



Quarantine Unit, Ministry of Health Sri Lanka

<b>Title:</b> <i>Standard Operating Procedure for vending onboard and duty free stalls in the port premises</i>		
<b>SOP No.:</b> <i>PHS COVID-19 SOP-12</i>	<b>Version :</b> <i>02</i>	<b>Effective Date:</b> <i>01.11.2020</i>
<b>Prepared by:</b> <i>Quarantine Unit, Ministry of Health</i>		

**Standard Operating Procedure (SOP) for vending onboard and  
operating duty free stalls in the port premises**

This SOP is issued following the request made by the representatives of the venders who involve in onboard vending and operating duty free stalls in the port premises. With reference to the request following measures should be adhered in order to carry out the sales on board and at stalls in the port premises.

**General**

1. A limited number of personnel should involve for the operation and they should not be changed frequently.
2. All personnel who physically involve in the business should be registered in the data base of Port Health Office.
3. They shall not enter the seaport if having fever or any other symptom of COVID-19.

**Operating Duty-free Stalls**

4. As at the effective date of this SOP, issuing shore passes has been temporary suspended and operating duty free stalls will not be effective until shore passes ban is lifted.
5. However, once started the following guidelines should be adhered to.
6. The name of the customer and the name of the vessel should be recorded in the customer's registry.
7. Hand washing facility/ hand sanitizing facility should be available at the entrance of the stall.
8. Personnel working in the stall shall wear a face mask, disposable gloves and a face shield.



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9. All customers should wear a face mask and sanitize/wash their hands before entering to the stall.
10. Physical distance of at least one meter should be maintained by the salesmen and customers.
11. Items for sale can be disinfected with 0.5% - 1% liquid bleach sodium hypochlorite or 70% alcohol solution depending on the chemical stability of the item.

**Onboard sales**

12. Prior approval should be obtained before entering the vessel from the Sri Lanka Ports Authority and Port Health Officer. Relevant application format will be available and be processed via E-Mail. This will include the expected time duration on board.
13. Vendor is allowed to go on board only once at a given time.
14. All personnel go on board should wear recommended Personal Protective Equipment (PPE), including face shield/goggles, face mask, disposable coverall and disposable gloves.
15. They need to use a plastic document pouch to carry documents and cash
16. The stall should be setup at open area on the deck and avoid poorly ventilated areas/ Air conditioned rooms as much as possible
17. They need to limit the time onboard to the minimum required
18. The physical distancing should be maintained while doing the sales
19. They should avoid touching surfaces unnecessarily and should not touch face, eyes, nose or mouth without washing/sanitizing the hands.
20. They should avoid having food or drink while on board.
21. They should avoid using mobile phone while onboard as much as possible
22. They should wash their hands/ apply hand sanitizers as soon as coming out of the vessel and before removing the PPE.



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23. They should remove all PPE except face mask and put them to the appropriate disposal bin. They need to wash the hands again and remove the face mask and need to wear a new one.
24. Shoes /boots should be sprayed with a suitable disinfectant after coming out the ship
25. The document pouch and the other belonging should be wiped with a suitable disinfectant
26. Items for sale can be disinfected with 0.5% - 1% liquid bleach sodium hypochlorite or 70% alcohol solution depending on the chemical stability of the item.
27. It is recommended for the personnel who have gone onboard to avoid/minimize the contact with general community as much as possible until completion of 14 days from the last visit on board. However, they will be permitted go on board of another vessel after obtaining approval as mentioned above.
28. If the vendor is having fever or any other symptom of COVID-19 after visiting a vessel, they should inform immediately to Port Health Officer and area Medical Officer of Health and strictly follow the advice given to them.
29. Personnel entering a vessel can be subjected to mandatory quarantine if a vessel is suspected / detected to be “ Infected ”
30. 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.
31. Any changes to this SOP will be published in the website of Quarantine Unit Ministry of Health as the next version.