

Ship Layup Plan for Crew and Essential Workers

Table of Contents

Purpose	2
Shore Leave.....	2
Visitors to Ship	3
Contractors (Overnight).....	4
Contractors (Joining with Tender Operations)	5
Pre-Joining	5
PEME/REME & Pre-Joining	5
Travelling to the Vessel.....	5
Training Material to joining Crew	5
Pre-Boarding Screening	6
Pre boarding Health Questionnaire	6
Pre-Boarding Health Surveillance	7
Deny boarding for anyone with the following.....	7
Pre-Boarding Logistics.....	8
New Joining Crew Boarding and Quarantine Plan During Layup Period	9
Boarding Process.....	9
Quarantine Plan	9
Crew in quarantine who feel unwell or develop symptoms	11
Quarantine and Close Contact Log	11
ARI and ILI Log.....	11
Sick Log.....	12
General Ship Public Health Measures.....	12
Training & Education.....	13
Supplies and loading	14
Medical Team Responsibility	15
Medical Center hours	15
Medical Personnel	15
Hotel Team Responsibility	16
Disembarking Asymptomatic Crew for Transfer or Repatriation	16

Purpose

To maintain a standardized set of public health measures and provide guidance for essential crew who remain working onboard ships during the suspension of voyages. Modified or additional procedures may be adapted accordingly as the environment and layup situation changes.

All OPRP measures to remain strictly in place during the layup period.

Shore Leave

All shore leave should be kept to a minimum, should the ship/company decide that shore leave is granted for the crew the following measures should be put into place and is to follow guidance of the local authorities.

- Where shore leave is required for medical or other reasons, unless an emergency, approval must be sought from shoreside management prior to shore leave being granted.
- During extended periods of layup, consider crew shore excursions organized by the company wherever possible, to allow the crew to maintain leisure activities.
- All personnel to use PPE (masks) while ashore.
- Handheld sanitizers to be carried by personnel shoreside and used often.
 - Where possible, persons ashore should wash hands regularly and utilize hand sanitizer when hand washing facilities are not available.
- Staff going ashore must wash their hands and change clothing before returning to work.
 - Clothing should be bagged and sent to the laundry on return to the vessel.

Visitors to Ship

- Visitors to the ship are to be avoided unless urgent maintenance is required and preapproval from ship management.
- Visitors must complete a health declaration form and submit a copy to the ship no less than 48 hours prior to signing on.
 - The original form should be brought with the visitor and presented upon boarding.
 - Company staff, authority staff, pilots and port agents should complete the ships pre-boarding questionnaire prior to boarding.
 - Pilots should complete the screening form/health declaration in advance of their arrival to the ship. Copies of the document should be sent directly to the Captain and Medical Center.
 - Upon arrival to the bridge, the Pilot should provide the original documents to the Captain.
 - A copy of the declaration and questionnaire should be maintained in the medical center for future reference.
 - Vendors requiring a letter from the ship declaring a COVID-19 free environment should make those requests 72 hours in advance of their visit and include all contact information for the recipient(s) of the documents.
- Visitors should be screened by medical staff prior to boarding, including a full set of vital signs including pulse ox
- Visitors with a history of travel in high risk areas, close contact with persons infected with COVID-19 and or a temperature greater than 38 degrees Celsius will be denied boarding.
- Hands should be cleaned and sanitized prior to boarding
- Face masks must be worn throughout their time on the ship
- Movement onboard should be limited to only those areas necessary for their visit.
- Social distancing guidelines should be maintained as much as possible including:
 - Maintaining distance between persons working in the same proximity
 - No personal interactions i.e. Handshakes, sharing of equipment

- If visitors are dining onboard, a specific dining room/dining area/mess room should be designated for use

Contractors (Overnight)

- All Contractors that will be staying on the vessel are recommended to perform a PCR testing 72 hours (Negative results) prior joining the vessel.
- All contractors' workers will receive temperature checks and pre-boarding medical questionnaires, prior to boarding the vessel and/or launch to the vessel.
- Contractors staying onboard will need to be segregated from the ship's crew, and housed in separate, designated area.
- Contractor staying overnight always required to wear protective face mask, during the screening process, as well as for the duration of their time on the vessel, except when in the mess hall/eating.
- Contractor will be required to have twice daily temperature checks at the medical center while onboard.
- There will be a dedicated smoking area for non-crew
- Meals will be served in a designated restaurant for breakfast, lunch and dinner and meals may only be consumed in this designated area.
- There will be a designated bar area for the overnight workers which is exclusively for them. No crew shall be allowed there other than crew that is servicing the area. No overnight workers are permitted in the crew areas, such as crew bar, kitchen table, crew gym, crew cabin areas, etc.
- There will be no cabin service provided to overnight workers. Towels and bed linens will be distributed once per week and left in front of the cabin with a marked dirty linen bag. Overnight workers are responsible to replace bed linen and put the dirty linens and towels in into the designated laundry bag and leave outside the door for pick up
- After an overnight worker has vacated the cabin, it needs to be left untouched for at least 24 hours, before housekeeping can enter the cabin for cleaning.
- Contractors will sanitize their equipment and materials with Oxivir (or equivalent), prior to boarding.

- If the Ships tools or equipment is to be used by the contractor, these must be disinfected before and after each use.
- All toilet breaks must be taken in dedicated facilities

Contractors (Joining with Tender Operations)

- Prior to any contractor boarding, tender must be sent ashore with medical staff to support screening
- Once screening conducted and contractor cleared for boarding, they may board tender for ship

Pre-Joining

PEME/REME & Pre-Joining

- All PEME & REME's must be valid for the duration of the crew members contract plus one month
- All crew scheduled to return / join the vessel should include a negative PCR and/or antigen test, and an IgM as recommended by IMO.
- Crew should self-isolate at home for 7 days and record their temperature daily before travelling in accordance with IMO guidance
- Crew must take daily temperature readings and log them during that period of self-isolation
- Temperature records must be brought to the ship for presentation to the Medical Department
- Health Questionnaire to be complete prior departure and send to HR and or Manning Agency

Travelling to the Vessel

- Pre-travel information will be sent to crew member about mitigating the risk of COVID-19 infection to crew as a part of their travel information.
- HR will provide details of recommended personal hygiene items to carry during their travel from home and during their time on board the ship (e.g. alcohol-based hand rub solution, PPE etc.).

Training Material to joining Crew

- All crew must comply with the following preventative measures while traveling & onboard:

- Physical Distancing
 - Personal Hygiene rules
 - Frequent hand washing
 - Hand wash with soap and water for at least 20 seconds:
 - Before eating or preparing food

 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing
 - After handling your cloth face covering
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
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- The use of masks while travelling

 - Additional PPE to be used as required

Pre-Boarding Screening

Pre boarding Health Questionnaire

- Prior to entering the ship for the first time, all persons (Crew, Visitors, Port Agents, Pilots, Essential Workers) shall complete a preboarding health questionnaire.

- Where possible, health questionnaires should be filled out in the terminal or prior to boarding the vessel to maintain social distancing practices.
- If any questions on the health questionnaire are answered “Yes”, a medical evaluation shall be made in a private area in the terminal, and the Master and Hotel General Manager consulted, before they will be allowed to enter the vessel.
- Completed health questionnaires should be retained on board for a minimum of 90 days and then incinerated unless otherwise advised by health authorities.

Pre-Boarding Health Surveillance

- All persons entering the ship shall have their temperature and oxygen saturation taken.
- Anyone with a temperature of 100.4°F (38.0°C) or higher will be denied boarding.
- Where practical, temperature checks shall be conducted before persons reach the gangway.
- Where permitted by local authorities, designated ship’s crew shall perform temperature checks before boarding. Medical Department shall provide training and equipment.
- If a temperature of 100.4°F (38.0°C) or higher is detected, that person shall be assessed by the on-board medical team, medical team to advise that visitor is denied boarding to the Master Ongoing, frequent temperature monitoring of some or all crew may be required and will be identified by the shoreside leadership and VIKAND management when deemed necessary

Deny boarding for anyone with the following

- Temperature over 100.4°F (38.0°C)
- Oxygen saturation less than 90%
- Any reasonable “YES” to health questionnaire questions (eg. Cough, sore throat, travel threat or recent contact with someone who is COVID-19 positive).

- Severe medical conditions as defined by the CDC, such as lung diseases, asthma, serious heart conditions, immune compromised, diabetes, chronic kidney disease on dialysis, and liver disease.
- Any crew with these pre-existing conditions should be screened during their PEME process, requiring company approval prior to departure to join the vessel
- In the event a person is denied boarding they should be looked after as follows:
 - Crew shall be repatriated at cost to the company
 - If a person is not 'fit to fly' they shall be admitted to medical care ashore or accommodated in a shoreside hotel according to the advice of the ship's doctor.

Pre-Boarding Logistics

- Discard masks used during travel in the appropriate trash/waste receptacle.
- All staff going shoreside must wear PPE and terminals are to be sanitized after embarkation procedures complete.
- Luggage should be sanitized and sprayed per ship OPRP protocol prior to being delivered on board the ship
- Shoreside personnel to distribute a new mask and new set of gloves for each embarking crew or essential worker to don prior to boarding
- Assure spacious area for crew to wait for embarkation to enable 6 feet social distancing
- Passport, Seaman book, Medical certificate, etc. shall be retained by the Crew Member until end of quarantine period.
 - In the event the documents are required to be reviewed by or presented to port authorities, local authorities or any other person outside of the crew member themselves, then those documents
 - (Passport, Seaman Book, Medical Certificate, etc) are required to be kept with the Crew Manager in a sealed bag.
 - When being reviewed or presented to authorities, gloves must be worn at all times, and the documents returned to the sealed bag.

New Joining Crew Boarding and Quarantine Plan During Layup Period

Boarding Process

- Quarantined crew members should have no direct contact with other crew except for designated medical staff or designated crew where medical staff are unavailable.
- All persons joining the vessel, regardless of rank, shall occupy single guest cabins for 14 days while in quarantine.
- Sign on cabin located in a separate area from other crew accommodation, on a different deck or zone or similar, where possible for the quarantine period.
- Joining crew member must be escorted straight to cabin by designated person.
- Crew member must wear a new mask and gloves upon boarding and in transit to their cabin.
- Where possible specific route should be made to transport crew member to limit contact with other crew onboard.
- Crew member to change out of travelling clothes, shower, and clothes to be bagged in a specific disposable bag and washed immediately in separate wash
- Cleaning squad to sanitize route and high touch areas from entry point on the ship to the designated cabin.

Quarantine Plan

- All newly embarking crew are required to go into single cabin quarantine for 14 days while in quarantine.
- Crew members should remain in quarantine for 14 days unless PCR testing can be readily available, and two PCR tests performed within several days apart is strongly encouraged, if possible, to confirm a true negative test result.
 - PCR testing application is subject to local availability and client preference and must be interpreted in conjunction with clinical evaluation and exposure risk before the crewmember is released from quarantine.

- Where possible, consideration should be given to use of cabins where the HVAC system can be separated from the remaining cabins.
- The day of embarkation shall be counted as “day zero” of their quarantine period.
- Crew and visitors shall not be permitted to work during this period.
- During this period, crew and visitors shall not be allowed to leave their assigned cabin for any reason.
- They shall receive room service crew meals, dropped and collected outside their cabin door, a minimum of 3 times per day.
- Disposable utensils should be used where possible, all used utensils should be placed in a red biohazard bag and placed outside the cabin door for collection, once daily.
- Additional linen to be placed in the room and not replaced within the 14 days. Used linen to be placed in red bags at the end of the quarantine to be collected by the Hit/Cleaning Squad upon sanitizing the room.
- Food waste and other trash should be collected and bagged by the quarantined crew member and placed outside the cabin during designated times for transport to the waste management center for incineration or off-loading.
- Cabins housing quarantined crew should not be cleaned by other crew members. Supplies such as paper towels, cleaners, and disinfectants, and extra linens can be provided to isolated or quarantined persons so they can clean their cabin as necessary.
- Designated medical staff or other personnel should wear proper personal protective equipment (PPE) per CDC guidance when in proximity to quarantined crew members.
- For 14 days newly joined crew members are to have their temperature checked twice daily.
- The medical team must conduct twice daily checks using non touch thermometers and wearing appropriate PPE.
- Quarantined crew members should have no direct contact with other crew except for designated medical staff.
- Consider use of surveillance cameras or security personnel to ensure compliance with quarantine protocols wherever possible.
- Release from quarantine shall be authorized by the ship’s doctor or allocated medical personnel.

- Once a crew member has completed 14-days of quarantine without any symptoms OR have a confirmed negative PCR test preferably several days apart they may be released from quarantine and standard arrangements apply.
 - Cabin to be deep cleaned and crew member to move into the normally allocated crew cabin, if necessary.

Crew in quarantine who feel unwell or develop symptoms

- If crew feel unwell during their quarantine period, they should remain in their cabin and call the Medical Centre for further instructions.
- At the onset of new symptoms, the crew member must immediately begin the start of a new 14-day isolation period.
 - This isolation period may be extended based on the further development of symptoms.
- Shoreside Management and VIKAND Management must be immediately notified.

Quarantine and Close Contact Log

- All crew that embark the vessel who are placed in a 14-day precautionary quarantine and subject to twice daily health checks
- All crew that have close contact with any ILI or ARI cases. These are placed in 14-day precautionary quarantine and subject to twice daily health checks
- All crew that leave the vessel and have to return (e.g., crew member disembarks for a flight, but has to return due to flight cancelation). These are placed in a 14-day precautionary quarantine and subject to twice daily health checks.

ARI and ILI Log

- This tracks all cases with ARI and ILI symptoms.
- Cases that meet the ILI case definition are to be placed in 14-day isolation and subject to twice daily health checks.

Precautionary quarantine should be considered for ARI's not meeting ILI case definition and should be discussed with VIKAND Management.

Sick Log

- This encompasses all cases of crew that do not feel well that are not ARI or ILI cases.
- Depending on the case, some of these may be placed in precautionary isolation and subject to daily health checks.

General Ship Public Health Measures

- Daily temperature and blood oxygen saturation checks of all persons on board the ship, using non-touch thermometers, and conducted by staff wearing a mask and gloves.

- Where, possible, implement social distancing of crew members when working or moving through the ship (maintaining at least 6 feet / 2 meters from others **which is recommended by CDC, where EU Healthy Gate ways recommends 1 meter from others**).
 - **Schedules to be adjusted where possible to ensure social distancing can be maintained while working**
- Visual guidance such as floor markers for social distancing implemented to enforce the daily practice of physical distancing
- Boat Drills conducted as per schedule with social distancing incorporated.
- Discourage handshaking – encourage the use of non-contact methods of greeting
- Promote respiratory hand hygiene and cough etiquette via WhatsApp on board group chat, posters, and announcements
- Place hand sanitizer (containing at least 60% alcohol) in multiple locations and in sufficient quantities to encourage hand hygiene
- Ensure handwashing facilities are well-stocked with antibacterial soap and paper towels
- Avoid sharing personal items such as blankets, laptops, tablets, books and video games with other crew members
- All eating areas must have hand washing facilities and crew are encouraged to wash hands before entering
- Increased frequency in sanitizing high touch surfaces
- Social distancing to be enforced especially during mealtimes
- OPRP guidelines for the sanitation and cleaning of public areas should after every activity
- Any crew that has respiratory symptoms or who are ill are to call the on call medical personnel, remain in their cabin and NOT travel to the medical center.

Training & Education

- All medical professionals, all supervisors and leaders, and all crew members are fully advised of Covid-19 symptoms.
 - If anyone feels ill in any way, they must report by phone to the nurse on duty immediately.

- All crew on board to receive training on COVID-19 preventive measures and are reminded through announcements and signs posted in common areas
- All crew practice preventative measures on a daily basis.
- Housekeeping, Sanitation & Room Service receives special training on:
 - Specialist training to use PPE (Donning and Doffing)
 - Safety measures & exposure management
 - Sanitizing measures according to OPRP
 - Crewmembers are trained to remain alert to any indications of persons exhibiting symptoms.

Supplies and loading

- Loading team to be provided with PPE and during loading to don PPE
- On completion of loading, PPE to be removed and disposed of correctly, crew will be allowed to shower and change clothing.
- Where practical all items loaded onboard is to be separated from supplies and disinfected (food items), after disinfection completed, where possible, refrain from using items for 72 hours.

Medical Team Responsibility

Medical Center hours

- Medical to reduce open clinic hours to 1 hour in the morning and 1 hour in the afternoon.
- If available onboard, medical personnel to remain on call 24/7 for emergencies
- Medical Centers may or may not have more than one medical personnel during layup.
 - Where medical personnel are being shared throughout multiple ships in the fleet. In conjunction with the Captain and Staff Captain, a schedule should be implemented for visiting other ships to ensure all crew members medical needs are met. A process for setting up time to see the medical staff should also be adapted between the multiple ships being serviced.

Medical Personnel

- Share responsibilities when there are more than one medical personnel available.
- Creating a schedule to visit all ships being managed by designated medical personnel
- Assist in evaluations of crew boarding the ship
- Review and storage of all pre boarding medical declaration forms
- Assist in measuring temperatures and saturation
- Guidance and support of quarantine of crew
- Notify and report all public health issues to Public Health Authorities & VIKAND
- Record daily temperatures for crew
- Medical center duties as normal

Hotel Team Responsibility

- Embarkation process coordination
- Provide handouts on basic hygiene practice
- Provide informational handout on COVID-19, in different languages
- Provide COVID-19 Frequently Asked Questions (FAQ)
- Assure all crew have individual hand sanitizer
- Assure all crew have face masks and gloves (disposable)

Disembarking Asymptomatic Crew for Transfer or Repatriation

- Every crew member signing off is checked within four (4) hours of disembarkation by the medical staff.
 - Medical check to include temperature reading with infrared thermometer and blood oxygen saturation reading.
 - Affirmation from disembarking crew members that he or she does not feel feverish, have no breathing problems, have no cough, and are otherwise symptom free of respiratory or influenza-like illness.
- Crew with symptoms or temperature of 100.4°F (38.0°C) or greater shall be referred for secondary screening.
 - Secondary screening will have temperature reading with medical grade thermometer, blood oxygen saturation monitoring, pulse rate check and medical assessment.
- If symptoms are affirmed the crew member will remain on board for treatment and isolation, and not be permitted to disembark. If cleared for travel, medical clearance certificate to be issued and signed by onboard medical personnel and Captain, where available.
- Crew members disembarking will be given a care pack with mask, plastic gloves, hand sanitizer (as available), snack bars and instructions for safe travel practices.
- Face coverings will be worn by asymptomatic crew members during disembarkation, during transport to any flights, and for the duration of the flight(s), until they reach their final destination.

- Crew members disembarking will be provided with emergency contact numbers to call in case of any need.
- Crew who transfer to another vessel will need to undergo the same quarantine protocol listed above for newly embarking crew members if any contact with external parties occurs.
 - Quarantine may not be necessary when crew transfer directly from ship to ship with no contact outside the vessels.
- Crew who are repatriated home and unfortunately get detained at the local airport who are then sent back to the ship to wait out their updated travel plan will be required to undergo the same quarantine protocol listed above for newly embarking crew members.