

<i>Title: Standard Operating Procedure (SOP) for Persons Getting On Board (Other Than Authorities)</i>		
<i>SOP No. PHS COVID-19 SOP-11</i>	<i>Version : 01</i>	<i>Effective Date: 01.07.2020</i>
<i>Prepared by: Port Health Services, Quarantine Unit</i>		<i>Approved by: Director Quarantine, Ministry of Health</i>

Standard Operating Procedure (SOP) for Persons Getting On Board (Other Than Authorities)

Effective Date: 01.07.2020

1. This monitoring process/system has been developed by the Port Health Office in order to achieve the following objectives.

1.1 To assess the risk of exposure of the service providers with regard to COVID 19 pandemic.

1.2 In order to gather data for a quick response in an emergency situation.

2. There are three (03) stages on this monitoring process.

2.1 The registration procedure

2.1.1 Personal details of the person getting onboard should be provided before submitting the application. Once you provide the personal details, it is not necessary to send them with the application. (Annexure 01)

2.2 Application procedure

2.2.1. Once the request is received from a vessel/agency, service provider is required to fill the 'Application for the Health Clearance' (Annexure 02) and submit to the Port Health Office, of Quarantine Unit, Ministry of Health via email (phi.porthhealth@gmail.com).

2.2.2. Once the request and the format for health clearance are received, Port Health Office will assess the condition and health clearance will be granted via email.

2.2.3. A separate request for every onboard session is essential to grant health clearance to initiating the process.

2.2.4. Health clearance will be assessed in two sessions in a day (at 10.00 a.m. and 3.00 p.m.)

2.3 Submission of Health Declaration after the completion of the Job

2.3.1. The details of the visit on board should be updated daily according to the given format. The database will be available online can upload data through the link given.

3. General Guidelines to Person Getting Onboard

3.1 MOH and the PHI of the area of residence of the person will be informed about the nature of the work and the conditions stipulated related to this procedure.

3.2 The person should strictly follow the below mentioned conditions during the job.

3.2.1. Check whether the vessel has obtained health clearance for operations. This is applicable for operations at OPL or at anchorage also.

3.2.2. Wear recommended Personal Protective Equipments (PPE), including face shield, face mask, disposable gown and disposable gloves.

3.2.3. Use a plastic document pouch to carry documents

3.2.4. Limit the time for onboard job to the minimum required

3.2.5. Maintain physical distancing

3.2.6. Avoid touching surfaces unnecessarily and do not touch face, eyes, nose or mouth

3.2.7. Avoid having food or drink while on board. Do not take anything from the vessel other than the essential documents

3.2.8. Avoid using mobile phone while onboard

3.2.9. Avoid poorly ventilated areas/ Air conditioned rooms as much as possible

3.2.10 Wash hands/ Apply hand sanitizers as soon as coming out of the vessel and before and after removing the PPE.

- 3.2.11. Remove all PPE except face mask. Put them to the appropriate disposal bin. Wash your hands again and remove the face mask and put a new one.
- 3.2.12. Spray a disinfectant to your shoes /boots
- 3.2.13. Wipe the document pouch and the other belonging with a suitable disinfectant (e.g. 70% alcohol)
- 3.3. In case of exposure to any suspected event related to COVID-19, the person who getting onboard should inform the health authorities immediately
- 3.4. The person getting onboard need to have personal transport arrangements. Should not use the public/common transport modes
- 3.5. Once the job is completed the person has a social responsibility and they are ethically bound to return directly to his residence place with no or minimum contact with other people in the society
- 3.6. They should remain at home unless need to attend to any other job. They are not allowed to go out of the place of residence for other purposes until completion of 14 days from the last onboard job.
- 3.7. After each job, the database should be updated on the same day.
- 3.8. Person getting onboard should inform the health authorities immediately in case if he develops any symptom related to COVID-19.
- 3.9. Although this SOP is applicable for routine events, According to the powers vested on Port Health Officer under the Quarantine and Prevention of Disease Ordinance, He/ She has the authority to take decision at any given point of time for the best interest on prevention and control of diseases in reasonable grounds.
- 3.10. Changes to this version if any will be circulated among all stakeholders as the next version.

Annexure 01

General Information		
1.Name:		2.NIC Number :
3.Residential Address:		
4.Telephone	Home	5.Email Address
	Mobile	
6.Residential District		7.DS Division
8.GN Division		9.GN Division Number
10.MOH Area		11.PHI Division

Annexure 02

Application for the Health Clearance for Persons Getting On Board

General Information									
1. Name:					2. NIC number:				
3. Residential Address:					4. Telephone Mobile: Home:				
Details of the Intended Work									
5. Name of the Vessel						6. IMO no.			
7. ETA / ETB		Date		Time		Any discrepancy with actual date and time should be informed in advance			
8. Expected Date of Visit		Date		Time					
9. Port						10. Terminal/Berth			
11. Expected time duration for the job (hours)									
Present Health Status									
12. Days since last onboard survey									
13. Do you have any one of the following symptoms (consider last three days)									
Fever		Sore throat		Cough		Difficulty in Breathing		Myalgia	
I hereby declare that the information provided by me is true and correct and I know that I have a social responsibility to prevent myself, my family and entire country from COVID-19 infection. Therefore, I will remain in my residence place for 14 days without contacting any outsiders after this job unless I will be called for another one. I will inform the health authorities immediately in case if I exposed to any suspicious event related to COVID-19 or if I develop any related symptom									
Signature:					Date:				