



Quarantine Unit, Ministry of Health Sri Lanka

Title: Standard Operating Procedure for Disembarkation of Sri Lankan Crew Members Form Vessels		
SOP No.: PHS COVID-19 SOP-04	Version : 04	Effective Date: 22.11.2021
Prepared by: Quarantine Unit, Ministry of Health		

**Standard Operating Procedure for Disembarkation of
Sri Lankan Crew Members from vessels**

1. Disembarkation process should be initiated by the Agent of the vessel and the Agent should obtain the permission from relevant authorities.
2. Agent should send a formal request to the relevant Port Health Office via email before within 12-72 hours before Estimated Time of Arrival (ETA) of the vessel. This should include the request made by the Agent/ Principals of the vessel to disembark Sri Lankan crew member/s, a copy of the passport and vaccination details.
3. The relevant vessel needs to obtain health clearance from the Port Health Office to berth or for OPL operations as per the given guidelines.
4. Health Declaration Form (HDF) of all requested crew members should be forwarded within 12-24 hours before ETA together with Health Status Report (HSR) of the vessel via email. All HDFs will be assessed by the Port Health Officer (PHO).
5. Immigration process should begin after the health clearance is granted.
6. Fully vaccinated Sri Lankan crew members who have completed 14 days after recommended doses of vaccination should undergo Day 1 PCR testing at an Isolation Centre (Quarantine Centre for seafarers / sea marshals) or Quarantine Centre. They can be released with a negative PCR report and do not need to undergo quarantine. This may be changed time to time through directions/guidelines issued by the Director General of Health Services.
7. Un vaccinated/ partially vaccinated Sri Lankan crew members should undergo Day 1 PCR testing at an Isolation Centre (Quarantine Centre for seafarers / sea marshals) or Quarantine Centre. With a negative PCR report, they can undergo home quarantine, if facilities are available at home as per the guidelines issued by Ministry of Health for travellers. Incharge officer of relevent Isolation Centre or Quarantine Centre should inform the area Medical officer of Health when sending crew members for home quarantine. This may be changed time to time through directions/guidelines issued by the Director General of Health Services.



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8. Sample collection and testing for COVID-19 PCR should be done by a Health Ministry approved laboratory.
9. Transport up to an Isolation Center or a Quarantine Centre should be done in a designated vehicle arranged by the Isolation Centre. The crew member should be directly transported to the Isolation Centre/Quarantine Centre without any stopover. The responsibility of the transportation lies with the Agent and the Isolation Centre.
10. Port Health Office will maintain a registry of disembarked crew members with their contact details in Sri Lanka.
11. Once disembarked, Sri Lankan crew members who intend to go home can be allowed as per the guidelines issued by the Ministry of Health. However, if a Sri Lanka crew member intends to embark a vessel he should be taken to an Isolation Centre (IC) and can be permitted to embark the vessel even during the quarantine period. If a crew member in an Isolation Center decides to go home, can be allowed as per the guidelines issued by the Ministry of Health.
12. The decision on granting approval for disembarkation will be taken by the PHO on case by case basis.
13. Crew members of barges / boats and other persons travelling in the barges / boats to facilitate the crew change should wear recommended PPE (face mask) and should take all precautions during the crew transfer process.
14. Testing laboratory shall send all the results immediately to Epidemiology Unit (chepid@sltnet.lk, samithag@hotmail.com) and Quarantine Unit (quarantinelk@gmail.com). If there is a positive result, testing laboratory shall immediately contact Dr. Samitha Ginige of Epidemiology Unit (0777664036) and give details immediately, followed by an email (samithag@hotmail.com).
15. 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



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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.

16. Provision on quarantine published by the Director General of Health Services time to time shall be applicable to the Sea farers/ Sea marshals.
17. Any changes to this SOP will be published in the website of the Quarantine Unit as the next version.