schengen Visa
This application form is free

Family members of EU, EEA or CH citizens shall not fill in fields no.21, 22, 30, 31 and 32 (marked with*).

Fields 1-3 shall be filled in in accordance with the data in the travel document.

1. Surname (Family name):		FOR OFFICIAL USE ONLY	
2. Surname at birth (Former family name(s)):		Date of application:	
3. First name(s) (Given name(s)):		Application number:	
4. Date of birth (day-month-year):	5. Place of birth:	7. Current nationality:	Application lodged at <input type="checkbox"/> Embassy/consulate <input type="checkbox"/> service provider <input type="checkbox"/> commercial intermediary
	6. Country of birth:	Nationality at birth, if different: Other nationalities:	
8. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	9. Civil status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Registered Partnership <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify):		<input type="checkbox"/> Border (name): <input type="checkbox"/> Other:
10. Parental authority (in case of minors) /legal guardian (surname, first name, address, if different from applicant's, telephone no., e-mail address, and nationality):			File handled by:
11. National Identity number, where applicable:			Supporting documents
12. Type of travel document: <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Other travel document (please specify):			<input type="checkbox"/> Travel document <input type="checkbox"/> Means of subsistence <input type="checkbox"/> Invitation <input type="checkbox"/> TMI <input type="checkbox"/> Means of transport <input type="checkbox"/> Other
13. Number of travel document:	14. Date of issue:	15. Valid until:	16. Issued by (country):
17. Personal data of the family member who is an EU, EEA or CH citizen if applicable			Visa decision
Surname (Family name):		First name(s) (Given name(s)):	
Date of birth (day-month-year):	Nationality:	Number travel document or ID card:	
18. Family relationship with an EU, EEA or CH citizen if applicable: <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Grandchild <input type="checkbox"/> Dependent ascendant <input type="checkbox"/> Registered partnership <input type="checkbox"/> Other:			
19. Applicant's home address and e-mail address:		Telephone no.:	
			Number of entries: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multiple Number of days:



Quarantine declaration

If you become infected with coronavirus abroad without knowing it, you could transmit the virus to others in the Netherlands. This is why you are required by law to quarantine upon arrival in the Netherlands if you arrive from a very high-risk area. You must be able to show this quarantine declaration to the authorities or the transport provider (bus/coach, train, airline, ship/ferry). If requested, you must hand this declaration to the airline or ferry service you are travelling with. This means that you must have a printout of your completed quarantine declaration with you during your journey. Misuse of this declaration is a criminal offence. The quarantine requirement does not apply to travellers who fall under one of the exemption categories.

More information about mandatory quarantine

To find out more, go to [Government.nl/mandatoryquarantine](https://www.government.nl/mandatoryquarantine) or call 0800 1351.

1 Personal details

Initial(s) and surname: _____

Date of birth: _____

2 Exemption or mandatory quarantine

Indicate below whether you fall under an exemption category or are required to quarantine.

I declare that I fall under the following exemption category (fill in the category; see [Government.nl/mandatoryquarantine](https://www.government.nl/mandatoryquarantine)):

_____ and can prove this by presenting the following supporting document:

_____ at the request of the authorities or the transport provider. Go to step 4.

I declare that immediately after arriving in the Netherlands on (date) _____ from (country/region): _____ I will begin quarantining at the following address and I know that a quarantine supervision officer must be able to reach me at this address during the quarantine period.

Street and house number: _____

Postcode: _____ Town/city: _____

Telephone number where you can be reached during your stay in the Netherlands: _____

Additional information about contacting you: _____

3 Quarantine period (for mandatory quarantine only)

- I will quarantine for at least **5 days** and will remain in quarantine until I have a negative COVID-19 test result. I will make a test appointment with the GGD when I arrive in the Netherlands by phoning 0800 1202 (+31 850 659 063 from abroad).
- I will quarantine for **10 days**, because I cannot or do not want to take a test on day 5 (in which case I do not need to make a test appointment with the GGD).

4 Honesty declaration

I declare that I have completed this quarantine declaration fully and truthfully.

Place: _____ Date: _____

Signature (only necessary if you are able to sign): _____

alleen samen krijgen we corona onder controle

Together, we'll get corona under control (Alleen samen krijgen we corona onder controle)

<input type="checkbox"/> Pre-paid transport <input type="checkbox"/> Other (please specify):	<input type="checkbox"/> Accommodation provided <input type="checkbox"/> All expenses covered during the stay <input type="checkbox"/> Pre-paid transport <input type="checkbox"/> Other (please specify):	
<p>I am aware that the visa fee is not refunded if the visa is refused.</p> <p>Applicable in case a multiple-entry visa is applied for:</p> <p>I am aware of the need to have an adequate travel medical insurance for my first stay and any subsequent visits to the territory of Member States.</p> <p>I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the application; and any personal data concerning me which appear on the application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of the Member States and processed by those authorities, for the purposes of a decision on my application.</p> <p>Such data as well as data concerning the decision taken on my application or a decision whether to annul, revoke or extend a visa issued will be entered into, and stored in the Visa Information System (VIS) for a maximum period of five years, during which it will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member States, immigration and asylum authorities in the Member States for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or who no longer fulfil these conditions, of examining an asylum application and of determining responsibility for such examination. Under certain conditions the data will be also available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences. The authority of the Member State responsible for processing the data is: Ministry of Foreign Affairs, Consular Affairs and Migration Policy Department (DCM), Postbus 20061, 2500 EB Den Haag.</p> <p>I am aware that I have the right to obtain, in any of the Member States, notification of the data relating to me recorded in the VIS and of the Member State which transmitted the data, and to request that data relating to me which are inaccurate be corrected and that data relating to me processed unlawfully be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them corrected or deleted, including the related remedies according to the national law of the Member State concerned. The national supervisory authority of that Member State [contact details: College Bescherming persoonsgegevens, Postbus 93374, 2509 AJ Den Haag] will hear claims concerning the protection of personal data.</p> <p>I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Member State which deals with the application.</p> <p>I undertake to leave the territory of the Member States before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Member States. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 6(1) of Regulation (EU) No 2016/399 (Schengen Borders Code) and I am therefore refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Member States.</p>		
Place and date:	Signature: (signature of parental authority/legal guardian, if applicable):	

20. Residence in a country other than the country of current nationality: <input type="checkbox"/> No <input type="checkbox"/> Yes. Residence in a country other than the country of current nationality [] No [] Valid until []	
21. Current occupation: []	
22. Employer and employer's address and telephone number. For students, name and address of educational establishment: []	
23. Purpose(s) of the journey: <input type="checkbox"/> Tourism <input type="checkbox"/> Business <input type="checkbox"/> Visiting family or friends <input type="checkbox"/> Cultural <input type="checkbox"/> Sport <input type="checkbox"/> Official visit <input type="checkbox"/> Medical reasons <input type="checkbox"/> Study <input type="checkbox"/> Airport transit <input type="checkbox"/> Other (please specify): []	
24. Additional information on purpose of stay: []	
25. Member State of main destination (and other Member States of destination, if applicable): []	26. Member State of first entry: []
27. Number of entries requested: <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries Intended date of arrival of the first intended stay in the Schengen area: [] Intended date of departure from the Schengen area after the first intended stay: []	
28. Fingerprints collected previously for the purpose of applying for a Schengen visa <input type="checkbox"/> No <input type="checkbox"/> Yes Date, if known [] Visa sticker number, if known []	
29. Entry permit for the final country of destination, where applicable: [] Issued by [] Valid from [] Until []	
30. Surname and first name of the inviting person(s) in the Member State(s). If not applicable, name of hotel(s) or temporary accommodation(s) in the Member State(s):	
Address and e-mail address of inviting person(s)/hotel(s) /temporary accommodation(s): []	Telephone no.: []
31. Name and address of inviting company/organisation:	
Surname, first name, address, telephone no., and e-mail address of contact person in company/organisation []	Telephone no. of company/organisation: []
32. Cost of travelling and living during the applicant's stay is covered:	
<input type="checkbox"/> by the applicant himself/herself Means of support <input type="checkbox"/> Cash <input type="checkbox"/> Traveller's cheques <input type="checkbox"/> Credit cards <input type="checkbox"/> Pre-paid accommodation	<input type="checkbox"/> by a sponsor (host, company, organisation), please specify: <input type="checkbox"/> referred to in field 30 or 31..... <input type="checkbox"/> other (please specify) [] Means of support <input type="checkbox"/> Cash

3.5.5 Antwerp applicable forms

Apart from sailing with the vessel or not, before arrival a negative covid-19/ PCR test of max 72hrs before boarding the plane must be presented. A Proof or a sworn statement of 7 days of quarantine before arriving in Belgium. A Passenger Locator Form (PLF) to be submitted 48 hrs before arriving in Belgium via following link <https://travel.info-coronavirus.be/public-health-passenger-locator-form>

3.5.6 Ashkelon crew change

According to the ministry of health six working days advance notice for the flight details are required in order to apply for crew change in Israel. Embarking and disembarking crew can't stay at hotel. The only option is transportation from the airport to the vessel directly. The traveler must visit a website: <https://check2fly.co.il/auth> and schedule a covid19/PCR test 48 hours before arriving in Israel.

The Crew change can be done only if the vessel will call one of Israel ports for operation purpose (Discharge/loading) and cannot be done for crew change purpose only, if vessel will not operate in Israel. Crew change must be approved by the Israeli government in advance before arrival to Israel and disembark in Israel. On/off signers are not allowed to stay in hotel, they must go directly from airport by taxi. Protective equipment for crew member must be provided by the taxi driver in Israel (new mask, gloves, sanitizer Gel). Crew member is not allowed to wait at the airport beyond the usual time it is required for check in and border authority procedure.

The joiners are required to stay 14 home quarantine before arriving to Israel and 48 hours before flight to Israel, they are required to do covid-19 test that provide quick results and send to us before the flight. PCR Covid-19 test must be done to all landings at Tel Aviv airport provided by the Israel government. This is booked in advance and it takes up to 14 hours to get the results. The joiners cannot wait at the airport for the results, they must go directly from airport to vessel.

The approval to sign off depends only on the decision of the Israeli authorities and request must be placed five days in advance. The sign off will be allowed on the condition that no other crew member joined the vessel during 14 days before arriving to Israeli ports. Off signer may need to do covid-19 test in Israel in order to get confirmation to board the flight and it depends on the requirements of the country of origin where they need to fly. They have to check with consulates of country of origin in Israel and airline company if they are required to have PCR test in Israel. Signing off will not be allowed if any of the crew members have developed symptoms of corona virus. The PCR Covid-19 test must be done at Tel Aviv airport to all passengers before their departure and has to be booked in advance while it takes up to 4 hours to get the results. Sworn statement completed and signed is mandatory.

SWORN STATEMENT

I, the undersigned,

.....[Name].....[Surname]

Residing at

.....[Address]
.....[Postcode] [City/Town] [Country]

hereby swear that my trip is

- a single trip on[start date] for[duration]
 a regular trip between[start date] and[end date]

and falls under one of the following categories considered to be essential according to Annex 2 of the Ministerial Order of 26 January 2021 laying down urgent measures to limit the spread of COVID-19, i.e.:

- a trip for purely professional reasons, including a trip by professional sportsmen and sportswomen with elite sport status, cultural sector professionals and journalists travelling for work;
- a trip undertaken by diplomats, ministers, Heads of State and Government; a trip undertaken by staff of international organisations and institutions and by people invited by international organisations and institutions whose physical presence is required for the proper functioning of those organisations and institutions; a trip undertaken by staff of diplomatic and consular posts and by people invited by these posts whose physical presence is required for the proper functioning of those posts; a trip undertaken by members of the European Parliament when performing their duties;
- a trip for compelling family reasons, i.e. (please tick the appropriate box below):
- a trip justified by family reunification, as defined in the Law of 15 December 1980 on entry, stay, settlement and removal of foreign nationals;
 - a visit to a spouse or partner who does not live under the same roof, insofar as the stable and long-term character of the relationship can be proven;
 - a trip in the context of co-parenting;
 - a trip in the context of a funeral or cremation of first- and second-degree relatives or next of kin, insofar as plausible evidence can be provided of the stable and long-term character of the relationship with the next of kin;
 - a trip in the context of a civil or religious marriage of first- and second-degree relatives or next of kin;
- a trip for humanitarian reasons, in particular a trip for medical reasons or to continue urgent medical treatment; a trip to provide assistance or care to an elderly, minor, disabled or vulnerable person; or palliative a care visit;

² Please select one category



Date: 16.03.2020

Ref: 4000-0701-2020-0056103

Personal Health Declaration

Name of the undersigned _____
Passport number _____
Telephone number in Israel _____
Ship's agent (in Israel) name and phone number _____
Place of isolation full address (Vessel's name) _____
Name of host (agency name and contact detail) _____
Host number phone _____

I hereby declare that I do not suffer from any of the following: abnormal fever, cough, shortness of breath, sore throat and that I have not been in contact with a verified Corona patient.

Further on, I hereby declare, that if I will develop any of the Corona symptoms (fever above 38 degrees, or coughing, or breathing difficulties or other respiratory symptoms) before leaving my country, I will notify immediately the Israeli Ministry of Health (through the agent).

Signature: _____

Place & Date: _____

3.5.7 Australia crew change requirements

If the onsigning crew has received 2 doses of a COVID-19 vaccination that is listed below or one dose of Johnson & Johnson/Janssen-Cilag COVID Vaccine, they now longer need to complete 14 days mandatory hotel quarantine. If the on signers are not vaccinated or vaccinated with a non- approved vaccine, the crew members will need to complete the 14 Day Hotel Quarantine.

If Hotel Quarantine is required the cost for 14 days quarantine is \$AUD \$3,000 per crew member, and on signers will therefore need to arrive with an appropriate Visa (such as a Tourist Visa) to be able to complete the 14 days in quarantine as the standard transit visa is only good for 5 days from arrival. All on signers regardless of which visa they fly in, whether vaccinated or not also require a Maritime Crew Visa. Crew members (on signers) will need to complete an ATD (Australian Travel Declaration).

The latest Advice to Industry dated 17/11/2021 includes the below updates:

Clearer advice provided on the mandatory vaccination certificate requirements for Australians to depart Australia without a travel exemption.

Addition of a question and answer related to aircrew not needing to complete an Australia Travel Declaration (ATD) and/or manual travel declaration prior to travel to Australia.

Information sheet for airlines on checking foreign vaccination certificates

Foreign Vaccination Certificate Specimen Pack

Before arrival in Australia, it is required to have an international COVID-19 vaccination certificate, or obtain a foreign vaccination certificate from the country were the vaccination has been received.

Have an international passenger travel permit from Service Victoria for every traveller over the age of 12 years and 2 months. Children under 12 years and 2 months who are travelling unaccompanied must have their own permit.

The new Directions regarding international travellers' entry requirements for **Victoria** came into effect on 27 November 2021 and outline the changes applicable to border entry into Victoria. Victorian-border-crossing-permit-directions 41

Any crew wishing to travel from the listed extreme-risk countries <https://www.coronavirus.vic.gov.au/information-overseas-travellers> who are not Australian citizens or residents are no longer permitted entry regardless of vaccination status.

Any crew member that has arrived from the advised extreme-risk countries in the last 14 days are now required to get tested immediately and are also required to self-isolate for 14 days and meet all PCR testing requirements.

Regardless of vaccination status, there are no changes to other maritime procedures for off signing, urgent and non-urgent medical disembarkations.



Australian Government
Department of Home Affairs



Australian
BORDER FORCE

OFFICIAL

Re-opening the International Border – Advice to Industry 1 November 2021

The Australian Government is reducing restrictions on airlines carrying vaccinated Australians

From 1 November 2021 new arrangements apply

From 00:01 AEST on 1 November 2021, subject to the requirements of the relevant state or territory of arrival, 'fully vaccinated' Australian citizens, permanent residents and their immediate family members can arrive in New South Wales, Victoria and the Australian Capital Territory without being included in international passenger caps which remain in place for other jurisdictions.

From 00:01 AEST on 1 November 2021, 'fully vaccinated' Australian citizens and permanent residents can depart Australia without requiring an outwards travel exemption.

These provisions also apply to Australian citizens and permanent residents who:

- are under the age of 12 at the time of departure (whether vaccinated or not), or
- cannot be vaccinated for medical reasons (with approved evidence and subject to state and territory requirements).

Also, from 1 November 2021, the definition of 'immediate family member' will include the parents of adult Australian citizens and permanent residents. This is for the purpose of assessing exemptions to Australia's travel restrictions only. This includes:

- biological parents
- legal (including adoptive) parents
- step-parents
- parents in-law.

Before a parent or an immediate family member who is not an Australian citizen or permanent resident can travel to Australia, they will need to have their relationship confirmed by submitting a travel exemption request through the Department of Home Affairs' [Travel Exemption Portal](#). Airlines are not required to confirm the family relationship. Airlines confirm a passenger's travel exemption status by contacting the Australian Border Operations Centre.

Passengers may be treated as 'fully vaccinated' if they meet the criteria outlined in this document.

All inbound Australian citizens, permanent residents and their immediate family members who do not meet the criteria or exemptions set out in this advice will be included in airline passenger caps. They will also be subject to Australia's existing travel restrictions as well as state or territory quarantine requirements of the jurisdiction where they arrive into Australia.

v6.0 - Released 17 November 2021

OFFICIAL

Re-opening the International Border –
Advice to Industry 1 November 2021

VESSEL DETAILS

Vessel Name
Vessel IMO
Expected Date of Arrival
Expected Time of Arrival
Port where vessel will berth
Port street address
Security gate contact number
Expected date of Departure from Victorian port
Expected time of Departure
Has the vessel docked at a foreign port during its voyage (left Australian waters)
If YES to the above, date when vessel left Australia for international waters
Date since operating only in Australian waters

3.5.8 Bahrain entry

Visitors including Office Personnel, Inspectors and Technicians can stay on board for hours per the day but not possible to stay for days. They are allowed however to stay in hotel for the whole duration of their trip to Bahrain. An OKTB letter from the concerned airline is required prior arrival. For disembarkation gate pass permission is required in order to be allowed transportation to the hotel or the airport.

3.5.9 Cape Town in red list

All on signing crew can join with OKTB and negative PCR results no more than 72 hours prior to boarding their flight.

Off signers can disembark and will remain in quarantine facility (hotel) to be tested and wait results which could take from 24 to 36 hours.

Philippines has also removed South Africa from “RED LIST”; and following airlines KLM, Lufthansa, Qatar, British, Ethiopian are operating from Cape Town, however direct check with travel agent for flights and latest updates should always take place.

Currently Dubai does not allow transit for any person from South Africa. Crew is denied boarding in their flights that transit through Dubai.

All passengers including one having transit in Doha whose original flight is from the said countries (India, Nepal, Bangladesh, Pakistan, Sri-Lanka and Philippines) are subject to mandatory COVID-19 RT-PCR Test done 48hrs.

Effective 19 January 2022, passengers must have a negative COVID-19 RT-PCR test taken at most 48 hours before departure from the first embarkation point.

Passengers could be subject to quarantine at the first point of entry for up to 14 days. Passengers and airline crew traveling to Angeles city (CRK), Cebu (CEB) and Manila (MNL) must complete the "One Health Pass" form before arrival at <https://onehealthpass.com.ph/e-HDC/OHP-Registration/>. This will generate a QR code which must be presented upon arrival.

The launch boat service is available and can operate 24 hours per day based on launch availability, weather, and volume of quantity.

3.5.10 Chile

The crew changes are possible in Chile and no visa is required for seafarers. Upon arrival to Chile, the onsigners need to obtain a shore pass (compulsory document to board the vessel). While for the off signers, a letter must be sent to immigration informing about their departure. The PCR test is compulsory for on signers and must be taken no later than 72 hours prior arrival to Chile. File to be filled by crew can be obtained in following link: <https://www.c19.cl/en.html>.

The onsigners must get domestic flights, quarantine for 07 days on a hotel in Santiago (previously booked as per Sanitary officers requirements) and upon completion they are allowed to take next flight. If land transport is required, the crew can continue their trip to port by a private land transport directly from airport to port. Quarantine is not required in this case only if vessel is already at port.

The Off signers procedure requires notice to local authorities about crew departure 72 hours in advance. For this, following documents are required: passport, shore pass and flight details. Off signers must have completed 14 days of quarantine on board. This is considered from the date of departure from the last foreign port. If not completed, crew can finish the quarantine on a hotel. Crew must disembark from the vessel and be transferred immediately to a hotel for the PCR test. Results are available in 24 hours.

3.5.11 China restrictions

Currently China has tightened policy on Visa issuing. No new invitation letters can be issued. In case crew already have visa, they will have to be quarantined for 30-40 days; therefore, it is not feasible to send crew to China from abroad.

All the owners as well as the yards in China, use Chinese crew from the yard to a nearby port outside of China where crew change is allowed, such as Korea.

Due to high risk of crossinfection during international travel, passengers are instructed to follow the principle of no travel for nonessential reasons. To further reduce the risk of crossborder spread of the pandemic, starting from 22 February, the Chinese Embassy in Greece will no longer issue Green Health Code to transit passengers bound for China.

As a result, all potential passengers departing from Greece should book ONLY the direct flights of Air China between Athens and Beijing. The seaman fares of Air China remain also suspended until further notice. Clients would be booking regular Economy, Premium Economy and Business fares, depending on the availability each time.

CA has flights normally every Saturday, but due to the special conditions created by the pandemic, and the schedule remains unstable for the next few months and changes or cancellations may occur.

Flights arrive in Beijing Capital International Airport, where all passengers stay for quarantine for 21 days, at specially designated hotels by the Chinese government and at their own expenses. If someone has another city in China, as final destination, they should be informed of the local epidemic control measures that may apply in each province, as there could be more days of quarantine or home restriction. Business travelers and seamen could ask help from their Chinese partners to contact the local healthcare authorities for this matter, as CA can be updated only for the regulations that apply between Athens and Beijing. Special attention must be paid to book the appointment for the COVID-19 PCR test and IgM antibody blood test at one of the designated clinics by the Chinese Embassy.

Last but not least all the obligations set by the Greek government for international travels should also be followed. At the moment all permanent residents of Greece departing on international flights from any Greek airport must fill the PLF form until one day before departure. CA also notifies all Greek passengers about some other online forms they need to fill, a few days before each flight, that are requested by Air China and China Customs authority. No need to wait in the anchorage, if the voyage is less than 14 days, the crew stay in the quarantine hotel for 14 days. First 14 days quarantine in Shanghai Hotel. Going to Liuheng island by special quarantine car, then check-in local quarantine hotel for next 7 days. Live in normal hotel but tracking the temp and trip every day, for next 14 days. But the crews arrive via PEK (Beijing), and after releasing from quarantine hotel where they can only stay 14 days, there is no hotel in Beijing that will accept the crews for next 7 +14 days. Meanwhile, the domestic flight does not accept the foreigner passenger who undergoes quarantine only for 14 days. Furthermore, referring to the covid-19 situation in Korea currently, if Korea is treated as High risk country, ship may needs to pass 28 days sea passage then allow to entry, so suggest to further check with shipyard when dry dock is confirmed, because the policy is changing against covid-19 situation.

3.5.12 Fujairah formalities

Crew change can be completed at Fujairah anchorage within 12 hrs to 14 hrs vessel stay.

The sign off crew can disembark from the vessel only after the receipt of their PCR test negative results. A Medical Officer visits them on board on vessel's arrival to collect sign off crew for PCR test. As advised by the Fujairah Immigration Department, vessels calling from Indian Ports or visited Indian ports in the last 14 days are not permitted to carry out crew change in Port of Fujairah & at Fujairah Offshore Anchorage until further notice. In the above circumstance, crew change can be carried out in the sequence of vessel completing 14 days from exiting Indian Ports.

Enclosed NTM 284/296/297, NTA 73/80/62 received from Port Of Fujairah .	
Sign On	<ul style="list-style-type: none">• Crew can join the vessel on 96 HRS Seaman Visa.• Mandatory to have PCR Test prior carried out as per UAE laborites / Clinics / Hospitals from their home country and their test report must be NEGATIVE.• On-signer must carry PCR test results indicating negative COVID 19 (While Traveling) which is issued as per UAE governing regulations, As per the regulations everyone arriving in the country must show evidence of PCR TEST negative certificate carried out within the past 72 hours.• Following documents are required for processing 96 HRS Seaman Visa:<ul style="list-style-type: none">• Clear Color copy of passport (Front / back page in case of Indians) with minimum 6month validity• Clear Color copy of seaman book with minimum 6months validity• Clear Color copy of passport size photo• Visa form to be completed for each crew member.• Visa process / approval takes 24HRS – 48 HRS working hours , which is subject to the approval from the Authorities.• On Signers allowed to enter, according to Dubai airports official. Flight schedules and subject to airports being operational at their departure destinations.• On signers can stay at Hotel accommodation if needed before there embarkation (FYI, since seaman visa is 96 Hrs valid after their

	<p>entry to UAE Mainland, the on signers should embark the vessel within the allotted 96 Hrs after their arrival to UAE.)</p> <ul style="list-style-type: none"> • The PCR tests can be repeated for seaman who had tested negative before departing but shows COVID-19 symptoms on arrival at Dubai Airport. • All positive COVID-19 cases will be quarantined for 14 days, and traveller should bear the cost of treatment and isolation. • Compliance with all precautionary measures applied in Dubai (wearing masks, maintaining 2m social distance and washing hands regularly). • As per the Fujairah Immigration Department, vessels calling from India/Pakistan/Srilanka/Bangladesh Ports in the last 14 days are not permitted to carry out crew change in Port of Fujairah & at Fujairah Offshore Anchorage until further notice. In the above circumstance, crew change can be carried out in the sequence of vessel completing 14 days from above mentioned ports. Reference is made to NTM 296/297 issued by the POF.
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3.5.13 Sri Lanka procedures

The vessel can make part of the crew change at Galle and then compete at Khor Fakkan anchorage. Seafarers/sea marshals who have completed the recommended doses of COVID-19 vaccination and depart from abroad two weeks after completion of vaccination will be considered as 'Fully Vaccinated'. Once the seafarers /sea-marshals arrive at the Colombo airport (BIA), they need to report to the health counter of the Ministry of Health (MOH) and produce their vaccination cards and PCR test results (obtained 72 hrs. prior boarding the flight).

Online health declaration form (HDF) to be filled by the passengers (crew) coming in SL.

After verifying the details by the medical staff at the health counter, a 'Blue Stamp' will be issued to the respective seafarers/ sea-marshals clearing them from the checks. Thereafter, the seafarers/sea-marshals will be taken through immigration formalities by the agent's representative attending same. It is mandatory that the seafarers / sea-marshals carry the 'BLUE Stamp' until they join the vessel. An additional PCR (48 hrs.) prior joining the vessel, will be carried out at the Hotel, if required. Transport will be arranged by the agent for transferring seafarers/sea-marshals from airport to hotel and then to designated seaport. The unvaccinated or partially vaccinated seafarers upon arrival at the Colombo airport (BIA), need to report to the Health Counter of MOH and produce their vaccination cards and PCR test results **obtained 72hrs. prior boarding**

the flight). After verifying details by the medical staff at the health counter, a ‘RED Stamp’ will be issued to the seafarers / sea-marshals clearing them from the checks. Thereafter, the seafarers /sea-marshals will be taken through immigration formalities by the agent’s representative attending same and will be transferred to Isolation Center. Upon receipt of DAY 1 negative PCR test results, transporting to the seaport as per their vessel schedule.

The offsigners either fully or partially vaccinated can disembark after the agent submits the related documents including vaccination certificates and obtains prior approval for disembarking. The submitted documents will be verified by the port health office once disembarked. Agent’s representative to attend the immigration and related formalities and arranges transportation to Isolation Center. Additional PCR tests to be carried out, based on varied requirements of airlines. Upon receipt of DAY 1 negative PCR test results, transporting to the airport directly via agent’s arrangements as per their departure flight schedule (in MOH approved vehicles).

Vaccination certificates and PCR test results should be made available in English. Last minute changes to the existing procedure could be expected, which will be advised accordingly. In the event any seafarer/sea-marshal is tested positive from the PCR tests, they will be transferred to an approved treatment center as per MOH guidelines. The above process will be applicable for Surveyors, Superintendents, Technicians and Owner’s Representatives holding a valid seamen book and if not to apply for business visa prior to their arrival. Seafarers / sea-marshals who are not fully vaccinated should be transported to/from Isolation Centers under the escort of security forces, in MOH approved vehicles for which additional charges would be applicable. The previous travel ban issued on arrivals from six Southern African countries have now been lifted. Thereby the foreign arrivals with travel history to South Africa, Namibia, Zimbabwe, Botswana, Lesotho and Eswatini (Swaziland) will now be allowed entry to Sri Lanka with effect from 10th December 2021.

3.5.14 India tight rules on crew change

Superintendents can join the vessel as Supernumerary at Krishnapatnam but cannot sign-off at this port, but only at next port.

A letter from the company stating the purpose and the necessity for crew change is required from company / Superintendent to get necessary permission from Immigration / PHO / Customs / Port authorities. PCR test within 72 Hrs validity prior arriving in India and vaccination Certificate.

As per Indian Government regulation on Omicron virus, passengers from 12 countries are restricted. At Chennai Airport Health authority may impose 7 days mandatory quarantine at Government Hospital near Airport if the passenger found unhealthy / virus symptomatic.

Upon arrival of Office personnel, Superintendents, Technicians at Cochin, RT PCR Test must be conducted and upon getting a -Ve result the Technician can board the vessel and will be permitted to stay on-board from 0800Hrs – 1800Hrs (Technicians cannot overnight on-board), boarding pass is required and upon completion of the job they can return to the home town.

3.5.15 Japan entry

For onsigning crew, the Government specially permits Japan entry only for crew who has valid seaman book. Japan Government does not allow foreign passenger's Japan entry who do not have valid seaman book at present stage.

Japanese visa is not required for crew (of any nationality) who holds a valid seaman's book.

Once the crew arrives in Japan and seaman's visa (crew shore pass) is issued, crew must sail out till the next foreign country i.e. crew cannot cancel joining the vessel due to Japanese law.

Although Japan visa is not necessary for crew to arrive Japan, there are cases the airline refuses crew boarding to the crew during check-in and require to submit documents like government official letter.

Crew landing permission (seaman's visa) will only be issued by the Japan immigration after crew arrival at Japan airport and they do not provide in advance.

The PCR certificate must have the following information. If there is lack of this information, the immigration may not accept the issued certificate.

- a) Passenger's name, passport number, nationality, date of birth, gender
- b) Testing method (RT-PCR, LAMP, TMA, TRC, Smart Amp, NEAR, CLEIA,
- c) Sample collection method (only either Nasopharyngeal Swab or Saliva are accepted. (mixtures of sample collections or any other method are not accepted)
- d) Negative test result, sample collection date and time, date of issuance of the test result;
- e) Name and address of the medical institute;
- f) A signature of the doctor and an imprint of a seal;
- g) Written in English.
- h) Specimen collection date and time should be NOT more than 72hrs before on-signers flight departure

At present stage, there is no designated format but for smooth Japan entry, it is recommended to use specific format as indicated in the following link.

https://www.mofa.go.jp/ca/fna/page25e_000334.html

Onsigner are subjected to ANTIGEN TEST upon arrival at Japan airport held by Japan Quarantine. It takes about 3hrs to obtain the result and waiting takes place at quarantine designated place in the airport. If the result is "Negative", onsigner is allowed to enter Japan and crew agent will escort the crew to hotel/vessel following specific procedure

imposed by the Government. No use of public transportation such as domestic airplane, train. Crew will be escorted all the way between airport/hotel/vessel by crew agent vehicle and by no other means.

At Japan side, regardless of IgM test result is positive or not, as long as PCR test result is negative, Japan quarantine have no objection for the onsigner(s) to join vessel.

As per “Ministry of Land, Infrastructure, Transport and Tourism Japan (MLIT)”, Seafarers are now required to undergo self-isolation before joining vessel.

Instead of seafarers to be isolated at quarantine facility, ship’s agent to prepare the hotel for the seafarer’s self-isolation.

3.5.16 Korea

If a person who has been vaccinated abroad wants to register in Korea, they must enter Korea and go to a local public health center to register by themselves but they are required to quarantine for 7 days. PCR Test report must be issued within 48hrs of departure at own country.

Off-Signers are allowed to disembark and depart from Korea after they complete PCR test.

People entering Korea from March 21st can be exempt from quarantine if they meet the following conditions.

- 1) A person who has not passed 180 days after 14 days have passed since the completion of the second dose of the Covid-19 vaccine.
- 2) Those who have completed the third dose of the Covid-19 vaccine.
- 3) Those who Submit a certificate of completion of Covid-19 vaccination.
- 4) Covid-19 vaccine types: 10 types of vaccines approved by WHO
(Pfizer, Moderna, Janssen, AstraZeneca, Novavax, Synopharm, Synovax, covishield, covaccine, covovax)

From March 21st, before entering Korea, it is mandatory to register whether or not someone is vaccinated and to obtain permission through the Korean quarantine information pre-entry system (Q-CODE). (Excluding 4 countries: Pakistan, Ukraine, Uzbekistan, and Myanmar)

Website: <https://cov19ent.kdca.go.kr/cpassportal/biz/beffatstmnt/main.do?lang=en>

If insufficient data or false facts are discovered during the quarantine process upon entering Korea, quarantine for 7 days is required immediately.

Off-signers are allowed to disembark and depart the country as long as they carry out PCR Test at Quarantine station in Yeosu before disembarkation. If result is negative then they can off-sign and will go to Quarantine until departure.

3.5.17 Lome, Tongo

Crew change can be conducted in Lome, Tongo following specific requirements that are in force for all seafarers traveling to Tongo, in order to join a vessel.

All Seafarers traveling to Togo need to undergo Covid-19 test in their Home Country, 72 hours before their departure. Register prior departure from the home country on the dedicated site www.voyage.gouv.tg and send the QR CODE received to the appointed agency. All Seafarers are accommodated in a hotel until they receive their Negative covid-19 test result before proceeding onboard. Result can be available within 48 hours (Normal Test). Travelers who are tested positive may be placed under strict quarantine in a containment facility set up by the Government. Travelers must bear all associated costs.

Off-signers should hold valid PCR test report issued by Togo health ministry prior disembarkation from vessel for repatriation. PCR tests samples will be taken at Lome port jetty on daily basis from 0900 hrs to 1200 hrs. Therefore, off-signers to be disembarked basis provided timings. PCR test reports will be issued after 24hrs from the time the samples were taken. Off-signers can be disembarked from vessel upon negative report.

CHAPTER 4 SHIPPING INDUSTRY RESPONSE

4.1 Outbreak Management Plan

4.1.1 General

Considering the instructions of the World Health Organization, almost every company has developed instructions regarding the actions that should be followed onboard the vessels & in the Company's headquarters in order to control a COVID-19 outbreak.

First step for a Company is to initiate a Campaign for the protection of ashore & shore personnel against the virus. This Campaign includes instructions for day to day operations and traveling preventive actions.

These safety instructions have also been incorporated in an outbreak management plan.

This outbreak management plan is based in a risk assessment that must be conducted by the Office regarding the COVID-19 and its outbreak.

The Master is the responsible for the overall epidemic prevention on board and the control measures on the ship. He is the person in charge of the COVID-19 prevention and control on the ship and oversees the full implementation of these measures so as to strengthen the prevention and control work onboard.

4.2 Introduction to Coronavirus (COVID-19)

Coronaviruses are a large family of viruses. There are several known coronaviruses that infect people and usually only cause mild respiratory disease, such as the common cold.

However, at least two previously identified coronaviruses have caused severe disease — severe acute respiratory syndrome coronavirus (SARS-CoV) and Middle East respiratory syndrome coronavirus (MERS-CoV). SARS-CoV and MERS-CoV have been ruled out as the cause of the current outbreak.

Symptoms may include:

- **runny nose**
- **headache**
- **cough**
- **sore throat**
- **fever**
- **a general feeling of being unwell**
- **difficulty in breathing**
- **chest radiographs showing bilateral lung infiltrates**

Human coronaviruses can sometimes cause lower-respiratory tract illnesses, such as pneumonia or bronchitis. This is more common in people with cardiopulmonary disease, people with weakened immune systems, infants, and older adults.

Two other human coronaviruses, MERS-CoV and SARS-CoV have been known to frequently cause severe symptoms. MERS symptoms usually include fever, cough, and shortness of breath which often progress to pneumonia. About 3 or 4 out of every 10 patients reported with MERS have died. MERS cases continue to occur, primarily in the Arabian Peninsula. SARS symptoms often included fever, chills, and body aches which usually progressed to pneumonia. No human cases of SARS have been reported anywhere in the world since 2004.

Diagnosis:

Laboratory testing is more likely to be used if you have severe disease or are suspected of having MERS.

How soon does the infection become apparent?

The delay between infection and detection is 10 days i.e

- An incubation period of 5-6 days, and

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- an estimated 4-5 days delay from the onset of symptoms to the detection and hospitalisation of a case.

Human coronaviruses most commonly spread from an infected person to others through:

- the air by coughing and sneezing
- close personal contact, such as touching or shaking hands
- touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands
- rarely, fecal contamination

People may become infected by persons who are in the incubation phase, not showing any symptoms.

4.2.1 Prevention Measures onboard & at port

No vaccine is currently available, and the focus of health authorities worldwide has been containment of the virus through preventative measures to limit and slow down widespread transmission.

4.2.2 General Personal Measures Onboard

- Do not touch your eyes, nose or mouth (viruses can transfer from your hands and into the body).
- Use medical mask fitted tightly to the face. Mask should not be touched or handle during use. If the mask gets wet or dirty must be changed. See further instructions in Annex C.
- Keep in mind that medical masks and gloves can be used for 6-8 hours, if remaining in good condition. If the masks become wet or the gloves torn, they should be replaced.
- Avoid contact with people have flu or cold-like symptoms.
- Avoid animals (alive or dead), animal markets, and products that come from animals (such as uncooked meat).
- Consume only thoroughly cooked meat and eggs.
- Travelers and those with underlying health issues may be at risk for more severe disease should discuss travel to Wuhan with their healthcare provider.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. Use single-use tissues. Dispose of the tissue immediately.
- Wash your hands after coughing, sneezing or using tissues.

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- Wash hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.
 - Seek prompt medical attention if you have symptoms of fever and respiratory infection.
 - Use an alcohol-based hand sanitizer if soap and water are not available.
 - Avoid hand-shake as this is one of the most common ways that infections spread-out.
 - **TRY NOT TO share cups, glasses as far as possible.**
 - **DO NOT use telephone appliances of other colleagues – use your own ONLY.**
 - **DO NOT use Keyboards and PC “Mouse(s)” of other colleagues, or disinfect them before using them.**
 - **DO NOT borrow other colleagues’ pens and pencils - use your own.**
 - **DO NOT put pencils, pens etc in your mouth.**
 - It is recommended to ventilate the ship’s compartments three times a day, 20-30 minutes a time. Keep warm in cold areas while ventilating.
 - Ships arriving at the ports of epidemic areas should pay attention to the ship’s air conditioning and ventilating and maintain the fresh air supply in living quarters. Recommended ratio is 10%-20% of fresh air and 80%-90% circulating air. Such ration can be adjusted as needed up to the shut off the circulating air.
 - When the fan coil in the central air-conditioning system is in normal use, disinfect the air inlet and return grilles regularly.
 - On the condition that the fresh air system of central air conditioning is in normal use, if there is an epidemic outbreak, do not stop the operation of the fan. The correct approach is to close the exhaust branch pipe after the evacuation of personnel, then shut off the fresh air exhaust duct after letting it run for a period of time. After all that being done, disinfection to both should be done at the same time.
 - For the all-air system that brings back the air, the circulating air vent should be completely closed to ensure the intake of fresh air only.

All crew members should be tested on a daily basis, using the vessel’s thermometer. Records should be maintained in the dedicated log. Thermometer should be properly cleaned prior each use (Annex D).

4.2.3 Galley Procedures

- Food cutting boards, should be used, strictly as per their COLOUR CODE.

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- Separate Cutting Boards should be used for raw and cooked meat.
 - After each meal, disinfect all dinner wear thoroughly with boiled water etc
 - Galley personnel, should wear medical masks while preparing food – if one sneezes and is in the incubation period and does not know it, all crew can be infected.
 - Do not dry the dinner wear with kitchen cloths – let them dry on stands.
 - Clean and disinfect all galley surfaces at least after each meal preparation with regular disinfectant liquid.
 - Disinfect all tables in the Messrooms and dining equipment (salt/ pepper containers, oil and vinegar containers) at least after each meal.

4.2.4 Hygiene

- All spaces / surfaces which are touched by many crewmembers, such as doors, door handles etc. should be very frequently disinfected.
- The taps in the common toilets should be also frequently disinfected.
- In the common toilets, do not use cloth towels but place disposable paper towels.

4.2.5 Additional Measures

The Company considering the importance of above actions and in order to keep aware their crew members all the time, has equipped the vessels with safety & hygiene posters (Annex A). These posters have been placed onboard in common areas in order to be sighted by everyone.

In addition, the Purchasing Department has provided all Vessels with Personal Protection Equipment such as the below list. Relevant inventory is available.

- ✓ Liquid disinfectants
- ✓ Paper Towels
- ✓ Medical Masks
- ✓ Medical Gloves
- ✓ Anti-bacterial disinfectant wipes
- ✓ Disposable gowns (for medical treatment of infected persons)
- ✓ Other as will be decided.

4.2.6 Port Entry Restrictions

The ship is always subject to get free pratique after inspection, and, if a source of infection or contamination is found on board, conduct necessary, disinfection, decontamination, derating, or other measures necessary to prevent spread of the infection or contamination.

Nevertheless, many countries have now introduced national and local restrictions including:

- Delayed port clearance;
- Prevention of crew from embarking or disembarking (preventing crew changes);
- Prevention of discharging or loading cargo or stores, or taking on fuel, water, food and supplies; and
- Imposition of quarantine or refusal of port entry to ships (in extreme cases).

If any infection or contamination is found on board, Port State may take additional measures to prevent spread of the infection or contamination.

Our Company with Masters onboard will co-operate with port State authorities to ensure, where appropriate, that:

- Crew can be changed;
- Cargo operations can occur;
- Necessary certificates and documentation could be issued remotely by email.
- Stores and supplies can be loaded; and if it is permitted shipchandler should not board the vessel, but only leave the stores for collection by ship's crew at the berth and/or deliver them by barge.

Port States must ensure that any seafarers on board ships in their territory who need immediate medical care are given access to medical facilities on shore. Master should always be in contact with local agent prior arrival in port, to be aware about the port limitations.

4.2.7 Prior Calling A 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 unauthorised 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.

Make certain that there are adequate food, medicines, and fresh water supplies aboard the vessel prior to calling on highly affected areas. This is to preclude any hardships that may arise due to limited or delayed victualling.

4.2.8 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.

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

In case a contractor or auditor is going to board the vessel in the port, then his test for COVID-19 should comply with port's local requirements. In addition, rapid test can also be completed by the Master as per his discretion using the spare rapid COVID tests that are available onboard.

Vessels calling at ports in COVID-19 affected areas should consider whether the ship's security plan is correctly implemented, and the crew should be extra vigilant for any stowaways trying to board the ship. It is strongly recommended that a 24-hour security watch be maintained while in port and that additional searches are carried out before departing the port. Specific instructions should be given to watch standers to only allow people to board as required for the ships business. Visitors should not be allowed to access the crew accommodation area without permission and at a minimum an initial screening.

4.2.9 Port Personnel Boarding The Vessel

- Visits onboard should be restricted to the absolutely minimum.
- As far as practicable maintain at least two (2) meters distance from all shore personnel that will come on board.
- If crew members are to come in contact with an individual who is not part of the crew (surveyors, technicians, PSC Officers, Port Agent, etc.) they should wear medical masks.

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- Entry into accommodation should only be permitted to the absolutely necessary.
 - If they visitors take a meal onboard – use disposable plates, forks etc. If not available onboard then have separate plates, cups, glasses and cutlery for them to use). Disinfect them thoroughly after their use and keep them separately from dinner wear that ship’s crew uses.
 - Have a dedicated space and /or toilet for the use of shore personnel, which should be cleaned and disinfected afterwards upon vessel departure.
 - If any shore personnel boards the vessel and presents symptoms, provide him with a medical mask to wear while he is onboard.
 - The Visitor’s Computer should not be used. If it is absolutely required for the visitor to use it, he must wear medical gloves. After use, the Keyboard and the mouse should be disinfected.
 - Keep one smoking room dedicated for visitors only.
 - Maintain one or two public toilets to be strictly used by Visitors only. They should be disinfected after each use by the user – use of strong antibacterial should be available in these toilets for immediate disinfection.
 - Gloves and medical mask to be used by the person doing the cleaning.
 - Do not use cloth towels – ONLY DISPOSABLE PAPER TOWELS.
 - Use only liquid soap in dispensers - NOT soap bars.

On Gangway the below actions should be followed:

- Have available at the gangway sanitising and disinfectant material for shore personnel when boarding.
- Visitors boarding the vessel, should be in possession of a medical face mask. If not they should also be provided with medical masks by shipboard personnel, while they are onboard.
- Visitors should be tested, using the vessel’s infrared thermometer or normal thermometer in case infrared is not available. Records should be maintained in the dedicated log.
- Any visitors who show symptoms of flu etc. should not be permitted to board.
- Avoid shaking hands with them (we trust that they will understand) however, medical gloves may be used, for this courtesy gesture.

4.2.10 Safe Completion Of Ship Shore Safety Checklist

A) Pre-Arrival

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- Exchanging information related to health advice and any requirements from local Port Authorities and ship's Flag State administration.
 - Completing any documentation that can be completed digitally, including pre-arrival forms, ship-shore safety checklists, MSDS and cargo transfer agreement information, and exchanging over email.
 - Agreeing communication protocols such as VHF channel frequencies to be used during port call.
 - Sanitising any equipment that needs to be exchanged by vessel or terminal and sealing it in a bag before exchange.
 - Restricting shore personnel boarding the ship or ship's crew visiting the terminal to an absolute minimum. Numbers should be agreed in advance of ship's arrival.

B) Access Control

- Restricting access to pre-agreed essential personnel only e.g. Pilots, ship / shore personnel and those required to deal with an emergency.
- Maintaining a minimum distance of two metres between all personnel.
- Agreeing on a PPE policy before any personnel go on the ship or the terminal.
- The ship may request that any terminal personnel are escorted and that the ships person open and close all doors and openings.
- Placing sanitising stations at the ship's gangway, the terminal and at entry points to accommodation, control rooms and other appropriate locations.

C) Pre-cargo transfer safety checks and pre-transfer conference

- Digitally complete and share the ship-shore safety checklist, including agreement items. This should be done by both the ship's responsible officer and the terminal representative.
- Mutually agree and record outstanding checks / agreement items over the VHF / Portable radios using positive confirmation from both parties before starting cargo transfer.
- Achieving necessary vessel or terminal representative face-to-face meetings:
 - By having the meeting in a sanitised location on the dock with one representative from the ship and shore present.
 - On board the ship's deck in a temporary office outside of the accommodation.
 - With the ship representative at the top of the gangway and the dock representative on the dock.

All of these meetings must be carried out with the with the representatives always maintaining a minimum distance of two metres.

D) Repetitive checks during cargo transfer

- Agreeing the duration of repetitive checks during pre-transfer agreement.
- Having the Responsible Officer undertake repetitive checks on board for the terminal representative ashore. If the shore representative wants to check the ship, they should limit the check to the deck area only.
- Using VHF / portable radios to confirm repetitive checks on board and at the terminal at pre-agreed intervals.
- Positively recording all communication made over VHF / portable radios in the relevant section of the ship-shore safety checklist and / or in the port log.

E) Post-cargo transfer

- Exchanging completed sections of the checklist digitally after completion of cargo transfer.
- Sharing cargo figures over the radio and consider authorising the ship's agent to sign the bill of lading on behalf of the Master.
- Providing feedback digitally to the ship's Master and terminal representative.

4.2.11 Non-Contact Bunkering Operation

A) Prior arrival at port

- Complete any documentation that can be completed digitally, including bunkering checklists, MSDS and exchange over email.
- Agree communication protocol with bunker barge representatives such as VHF channel frequencies to be used during bunker operation.
- Discuss if any barge personnel need to board the vessel. Kindly keep in mind that barge personnel boarding the ship or ship's crew visiting the barge should be restricted to an absolute minimum.
- Inform the barge that in case any barge personnel board the vessel PPE for COVID-19 restriction should be used.
- In case you want to deliver to barge any equipment or paper, first sanitize this and then seal this in a bag.

B) When arrive at anchorage for bunkering

- Restrict access to non-pre-agreed essential personnel only.
- Maintain a minimum distance of two meters between all personnel.
- The ship may request that any barge personnel are escorted and that the ships person open and close all doors and openings.
- Place sanitizing stations at the ship's gangway and at entry points to accommodation and other appropriate locations.
- All crew members to wear their PPE COVID-19 properly all the time.
- Any equipment that was received by the vessel to be sanitized before use.

C) During Bunkering

- Digitally complete and share the bunkering safety checklist, including agreement items. If not possible meeting to be carried out outside accommodation are with 2 meters distance.
- Mutually agree the bunkering process steps through the VHF / Portable radios.
- Before starting bunkering operation and whenever a step is being completed or a new one is initiated, positive confirmation from both parties before starting/ending each operation should be confirmed through VHF.
- In case shore personnel board the vessel and during taking bunker samples, maintain a minimum distance of two meters and don't allow access to the accommodation.

E) After completion of bunkering operation

- Sanitize any area onboard that was came in contact with terminal representatives, as applicable.

4.2.12 Extra Precautions With Pilot Onboard

- In the hour prior to Pilot boarding, wipe down the entire bridge with a 5% solution of bleach water. (Chart table, instruments, chairs, helm, entire console, windows, etc.)
- Please have readily available disposable gloves/mask in order to supply the pilot (if required) after his embarkation, which he should wear them until his disembarkation.
- Gangway watch shall have to take remote temperature gauging of the pilot (using a non-contact thermometer where available on board , if not follow disinfections procedures prior sent by HSQE Dept) and should not allow entry if the readings are above 37 degrees Celsius.

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- Any crew member entering the bridge including the pilot should thoroughly wash their hands and face prior to entering the bridge, and their hands again immediately upon entering. Therefore, have the toilet located next to the bridge with 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.
 - Close contact between pilot and bridge personnel should be avoided at all times.
 - 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.
 - If any bridge personnel including the pilot comes in contact with a piece of equipment or personnel where sanitation cannot be confirmed they then shall immediately wash their hands or use some sort of hand sanitizer following this evolution.
 - Eating while on the bridge should be prohibited and the Pilot service informed of this prior to their boarding.

Only essential personnel should be allowed in the wheelhouse.

4.2.13 Extra Precautions With Maritime Safety Guards & Sts Personnel

The company, when engaging the services of a Private Maritime Security Company or conducting Ship to Ship operations, should undertake due diligence and ascertain the steps taken by the PMSC or STS provider to ensure their personnel are free of the virus.

The vessel should follow the same precautions as for Pilots boarding the ship. However, as the personnel will be sailing with the vessel, social distancing and cleanliness will be key. After the personnel have disembarked, their accommodation should be thoroughly cleaned.

The company must inform the PMSC or STS provider if any seafarer falls ill with a fever, flu-like symptoms or tests positive for Covid-19 within two weeks of the departure of their personnel. Similarly, the PMSC or STS provider must inform the company if any of their personnel fall ill with a fever, flu-like symptoms or test positive for Covid-19 within two weeks of departing the ship.

4.2.14 Medical Waste Disposal

This form of medical waste is of two categories:

1. 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.

2. non-infectious.

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 sterilised, e.g. by steam, and suitably packaged for ultimate disposal ashore. Medical waste should be labelled. Ships properly equipped may incinerate paper- and cloth-based medical waste but not plastic and wet materials. Sharps should be collected in plastic autoclavable 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 thermotolerant coliforms 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 sterilising or special handling.

Medical waste should be carefully handled and stored with clear labelling. It should be recorded under Domestic Waste – Category C until landed ashore.

4.2.15 Vaccination For Covid-19

In addition to the measures that are being implemented onboard for COVID-19 prevention, the vaccination for COVID-19 is considered as one of the most important measures.

The Company accepts the vaccination for COVID-19 and cooperates with the manning agents for its completion. Vaccination of crew members will be arranged and scheduled by the crew's manning agents. They are responsible for compliance with International standards and legal issues. The Company from its side, will promote this action and support the crew and manning agents when necessary.

The Company accepts the following as minimum measures for proper vaccination of its crew. Any enhanced measures suggested by the manning agents, will be considered and assessed.:

- Vaccination is voluntary and no crew member to be enforced to be vaccinated.

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- Consent form to be signed by the seafarer, along with consent form of medical clinic providing the vaccine. This form will be provided by the manning agent.
 - For Seafarers that cannot be back in 21 or 28 days for second dose and if logistics is a problem - only single-dose vaccine to be used.
 - Vaccine must be approved by WHO and approved in the country of administering. Ideally the vaccine will also be approved in the seafarer's home country as may not be widely accepted.
 - The seafarer should select the type of vaccine that he/she wants to be vaccinated with.
 - Only 50% of the officers and 50% of the ratings can be vaccinated during one port call. Master/Chief Officer, Chief Engineer/2nd Engineer, 2nd Officer/3rd Officer, 3rd Engineer/4th Engineer, Pumpman/Bosun and Chief Cook/Messman shall not be vaccinated in the same port of call.
 - Vaccination to be completed while the vessel is in port and ideally 24 hours prior departure.
 - Vessel's passage plan to allow for prompt medical evacuation during the first 5 days of the sea passage, in case of severe side effects.
 - Next group to be vaccinated earliest 48 hours after the first group.
 - Company & manning agents will accept the cost for vaccination.

4.3 Prevention Measures at Company's premises

The Company in order to prevent the spread of COVID-19 in workplace has adopted the below practices, which fully comply with national requirements, and has instructed her employees to proceed as per below:

- Workplaces are clean and hygienic. Everyday surfaces and objects are wiped with disinfectant.
- All employees should wear face masks during their presence to Office.
- Posters have been added promoting hand washing.
- All personnel has been informed about the hygiene campaign in an brief office meeting.
- All employees shall maintain a distance of at least 2 meters (3 steps) between one another as practically possible. This advice applies both to the office workplace, and to any other building areas such as elevators, bathrooms, etc.
- Where it is not possible to remain 2 meters apart, personnel shall work side by side or facing away from each other, rather than face-to-face.
- Where face-to-face contact is essential, this should be kept to 15 minutes or less.
- All employees shall have on their desks tissues and no-touch disposal receptacles.
- Wash hands frequently and thoroughly with soap and running water for at least 20 seconds.
- Use hand sanitizer frequently. Alcohol-based hand sanitizer shall contain at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Hand sanitizer shall be available on every employee desk. HR shall ensure that adequate supplies are maintained.

Hand sanitizers shall be placed in multiple locations to encourage hand hygiene.

- Avoid handshaking – encourage the use of other non-contact methods of greeting.
- Implement the coughing and sneezing etiquette as follows:
 - Cover your mouth and nose with a tissue when you cough or sneeze
 - Throw used tissues in the trash
 - If you don't have a tissue, cough or sneeze into your elbow, not your hands
 - Remember to immediately wash your hands after blowing your nose, coughing or sneezing.
- Employees shall refrain from using other employees' phones, desks, offices, or other work tools and equipment.

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- Employees shall practice the use of digital and remote transfers of material where possible, rather than paper formats, such as using e-forms, emails, and e-banking.
 - Employees shall continue to follow the existing risk assessments and safe systems of working; there are no additional precautions needed for handling post or packages.
 - Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. The HSQE department shall verify that cleaning chemicals that are used from the building utility team against SARS-CoV-2 based on data for harder to kill viruses. It is the HSQE's responsibility to ensure that the manufacturer's instructions for the use of all cleaning and disinfection products (e.g., concentration, application method, and contact time) are followed.
 - Senior Management shall continuously explore the need for implementing additional policies and practices, such as remote working and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of enhanced social distancing strategies.
 - Senior Management shall evaluate allowing remote working and flexible work hours for "clinically extremely vulnerable people" or to care for a sick family member or take care of children due to school and childcare closures.
 - Avoid using elevators. If this is not possible clean and disinfect surfaces that are touched regularly, using your standard cleaning products.
 - Minimizing contact with vendors, service providers, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
 - Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks.
 - Attend the Company using personal transport means, if possible. (Avoid public transport).

Operation of building restaurant and rest areas

Employees shall bring their own food and beverages and avoid delivery and or takeaway.

Although the desk was not designed to be an eating place, employees are encouraged during this period to use it.

If, however, an employee prefers to have their lunch in the kitchen of the 2nd floor or building restaurant or a fast food are outside the building, appropriate adjustments for social distancing shall be followed. The following principles shall be applied:

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- Ensure that all cafeterias' staff wears appropriate PPE and are observing hygienic practices before and after handling food.
 - Extend and stagger meal times to avoid crowding.
 - A distance of at least 2 meters should be maintained.
 - Employees can continue to use the rest areas if they apply the same social distancing measures.
 - Apply hand hygiene following every visit to these areas.

Office Meetings

Moreover, all meetings in Company's premises have been minimized to only necessary ones. In case a meeting has to be carried out then below measures should be followed:

- Information to be provided to the measures that have been taken to make this meeting safe for participants.
- Encourage regular hand-washing or use of an alcohol rub by all participants at the meeting or event
- Do not proceed with handshake.
- Dispensers of alcohol-based hand rub to be available in the area.
- Arrange seats so that participants are at least one meter apart, if applicable.
- Doors to be open whenever possible to make sure the venue is ventilated.
- After the meeting, the equipment used should be cleaned with disinfectant.

Working from home

The Office personnel have the possibility to work from home and not to be present in Company's premises. This action will be decided by the General Manager, after completion of relevant assessment and MOC process, either due to a major outbreak or as per national or international regulations.

All Company's personnel are equipped with laptops that have remote access to the Company's major server and email accounts. In this respect, the Company personnel will continue properly perform their duties. In addition, skype meetings and telephone calls will be organized.

Annual or Business Leaves

All shore personnel who have travelled abroad for business trip should proceed with a PCR test upon arrival to Greece and return to the Office the next working day upon

receiving negative results. Arrangement of PCR will be made by HR Department and will be paid by the Company.

All shore personnel who have travelled abroad or ashore for annual leave for three (3) days or more and all shore personnel who have travelled ashore for business trip should proceed with a rapid test prior visiting the Office upon receiving negative results. These tests will be organized by each individual and the cost for these tests will be covered by the Company by submitting the relevant receipts to HR department.

4.2.15 Vaccination for COVID-19

In addition to the measures that are being implemented in Company's headquarters for COVID-19 prevention, the vaccination for COVID-19 is considered as one of the most important measures.

The Company accepts the vaccination for COVID-19 and implements the following as minimum measures for proper vaccination. Any enhanced measures suggested by the national health organization, will be considered and assessed.:

- Vaccination is voluntary and no shore personnel to be enforced to be vaccinated.
- Vaccination should be completed as per national regulations.
- Shore personnel and their substitutes should be vaccinated with minimum interval 4 days.
- The HR department should be informed for the vaccination dates (1st & 2nd dose) of all personnel in order to arrange accordingly sick leaves (if necessary), business leaves, training sessions, etc.
- The DPA & the Technical Manager should be vaccinated with minimum interval 10 days.

4.3 Prevention Measures during & after travelling


Travelling of personnel for onboard visits have been minimized to the most necessary ones. In case a shore personnel has to travel abroad, then the following actions should be followed:

- Employees who may be at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease) should not be sent to business trips.
- All persons travelling to locations reporting COVID-19 are briefed by a qualified professional (e.g. staff health services, health care provider or local public health partner).
- They should wash their hands regularly and stay at least one meter away from people who are coughing or sneezing.
- Employees who have returned from an area where COVID-19 is spreading should monitor themselves for symptoms for 14 days and take their temperature twice a day.
- If they develop even a mild cough or low grade fever (i.e. a temperature of 37.3 C or more) they should stay at home and self-isolate. This means avoiding close contact (one meter or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.




STAY HEALTHY WHILE TRAVELLING


When coughing and sneezing cover mouth and nose with flexed elbow or tissue – throw tissue away immediately and wash hands



If you choose to wear a face mask, be sure to cover mouth and nose - avoid touching mask once it's on



Immediately discard single-use mask after each use and wash hands after removing masks



STAY HEALTHY WHILE TRAVELLING

If you become sick while travelling, inform crew and seek medical care early



If you seek medical attention, share travel history with your health care provider



General Manager has the authority to stop all Office personnel travelling abroad in order to board Company's vessels considering national/international relevant suggestions or industry best practices.

4.4 Prevention Measures at shipyard

Prior arriving at the yard

1. A safety committee meeting to take place to discuss actions needed.
2. Ensure posters for Preventive Virus spread as provided by this office are clearly displayed in all conspicuous places as well as in all entrances.
3. Cooperate with the health authorities, disclose crew health status as required in pre-arrival declaration (to be provided by the agents).
4. Upon pilot's boarding, please have readily available disposable gloves and mask (if he doesn't wear one) to wear on his embarkation and until disembarkation.

Whilst at the Shipyard and/or Dry Dock

GANGWAY

1. Strengthen gangway controls. Restrict visits onboard to the absolutely minimum
2. Keep daily log (not gangway log which will have to be filled in for all visitors/technicians/office staff) with ID Numbers of all shore personnel boarding the vessel.
3. Ensure all shore personnel when onboard, wear masks, gloves and if possible goggles.
4. Body temperature to be taken by using infrared thermometer daily of all visitors/shore personnel.

ACCESS

1. Entrance to be restricted to the accommodation (One entrance to be accessible and one readily available to open in case of emergency). The entrances are to be defined during SCM prior to arrival at the yard.
2. Controlled access to the Engine Room (if possible to be accessible via the poop deck entrance).
3. All rest areas are to be restricted for crew use only.

DAILY SAFETY MEETINGS / WORKSHOP ATTENDANCES

- Meetings with Shore or yard personnel to :
 - Be reduced up to minimum necessary

-
- Take place in well ventilated, preferable open spaces
 - Minimize attendance
 - Workshop attendances will have to be minimized to absolutely necessary, wearing disposable mask, gloves and goggles.

CREW / HYGIENE

1. NO shore leave is allowed
2. Monitor crew temperature daily.
3. Maintain distance of at least one (1) meter or as far as practicable as per WHO recommendation from any shore personnel/visitor
4. All crew shall have to wear disposable masks, gloves and goggles when working.
5. Please observe carefully mask donning and removal instructions (as per below
6. WHO Guidelines in bold) paying particular care so that the external surface does not come in contact with bare skin.
 - **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.**
 - **Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.**
 - **Cover mouth and nose with mask and make sure there are no gaps between your 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.**
7. Disposable masks/gloves are to be disposed prior entry to the accommodation in biohazard bags
8. Goggles will have to be washed at first opportunity and be re-used

-
9. Upon entry to the accommodation hands are to be cleaned with sanitizer
 10. All work coveralls/uniforms will have to remain in the changing room
 11. Uniforms will have to be washed frequently
 12. Working shoes are to be left in the changing room or outside cabins and disinfected.
 13. Report to the Master anyone seen with flu symptoms including oneself
 14. Exercise strict hygiene rules in accordance with our Health and hygiene procedures FIM Chapter G but on top please ensure :
 - Hands are washed thoroughly & frequently
 - Avoid contact with your face with uncleaned/unwashed hands
 - Rest areas/galley/common spaces are to be visited/used only with clean clothes.
 - Maintain rest hours/sleep as much as possible
 - Follow a nutritious and balanced diet
 - Get vitamin supplements provided onboard, daily

GALLEY

1. Personnel working in the Galley area must use masks which will have to be replaced twice a day.
2. Wash hands thoroughly frequently as well as between handling raw and cooked food.
3. Use different chopping boards and knives for raw meat and cooked foods.
4. No raw / undercooked food is to be consumed
5. Vegetables are to be cooked as far as possible
6. Fresh ingredients are first to be washed with water & soda or vinegar

OTHERS

1. Disinfect daily the following:
 - a. Living area public spaces door knobs, sides and hand rails, visitors ID's

-
- b. Living garbage to be placed in the shipyard's skips immediately
 2. Arrange minimum air circulation in accommodation spaces. Carry out air-condition filters/cleaning maintenance daily
 3. Air condition inlet filters to be changed daily

4.5 Managing a suspected case on board a ship

Activating the outbreak management plan

If it is determined that there is a suspected case of COVID-19 disease on board, the outbreak management plan should be activated. The suspected case should be immediately instructed to wear a medical mask, follow cough etiquette and practice hand hygiene; the suspected case should be isolated in a predefined isolation cabin or hospital with the door closed.

If this occurs, the Master should immediately inform the DPA and the Crew Dept. for further actions.

No Rapid Covid test is allowed to be used onboard without any prior written approval from the Company's DPA.

The suspected case should be tested with COVID-19 rapid test form the stock that is available onboard. Results should be immediately reported to the Company.

The disembarkation and transfer of the suspected case to an onshore healthcare facility for further assessment and laboratory testing should be arranged as soon as possible in cooperation with the health authorities at the port.

All persons entering the isolation area should wear the appropriate PPE and wash their hands properly after their exit.



Single use protective equipment used (surgical masks, gloves, waterproof disposable robes) should be disposed of in a bin outside the hospital door and should never be reused.

The master of the ship must immediately inform the port health authority at the next port of call about any suspected case of COVID-19 disease. For ships on an international voyage, the Maritime Declaration of Health should be completed and sent to the port authority in accordance with local requirements at the port of call.

Ship owners must facilitate the use of health measures and provide all relevant public health information requested by the health authority at the port. Ship operators shall provide to the port health authorities all essential information (such as Crew list, etc.) to conduct contact tracing when a confirmed case of COVID-19 disease has been identified on board.

Contact the nearest RED CROSS in order to get additional pre-caution measures

Country / Place	RED CROSS CONTACT	Telephone Numbers
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<p>GREECE </p>	<p>GREEK RED CROSS</p>	<p>Phone: +30-210-523-0880 Phone: +30-210-523-7515 Phone: +30-210-361-3848</p>
<p>PHILIPPINES </p>	<p>PHILIPPINES RED CROSS</p>	<p>Phone +63(02) 790-2300 local 931/932/935</p>
<p>ITALY </p>	<p>CIRM INTERNATIONAL MEDICLA CENTER ROME</p>	<p>Phone: +39-065-4223045 Mobile: +39-348-3984229 FAX: +39-065-923333 E-Mail: telesoccorso@cirm.it</p>

A flowchart attached at Annex G identifies the process to follow when managing a larger number of potential cases of Coronavirus (COVID-19) on board.

Managing contacts

In order to avoid delays in implementing health measures, contact tracing should begin immediately after a suspected case has been identified on board without waiting for laboratory results. Every effort should be made to minimize the exposure of other crew members.

All persons on board should be assessed for their risk of exposure and classified either as a close contact with a high risk of exposure or as having a low risk of exposure.

A person is considered to have had a high-risk exposure if they meet one of the following criteria:

- they stayed in the same cabin as a suspected or confirmed COVID-19 case;
- they had close contact (that is, they were within 1 m of) or were in a closed environment with a suspected or confirmed COVID-19 case.
- They provided care for a suspected or confirmed COVID-19 case.

If a large outbreak occurs as a result of ongoing transmission on board the ship, crew members should be assessed to determine whether they were exposed to the suspected or confirmed case. If it is difficult to identify the close contacts and if widespread transmission is identified, then all crew members could be considered close contacts who have had a high-risk exposure.

If the laboratory result is positive, then all close contacts should be quarantined in specially designated onshore facilities and not allowed to travel internationally. Persons

in quarantine who had close contact with a confirmed case should immediately inform health services if they develop any symptom within 14 days of their last contact with the confirmed case. If no symptoms appear within 14 days of their last exposure, the contact is no longer considered to be at risk of developing COVID-19 disease.

Reporting the suspected case

In case of a suspected case onboard, after activation of OMP, the Company should be informed immediately.

At next stage, for illnesses or deaths occurring on board ships on international voyages to countries other than the United States, complete the Maritime Declaration of Health and send it to the competent authority for the destination port, according to the 2005 International Health Regulations and the national legislation of the country of disembarkation.

Special reporting in case the vessel visits US port

Immediately report any death on board or illness to the CDC Quarantine Station with jurisdiction for the port. Additional information:

- List of the sick person's signs and symptoms, including onset dates
- The sick person's highest recorded temperature
- The sick person's embarkation date and port
- If the sick person has been in contact with a person confirmed with COVID-19
- The ship's ports of call during the 14 days before the person got sick
- The ports of call where the sick person disembarked during the 14 days before getting sick
- If there are any other sick persons on the ship with similar symptoms

CDC Quarantine Station information and contact numbers are available in <https://www.cdc.gov/quarantine/quarantinestationcontactlistfull.html>.

Disembarkation of suspected cases

During the disembarkation of suspected cases, every effort should be made to minimize the exposure of other persons and environmental contamination. Suspected cases should be provided with a surgical mask to minimize the risk of transmission. Staff involved in transporting suspected cases should apply infection control practices. Personnel escorting the patient should wear suitable PPE (gloves, impermeable gown, goggles and medical mask)

Personal protective equipment (PPE) should be changed after loading each patient and disposed of appropriately in containers with a lid and in accordance with national regulations for disposing of infectious waste.

The gangway should be cleared of all other personnel until the sick person has disembarked.

The pathway used for disembarkation, any potentially contaminated surfaces (e.g., handrails) along the pathway, and any equipment used (e.g., wheelchairs) should be cleaned and disinfected immediately after disembarkation (see Cleaning and Disinfection section below).

Notification and reporting requirements for WHO State Parties

The authority at the port must inform immediately its IHR NFP (International Health Regulation National focal point) if a suspected case of COVID-19 disease has been identified. When the laboratory testing has been completed and if the suspected case is positive for the virus that causes COVID-19 disease, then the IHR NFP shall inform WHO.

Vessel's condition

The ship should be inspected and then health measures (such as cleaning and disinfection) should be applied based on the findings of the inspection.

The next voyage can start after thorough cleaning and disinfection have been completed. Active surveillance should take place on board the ship for the following 14 days. Additionally, the ship's owner could explore the possibility of starting the next voyage with a new crew on board, if this is feasible.

Disembarking Crew without Symptoms from Ships after a Confirmed Case Is Identified

- Before disembarking crew, the ship operator or shipping agent should get advance approval from the local and state health departments with jurisdiction over:
 - the port of disembarkation, and
 - the state and county of residence for any quarantine locations
- Ship operator or shipping agent should inform ship pilots and ground transportation of the situation and confirm the operators have plans in place to notify and protect the health and safety of their staff.
- Ship operator or shipping agent should provide facemasks or [cloth face coverings](#) to disembarking crew members or confirm that they have their own. Crew members without symptoms should wear facemasks or [cloth face coverings](#) during disembarkation and while taking ground transportation until they reach their final destination.

-
- Ship operator or shipping agent should instruct disembarking crew members to stay in quarantine for 14 days and should arrange for accommodation, meals, garbage collection, and laundry services during that time. Facility and housekeeping personnel must be aware of the situation and precautions should be in place to prevent their exposure.
 - Ship operator or shipping agent should ensure that disembarking crew members:
 - will not use public transportation (including taxis or ride-share services) to get to the quarantine destination
 - will have no interaction with the public during their travel to quarantine location (e.g., rental car companies, restaurants)

In accordance with WHO's guidance about infection prevention and control during health care when COVID-19 infection is suspected, medical facilities, cabins and quarters occupied by patients and close contacts of a confirmed case with COVID-19 disease should be cleaned and disinfected daily, and cleaning and disinfection should be carried out after they have disembarked. The remainder of the ship should also be cleaned and disinfected, particularly when an outbreak occurs.

Laundry, food service utensils and waste from the cabins of suspected cases and their contacts should be handled as if infectious and according to the outbreak management plan provided on board for other infectious diseases (for example, for norovirus gastroenteritis).

It is essential that the ship remains at the port for the time required to thoroughly clean and disinfect it.

4.6 Procedures For Working under quarantine onboard

In case numerous of crew member are identified positive to COVID-19 onboard the vessel, then the vessel should be set under quarantine condition for a period of 5 days and specific procedures should be followed in order to continue safely its operation and the outbreak of the virus onboard to be eliminated.

Disinfection of all accommodation areas should be completed. During this disinfection also the stairs & the handles in doors should be cleaned properly. Specific cleaning equipment with alcohol above 70% to be used. During this cleaning, gloves and mask should be used all times.

In the meantime, considering the rank of the person or people that have been affected by COVID-19 and the vessel's operation/schedule for the next days, a situation assessment should be completed by the Office. Scope of this assessment is the identification of actions that should be followed in order to prevent any serious non-conformity with

Company's procedures and safety operation of the vessel. Part of this assessment also, is the risk analysis of the possibility of outbreak of the virus to the other crew members.

During this assessment, the work arrangements (work rest hours, Bridge watch, engine watch, etc.) and the maintenance/inspection tasks should be modified as applicable. If it is necessary, only essential jobs should be carried out and new maintenance plan should be firstly approved by the Office.

The crew members that are affected by COVID-19 should instruct their department chiefs regarding any pending jobs and new tasks should be assigned to other non-infected crew members. Proper operation of VHF's & cabins' telephones to be tested and ensured.

1. Regarding the crew members who are positive to COVID-19 or are suspected cases with symptoms:

- They should stay isolated in their cabin all times.
- No one should enter their cabin if not absolutely necessary. If it is necessary, then he should wear full covid-19 prevention suit, gloves, mask, etc. and keep distance from them.
- Food should be served in platter and placed outside of the cabin in order to be collected by the patients. The point here is to eliminate the contact with the crew member that will deliver the food.
- The Captain should communicate with them in regular intervals through phone or talking to them while staying outside of their cabin with the door closed in order to check their condition.
- If symptoms increased, then the Company should be immediately informed.
- Condition of these crew members should be reported every 12 hours with the attached excel file.

2. Regarding the rest crew that are not affected by the COVID-19 should continue execute their duties and follow the below instructions:

- Crew's temperature & symptoms should be measured twice every day and reported to specific log. All crew should wear face masks all the time when they are outside of their cabins.

-
- All crew should try to keep distance from each other and not use the common areas. They should continue their work but they should return to their cabins. Upon return to their cabins, they should remove face mask and clean their hands.
 - If any crew members is not feeling well, this should be immediately communicated to the Master.

In case more that 30% of crew members is affected by COVID-19, then, in addition to the above measures, all public places should not be used and all crew members after completion of their watches should return back to their cabins. The food also will be served in the cabins. Ventilation to be stopped and only extraction fans to be operated. Aft side acc. doors to be opened in every floor for natural aeration. Paper towels to be placed in the public toilets.

Engine room to be set in UMS mode, if more that 2 Engine Officers are affected by COVID-19.

3. In case the Master is affected by COVID-19, then the below should be followed:

- Close communication with Master & Chief Officer to be established through VHF's & cabins' telephones.
- Chief Officer to be assigned as responsible for reporting the vessel's condition to Master minimum every 2 hours (except hours of rest).
- The Chief Officer to undertake Master's navigational duties, if necessary, in verbal communication with the Master at the same time.
- The Chief Officer has certificates also for Master position.
- Chief Officer's duties to be assigned to rest Officers in case of emergency. Rest hours table to be changed appropriately.
- In case of navigation purposes or important vessel's operation, the Master, if he is feeling well, should proceed to Bridge. In that case, no any other crew member will be in the Bridge and near him in distance less that 4 meters. The Master should also wear full COVID-19 suit (available onboard). The area should be properly disinfected after his leave.

4. In case the Chief Engineer is affected by COVID-19, then the below should be followed:

-
- Close communication with Chief Engineer & Master or other Engineers to be established through VHF's & cabins' telephones.
 - Other Engineer to be assigned as responsible for reporting the engine room's condition to Chief Engineer minimum every 5 hours (except hours of rest).
 - The Engineers (not infected) to be briefed by the CE regarding important matters of attention in engine room through VHF's.
 - In case of navigation purposes or important vessel's operation, the CE, if he is feeling well, should proceed to engine room. In that case, no any other crew member will be in the engine room and near him in distance less than 4 meters. The CE should also wear full COVID-19 suit (available onboard). The area should be properly disinfected after his leave.

In case, both Master & Chief Engineer are affected by COVID-19, then the Chief Officer & the 2nd Engineer should undertake their responsibilities, always under communication with them.

5. In case the Vessel is at port or under repair period the Vessel should continue the maintenance plan and operation following the below measures:

a) Infected crew members should be isolated at their cabin as per Company's outbreak plan.

b) Non infected personnel should continue their working tasks on board following the below measures:

- Wearing proper face protection masks as per local port authorities' instructions
- Taking lunch or dinner at their cabin.
- Avoid close contact with contractors and service engineers.
- Meeting should be carried out keeping a distance not less than 2m.
- Maintain log of symptoms and measuring temperatures 2 times per day and report to the Company.
- Using VHF for their internal communication with affected personnel

c) Boarding of external personnel/ contractors should be allowed following the below measures:

- Temperature screening should be done at the entrance of the Vessel.
- If someone has temperature more than 37C entrance should be not allowed.
- All external personnel/ contractors should wear face masks. Face masks type KN95 or N95 should be preferred.
- They should avoid using public spaces .
- Meeting should be carried out keeping a distance not less than 2m.
- Maintain log of symptoms and measuring temperatures 2 times per day and report to the Company.
- Using VHF for their internal communication with on board personnel.
- Launch and dinner should be taken in separate area on board avoid mixing with ship's crew.
- Prescreening form should be prepared and submitted to the Company / Vessel.
- Monitoring their health on daily basis and report if any symptoms.
- Shakehands should be avoided.
- Gloves should be used all the times.
- Carrying of personal disinfectants, preferable pocket size in order to be readily available all the times.

In all above scenarios, the vessel's Superintendents should be contacted and advised.

MARITIME DECLARATION OF HEALTH

To be completed and submitted to the competent authorities by the masters of ships arriving from foreign ports.

Submitted at the port of Date

Name of ship or inland navigation vessel Registration/IMO No arriving from sailing to
(Nationality)(Flag of vessel) Master's name

Gross tonnage (ship)

Tonnage (inland navigation vessel)

Valid Sanitation Control Exemption/Control Certificate carried on board? Yes No Issued at date

Re-inspection required? Yes No

Has ship/vessel visited an affected area identified by the World Health Organization? Yes No

Port and date of visit

List ports of call from commencement of voyage with dates of departure, or within past thirty days, whichever is shorter:
.....

Upon request of the competent authority at the port of arrival, list crew members, passengers or other persons who have joined ship/vessel since international voyage began or within past thirty days, whichever is shorter, including all ports/countries visited in this period (add additional names to the attached schedule):

(1) Name joined from: (1) (2) (3)

(2) Name joined from: (1) (2) (3)

(3) Name joined from: (1) (2) (3)

Number of crew members on board

Number of passengers on board

Health questions

- (1) Has any person died on board during the voyage otherwise than as a result of accident? Yes No
If yes, state particulars in attached schedule. Total no. of deaths
- (2) Is there on board or has there been during the international voyage any case of disease which you suspect to be of an infectious nature? Yes..... No..... If yes, state particulars in attached schedule.
- (3) Has the total number of ill passengers during the voyage been greater than normal/expected? Yes No
How many ill persons?
- (4) Is there any ill person on board now? Yes No If yes, state particulars in attached schedule.
- (5) Was a medical practitioner consulted? Yes No If yes, state particulars of medical treatment or advice provided in attached schedule.
- (6) Are you aware of any condition on board which may lead to infection or spread of disease? Yes No
If yes, state particulars in attached schedule.
- (7) Has any sanitary measure (e.g. quarantine, isolation, disinfection or decontamination) been applied on board? Yes No
If yes, specify type, place and date
- (8) Have any stowaways been found on board? Yes No If yes, where did they join the ship (if known)?
- (9) Is there a sick animal or pet on board? Yes No

Note: In the absence of a surgeon, the master should regard the following symptoms as grounds for suspecting the existence of a disease of an infectious nature:

- (a) fever, persisting for several days or accompanied by (i) prostration; (ii) decreased consciousness; (iii) glandular swelling; (iv) jaundice; (v) cough or shortness of breath; (vi) unusual bleeding; or (vii) paralysis.
- (b) with or without fever: (i) any acute skin rash or eruption; (ii) severe vomiting (other than sea sickness); (iii) severe diarrhoea; or (iv) recurrent convulsions.

I hereby declare that the particulars and answers to the questions given in this Declaration of Health (including the schedule) are true and correct to the best of my knowledge and belief.

Signed

Master

Countersigned

Ship's Surgeon (if carried)

Date

4.7 Managing outbreak at Company's headquarters

All employees should comply with general COVID-19 prevention measures as mentioned above and national requirements.

Suspected employees affected by Coronavirus

Employees who have symptoms of acute respiratory illness have to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and to be entered in a dedicated room declared as "COVID room" until the building to be evacuated and then they will be sent to their home.

As previously stated, any member of office personnel who develops COVID-19 symptoms shall be sent home for self-isolation for seven (7) days from the onset of symptoms. The same applies for any employee who lives in a household where someone else is unwell with symptoms of COVID-19. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and work from home. If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days. If anyone else in the household starts displaying symptoms, they need to stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period. Household members who remain well should stay in self-isolation for 14 days based on the maximum incubation period, calculated from day 1 of the first symptomatic person. Household members do not need to restart the clock if other members become symptomatic during the 14 days self-isolation.

If an employee is confirmed to have COVID-19, all co-workers should be informed accordingly and conduct a risk assessment of their potential exposure. In addition, they will start immediately work from home, until further notice by the General Manager, and the Company's premises will be extensively cleaned by special team.

4.8 Preventive Instructions for Crew Change

PRE-BOARDING SCREENING

Until the termination of the COVID-19 outbreak, Company's Crew Department and Manning Agents are advised to provide crew on-signers with general information on COVID-19 disease and preventive measures and to implement pre-boarding screening with the purpose of deferring or rescheduling the boarding of any crew identified through the Company's Questionnaire (see Annex B) as being close contact of someone with

COVID-19 disease to ensure proper management. The questionnaire must be submitted to Company's Crew Dept and to Master at least 24 hours prior boarding.

In addition, all new crew members should be tested for COVID-19 maximum 72 hours prior starting travelling in order to board the vessel. The Manning Agent is responsible for such tests and informing the Company for the results.

A PCR testing procedures matrix attached at Annex F identifies what to do and when prior to boarding and also if COVID-19 is identified on board a ship. Evidence suggests that asymptomatic persons still carry COVID-19 and transmit it to others.

Any seafarers testing positive should not board the ship and should receive further medical assessment or tests.

A negative PCR test does not guarantee seafarers are not infected with COVID-19 and could still potentially carry it on board the ship.

Any seafarers about to join the ship developing any symptoms should not be boarded and should receive further medical advice.

The ability to test seafarers before embarkation depends on many factors including testing availability in ports and terminals.

The Crew Manager must inform the port authority and their local agents, if used, of the intention of undertaking a crew change. All relevant information must be passed to the port, immigration, health, airport and other authorities as needed. This information includes also a health declaration form.

Where required, maritime employers should work with the designated authorities to ensure that the embarkation/ disembarkation routes for the affected seafarers to/from the ships and the airports, as well as from the airport to the seafarers' place of residence, are approved. Maritime employers should adhere to requirements set by the designated authorities to facilitate smooth coordination in the movements of the affected seafarers.

Seafarers are neither allowed to go to their shipping company's office nor allowed to meet friends or relatives during their transits. Their stay at port or transit at airports should be minimised to reduce the interaction with their surroundings. In cases where they are required to stay at a hotel, then the chosen hotel should be as close to the airport as possible and the seafarer should confine themselves to their room.

INSTRUCTIONS FOR BOARDING OF A NEW CREW MEMBER

When a new crew member board the vessel, then the following actions should be followed:

- Be sanitised at the gangway (Both crew member and baggage).
- Be provided with overshoes and PPE at gangway for transit to cabin. PPE used to be bagged and incinerated.

-
- Be placed in single berth cabin with en suite facilities for a period not less than two weeks and during this period visitors are prohibited
 - Have the clothes they travelled in hot washed and stored in isolation for two weeks after embarkation.
 - Be temperature checked as soon as possible after boarding. Max. temperature is 37.5C.
 - Maintain social distancing during handover.

After boarding the crew member(s) must for a minimum of two weeks:

- As far as possible, maintain minimum 2 meters social distancing while outside of the single berth cabin. Every new on-signer for the first 5 days onboard should wear face mask all the time, when he is out of his cabin.
- Take sanitizing precautions with eating and drinking utensils.
- Temperature of new on-signer should be measured twice per day for the first 5 days.
- The ship must continue to monitor the health of the seafarers who have joined and keep a medical log. In the 14 days after joining the ship, any seafarer feeling ill, exhibiting flu-like symptoms or having a fever must report this to the manning agent. The manning agent must then immediately report this to the shore authorities and the Crew Manager.

The crew member(s) signing off must:

- Complete a Covid-19 Health Declaration before leaving
- Be issued with documents confirming they are seafarers leaving a vessel.
- Report to the company if during the 14 days following leaving the ship they feel ill or exhibit flu-like symptoms.

Annex A – Safety & Hygiene Posters

Protect yourself and others from getting sick

Wash your hands

- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste



Wash your hands

Wash your hands with soap and running water when hands are visibly dirty



If your hands are not visibly dirty, frequently clean them by using alcohol-based hand rub or soap and water



Protect others from getting sick

When coughing and sneezing cover mouth and nose with flexed elbow or tissue



Throw tissue into closed bin immediately after use



Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing and when caring for the sick



Practise food safety

Sick animals and animals that have died of diseases should not be eaten



Annex B – Pre-boarding screening

Name			
Vessel		Rank	
Scheduled date of boarding/sign-off:			

Current Condition			
Body temperature			
Date:		Time Taken:	
COVID-19 Test Date:		COVID-19 Test Results:	P <input type="checkbox"/> N <input type="checkbox"/>

Symptoms within the last fifteen (15) days		
SYMPTOMS	YES	NO
Fever	<input type="checkbox"/>	<input type="checkbox"/>
Runny nose	<input type="checkbox"/>	<input type="checkbox"/>
Headache	<input type="checkbox"/>	<input type="checkbox"/>
Cough	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>
Chest pain	<input type="checkbox"/>	<input type="checkbox"/>
Sore throat	<input type="checkbox"/>	<input type="checkbox"/>
Muscle/joint ache	<input type="checkbox"/>	<input type="checkbox"/>
Pneumonia	<input type="checkbox"/>	<input type="checkbox"/>

In the past 14 days have you travelled from any countries listed below (<i>Please check your passport/exit stamps</i>)			
CHINA	<input type="checkbox"/>	FRANCE	<input type="checkbox"/>

SOUTH KOREA	<input type="checkbox"/>	ISRAEL	<input type="checkbox"/>
ITALY	<input type="checkbox"/>	JAPAN	<input type="checkbox"/>
OTHER:			

Extra information	YES	NO
Did you come in close contact with any person suffering from COVID-19 in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been admitted to or visited a hospital in the past one month?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been in contact with farm or non-domesticated animals in the past one month?	<input type="checkbox"/>	<input type="checkbox"/>

I assess that I have voluntarily and truthfully provided all the above information	
Signature/date	

*To be completed and forwarded to the manning agent 24hours prior boarding and prior sign-off

Annex C – Proper way of using masks

How to put on, use, take off and dispose of a single use mask

- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your 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.



How to put on, use, take off and dispose of a re-usable mask

Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



Clean your hands before removing the mask



Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag



Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

Don'ts →



Do not use a mask that looks damaged



Do not wear a loose mask



Do not wear the mask under the nose



Do not remove the mask where there are people within 1 metre



Do not use a mask that is difficult to breathe through



Do not wear a dirty or wet mask



Do not share your mask with others

GUIDANCE ON WEARING HOMEMADE CLOTH MASKS



WHO CAN USE HOMEMADE MASK

If you're not suffering from medical conditions or having breathing difficulties you may use the homemade mask, particularly when going outside the house. This will help in protecting the community at large.

WHO SHOULD NOT USE HOMEMADE MASKS

Homemade masks are not recommended for health workers or those in contact with COVID 19 patients or for COVID 19 patients themselves. These people are required to wear more advanced masks (Surgical masks are for single use only; N95 masks can be re-used unless it is damaged or you cannot get a tight seal when it is reused. N95 masks cannot be cleaned by washing).



PRODUCE TWO MASKS FOR EACH PERSON

Prepare two homemade masks so that one can be washed while the other is used. Wash hands before wearing the mask. Homemade masks should also not be thrown anywhere but kept safely, washed properly with soap and hot water and dried properly before they are used.

HOW TO MAKE IT

Homemade cloth masks can be made out of clean cloth, which needs to be washed first. The face cover should cover the mouth and nose completely and can be tied over the face easily.



HOW TO USE



- Place the mask to cover the mouth and nose, and tie it securely to minimize any gaps between the face and the mask.
- Avoid touching the mask while wearing it.
- Remove the mask without touching the front of the mask but untie it from behind.
- After removal, clean hands using an alcohol-based hand rub or soap and water if hands are visibly dirty.
- Replace masks as soon as they become damp with a new clean mask.

DO NOT SHARE MASKS

Masks must not be shared. One mask should be used by one person only. In a family of several members, each member should have separate masks.



Annex D – Proper way to disinfect the thermometer

1

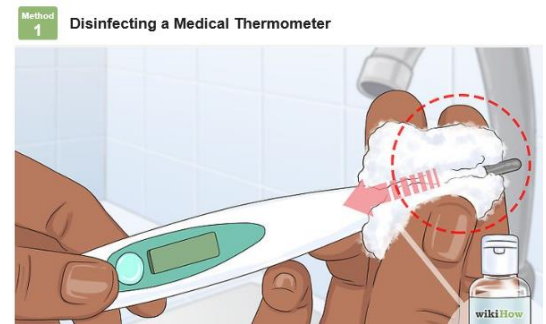
Rinse the end of a stem or pacifier thermometer with cool water. After using your thermometer, run the end that was in contact with the body, which is called the stem, under cold water for 1 or 2 minutes. This will start removing any germs or bacteria that are on the surface.



2

Wipe down the thermometer with rubbing alcohol. Put rubbing alcohol on a cotton ball or cotton pad. Rub it up and down the whole surface of the thermometer, cleaning the body and the stem. Make sure to thoroughly clean the entire surface.

- Be sure to clean the sensor of an infrared thermometer with alcohol. Thermometers that take your temperature by testing through the skin, such as a forehead or ear thermometer, have a sensor that needs to be cleaned. Cover the end of a cotton swab or a small piece of cloth with rubbing alcohol. Rub it on the sensor surface until it looks shiny and clean.
- Rubbing alcohol will kill any germs that are on the thermometer.



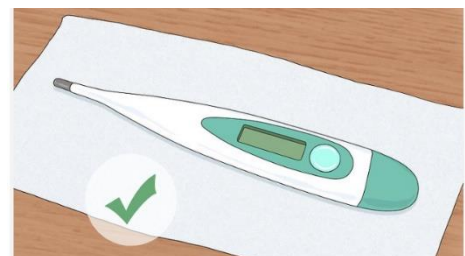
3

Rinse the stem or pacifier end of the thermometer to remove the alcohol. Give the stem a quick rinse to wash away the small amount of alcohol that will be left behind on the thermometer. Make sure not to submerge the thermometer if it is digital, as this can damage or completely break it.



4

Allow the thermometer to dry before putting it away. After the thermometer has been cleaned, it's important to let it dry before putting it back in a case or a drawer. Simply set it out to air dry, as using a towel increases the risk of introducing new germs or bacteria to the surface.



Annex E – Safety Checklist

RISK ASSESSMENT OF NECESSARY CONTROL ACTIONS AND REDUCTION OF RISK

**This checklist to be advised prior any work/attendance onboard by external party by the Master in cooperation with the vessel’s Superintendent in order to identify the most effective safety control measures.*

**Attendance onboard by external personnel should be carried out when the situation is at stage 2 or 3. In case of stages 4 or 5, please communicate with the DPA of the Company.*

FREQUENCY CATEGORY			CONSEQUENCE CATEGORY				
5	Frequent - Possibility of repeated incidents	More often than once per voyage	4	Human losses / fatalities	Major pollution / Full scale response	Excessive/ high cost damage >\$1000000	Major national & international impact
4	Probable - Possibility of isolated incidents	Once per year	3	Serious injury to personnel	Moderate pollution/ Significant resources commitment	Moderate cost or damage (100000 – 1000000\$)	Considerable impact
3	Occasional- Possibility of occurring sometime	Once per 5 years	2	Number of minor injuries / Medical treatment for personnel	Little pollution / Limited response of short duration	Little cost or damage (\$10000 – \$100000)	Slight impact
2	Remote- Not likely to occur	Once per 10 years	1	Few minor injuries	Minimum pollution / Little or no response needed	Minimum cost / damage < \$10000	Zero impact
1	Very unlikely- Practically impossible	Once per 30 years or more					

RISK MATRIX						
		FREQUENCY				
		1	2	3	4	5
CONSEQUENCE	1	L(1)	L(2)	L(3)	M(4)	M(5)
	2	L(2)	M(4)	M(6)	M(8)	H(10)
	3	L(3)	M(6)	M(9)	H(12)	H(15)
	4	M(4)	M(8)	H(12)	H(16)	H(20)

High=Intolerable Risk Medium=Tolerable Risk Low=Negligible Risk

RISK STAGE NO.1	ELIMINATION OF HAZARD
DESCRIPTION	Work onboard should not be conducted if there is a safer method to undertake the task, such as not going to a ship. In a number of instances e.g. conducting audit, surveys, inspections and training

	remote possibilities exist which may eliminate the need to go onboard or reduce the numbers of personnel needing to attend.			
QUESTIONS	YES	RISK (Cx F) IF YES	NO	RISK(Cx F) IF NO
Can the work be undertaken remotely?	<input type="checkbox"/>	1x1=1	<input type="checkbox"/>	4x5=20
Can the work be postponed?	<input type="checkbox"/>	1x1=1	<input type="checkbox"/>	4x5=20
<i>If both questions are NO, then proceed in the below stage.</i>				

RISK STAGE NO.2	REDUCE			
DESCRIPTION	Where it is not possible to fully eliminate the hazards, the risk could be reduced by minimizing the onboard element of the work.			
QUESTIONS	YES	RISK (Cx F) IF YES	NO	RISK(Cx F) IF NO
Can numbers of persons attending onboard be reduced and/or duration of time spent onboard be reduced?	<input type="checkbox"/>	4x2=8	<input type="checkbox"/>	4x5=20
Can part of the work be undertaken remotely e.g. visual inspections, witnessing drills, interviews	<input type="checkbox"/>	4x2=8	<input type="checkbox"/>	4x5=20
Is it necessary to attend on board in person or can meetings be set up remotely to reduce numbers attending and reduce duration?	<input type="checkbox"/>	4x2=8	<input type="checkbox"/>	4x5=20
Can information be provided for remote review to reduce shipboard attendance?	<input type="checkbox"/>	3x1=3	<input type="checkbox"/>	4x5=20
<i>If at least one question is NO, then proceed in the below stage.</i>				
RISK STAGE NO.3	COMMUNICATE			
DESCRIPTION	If onboard attendance of shore-based personnel cannot be eliminated, communicate and understand participant requirements.			

	<p>Ensure requirements of each party, the ship and the shore-based organization have been communicated in good time to each other and are assessed and understood.</p> <p>If there are differences in requirements control measures should be agreed and understood by all parties prior to the shipboard intervention taking place.</p>			
QUESTIONS	YES	RISK (Cx F) IF YES	NO	RISK (Cx F) IF NO
Have the ship's and shore-based organizations requirements related to risk management and control of COVID-19 been communicated in good time to all parties prior to arrival? It is envisaged that the ship's agent will need to play an important role in this regard.	<input type="checkbox"/>	4x2=8	<input type="checkbox"/>	4x5=20
Are the requirements of each party understood by the other parties?	<input type="checkbox"/>	4x2=8	<input type="checkbox"/>	4x5=20
Are requirements aligned e.g. requirements for the use of PPE?	<input type="checkbox"/>	4x2=8	<input type="checkbox"/>	4x5=20
If at least one question is NO, then proceed in the below stage.				

RISK STAGE NO.4	CONTROL			
DESCRIPTION	<p>If the requirements of each party, the ship and the shore-based organization have been communicated to each other and assessed, and are either not understood or there are differences then administrative control measures need to be taken so that all requirements are understood and so that requirements can be mutually agreed and understood by all parties prior to the shipboard</p>			
QUESTIONS	YES	RISK (Cx F) IF YES	NO	RISK (Cx F) IF NO
If requirements are not understood and or aligned, can control measures be implemented through clarifying	<input type="checkbox"/>	4x3=12	<input type="checkbox"/>	4x5=20

requirements and or agreeing mutually acceptable requirements?				
Are alternative measures acceptable e.g. ship's provision of PPE to shore-based personnel?	<input type="checkbox"/>	4x2=8	<input type="checkbox"/>	4x5=20
What protective measures are in place on board and for the attending personnel?				
Can social distancing be maintained?	<input type="checkbox"/>	4x3=12	<input type="checkbox"/>	4x5=20
Can entry into crew accommodation spaces be avoided/minimized?	<input type="checkbox"/>	3x2=6	<input type="checkbox"/>	4x5=20
If at least one question is NO, then proceed in the below stage and communicate with the DPA for further instructions.				
RISK STAGE NO.5		PERSONAL PROTECTIVE EQUIPMENT		
DESCRIPTION		Understand what PPE is required and expected to be used by crew and shore-based personnel during attendance onboard and at what times.		
QUESTIONS	YES	RISK (Cx F) IF YES	NO	RISK(Cx F) IF NO
Is the agreed PPE available to both parties? If not, can it be provided by the other party if necessary, either prior to or at the time of boarding?	<input type="checkbox"/>	4x3=1	<input type="checkbox"/>	4x5=20
Does available PPE comply with appropriate recommended specifications and is it compatible with the other PPE and equipment to be worn during the intervention. Does the provided PPE allow for the intended work to be carried out effectively?	<input type="checkbox"/>	4x4=16	<input type="checkbox"/>	4x5=20
Has the user been instructed how to inspect, wear, use and dispose of the PPE?	<input type="checkbox"/>	4x3=12	<input type="checkbox"/>	4x5=20
If at least one question is NO, then communicate with the DPA of the Company for further instructions.				

Outbreak Management Plan

Doc. Number: OMP
 Revision: 14
 Issue: 00
 Effective Date: 01 February 2022

Annex F – PCR Testing Procedures Matrix

	PCR Testing Requirements for Travel to and from the Ship			Suspect Case PCR Testing Requirements as Directed by the Port Health Authority (PHA)	
	Pre departure from home to ship location	On arrival in country of embarkation of the ship	On arrival in the country of disembarkation from the ship for repatriation	Initial tests Conduct a PCR test for suspect case, crew and close contacts as directed by the procedures of the PHA.	Repeated testing of crew/close contacts The PHA may require a further test if the initial test gives a different result.* Where a country does not have sufficient testing capacity the PHA may recommend an accredited private testing facility to do this.
Required	Test to be taken according to the rules of the country of arrival before leaving the seafarer's country of origin. * Due diligence should be conducted by the company to ensure the certificate is valid and not fraudulent.	Verification by officials in the country of arrival of the seafarer's test certificate. If the certificate is not valid retesting will need to be conducted whilst isolating the seafarer ashore. When there is no testing by the State Authority, the company should use due diligence to ensure the certificate is valid and not fraudulent.	To avoid quarantine some countries of arrival require a negative PCR test result prior to arrival of a returning seafarer. Where required the test should be available to the seafarer in the port where they sign off the ship.	On arrival in port.	Repeated tests are taken 3-5 days after the second test.
If negative	Seafarers may travel from the country of origin with the testing certificate to ship.	Board ship after agreed quarantine if required and/ or repeat testing if required.	Leave the ship with testing certificate.	Remain in isolation for the period of time required by the PHA. Seek medical advice.*	Remain in isolation for the period of time required.*
If positive	Seafarers should not leave country of origin.	Seek medical assistance and do not board ship.	Do not leave the ship and advise port health authorities.	Seek medical assistance and disembark for quarantine or isolate onboard.	Seek medical assistance and disembark for quarantine or isolate.
References / comments	* E.g. 48 hours for Singapore	Testing requirements for travel to and from the ship		*Testing Strategy for Coronavirus (COVID-19) in High-Density Critical Infrastructure Workplaces after a COVID-19 Case is Identified https://www.cdc.gov/coronavirus/2019-ncov/community/worker-safety-support/hd-testing.html	*Testing Strategy for Coronavirus (COVID-19) in High-Density Critical Infrastructure Workplaces after a COVID-19 Case is Identified https://www.cdc.gov/coronavirus/2019-ncov/community/worker-safety-support/hd-testing.html

Annex G – Decision Making for On Board Suspected or Confirmed COVID-19 Cases

Amendment section

Paragraph No.	Date Effected	Amendment Details
3	23/03/2020	Section for port personnel boarding the vessel was enriched. Extra procedures were added for the case of pilot onboard. Procedures for daily testing of crew members & air condition operation were added.
Annex D	23/03/2020	New Annex was added for the proper way to disinfect the thermometers.
3	24/04/2020	Procedures for crew change have been added.
4,8	04/05/2020	Sections were enriched with instructions about Office personnel
9	04/05/2020	New section was created with more detailed preventive measures for crew change
Annex B	04/05/2020	Health Declaration form was enriched with more questions
Annex E	18/05/2020	New Safety Checklist for attendance by external personnel, including Risk assessment, was adopted as per new IMO Circular.
3	12/06/2020	Specific instructions were added for prior calling at port, precautions onboard with private maritime security guards or STS personnel and medical waste disposal.
Annex C	10/7/2020	Annex was enriched in order to include instructions for the proper use of re-usable face masks
Section 9 & Annex B	17/08/2020	New procedure was added that all new on-signers should be tested for COVID-19 prior boarding the vessel.
Annex F & G	14/09/2020	Procedures Matrix & Decision Making for On Board Suspected or Confirmed COVID-19 Cases based on new Intertanko relevant Guidelines.
8	23/11/2020	Procedures for Office personnel were enriched in order to comply with new national requirements.

Paragraph No.	Date Effected	Amendment Details
3	23/11/2020	Procedures were added that the testing for contractors prior boarding should comply with local regulations or as per Master's discretion.
7	30/03/2021	Special procedures for reporting the suspected cases in USA ports & Disembarking Crew without Symptoms from Ships after a Confirmed Case Is Identified were added.
3 & 4	24/05/2021	Procedures were added for vaccination against COVID-19 for crew and shore personnel.
9	24/05/2021	The following actions were adopted also: 1. Every new on-signer for the first 5 days onboard should wear face mask all the time, when he is out of his cabin. 2. Temperature of new on-signer should be measured twice per day for the first 5 days.
8	17/09/2021	Procedure was added for returning to Office after business or annual leave.
8	15/11/2021	Procedure regarding returning to Office after business or annual leave were amended.
7.1	01/02/2022	Procedures For Working under quarantine onboard were added.
4	01/02/2022	Procedures were added regarding the examination of Office personnel prior returning to office from business trip ashore.
7	01/02/2022	Procedures for the use of rapid tests onboard as per Health Circular No.8 were added.
3	01/02/2022	Procedures for non-contact bunkering operation & ship shore safety checklist completion as per Health Circulars No. 5 & 7

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