

S.O.P. FOR THE MASTER ADVISED ON COVID-19 SCREENING (23.02.2020): -

This is an update given to our original SOP. As there are newer COVID-19 cases spreading to more countries, the Ships and her crew are very vulnerable when touching many of these countries during their Maritime trade the following guidelines are given for updating during their Port of Calls in those countries and when coming to Indian Ports.

All Countries with infections of COVID-19: -

Ships calling these Ports at are to follow these procedures.

Receiving the Pilot: -The Bridge to be disinfected with 1% freshly prepared bleaching solution or 70% Ethanol based disinfectant. After finishing the berthing, the Bridge to be disinfected again.

All the door handles, hand rails of the stairs up to the meeting room to be disinfected.

Inspection by Authorities: - All the meetings of the authorities related to boarding formalities are to be done only in the Meeting room/Conference room or Ship Office. Avoid all the meeting of visitors in the Mess Room reception or sitting area. The Tables and Chairs are to be disinfected (Solutions as advised above) before berthing and kept ready. Greet all of them by Indian or Sri Lankan "VANAKKAM" "AYUBHAVAN" with folded hands or bowing like Japan "KONNICHIWA", Chinese "NE HAV", Thailand "SAVADI KAP" or Indonesians "TARIMA KASIH" or non-touch method of the Middle East greetings. If you need to handshake, be conscious of not touching your nose, eyes or mouth and immediately wash your hands after the formalities are over.

Stevedores/CHA/Agents/Surveyors/Technicians/Class/Vetting Inspectors etc.: - To keep the Tally room (for stevedores) & the attached toilet disinfected before arrival and departure to each Port as this is the dangerous sources of infection to be spread for people who are going to use after a ship comes from infected country Port of calls. No stevedores are to be allowed to enter the Accommodation area if it's not related to Official work and it must be restricted to the Meeting room only. No work to be done by the Master or C/O or C/E in their cabins (to prevent the contamination by visitors and if sick crew to the visitors as the living area is the dangerous source of infection to be spread or left by the visitors for the ship crew to be infected later on).

All surveyors, owners' representatives or class surveyors or any others are all to be restricted to the Meeting room only. If they are allowed to stay on board or if their stay is for long time and they wish to have rest, it has to be in a vacant cabin which has to be disinfected both before and after his use. All program of the surveys is to be planned well ahead so the ships can prepare themselves to receive them safely.

Request the Port Health Authority for restricting the Port Visitors who are sick: -

A request to the Port Health Authority to be given for restricting the Sick person on board as they may transmit infections to the crew and if the ship is in follow up after Port of calls of COVID-19 countries a normal flu may be also considered as suspected by the Port Health Authority and the ship may be investigated for COVID-19 and sanitary control measures may have to be done which may also include quarantine of the ship. The Master can do that to the Shipping Agent and Stevedores to ensure the same.

Maintenance of the ISPS Log: -

This is one of the interactions each watch crew will have with all the shore visitors during the Port operations and can be a source of infection exchanges. If the Port Users side can give the shore visitors log then this interaction can be avoided by the crew and visitors reducing the chance of catching an infection. So, the Master can ask the Shipping Agent to compile all the visitors from Port authorities to the stevedores to be all recorded with timings and give in excel sheet for your records. If it's not possible at some Ports it's advisable the crew who is in watch wears mask to protect himself from infection.

Ship crew must maintain 6 feet distance from any person who are looking sick or having flu symptoms and are seen working on board. You may ask the concerned Agent to request such staff to work on shore side only.

S.O.P. FOR SHIP'S MASTER COMING TO INDIAN PORTS AT KATTUPALLI/ ENNORE/ CHENNAI/ CUDDALORE/ NAGAPATTINAM/ KARAIKAL (under the watch of PHO, Chennai): -**Master to Prepare the Ship: - Pre-Arrival Email screening information to the PHO, Chennai**

Presently Ships coming from China, Hong Kong, Japan, South Korea, Indonesia, Thailand, Vietnam, Malaysia, Singapore are in the screening list. Within 14 days if it touched any of these countries ports or coming directly if greater than 14 days, as first Indian Port. (This may change as per the latest updates on COVID-19 spread to other countries from the Ministry of Health & Family Welfare, Govt. of India Guidelines)

A. NEWLY EMBARKED CREW DETAILS: -

1. All the new crew who has joined the ship must be in follow up for 14 days period for fever, cough, respiratory symptoms.
2. His 2 weeks travel history before joining to be checked and given in full detail. This includes if the crew has joined from other ships directly, the full travel details till he joined the ship on transit flights, transit period, any stay inside or outside airport hotels, route details, any sickness of passengers in the travel flight he undertook to correlate if a crew develops illness.
3. The crew must give the details of any history of contact with COVID-19 patients in their country, if they were in Persons under Investigation or under home quarantine or have been tested for COVID-19 and found negative.
4. If the crew visited any hospital in their country or in transit where there are patients treated for COVID-19 and happened to be a contact.
5. Information of their friends or relatives if any were admitted for treatment or if they have visited any of them who were positive for COVID-19.

B. PORT OF CALL OPERATIONS DETAILS TO BE GIVEN BY MASTER: -

1. What was the Port operations done? Cargo Ship/Container Ship/ Tankers/Car Carriers?
2. How many days?
3. Where was the Port operations at Anchorage or at Berth?
4. How many shore visitors came on board the ship? To give the Visitors Log copy of the ports called.
5. How many were stevedores who worked on the deck?
6. How many were authorities or other Inspectors/Surveyors/ Service providers like Ship Chandlers/ Technicians/Garbage Collectors etc. who interacted with the ship crew?
7. Did any persons stay on board greater than 1 hour and the details?
8. Did the Port have any method to check the temperature/ health of the persons including authorities/stevedores etc. before they were allowed embarkation?
9. Were the port operations being only for Bunkering and Stores or crew changes? If so the details of the persons who came on board and their health status.
10. Any one looked sick among them or all were healthy?

C. HEALTH DOCUMENTS PREPARATION: -

1. The crew temperature record to be monitored twice daily till arrival to the Port in India.
2. If the ship is under screening on berthing the same must be updated on daily basis to PHO, Chennai by email. To record temperature in the evening and next day morning and send by 9 am.
3. The method of measurement, type of thermometer used to be given in the report for following up the correctness of the values.
4. Medical Log for the last 2 Calendar months to be given. To give the details of the Radio Medical Advice taken or any Shore Medical Treatment or any repatriation of sick crew to be given with full details.
5. PPE-The ships to have adequate supply of the Masks, gloves, disinfectants, PPE, N95 masks and must be disposable one and not the reusable cloth types.
6. All masks are to be collected in Bio-Hazard bags for safe disposal by incineration in Ship incinerator and to be recorded in Garbage Log.
7. To follow the Quarantine Officer's recommendation for using the Masks during Port operations and not as a routine.

A, B & C are the information the Master must be required to give for Pre-Arrival Email Screening and for the PHO to plan the inspection and clearance of your ship. To send at least 2-3 days before arrival.

D. BERTHING PREPARATIONS FOR SCREENING VESSELS TO PILOT BOARDING, BERTH: -

1. The Master must disinfect the Bridge and the Pilot observation deck outside for all the touch points.
2. The Pilot will reach the bridge from the side steps.
3. To keep the doors, open on both sides for cross ventilation.
4. All the Navigation team temperature are to be measured and reported when pilot arrives on bridge.

5. All crew are to wear the Masks.
6. Only essential persons for Navigation to be present on Bridge as per instructions of the Pilot. To maintain 6 feet distance from Pilot.
7. The ship Accommodation door handles (both sides), door, the side railings till the Conference room deck, meeting room table, chairs, Bond store room handles, tally room doors, handles, toilets, chairs are to be disinfected.
8. All the crew will wear the masks till the PHO screening is over. If the masks have to be used continuously during port operations, will be advised by the PHO after screening.
9. The Screening will be done at Bridge or at a Meeting Room as per advice of the PHO.
10. All crew have to take a cool down time of 15 minutes after full berthing operations are over. Have fluids and control the sweat. This is to prevent any high temperature shown due to increased metabolic activity or due to dehydration.

E. PORT OPERATIONS: -

1. Only one Agent will be allowed for each ship to do the duty.
2. Agent will not visit your ship on daily basis and any communication can be done by email or phone. Plan all your query as much as possible at berthing time only.
3. Customs, Immigration, CHA, Surveyors, Stevedores formalities to be done in the meeting room only.
4. Disinfection of the doors, railings, Meeting room, tally room are to be done thrice daily.
5. The ISPS log will not be entered by the Ship Crew and only Gangway watch will be allowed.
6. The Shipping agent will record all the persons (Authorities/Stevedores) who visited the ship with entry and exit time till sailing and the same will be sent by Excel Sheet to the PHO, Immigration and the Master by email. So, the ISPS log can be updated based on this. This is to avoid any cross infections to the crew and for shore persons. Also, to prevent confusion of any flu infection from shore persons as COVID-19 for ship crew. This will prevent any further sanitary measures for the ship which may include quarantine of ship and all the crew for 14 days as contacts.
7. The Ship crew who are required to assist the stevedores on deck must be only minimum 1 or 2. All the Ship crew to maintain 6 feet distance from the shore persons. The rest of the crew must be inside the accommodation if they are not required on deck.
8. The Shipping Agent/Stevedores will measure the temperature of self, Authorities and all the Stevedores shift wise. If there are any sick persons, they must not be strictly allowed to board the vessel. The Excel sheet report must have the temperature at beginning and ending time in each shift.
9. The agents, stevedores and surveyors are not allowed to enter accommodation deck unless its official and restricted to the meeting room only.
10. No one is allowed to enter the mess room or use the toilets or eat food or drink water or sleep on board.
11. The Stevedores to provide Water in each hatch two 20 litres pet bottles.
12. The use of PPE (Masks and Gloves) must be only on ship deck or when entering the Accommodation Deck Meeting Room and not when working on Wharf or Jetty.

13. Safe Disposal of the PPE is very important and must be collected in a Zip Lock Cover if its individuals and in Bio Hazard Bags for Stevedores after each shift if in large quantity. All PPE are single use only and must not be reused.
14. The Agency to prepare a slip with Name of the Ship, Berth Number, Shipping Agency/Stevedores details and hand over to the Sargent at the ChPT Hospital Casualty.
15. No unauthorized visitors or merchandise persons will be allowed to visit the ship. All ship Chandlers are to first intimate the Shipping Agents before they visit the ship. Master is adviced not to entertain any visitors without Shipping Agent knowledge.

F. MASTER TO FOLLOW UP THE CREW HEALTH: -

1. All the crew must be monitored on a daily basis twice and the same to be reported by email to the PHO till the ship sailing or as per the instructions given on the date till which the Master has to follow up and report.
2. All crew who are newly embarked to be monitored for 14 days.
3. If any crew develop symptoms of COVID-19 to be given mask and immediately isolate in his cabin and inform the Port Control and Shipping Agent. It will be immediately communicated to PHO for further action.
4. Any Medical assistance for any injuries or emergencies like heart attack, burns etc. will not wait for formal procedures for clearance and will be given immediate assistance by activation of the same channel of communication and simultaneously the Evacuation for shore treatment. It will be under monitoring of the PHO by phone.
5. Shore visit for Non-Medical Reasons will be allowed only after clearance by PHO inspection of the ships. The Master to request the persons who wishes to go ashore by email and the same must be planned before berthing itself. The Shore pass will be finally decided by the Immigration based on the advisories issued by Government of India. If the ship is in incubation period or under follow up, the Shore Pass will not be issued for any crew including Indian Nationals.
6. The Crew Changes, Visitors entry to ships like surveyors, technicians etc. will be permitted for screening ships only if the ship is healthy. If the ship is in follow up period the same may not be allowed till that period is over. Kindly plan all such activities with these in mind; in consultation of the PHO and Immigration.
7. The Sign off crew to give a Self-Declaration form and give the travel itinerary and if the crew intends to stay in hotel before departure.
8. The Sign on and Visitors will be allowed only if they are healthy and not travelling from infected or suspected areas as per the latest updates from WHO. They may be required to be screened before permission is given so the Agents have to plan during day time and intimate well before and the visitors are to cooperate fully on this to avoid infecting the Ship Crew.
9. Garbage Clearance for ships will be issued for screening ships only if it's cleared by PHO. Food Wastes to be avoided and plan its disposal at sea as per IMO guidelines before arrival and store the **wet food wastes in dedicated deep freezer (mandatory under IHR-2005)** or collected in plastic bags in a drum with covers and can be kept temporarily in Meat or Fish Room till sailing.

10. All PPE, Bio wastes, medicines must be disposed only in the Hospital Bio-Hazard bags and the PPE to be incinerated on board and recorded in Garbage Log. It must not be disposed in garbage. To follow the Garbage Management Plan for the Expired Medicines.
11. The tissues and hand paper towels used in cabins, galley, toilets are all to be collected separately during this COVID-19 epidemic time and to be incinerated. This is to prevent the spread to any country through this way to garbage handling public or animals which may come in contact with garbage.
12. Food, Water, Stores, Bunkers are allowed to be supplied for all vessels under the intimation to the Shipping Agent and with permission, guidelines of the PHO. The communication can be planned by email and all supplies to be given up to the deck only. The labors will not take the same till the Provision Rooms or Engine rooms etc. All document signature can be coordinated with the Shipping Agent or with the Ship Chandler only at the Meeting room.
13. No crew are to be allowed to do any official business or documentation in their cabins or cabin room office with shore persons as this is dangerous for introduction of the diseases to the crew and spread of any infections to the visitors due to any respiratory secretions from living area.
14. Master is advised to stock disinfectants, Hand wash liquid, soaps, tissue paper, Bleaching Solution, Ethanol based disinfectant.

The SOP of all the Port Stakeholders and the Master requirements have already been given on 20.01.2020. This SOP is circulated to the Agents and can be shared by them in full.

SHIP MASTER: - Action by the Master of the Ships calling the Chennai Port

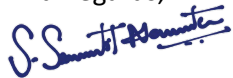
1. The ship Master are to follow the required documents as per the instructions and submit by email minimum 2-3 days before arrival.
2. All ship calling from Chinese Ports (now updated to more countries) are to give temperature report by email for 2 days before arrival or as instructed by email by PHO. The temperature to be measured by Ship designated Medical Officer with Non touch thermometers in small batches only. If the Mercury thermometer is used, to mention temperature taken in Axilla or Oral in your report. Necessary precautions to be taken to sanitize mercury thermometers between measurements.
3. All newly joined crew are to be monitored on board for 14 days.
4. If they develop any signs & symptoms of COVID-19 virus they are to be isolated on board and contact the RMA or nearest Port Health Authority.
5. The ship must have stocks of 3 layered surgical masks 30 per crew, hand wash liquid or hand soap 5 per crew, Hand Drying Paper roll for all common wash basins and toilets, N95 Masks 50 pcs, 10 PPE kit for Infectious diseases, Bio Hazard Bags 25 pcs for safe disposal of masks, PPE kits.
6. To follow the Respiratory and Hand Hygiene. If any sick persons are from shore all the crew are to advised to maintain 6 feet gap. If they are coughing, they may be given a mask during their work on board and restrict their entry into the ship.
7. All shore visitors are to be entertained at the meeting room only.
8. To avoid non-essential visitors to the ship.
9. To keep record of all the international visitors, owners at Port for survey, audit, repairs or any other activities etc. as per the IHR-2005 COVID-19 form.
10. Keep track of the latest developments on the disease from WHO weblink given <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>

It's our endeavor to assist the Ship crew who are very vulnerable when calling Ports as they don't have any control on the situation there and have to do the Port operations as per instructions, besides they must not get sick during their Port Operations. It's also our endeavor to ensure they do not carry infections from one Port to other Port and spread to other countries too.

I seek your assistance for full compliance of this S.O.P. to ensure we all have safe Port Operations and tide over this PHEIC-COVID-19.

Keep in touch for any assistance.

Kind Regards,



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All the stakeholders are advised to note their roles as it may have to be duplicated at various levels.

Stakeholders are

- a. Customs
- b. Immigration
- c. Shipping Agents
- d. Port Authority
- e. Stevedores
- f. Surveyors
- g. Terminal Operators
- h. Port Service Providers like Ship Chandlers, Garbage Collectors, Bunker Suppliers, Water Suppliers, Technicians, Repairers etc.