



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

Vessel Name: _____

Port: _____

Master: _____

1. Introduction.....	3
2. General	4
3. PPE	5
4. Access to main deck.....	6
5. Loitering aboard.	6
6. Access to the hatches and sanitizing arrangements	7
7. Hatch control station.....	7
8. Crane access / Crane cabins (high risk)	7
9. Access for crew in holds.....	8
10. Social distancing when interacting with shore personnel	8
11. Crew sanitizing before re-entry of the accommodation	8
12. Dealing with breakdown on deck	8
13. Connecting and disconnecting grabs.....	9
14. Access to stores, forecastle deck and accommodation deck areas	9
15. Access to ships cleaning equipment, lashing equipment and stores.....	9
16. Garbage	9
17. Utensils	9
18. First aid assistance.....	10
19. Handling of provisions and stores.....	10
20. Pilot Boarding	10
21. PSC Inspectors / cargo surveyors / quarantine officers / P&I surveyors / Class surveyors / immigration officials / custom officials etc	11
22. Bunkering	12
23. Armed guards and shore security personnel.....	12
24. Shore security personnel / watchman:	13
25. Mooring Operation.....	13
26. Galley	13
27. Surfaces, objects or items received on board which pose a risk to ship crew	14
28. Personnel hygiene.....	14
29. Emergency response.....	15
30. Corona virus kit	15



SHIP SPECIFIC PLAN
PRECAUTIONARY MEASURES FOR COVID-19

31. Training and awareness	15
32. Medical treatment for ship crew.....	16
33. Third party representatives sailing on board	16
34. Crew change	17
35. Repairs on bridge by shore technician.....	18
36. Boosting immunity	19
37. Drydocking	20
38. For ship staff:.....	21



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

1. Introduction

COVID -19 is an infectious and highly contagious condition, which means it can be spread, directly or indirectly from one infected person to a healthy person.

The WHO states that the common symptoms include:

- fever
- tiredness
- dry cough.

Other symptoms can include:

- shortness of breath
- Loss of smell
- aches and pains
- sore throat
- and, in a few cases, people may report diarrhoea, nausea or a runny nose

There is a risk for ship staff to get infected from COVID -19 through shore personnel (droplets of saliva or mucus) or through contact with contaminated surfaces, objects or items received on board.

Shore personnel such as the following pose a risk to ship crew:

- Business persons (selling simcards etc)
- Port Chaplains
- Pilot
- Ship chandlers
- Provision delivery staff
- Stevedores / Stevedore foreman
- Agents
- Bunkering personnel
- Suez Canal crew
- Immigration Officers, Customs Officers, Surveyors, PSC Inspectors
- Armed guards arranged by the company
- Crew change
- Shore security personnel arranged by company in certain ports
- Grindrod office staff
- Port captains



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

The following surfaces, objects or items received on board pose a risk to ship crew:

- Mail packets
- Signing Ship/shore checklists or other documents received from shore
- Handling of Cash
- Provisions packing material
- Physical contact such as hand shaking
- Ships certificates / plans / documents provided to shore personnel
- Use of ships computer by shore personnel
- Cutlery and crockery such as Plates / glasses/soda cans etc
- Seats and working surfaces used by shore personnel
- Heaving lines/mooring ropes came in contact with shore mooring gang, tug's line
- Terminal's gangway and ladder

This document outlines the plans and procedures to be put in place to prepare a ship for shore personnel to come on board and to protect seafarers from the dangers posed by the new Coronavirus disease (Covid-19). This includes potential exposure from shore personnel and the actions to take in the event of a suspected case on board. [All ports are considered high risk ports.](#)

This guidance should be read in conjunction with the contingency plan, fleet advisory letters, posters and circulars provided by the company.

Contents of this plan is ship specific and will vary from port to port and shall be amended/ revised accordingly as per Masters Discretion.

2. General

- Tool box meeting on precautions to be taken shall be conducted prior arrival each port
- Shore leave not permitted for ship crew
- Temperature of each ship crew shall be taken twice every day. If temperature exceeds 37.5 deg, consider the crew as suspected case
- Master shall obtain complete list of visitors anticipated to visit the vessel through agent
- Master shall communicate with agent and confirm on local restriction or any other additional precautions required for each port
- Number of visitors on board shall be limited to bare minimum
- Warning signage for COVID-19 PPE measures must be posted on the gangway lower platform which can be easily seen by the visitors



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

- Shore personnel shall be politely told about the fast spreading of COVID-19 infections and **NOT BE ALLOWED INSIDE ACCOMMODATION**. Their access shall be restricted either below the gangway, at the gangway or in the suez canal / store room
- **Temperature of all personnel boarding vessel at gangway / pilot ladder shall be checked. Personnel with temperature more than 37.5 deg will be requested to disembark vessel immediately**
- Hand sanitizer shall be kept near pilot ladder / gangway and any shore personnel boarding vessel shall sanitize their hands upon boarding
- Shore personnel shall sanitize their shoes using bleach/water at gangway
- Visitor ID shall not be touched
- Ships security cards shall be placed in disinfectant solution
- Visitors shall not be allowed to use gangway stations pens
- Only Gangway Watchman is allowed to write the visitor's name in Visitors Log Book
- Stevedore foreman shall be informed that all stevedores have their own mask when boarding vessel
- **Meals shall not be served to shore personnel**
- All documents related to agents, port clearance shall be done at gangway by the Master. Papers from shore shall be kept in a tray and the tray disinfected after use.
- **No visitor will be allowed to enter the accommodation without authority of Marine manager**
- A designated table shall be placed at the accommodation entrance/suez or store room. This table can be used for documentation
- All persons boarding vessel will be considered as infected. This includes company representatives
- Suez room toilet shall contain hand sanitizer and shore personnel shall be instructed to sanitize their hands after use.
- A dedicated toilet outside the accommodation shall be kept for shore personnel
- Crew Members shall report any unsafe acts aboard to: Concern@grindrodshipping.com

3. PPE

The vessel will be implementing a stringent PPE requirement as follows.

All crew members on the deck shall wear:

- Boiler suit.
- Safety boots.
- Helmet.
- Rubber gloves.



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

- Surgical masks
- Safety goggles
- Face shield for gangway watch keeper

4. Access to main deck

- ISPS protocol shall be applied and access for ship crew shall be through a single accommodation door.
- Only persons engaged in cargo operations (cargo surveyors, terminal rep. & manifold personnel etc.) will be allowed to access to main deck. Number of persons on main deck will be limited to bare minimum.
- Only persons engaged in cargo operations (stevedore, foreman etc.) will be allowed to access to main deck. Number of persons on main deck will be limited to bare minimum.
- Stevedore access should be restricted only to the extent required for cargo operation. The main deck (hatches, tally room and cranes) are the only areas that shore personnel will be granted access to and the ship crew shall limit the shore personnel area of work.
- Stevedores shall have access to only one side of the vessel (where vessel is alongside).
- Toilet in Tally room shall be used by stevedores and hand sanitizer must be kept there ready to use. A trash can shall be kept in the Tally room.
- Where possible lock the Suez/store room for minimum of three days after use and instruct crew to keep away from the cabin. Suez/store room to be sanitized 3 days later shore personnel disembark from vessel

5. Loitering aboard.

- Business persons (selling simcards etc or offering services) shall not be permitted on board
- Shore personnel shall not be allowed aft of the accommodation or on the fore castle areas. There areas shall be inserted with safety tape.
- Shore personnel/ Stevedores will not be allowed to loiter in the vessel after their work is completed.
- Ship's Crew shall not be allowed to loiter outside accommodation areas. Only OOW and watch keeping ratings will be allowed on deck.
- OOW shall monitor movement of shore personnel. CCTV shall also be used for monitoring movement of shore personnel.



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

6. Access to the hatches and sanitizing arrangements

- Only OOW and rating is authorized to open all hatches including booby hatches for entrance to the holds.
- Designated points shall be taped off on top of the hatch for viewing purpose

7. Hatch control station

- Hatch operations shall be strictly carried by OOW and rating

8. Crane access / Crane cabins (**high risk**)

- Crew must clean the shipboard crane operating compartment before it is made available to dockworkers and at each shift change.
- Stevedore shall not be allowed to enter the cabin when the crew member is inside.
- When ship's cranes are used – a separate sanitizer and paper towel must be kept in the crane driver's cabin in limited quantity. This sanitizer shall be used only by stevedore.
- Before the crane operator enters the crane, the duty crew must advise him about location of sanitizer and instruct him that after he has finished his shift / work he must sanitize all areas in the crane including control panel, handles at work station and chair. The stevedore shall bring the empty bottle with him as he leaves the crane. The empty bottle shall be disposed in a garbage bin.
- Stevedore should also be instructed to leave the crane door and window open when he leaves the crane.
- If there is any malfunction of the crane during operation and crew has to enter the cabin, the crane operator must sanitize and leave the cabin area first before ship crew enters the crane cabin.
- Under no circumstance ship staff shall enter the crane area while the stevedore is still in the crane
- The ship's crew are to wait for at least 15 minutes prior entering the crane, wear appropriate PPE like face mask and disposable gloves and shall sanitise the crane areas prior commencing repairs. Ship crew shall carry a spray bottle of sanitizer/disinfectant
- Ship crew shall then disinfect the operating compartment again before resuming operations.
- After completion of cargo operations, ship crew shall not immediately enter the crane to secure it. The ship crew must wait to the maximum extent possible (depending on the sailing time) prior entering the crane to secure it. The more time allowed, the lesser the chances of infection. Each crane cabin and staircase must be sanitized by ship crew wearing PPE.
- Prior entering the accommodation, ship crew shall sanitize the hands again.



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

9. Access for crew in holds.

- No crew member is allowed to work / stay together with stevedores in cargo holds
- If some inspection or work has to be done in hold by the ship crew, ship staff shall ensure that there is no stevedore in the hold.
- CNO shall maintain 2M distance from surveyor during hold inspection.
- CNO and Surveyor will not enter using the same ladder.
- Sanitizer must be kept at the entrance to the hold.

10. Social distancing when interacting with shore personnel

- At least 2 meters distance must be maintained from shore personnel
- Ship staff shall communicate with terminal representatives using walkie-talkie where feasible to avoid close contact
- Ship staff shall not touch or shake hands with any shore personnel
- Yellow tapes shall be marked on the gangway at 2 M intervals so that shore personnel can maintain distance from each other.
- Any checklists or paperwork should be signed with separate pens and with gloves on.
- Papers should be allowed to quarantine before filing (3 days)

11. Crew sanitizing before re-entry of the accommodation

- All crew must sanitize their hands at gangway before entering the accommodation
- Hand sanitizer must always be available at the gangway and replenished as required.

12. Dealing with breakdown on deck

- Inform duty Officer / Captain / CEO or duty Engineer
- Do not allow any shore personnel to be in close contact with any crew member while dealing with breakdown.
- When work is completed, sanitize hands and take shower.
- Dirty gloves must be disposed and coverall must be washed in laundry machine immediately using hot cycle wash.



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

13. Connecting and disconnecting grabs

- Grabs must be connected only by Bosun and with assistance of AB or OS and in presence of CNO
- Engineer Officer shall connect cables
- AB shall operate ship's crane for this purpose
- Sanitize hands after completion of job.

14. Access to stores, forecastle deck and accommodation deck areas

- All stores must be locked with security seal.
- Access shall be restricted to only one point to the accommodation. All other doors on each deck shall be closed.
- Shore personnel shall not be allowed aft of the accommodation or on the fore castle areas. There areas shall be inserted with safety tape.
- CNO shall be informed if there is any breach of these requirements

15. Access to ships cleaning equipment, lashing equipment and stores.

- Lashing equipment, cargo cleaning equipment and stores shall be under the custody of Bosun.
- Lashing equipment must be collected and kept in a separate area so that stevedores can use them.
- Lashing equipment must be sanitized after use

16. Garbage

- A trash bin shall be kept near gangway, pilot ladder and Suez crew/store room. Shore personnel shall use these trash cans for disposing any waste
- Ship staff shall use gloves while handling garbage and sanitize hands after handling garbage

17. Utensils

- No food is allowed on board to shore personnel, where required shore personnel shall use their own utensils
- Ship utensils shall not be provided to shore personnel



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

18. First aid assistance

- OOW shall inform foreman if stevedores require any first aid assistance.
- Crew shall not approach the stevedore and provide first aid.

19. Handling of provisions and stores

- Live coronavirus particles can survive for some time on surfaces. It lives longest on polypropylene plastic.
- The lifespan of the virus on a surface depends on many factors, including the surrounding temperature, humidity, and type of surface.
- The life expectancy is longest at 6 degrees and decreases until 30 degrees. It is killed at temperatures above 60 degrees.
- At room temperature:
 - the virus can live up to four hours on copper,
 - up to a day on cardboard, and
 - up to three days on plastic and stainless steel.
 - Virus can remain viable in the air for up to 3 hours
- Suppliers shall not board vessel and access shall be restricted below the gangway
- All paper work shall be signed and sent by email. Use stores list as received by email for checking avoiding physically received list.
- Crew shall wear disposable gloves while transferring provisions to store room. Crew shall sanitize their hands, wash their boiler suits (on hot cycle) after handling provisions.
- New provisions shall be kept segregated in the store room. Where feasible do not open the package of the newly received provisions for at least 5 days so that the virus does not survive. Comply with first in first out policy.
- Note: As per Garrets considering the corona virus infection, the Master can open the contents of the package and report any issues with the provisions (shortage, poor quality, broken items etc.) within 6 days after receiving the provisions. **These are to be supported with photographic evidence.**

20. Pilot Boarding

- Check temperature of the Pilot boarding vessel at pilot ladder. Pilot shall not be allowed to enter bridge if temperature is more than 37.5 deg.
- Hand sanitizer shall be kept near pilot ladder and pilots shall sanitize their hands upon boarding
- Ship crew assisting in pilot boarding shall wear gloves, mask and safety goggles.
- Pilot shall enter the bridge only from outside the accommodation. Disposable gloves and face mask should be provided to pilot.



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

- Bridge team shall maintain 2m distance from pilot
- Bridge toilet should have all necessary sanitizing materials
- Throughout the transit, all personnel on the bridge including the Pilots are encouraged to regularly wipe down any surface and equipment they come into contact with, such as binoculars, radar control panels, ECDIS control panels, VHF radios, chairs, handrails, etc
- If the Pilot is in a non-critical area of navigation and feels that they may need to cough or sneeze then they are encouraged to step to the bridge wing or exterior of the wheelhouse and do so in an open environment away from other individuals. If the area of navigation or layout of wheelhouse does not permit this action, then the individual shall cover their mouth/nose and orient themselves in a direction away from other individuals. When safe to do so, they shall proceed with wiping down of the surfaces in their immediate vicinity. Same applies to all ship's personnel attending the bridge.
- Pilot shall be politely informed not to touch bridge equipment unless essential
- Separate pen shall be designated for pilot use and not to be used by crew. Pen shall be sanitized after pilot disembarks
- Avoid providing meals to pilot. However if pilot requests, he shall be offered meals in wheel house only.
- Crew removing the cutlery shall wear disposable gloves. Sanitize cups/plates used by pilot
- Bridge toilet , Chart table, instruments, chairs and all surfaces that may have been in contact by the pilot shall be sanitized after pilot disembarks from vessel
- Where possible pilot cabin shall be locked for minimum of 3 days after use. Pilot cabin shall be sanitized 3 days after pilot disembarks from vessel

21. PSC Inspectors / cargo surveyors / quarantine officers / P&I surveyors / Class surveyors / immigration officials / custom officials etc

- Inspection plan and the areas to be inspected shall be requested prior commencing the inspection.
- Master shall enquire the paper work /documents/ certificates etc required for the survey/inspection well in advance and if feasible send the same by email prior these personnel board the vessel
- They must not loiter in the accommodation or engine room. Checking of documents and crew questioning must be done at the gangway.
- Temperature of all personnel shall be checked at gangway. Personnel with temperature more than 37.5 deg will be requested to disembark vessel immediately
- Hand sanitizer shall be kept near gangway and these personnel shall sanitize their hands upon boarding
- Master shall ensure these personnel are provided with PPE
- Ship crew shall maintain 2m distance from these personnel



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

- After the survey/inspection, complete and sign all the documents digitally if feasible
- Documents / certificates / reports etc shall be sent/ received through email
- Their path/railing through the ship must be sanitised after they disembark.

22. Bunkering

- Officer visiting bunker barge shall wear gloves, mask and safety goggles (Gloves to be disposed once officer embarks vessel). Also as an extra precaution sanitize hands after coming back to vessel
- Ship crew shall wear gloves when handling bunker sample bottles and bunker receipts and gloves shall be disposed after this single use

23. Armed guards and shore security personnel

- Company will undertake due diligence and ensure armed guards boarding vessel are screened prior boarding vessel. Once aboard temperatures shall be taken as per the crew routine. (Personnel with temperature more than 37.5 deg will be requested to disembark vessel.)
- Hand sanitizer shall be kept near pilot ladder / gangway and any shore personnel boarding vessel shall sanitize their hands upon boarding
- Armed guards shall use PPE while on duty
- Initial meeting with armed guards shall be on the bridge wing and no exchange of pen or documents. Where possible, exchange paperwork prior boarding by email.
- Access shall be restricted only to their cabin and bridge. They can exercise on bridge wings
- They should exit/enter using entrance door and external stairways to bridge
- Meals to be supplied only in the bridge in designated cutlery. Crew handling their cutlery shall wear PPE and sanitize their hands after use
- Armed guards can use ships laundry only at designated times as decided by the Master
- Ship crew shall maintain 2m distance from these personnel
- These personnel shall not loiter in mess room , smoke room , gymnasium or anywhere inside accommodation
- No crew member to enter in their cabin for at least 3 days after their disembarkation
- After 3 days, their cabins should be thoroughly disinfected/ cleaned.
- Inform the armed guard company that they should maintain personnel hygiene – washing (using soap) and sanitizing their hands frequently during their stay on board



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

24. Shore security personnel / watchman:

- Temperature of all personnel boarding vessel shall be checked at gangway. Personnel with temperature more than 37.5 deg will be requested to disembark vessel immediately
- Hand sanitizer shall be kept near gangway and these personnel shall sanitize their hands upon boarding
- These personnel shall use PPE while on duty
- Access shall be restricted only to deck areas in order to keep security watch and the tally room.
- Toilet in Tally room shall be used and hand sanitizer must be kept there ready to use. A trash can shall be kept in the Tally room.
- Meals if required shall be supplied only in the tally room. Crew handling their cutlery shall wear PPE and sanitize their hands after use.
- Ship crew shall maintain 2m distance from these personnel
- These personnel shall not loiter in mess room, smoke room or anywhere inside the accommodation.
- OOW and deck rating shall also take frequent security rounds and monitor the movement of shore personnel.
- Where shore security personnel are posted aboard, ensure Ships Gangway watch are posted a minimum on 3 metres from them, and ensure interaction is limited. Marking of lines of enforcement on the deck may be considered

25. Mooring Operation

- Crew shall take precautions while handling heaving lines, mooring ropes and tug lines after being in contact with shore personnel.
- Crew shall sanitize their hands, wash their boiler suits (on hot cycle) after mooring operations

26. Galley

- Meat, milk or animal products should always be handled with care, to avoid cross-contamination with uncooked foods, consistent with good food safety practices
- The consumption of raw or undercooked animal products should be avoided
- No crew other than chief cook and mess man shall enter the cooking area
- Meal timings should be staggered
- Mess room tables , chairs shall be sanitized regularly
- Different chopping boards and knives shall be used for raw meat and cooked meats



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

- Galley crew shall wash their hands with soap and hot water between handling raw and cooked food

27. Surfaces, objects or items received on board which pose a risk to ship crew

- Mail packets – Use disposable gloves while handling and dispose the gloves after use. Sanitize the contents
- Signing Ship/shore checklists or other documents received from shore- Use disposable gloves while handling and dispose the gloves after use. Also as an extra precaution sanitize hands. Where possible exchange Ship/Shore checklist digitally and agree items check via communication over VHF/Portable radio and record in port log, refer attached **OCIMF Completing the Ship-Shore Safety Checklist during the COVID-19 pandemic**
- Cash to Master – Sanitize hands after counting the cash. Distribute to crew only 3 days later after cash is received on board
- Provisions packing material - Use disposable gloves while handling and dispose the gloves after use. Sanitize hands after use. Packing materials to be collected and segregated from other garbage for at least 3 days
- While handling Ships certificates / plans / documents received from shore personnel use disposable gloves and dispose the gloves after use. Also as an extra precaution sanitize hands
- Do not permit shore personnel to use ships computers, printers, and stationery, hand held radios or gas detectors.
- Sanitize shore portable radio or keep in the plastic cover
- Sanitize your hands after operating the shore portable radio

28. Personnel hygiene

- Hands shall be sanitized before returning to the accommodation.
- Disposable rubber gloves must be disposed immediately after use.
- Avoid touching the face including mouth, nose and eyes with unwashed hands (in case hands have touched surfaces contaminated with the virus)
- Cover the nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing the nose, then dispose of the used tissue immediately. If a tissue is not available, crew should cover their nose and mouth and cough or sneeze into a bent elbow.
- Wear a mask if you have respiratory symptoms such as a cough or shortness of
- breath
- 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



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

- Coveralls shall be washed after work using hot wash cycle
- Follow no –touch greeting (Do not shake hands). Safe greetings include a wave , a nod or a bow
- Sufficient disinfectants / sanitizers etc shall be maintained on board.
- Crew members should wash their hands using soap and hot water or alcohol-based (at least 65-70%) hand rub for 20 seconds especially
 - After coughing or sneezing
 - When caring for the sick
 - Before, during and after preparing food
 - Before meals
 - After toilet use
 - When hands are visibly dirty
 - After work
- Crew shall shower after their watch.
- Avoid contact with anyone who appears to have a cough or flu. Crew must report these individuals to the Master immediately
- Clean and disinfect frequently all objects and surfaces touched by shore personnel
- Toilets including door handles shall be kept clean and sanitized
- Public spaces to be avoided to the maximum extent possible and time spent in public spaces (crew lounges, mess rooms, gym) shall be limited
- Crew interaction shall be limited on board
- Ship staff shall remember the proverb “Prevention is better than cure”

29. Emergency response

- Any crew having fever, cough or other symptoms of corona virus shall report to Master and seek medical attention promptly
- Comply with contingency plan NO 44 as per SHEQ

30. Corona virus kit

- Master shall maintain inventory as per company circular 20/2020

31. Training and awareness

- Master shall disseminate information to crew on precautionary measures, protective measures etc prior calling each port
- Awareness posters from WHO/ICS shall be displayed on notice boards



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

32. Medical treatment for ship crew

- First inform the company doctor and follow his advice/treatment. (Refer company emergency communication section for the doctors email)
- If company doctor insists that crew has to go ashore for treatment, then enquire from the local agent if it is possible for the shore doctor to visit the vessel.
- If the shore doctor is unable to visit vessel and the crew has to go ashore for treatment, then take below precautions for protecting the crew from corona virus.
 - Crew to wear PPE (MASKS , GLOVES) and also carry hand sanitizer and extra masks / gloves while visiting shore clinic / hospital
 - Request the agent to inform the taxi driver to wear mask/ PPE
 - Taxi shall proceed directly to the doctors clinic/ hospital
 - Crew shall not loiter anywhere unnecessarily
 - Crew to maintain at least 2 M distance from all shore personnel where feasible
 - After medical treatment , crew shall directly proceed back to vessel
 - If admitted in hospital or if crew has to be repatriated, crew to request for additional guidance/ precautions from the shore doctor and P&I club representative and comply with the same till he safely reaches home.

33. Third party representatives sailing on board

- Get their Covid19 Visitors Health Declaration Form prior boarding and signed LOI, original LOI to be handed over upon their embarkation
- Send them the company precautionary measures against COVID-19 which they are required to observe on board and they should bring their own PPE - face masks, hand sanitizer, disposable gloves
- Observe gangway procedures – no handshake, maintain social distance, check body temperature during boarding
- Avoid physical contact and handshakes during stay on board
- Maintain social distancing of at least one metre distance but where possible keep 2 meters.
- Check daily body temperature as per company procedure
- Watch them for common symptoms – fever, cough, sneeze, shortness of breath and flu like symptoms
- They should report to Duty Officer immediately if they suffer from any of above symptoms or any other illness
- They should maintain personnel hygiene – washing (using soap) and sanitizing their hands frequently.
- Don't exchange pen & papers



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

- They should wear the face mask when outside their cabin
- Keep interface with them to minimum and to the required personnel only
- Stagger meal timings so that social distancing is maintained in mess room.
- Public spaces to be avoided to the maximum extent possible and time spent in public spaces (crew lounges, mess rooms, gym) shall be limited

34. Crew change

Crewing Department will provide guidance notes for the Seafarers leaving home until arrival gangway: Refer to **SMS Personnel Manual Section 4.1 CREW CHANGE PROCEDURES DURING COVID-19 PANDEMIC**

Note: On signers shall **NOT BE QUARANTINED** and shall perform their duties as per their job description upon joining the vessel wearing PPE and maintaining social distancing of at least 2m at all times.

Protection measures for 14 days after arrival on board. This list is not exhaustive and common sense must prevail

- Observe gangway procedures – no handshake, maintain social distance, check body temperature during boarding, watch for flu like symptoms
- Before entering the accommodation, on-signers should remove disposable gloves (gloves exposed to objects/surface at public places during transit) and sanitize their hands. Used gloves and face masks are to be disposed in the dedicated container.
- The suitcases/ shoes are to be disinfected prior entering accommodation.
- Empty Cabin with separate toilet shall be arranged for on signers. They shall not stay with existing crew in the same cabin.
- After entering the cabin, they should remove the travel clothes which will be washed separately, wash their hands and preferably take a shower.
- Social distancing should be observed during the hand over between the on and off signing crew members.
- Handing over notes shall made in advance and filed in Colligo. Physical exchange of documents shall not be done.
- Avoid physical contact and handshakes during stay on board for initial 14 days
- Maintain social distancing of at least 2 meters where possible
- Check daily body temperature as per company procedure
- On signers should watch themselves for common symptoms – fever, cough, sneeze, shortness of breath and flu like symptoms



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

- On signers should report to Duty Officer immediately if any of above symptoms or any other illness is observed.
- Comply with all standard infection protection and control precautions related to hygiene (e.g. hand-sanitizing/washing, avoid touching face, etc.) in accordance with WHO recommendations
- On signers should wear the face mask when outside their cabin, removed only for eating.
- Keep interface with them to minimum and to the required personnel only
- Stagger meal/ tea time timings so that social distancing is maintained in mess room. New joiners must be isolated for meals.
- Keep a separate meal table for the new joiners. Tables / chairs shall be sanitized after each use.
- On signers shall use separate cups marked with names, especially on the bridge and in the ECR.
- If there is crew change more than 25% , consider a separate mess room for newly joined crew (Example: Officers mess room for present crew and crew mess room for newly joined crew for a period of 14 days)
- All condiment bottles, surfaces must be wiped before other crew eat at the same table
- Public spaces to be avoided to the maximum extent possible and time spent in public spaces (crew lounges, mess rooms, gym) shall be limited
- On signers shall enter the crew changing room only when other crew are not present. They shall use a separate locker and sanitize the same after each use.
- Separate pens shall be used by On signers and shall not be shared with other crew
- ECDIS/RADAR console, engine room panel/console ships computers etc. shall be sanitized by the officer at the end of each watch
- Sufficient alcohol wipes/ sanitizer shall be kept in bridge and ECR. The On signers shall sanitize their hands at hourly intervals.
- Door handles shall be sanitized after each use.
- Entries shall be made in the log books at the end of each watch by the OOW. The relieving officer shall not touch the log book for at least 4 hours.
- Disposable gloves will be available on the bridge, crew mess rooms and in the ERC. These, only if used and removed correctly can offer further protection. These are not to be worn for long periods as skin irritations may result.

35. Repairs on bridge by shore technician

- Prior to arrival, the technician to complete and provide the attached visitor's health declaration form and return by email to the vessel.
- Check temperature of the technician boarding vessel. He shall not be allowed on board if temperature is more than 37.5 deg.



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

- Watch him for common symptoms – fever, cough, sneeze, shortness of breath and flu like symptoms
- At gangway - maintain social distance of at least 2 meters, no shake hands
- No access to the ship's accommodation is permitted except wheel house.
- Access to the bridge is only permitted via the external staircase around the accommodation. Keep a sanitizer near the bridge wing door and he should sanitize his hands before entering the wheel house. He shall use the same way when leaving the bridge after sanitizing his hands.
- Technician to be appropriately dressed with regards to PPE (facemask/gloves) and sanitize his hands frequently while in W/H.
- Technician shall comply with all standard infection protection and control precautions related to social distancing, hygiene (e.g. hand-washing/ sanitizing, face mask etc.) to prevent transmission of the virus.
- Used face mask and paper napkins are to be disposed in the dedicated/labelled container.
- Minimize ship staff interface during repair, if possible assign one staff who should wear PPE – face mask, goggles and sanitize his hands regularly or designate a way of calling a member of ship's crew if he needs assistance or he is leaving the vessel. (This can be a radio that is cleaned and isolated for 5 days after he leaves)
- Maintain social distance of 2 meters throughout the repair period while he is on board
- Only bridge toilet is allowed but disinfect after use. Technician shall confine himself within bridge. Ensure he does not loiter anywhere inside the accommodation
- Technician should not touch other bridge equipment which are not required for service
- If possible, he should bring his own snack. Supply can soft drinks if required
- Remove all utensils/kettle/cups/binoculars from the area.
- After signing the report, sanitize your hand. Don't exchange pen. Keep the report in the plastic folder. If possible ask him to send the report after his departure by email.
- Disinfect wheel house, bridge equipment, railings, toilet and external stair cases including all the equipment/surfaces he touched after his disembarkation.

36. Boosting immunity

The food prepared on board shall include the following to boost the immunity and safe guard from infections:

- Garlic
- Turmeric
- Ginger
- Onion



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

- Black pepper

Also having yogurt, fresh lime juice, boiled ginger water, Moringa leaves etc boosts up the immune system.

Fiber contributes to a healthy digestive system and offers a prolonged feeling of fullness, which helps prevent overeating. To ensure an adequate fiber intake, aim to include vegetables, fruit, pulses and wholegrain foods in all meals.

WHO recommends consuming a minimum of 400 g (i.e. 5 portions) of fruits and vegetables per day.

Avoid sugary drinks and limit smoking and alcohol consumption.

Adopting healthier habits such as consuming nutritious foods, getting enough exercise and sleep and practicing good hygiene is one of the best things you can do to stay safe during the pandemic.

37. Drydocking

Ship manager shall share the ship specific Covid plan to the yard manager and inform them that access to accommodation is restricted.

Ship Manager to discuss with the Yard personnel and obtain information on the following:

- Covid19 protection measures plan of shipyard and how the yard ensures their personnel are not affected by the virus (temperature checks , health declaration , LOI etc)
- Contact details of the designated yard staff for implementing the Covid plan
- Daily meeting procedures
- Provision of Yard watchman at gangway to check temperature and PPE of each yard personnel
- Whether transparent glass barriers will be provided at gangway to protect ships gangway watch keeper
- Daily work plan (whether it can be sent by email one day in advance)
- Daily list of the personnel boarding the vessel (No unauthorized personnel on board)
- Dedicated garbage bins to dispose yard personnel PPE
- Dedicated garbage bins to dispose food waste
- Daily sanitation routines
- Communication methods (walkie talkie / mobile)
- Emergency contacts (If crew is suspected of being infected)
- Thorough sanitation procedures of vessel prior departure



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

38. For ship staff:

- Covid19 protection measures provided by the Yard are to be discussed on board prior vessel's arrival.
- Follow the general guidelines for visitors and maintain social distancing as per the ship specific Covid plan
- Ship crew shall use PPE and sanitize hands frequently and especially prior entering accommodation
- Place hand sanitizers at the accommodation entrance (keep one entrance), E/R entrance and bridge wing door entrance
- Ensure each yard personnel wears PPE
- The daily meeting attendees shall be limited. Master and the Ship Yard representative must remove nonessential persons the list of attendees for these meetings.
- Safe distancing measures must be enforced at all times, including meetings.
- Daily meeting shall be held either on bridge wings, inside wheel house OR between C deck and Bridge deck (on ships where an open deck is provided). External stairways shall be used for this purpose.
- If the bridge is used, binoculars, aldis lamp and all portable bridge equipment shall be shifted to the radio room locker. The bridge is to be locked and sanitized after use.
- Yard workers entrance to E/R should be via steering gear room
- When shore personnel are working in wheel house, they should use external ladders.(Refer section 35)
- Do not allow yard personnel inside accommodation. Any work in the accommodation by yard workers to have a separate Covid19 protection plan. Work is to be allowed only after plan has been agreed.
- Don't share ship's tools with yard workers. Keep them locked.
- Duty officer to supervise the Covid19 protection measure along with his other duties. He should report to CNO/Master if any infringement is noticed. Master is the overall in-charge for the implementing the Covid19 protection measures on board supported by CNO and CEO
- Class surveyor's inspection as per protection measures provided in ship specific plan, his access to accommodation for inspection to be kept for a single day (section 21)
- Take shower and wash boiler suit daily after completion of duty everyday
- Avoid physical exchange of documents/reports. Use email for documents exchange OR designate a tray where documents covered in plastic can be kept. Hands to be sanitized immediately after exchange of documents/service reports etc. (Refer section 27)
- No shore leave for ship crew
- Comply with section 32 for medical treatment for ship crew



SHIP SPECIFIC PLAN

PRECAUTIONARY MEASURES FOR COVID-19

- Do not permit shore personnel to set up stalls on ship to sell sim cards / electronic gadgets etc
- Do not order and eat any outside food
- Do not eat any food provided by yard personnel
- Do not provide any food to yard personnel
- Maintain personal hygiene at all times (section 28)
- A designated table shall be placed at the accommodation entrance/tally or store room. This table can be used for documentation
- Handling of provisions (comply with section 19)
- Most important is to correct persons not complying with good practice
- Use Common sense when reviewing procedures and plans
- Do not be pressured by forceful contractors.