Title: *Standard Operating Procedure for Persons Getting on Board (other than Authorities)*			
SOP No.: PHS COVID-19 SOP-11	*Version :* 02	*Effective Date:* 01.11.2020	
Prepared by: *Quarantine Unit of Ministry of Health*			

Standard Operating Procedure (SOP) for Persons
<u>other than authorities getting on board of vessels</u>

1. This SOP deals with access control and monitoring of persons getting on board other than the authorities and carries following objectives.

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

    1.2 To gather data for a quick response in an emergency situation.

2. There are two stages for this monitoring

    2.1 The registration procedure

    Personal details of the person getting onboard should be provided to Port Health Office Colombo via email (phi.porthealth@gmail.com) before submitting the application. This is a one-time procedure. Once personal details are provided in the format given in Annexure 01, it is not necessary to submit with the application.

    2.2 Application procedure

    2.2.1. Once the request is received from a vessel/agency, the service provider should 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.porthealth@gmail.com) 48 hours prior to the intended assignment.

    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 by the relevant Port Health Office via email.

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2.2.3. A separate request for every onboard session is required to be submitted to grant health clearance to initiate the process.

2.2.4. Every person getting on board should have a COVID-19 PCR test done within every 14 days. If the person has not got on board beyond 14 days after the last PCR was done, he should perform a fresh PCR before going the next assignment and send the results to the Port Health Officer (PHO) via same email.

3. General Guidelines to Person Getting Onboard

3.1 MOH 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 by the Port Health Office.

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.

3.2.2. Wear recommended Personal Protective Equipment (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 at least one meter physical distance

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

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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. Limit in-person contact with the crew members as much as possible

3.2.11. Do not use rest rooms and lavatories in the vessel

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

3.2.13. Remove all PPE except face mask. Put them to the appropriate disposal bin. Wash hands again and remove the face mask and wear a new one.

3.2.14. Spray a disinfectant to shoes /boots

3.2.15. 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 is 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 with no or minimum contact with other people in the community.

3.6. They should remain at home unless need to attend to any other onboard job.

3.7. Person getting onboard should inform the health authorities immediately in case if he develops any symptom related to COVID-19.

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3.8 In the event of cancelation of the job, keep the Port Health Office informed within 24 hours from the expected time of visit as mentioned in the application. If not, it will be considered as a completed job

3.9. Although this SOP is applicable for routine events, Director Quarantine as the Proper Authority under the Quarantine and Prevention of Diseases Ordinance or any other Proper Authority in the port under the same ordinance has the powers to take judgmental decisions at any time for the best interest on prevention and control of diseases.

3.10. Changes to this version if any will be published in the website of the Quarantine Unit as the next version.

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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

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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 Survey			
5. Name of the Vessel		6.IMO no.	
7. ETA	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	
9. Expected time duration for the survey (hours)			

Present Health Status			
10. Days since last onboard survey			
11. 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 survey unless I am called for another job. I will inform the health authorities immediately in case if I am exposed to any suspicious event related to COVID-19 or if I develop any related symptom

Signature:	Date: