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TOS Coronavirus (COVID-19) Guidelines & Procedures

Summarized version



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1 General

1.1 Purpose

The purpose of this guidelines is to define the safety regulations in force on board and during traveling to control contamination risk of COVID-19.

1.2 Scope

This guideline applies to all TOS employees.

1.3 Abbreviations

Abbreviations:

RMA	Radio Medical Advice
TMAS	TeleMedical Assistance Service
MDH	Maritime Declaration of Health
IMO	International Maritime Organization
WHO	World Health Organization
IMHA	International Maritime Health Association
SSD	Shipboard Self-distancing
PPE	Personal Protective Equipment
ECDC	European Centre for Disease prevention and Control
IHR	International Health Regulations
Simops	Simultaneous Operations



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2 Introduction Coronavirus and prevention

In the context of the prevention of infection with the COVID-19 ('Corona') virus, TOS Transport and Offshore services (TOS) has drawn up a number of policies and measures. These are in effect and also applicable to crew changes and seagoing vessels.

2.1 General information and prevention

The corona virus can be spread human-to-human via direct droplet infection (coughing and sneezing) and also via airborne transmission. Indirectly, transmission may be possible via objects such as: toilets; door handles; cutlery; hand contact points etc. Transmission may be prevented through general hygiene measures: washing hands; hygiene when preparing food; caution while sneezing/coughing.

- The incubation time is 2-14 days – (5-6 days average)
- The symptoms may vary from mild respiratory symptoms like coughing and sneezing with or without having a fever, to severe pneumonia and shortness of breath. A small percentage of COVID-19 patients has gastro-intestinal symptoms such as nausea; vomiting; stomach aches and diarrhea.
- A patient is contagious during the symptomatic phase

2.2 Preventative Measures

We ask you to follow the following hygiene measures to prevent you from getting sick and prevent the virus from spreading:

- Wash your hands regularly
- Cough and sneeze in the inside of your elbow
- Use paper towels/tissues and discard them directly after use
- Do not touch your nose, mouth and face
- Do not shake hands
- Keep at least 1.5 meter distance from others
- Clean frequently touched objects with a disposable wipe



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2.3 Translation into the situation at sea

- Crew changes can be a potential source of contamination
- In case a seafarer is suffering **from either coughing or sneezing or fever**, he should be isolated in his cabin. If he shares a cabin with others, another solution must be found so that he resides by himself, in a confined space
- Severe cases (apart from coughing, sneezing or fever, **also** severe general illness and shortness of breath) should be submitted to a Radio Medical Service (TMAS/RMA)
- Personal protection measures such as the use of a mouth-nose mask, splash glasses and plastic apron are, only necessary for seafarers who are required to provide medical care to potentially infected people on board. Please adhere to the advices of medical professionals.
- In the Netherlands, the MDH is used to report any infectious diseases to the authorities. In some countries flying the yellow (quarantine) flag is mandatory. This is not a requirement in The Netherlands
- All ships are required to timely file a full and correct MDH. Please state clearly: a) any relevant complaints or medical symptoms of any crewmember; b) any measures already taken/implemented on board (like isolation), c) if a Radio Medical Service has been contacted and why (TMAS/RMA)

Additional detailed info on Corona from IMO, WHO and IMHA: [https://www.ics-shipping.org/docs/default-source/resources/coronavirus-\(covid-19\)-guidance-for-ship-operators-for-the-protection-of-the-health-of-seafarers.pdf?sfvrsn=6](https://www.ics-shipping.org/docs/default-source/resources/coronavirus-(covid-19)-guidance-for-ship-operators-for-the-protection-of-the-health-of-seafarers.pdf?sfvrsn=6)

3 Protocol for safe ship crew changes and travel during the coronavirus (COVID-19) pandemic

3.1

It is important to make sure that seafarers are healthy whilst travelling to join ships. In order to ensure the health of the crew joining the vessel, all crew members need to monitor their health while being at home, for at least 14 days before departure. For this monitoring, Appendix B (crew health self-declaration) can be used.

In case you suffer from any COVID-19 symptoms, please inform your contact person at TOS before leaving to travel. Prior to travelling, your TOS consultant must have filled in the document found in appendix C (statement of travel). Please check to see whether all information is filled in correctly



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3.2 Precautions during traveling

According to the WHO (World Health Organization), to keep yourself safe if you travel during the COVID-19 outbreak, you have to:

- **Avoid crowds** – especially in enclosed spaces. If you are traveling to a country with a high number of coronavirus cases, it is best if you stay away from crowded areas.
- **Do your research** regarding the spread of the coronavirus outbreak in your destination country. Inform what the health and government officials are advising and follow the same rules. If they advise to avoid from crowds or a certain region, then you should do so. Please familiarize yourself with the local Corona infection protection and control precautions prior traveling.
- **Facemasks** - You need to be in possession of a facemask while travelling. There are no specific requirements for the facemask, as long as it covers your nose; mouth and chin. Please make sure the mask consists of 2 layers of fabric like cotton or linen. Facemask need to be changed when wet. Please make sure to put the face mask on and off by only holding the loops. Be sure to wash your hands after removal of the facemask. The mask may be temporarily removed to eat or drink, please make this period as short as possible. Store your facemask in a clean place. Do not wear the mask on your head or underneath your chin.

3.3 Required traveling documents

Prepare and assemble all your documents referenced below to complete travel to the ship, which may be inspected by relevant authorities or other stakeholders during the course of travel and crew change:

- Seafarer identity document(s) – Passport
- Seafarer employment agreement (signed)
- Seafarer certificates (CoCs, CoPs, flag State endorsements and Medical certificates)
- Seafarer record book (Seaman book)
- Crew Health Self-Declaration Form & Daily Temperature Records
- Employer Letter and Crew Change & Travel information sheet (Statement to travel)

Keep all relevant documents required for travel to the ship via aircraft in a bag or compartment that is easy accessible and can be disinfected later.



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3.4 Embarkation on to ship

To manage the embarkation of seafarers and to minimise the risk of seafarers bringing the corona virus on to the ship, please take keep in mind the following instructions:

- Avoid close contact and non-essential interaction with other personnel on the quayside, on the gangway or in the launch, including other seafarers.
- Maintain the WHO recommended social distance of 1.5 meters from others, to the extent possible, during embarkation.
- Wear the right PPE
- Carry and handle your own luggage.

4 Corona prevention guidelines on board

4.1 Precautions to be taken on board

From the moment seafarers go on board of the ship, they will have to follow the instructions and rules which are in place on that ship. However, we do suggest to always:

- Maintain social distance (1.5 meters) when working alongside other seafarers to the extent possible;
- Avoid all non-essential contact with other persons;
- Use external stairways/escape routes and walkways to move around the ship if possible;
- Disinfecting your own work area, equipment and tools after use;
- Refrain from using any common areas on board, such as the mess/day room, laundry area or recreational areas whilst those are being used by others, unless special arrangements or measures are in place;
- Return to your cabin immediately after completing work or duties;
- Remain in your cabin during rest hours, except when arrangements or measures are in place to permit them to spend some rest time on deck;
- Receive and eat all meals in their cabin, provided it is safe to do so; and
- Wear PPE as instructed when outside your cabin.



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5 Visitors on board – protocol

5.1 General

The seafarers are advised to follow the rules and instructions present on board. In regard to visitors on board, we advise to not shake hands and make sure to keep at least 1.5 meters distance. In case circumstances do not allow for 1.5 meters distance, make sure to wear a facemask.

6 Appendix

6.1 Appendix A – Corona (COVID-19) prevention posters

WHO and ECDC, among others, have provided advice to avoid the spread of COVID-19. To highlight their key messages and to help seafarers know how best to protect themselves and those they meet, ICS has produced the following three posters for ships. (found on the next page)

COVID-19

Stay healthy while travelling

Avoid these modes of travel if you have a fever or a cough



Eat only well-cooked food



Avoid spitting in public



Avoid close contact and travel with sick animals, particularly in wet markets



When coughing and sneezing, cover your mouth and nose with a tissue or flexed elbow. Throw the tissue into a closed bin immediately after use and clean your hands



Frequently clean your hands with an alcohol-based hand rub or with soap and hot water for at least 20 seconds



Avoid touching eyes, nose and mouth



Avoid close contact with people suffering from a fever or a cough



If wearing a face mask, be sure it covers your mouth and nose and do not touch it once on. Immediately discard single-use masks after each use and clean your hands after removing masks



If you become sick while travelling, tell crew or ground staff



Seek medical care early if you become sick, and share your history with your health provider



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COVID-19

Protect yourself and others from getting sick

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



Throw the tissue into a closed bin immediately after use



Clean your hands with an alcohol-based hand rub or with soap and hot water for at least 20 seconds:

- After coughing or sneezing
- When caring for the sick
- Before, during and after preparing food
- Before eating
- After toilet use
- When hands are visibly dirty



Avoid touching eyes, nose and mouth



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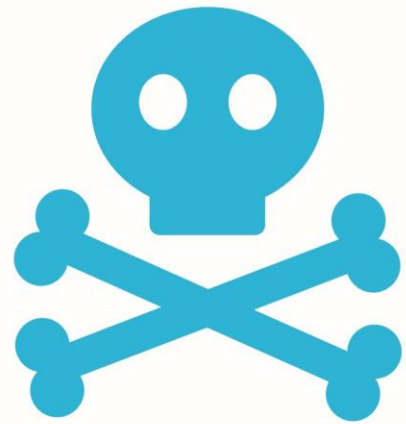
COVID-19

Practise Food Safety

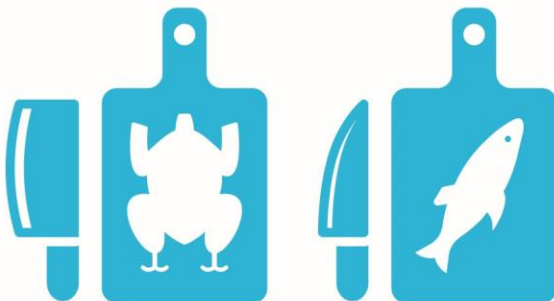
Meat products can be safely consumed if they are cooked thoroughly and properly handled during food preparation



Do not eat sick or diseased animals



Use different chopping boards and knives for raw meat and cooked foods



Wash your hands with soap and hot water for at least 20 seconds between handling raw and cooked food



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Shipboard care for people with suspected or confirmed COVID-19

For ill crew members

<p>Clean hands frequently with soap and water or with alcohol-based hand rub.</p> 	<p>Stay in your cabin and do not attend work. Rest, drink plenty of fluids and eat healthy food.</p> 	<p>Stay in a separate cabin from other people. If this is not possible, wear a mask and keep a distance of at least 1m away. Keep the cabin well-ventilated and if possible use a dedicated bathroom.</p> 	<p>When coughing or sneezing, cover your mouth and nose with flexed elbow or use disposable tissue and discard after use. If you experience difficulty breathing, contact radio medical.</p> 
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For caregivers

<p>Clean hands frequently with soap and water or with alcohol-based hand rub.</p> 	<p>Wear a medical mask when in the same cabin with an ill person. Do not touch your face during use and discard it afterward.</p> 	<p>Use dedicated dishes, cups, eating utensils, towels and bed linen for the ill person. Wash everything used by the ill person with soap and water.</p> 	<p>Identify surfaces frequently touched by the ill person and clean and disinfect them daily.</p> 	<p>Contact radio medical immediately if the ill person worsens or experiences difficulty breathing.</p> 
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For all crew members

<p>Clean hands frequently with soap and water or with alcohol-based hand rub.</p> 	<p>Avoid unnecessary exposure to the ill crew member and avoid sharing items, such as eating utensils, dishes, drinks and towels.</p> 	<p>When coughing or sneezing, cover your mouth and nose with flexed elbow or use disposable tissue and discard after use.</p> 	<p>Monitor everyone's health for symptoms such as fever or a cough. If anyone has difficulty breathing, contact radio medical immediately.</p> 
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Protecting everyone during ship visits

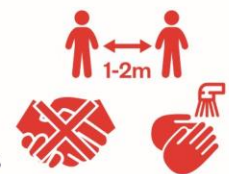
COVID-19 is spread through small droplets from the nose or mouth of an infected person which may be inhaled or land on objects and surfaces other people touch, after which they then touch their eyes, nose or mouth.

Protect through social distancing and good hygiene

Keep a minimum of 1-2 metres distance.

No handshakes or physical contact.

Wash hands frequently and thoroughly, keeping contact surfaces clean, and touch your face less.



Prepare for visitors

Wipe down areas and objects visitors are likely to touch with an anti-bacterial solution.

Restrict access into the ship's accommodation – keeps doors locked and post 'no entry' signs.

Provide alcohol hand gel ready for use upon entry onto the ship and around the ship.

Have designated toilet and handwashing facilities for visitors, which are well-stocked with soap.

Try to prepare and complete documents digitally – avoid handling paper and laminated documents.

Have PPE, such as disposable gloves, ready to use in unavoidable close contact situations.



Keep your guard up

Maintain effective ship and gangway security and prevent unauthorised personnel boarding the ship.

If someone trying to board the ship exhibits symptoms – refuse access and report it.

Continue to sanitise contact areas throughout the ship's stay in port.



Take it outside

Where possible, hold conversations and meetings with visitors on the open deck or open bridge wings.

If visitors must be inside, limit the number of crew nearby to the absolute minimum.



Based on information kindly provided by the North of England P & I Club

Coping with stress during COVID-19

Feeling sad, stressed, confused, scared or angry during a crisis is normal. Talking to people you trust can help. Talk to your colleagues and contact friends and family.



When on board, maintain a healthy lifestyle - including proper diet, sleep, exercise and social contacts with other crew members and by email, social media and phone for family and friends.



Don't use smoking, alcohol or other drugs to manage emotions. When overwhelmed, talk to a colleague or contact SeafarerHelp. Have a plan, where to go to and how to seek help for physical and mental health needs if required.



Get the facts. Gather information to accurately determine risks and take reasonable precautions. Use a trusted credible source such as WHO or government agency website.



Reduce time spent watching, reading or listening to upsetting media coverage to limit worry and agitation.



Draw on past skills which helped you manage previous difficult situations to help handle your emotions at this time.



Contact **SeafarerHelp**, the free, confidential, multilingual 24 hour helpline for seafarers and their families, open 365 days a year for advice if necessary.

Dial **+44 20 7323 2737** or email **help@seafarerhelp.org**



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For more information, go to
ics-shipping.org/covid19



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6.2 Appendix B – Form Corona inventarisation

To reduce the risk of transmission of COVID-19 / ‘Corona virus’ to people on board and on worksites early and effective detection of any suspected or potential cases is required. Prior to travelling to a project location or a vessel of one of our customers, please complete this questionnaire, return it to your TOS Consultant, and make sure you receive approval to go ahead with travel arrangements. We thank you for your cooperation and we wish you a pleasant voyage.

SECTION A: Employee details (Complete the following fields)	
Full name:	
Project location/Vessel:	
Travel destination (from – to):	

SECTION B: Statements (Answer the following statements)	NO	YES
1. I can confirm that I have not travelled in or via any non-European country and/or any (part of) a European country that was at the time of travel listed by the Dutch government as high risk (orange or red travel advice) in the last 14 days. <i>(List of countries is subject to change)</i>		
2. I can confirm that, to the best of my knowledge, I do not have any of the following health symptoms (according to WHO): Fever, tiredness, or dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat, or diarrhea.		
3. I can confirm that, to the best of my knowledge, within the last 14 days I have not been in contact with anyone either diagnosed with coronavirus or with symptoms like those mentioned above.		
4. List of countries (specify locations) that I have visited in the past 28 days: - - - -		

If you answered “No” to any of the statements in SECTION B above, please contact your TOS Consultant to discuss how to proceed.

If you answered “Yes” to all statements, please send a digital copy of this document to your TOS Consultant and proceed with your travel.

SECTION C: Finalise questionnaire (Complete the following fields)	
Employee signature / Date:	



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6.3 Appendix C – Statement to travel

Statement to travel / Letter of Guarantee
To whom it may concern

Mr. **NAME EMPLOYEE** with passport number: **NUMBER**, is an employee of Transport & Offshore Services Crew B.V. and he is a seafarer working on board of a seagoing vessel/inland ship with name and flag: **NAME VESSEL AND FLAG** and he is travelling this border, because the seafarer should embark on board of the vessel in: **PLACE AND COUNTRY OF EMBARKATION**.

The seafarer is working in a vital economically function as declared by our government (harbour towage/international transport of goods/supply of energy) and he is in possession of a seaman’s booklet / inland shipping book

Employee details	
Full name:	
Project location/Vessel and flag:	
Travel destination (from – to):	

In this letter we guarantee that all costs for local transport, board and lodging will be for our account. We guarantee as well that we have informed and instructed the seafarer about all preventive measures in order to avoid and recognize Covid-19.

We trust to have informed you sufficiently, but should you have any questions regarding this employee, please do not hesitate to contact us directly via: **MOBILE PHONE NUMBER TOS CONSULTANT INCL. COUNTRY CODE**. We thank you in advance for your kind cooperation.

Signed on behalf of Employer Transport & Offshore Services Crew B.V. on Monday, July 27, 2020

Employers’ signature:

.....
Transport & Offshore Services Crew B.V.