



Quarantine Unit, Ministry of Health Sri Lanka

<i>Title: Standard Operating Procedure for Setting up and Maintenance of an Isolation Center for Seafarers/Maritime Security Officers (Sea Marshals)</i>		
<i>SOP No.: PHS COVID-19 SOP-08</i>	<i>Version : 04</i>	<i>Effective Date: 26.03.2021</i>
<i>Prepared by: Quarantine Unit of Ministry of Health</i>		

**Standard Operating Procedure
Setting up and Maintenance of an Isolation Center for
Seafarers/ Maritime Security Officers (Sea Marshals)**

Selection and Setting up an Isolation Center

1. This is a quarantine centre for seafarers/ maritime security officers (sea marshals) until they are sent to a foreign country via airport/ a vessel via port
2. The premises should be located in an environment where there is no health or social risks for the surrounding community.
3. The premises should be able to accommodate minimum of 50 crew members (50 rooms) at a time where one crew member should be accommodated in one room with attached wash room (if two crew members are from the same vessel can accommodate maximum of two crew members in a room).
4. Once selected, the management should agree to use the premises exclusively to accommodate the seafarers/maritime security officers and no other parallel businesses are allowed.
5. At the entrance, following facilities should be available
 - a. Hand washing facility with pedal operated tap, hand washing liquid bottle and paper serviettes.
 - b. There should be a pedal operated dust bin to discard used paper serviettes.
 - c. Facilities to spray disinfectant solution for the baggage and soles of the shoes of the seafarers /sea marshals
 - d. Facilities to check the body temperature using IR forehead (temporal) thermometer
6. Adequate accommodation facilities should be available for the staff of the isolation center (IC) and that should be maintained according to the general health requirements.
7. Requirements for access control process, locating of CCTV cameras and administration process should be fulfilled according to the instructions given by the relevant security forces supervising the IC.



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8. The premises should be inspected by a joint team comprised of the area Medical Officer of Health (MOH) or under his supervision the area Public Health Inspector (PHI), Officials from relevant security forces and Officials from Quarantine Unit of Ministry of Health.
9. Any modification to prevent disease spread suggested by the authorities during the inspection should be carried out by the management of the IC.
10. Final approval will be granted by the Director Quarantine of the Ministry of Health to function the premises as the IC.

Administration and Management of the Isolation Center

1. Relevant security forces will take over the access control, supervision and monitoring of the IC according to their guidelines.
2. It is the responsibility of the agency which operates the IC, the management and staff of the hotel and the seafarers/ maritime security officers to adhere to the given guidelines.
3. A person should be identified representing the management of the hotel as an in charge of the premises and responsible for managing the IC according to the government requirements and guidelines.
4. The staff of the IC should be categorized in to two groups as green zone and red zone staff. Green zone staff are staff who do not come into contact with seafarers/ maritime security officers and attend to work daily travelling from home.

Red zone staff are the staff with potential contact with the seafarers/ maritime security officers, their belongings or related items. In addition to the relevant staff of IC, the vehicle drivers transporting seafarers/ maritime security officers and their assistants are also considered as red zone staff.

5. Preventive measures for Red Zone staff
 - i. Red zone staff should work continuously for 14-30 days as teams and they should stay segregated within the premises and should not have any contact with the green zone staff.



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- ii. At the end of the working cycle a particular red zone team should undergo quarantine in a separate premises maintained by the agency with separate rooms for staff members (maximum sharing by two members).
- iii. The staff members should not mix with others and strictly confined to the room. Meals should be supplied to the room. A Covid-19 PCR test should be done on completion of day 7 of the quarantine period and if the test is negative can be sent home by the hotel management to complete the balance period until day 14 as home quarantine.
- iv. Hotel management should inform the following details to the Epidemiology Unit (chepid@sltnet.lk and samithag@hotmail.com) of the Ministry of Health to inform the area MOH
 - a. Name
 - b. National Identity Card Number
 - c. Age
 - d. Sex
 - e. Home address
 - f. District and MOH area of home
 - g. Contact telephone number
 - h. Date of discharge
 - i. Balance period for home quarantine
- v. Transport to their homes should be arranged by the hotel management. They should not use Public Transport to travel to their homes.
- vi. If febrile/ having symptoms of COVID-19, inform area MOH
- vii. Can return back to work after Day 14.
- viii. If the staff member is positive for COVID-19 PCR the in charge of the IC should inform the area MOH and Port Health Officer immediately for further management.



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- ix. Testing laboratory shall send all the results immediately to Epidemiology Unit (chepid@sltnet.lk, samithag@hotmail.com), Quarantine Unit (quarantinlk@gmail.com) and In charge of IC. 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.
- x. When the red zone staff is changing, the area MOH/PHI should be informed by the management of the IC.
6. Green zone staff also should practice recommended protective measures to prevent and control the transmission of COVID-19
7. Staff registry should be maintained in such a way that every contact can be traced in an event of COVID-19 case is detected
8. Staff should be educated on the process and the government requirements in managing the IC and the precautions to be taken by the area health authority.
9. Green zone staff should wear a disposable face mask while on duty. The face mask should be replaced when necessary and used face masks should be disposed properly. The Red Zone staff should wear full Personal Protective Equipment (Overall, mask, face shield, gloves, boots, head cover).
10. Adequate hand washing facilities with soap and water / hand sanitizers should be available for staff to do hand washing frequently.
11. The Local Agent should submit the name list and all other required information of seafarers/ maritime security officers to the IC management and to the access control point of security forces well in advance of the arrival of seafarer/ maritime security officers. This will enable the IC to prepare the rooms and other necessary facilities.
12. At the entrance the seafarer/ maritime security officers should wash/sanitize their hands and the soles of the shoes should be disinfected with disinfectant spray. All the baggage should be sprayed with approved disinfectant by a red zone staff of the IC wearing recommended



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Personal Protective Equipment (PPE). No disinfectant should be sprayed to the body of the seafarer/ maritime security officer.

13. The temperature should be checked by a red zone staff wearing recommended PPE using the IR forehead (temporal) thermometer when entering the facility and should be recorded in the database.
14. Once the seafarers/ maritime security officers reach the registration desk, their information should be already available at the registration desk. Their check-in should be marked and the room key/access card should be handed over to them. No other registration process should be carryout at the entrance.
15. They can be directed to the rooms maintaining the physical distance. It is recommended that seafarers/ maritime security officers themselves should carry their baggage to the room.
16. All seafarers/maritime security officers should wear face masks, overall, hand gloves, shoes during entire process until entering to the allocated room in the IC. Also, they should wear the face mask whenever leaving the IC and when having a potential contact with others. All the seafarers/ maritime security officers are subjected to PCR testing for COVID-19 on Day One and this should be arranged by the local agent through a Health Ministry approved external laboratory.
17. Testing laboratory should provide all test results immediately to relevant Port Health Officer (PHO), to the officer in charge of the IC, Army Medical Croup/Command Medical Officer of Sri Lanka Navy and to the Epidemiology Unit. The Local Agent/agency which operates the IC should coordinate with the laboratory and ensure the results are made available.
18. If the PCR test is negative for the COVID-19, the seafarers/ maritime security officers can be repatriated according to the flight schedule or arrival of vessel. They should be sent to the airport/port by an approved designated vehicle under the escort of security forces.
19. If the test result of a foreign national sea farer/maritime security officer becomes positive, they should be sent to a Health Ministry approved Intermediate Care Centre operated by a Private



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Hospital. In such an event, IC should coordinate with the area Medical Officer of Health (MOH) and PHO to transfer the patient to the Intermediate Care Centre. This should be notified to the (chepid@sltnet.lk and samithag@hotmail.com) and Quarantine Unit (quarantinelk@gmail.com) of Ministry of Health.

20. If PCR test result is positive in a Sri Lankan National, Sri Lanka Army Medical Corp/Command Medical Officer of Sri Lanka Navy providing access control to the IC in consultation with the area MOH and Epidemiology Unit should manage the incident. In addition, the relevant Port Health Office should be informed.
21. It is advisable to use intercom system to communicate with the seafarer/maritime security officers in the room as much as possible.
22. The IC management should inquire about the health status of the seafarers/ maritime security officers daily via intercom system and the information should be recorded in the database.
23. All public areas including restaurants, bars, swimming pool, gymnasiums, spa etc. should be kept closed and out of bound for the seafarers/ maritime security officers. Seafarers/ maritime security officers cannot leave the room unless they leave the IC to the airport or seaport.
24. No visitors are permitted to the IC. Only the staff, suppliers and other service providers should be permitted to enter the premises. No one other than the red zone staff can enter to the area allocated to the seafarers/sea marshals.
25. Room cleaning, changing linen and cleaning the bath rooms should be done by seafarers/s maritime security officers themselves and no room cleaning services should be provided by the staff.
26. Meals be provided as portion packs at the entrance of the room while maintaining the health precautions by a red zone staff.
27. Utensils allocated for each room should be kept unmixed.
28. The used utensils should be handled carefully and cleaned properly with soap and water.



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29. Required sets of bed linen should be kept in the room before the seafarer/sea marshal occupies the room. Used bed linen for laundry should be kept at the room entrance in an assigned bag for collection. Collection of laundry should be done by a red zone staff in full PPE. If the laundry facility is available within the premises, a dedicated laundry line should be identified and should be operated by a red zone staff. General laundry should not be mixed with hazardous laundry at any point. If the laundry services have been outsourced, the outsourced laundry should have a permission to handle hazardous laundry issued by the area MOH.
30. The waste collection, storage and disposal should be done according to the instructions given by the local health authorities. Personal waste (tissues, face masks, used disposables etc.) should not be mixed with general waste.
31. Environment of the premises should be kept clean to prevent other vector borne diseases.
32. Once the room is vacant, the room should be cleaned and disinfected using appropriate measures before being occupied by another seafarer/sea marshal.
33. The premises should be opened for the inspection by health authorities and other relevant authorities at any time without prior notice.
34. A comprehensive database should be maintained at each IC to trace all the contacts in an event of detecting a positive case. This should include the details of the seafarer/ maritime security officer, the staff rosters and vehicle information etc.
35. Director Quarantine as the Proper Authority under the Quarantine and Prevention of Diseases Ordinance or any other Proper Authority in the port and airport under the same ordinance have the powers to take judgmental decisions at any time for the best interest of prevention and control of diseases.
36. Any change to this SOP will be published in the website of the Quarantine Unit as a new version.