



# Maritec Tanker Management Pvt Ltd

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## **GENERAL CIRCULAR**

**03/2020**

Date: 16<sup>th</sup> Mar 2020.

TO: **Fleet**

### **Subject: Corona Virus – Precautions and Care**

#### **Introduction:**

The purpose of this circular is to provide information and suggest precautions and care, based on recommendations developed by the “World Health Organization” (WHO), to be undertaken to minimize risks to seafarers, passengers and others on board ships from novel coronavirus (2019-nCoV).

#### **Background**

On 31 December 2019, WHO was alerted to several cases of pneumonia in Wuhan City, Hubei Province of China. Subsequently, on 7 January 2020, Chinese authorities confirmed that they had identified a new virus in the coronavirus family of viruses, which includes the common cold and viruses such as SARS and MERS. This new virus was temporarily named "2019-nCoV".

#### **Symptoms**

Common signs of infection include

- respiratory symptoms,
- fever,
- dry cough,
- tiredness
- shortness of breath and breathing difficulties.

Some people may have

- aches and pains
- nasal congestion
- running nose
- sore throat or diarrhoea

In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

Infection from humans to humans may occur during the incubation period (before persons show signs of sickness). Coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

## Transmission

There are two main routes of transmission of the COVID-19 virus: respiratory and contact.

Respiratory droplets are generated when an infected person coughs or sneezes. Any person who is in close contact with someone who has respiratory symptoms (for example, sneezing, coughing) is at risk of being exposed to potentially infective respiratory droplets. Droplets may also land on surfaces where the virus could remain viable; thus, the immediate environment of an infected individual can serve as a source of transmission (known as contact transmission).

Human-to-human transmission of COVID-19 is understood to occur primarily through droplets from a person with COVID-19, e.g. from coughing and sneezing, landing on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth.

People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs, sneezes or breathes out droplets.

## General Precautions:

The following precautions should be taken by any individual and enforced:

(Visitor is any person including ship staff entering the vessel from shore)

### 1. Washing of Hands

Irrespective of vessel's location, the crew must frequently wash their hands with soap and water, but definitely as soon as they enter the accommodation. Also, hands should be washed following

- a- After Coughing or Sneezing
- b- Before, during and after preparation of food
- c- Before eating

Please find below poster from WHO website (also being sent separately in email). Kindly print and post at various common locations including alleyways.



**Visitor:** The above poster should be posted on the Gangway. The visitors should be requested to wash their hands before entering the accommodation. If such facility is not available on the ship, the vessel should explore option of organizing a makeshift arrangement. If there is no feasibility of even make shift arrangement, additional Hand sanitizers should be provided to the visitor upon boarding.



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## 2. Using Hand Sanitizers

Every crew is also being provided with Hand Sanitizers. These hand sanitizers should be used when immediately after handling documents etc the vessel is in port or when dealing with visitors. The master of vessel is allowed to ensure availability of such products through agents directly keeping [Purching@maritectankers.com](mailto:Purching@maritectankers.com) in copy.

**VISITOR:** if hand wash facility is not available, visitors should be offered hand sanitizers immediately upon boarding, at the Gangway itself.

## 3. PPE

When in port, all crew member should always don the following PPE during work hours

- a- Full sleeve Boiler Suits
- b- Safety Shoes
- c- Gloves
- d- Helmet
- e- Disposable 2-layer mask\*
- f- Identity Card issued by Master

When off work, crew should cover maximum portion of their body when out of their cabin.

*Master is authorized to ensure sufficient stock of disposable gloves and mask.*

### \*Guidelines for using Mask- As per WHO

- If you are healthy, you only need to wear a mask if you are taking care of a person with suspected 2019-nCoV infection.
- Wear a mask if you are coughing or sneezing.
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water.
- If you wear a mask, then you must know how to use it and dispose of it properly.
- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.

<p>Poster 1</p> <p>HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK</p> <p><b>Cover mouth and nose with mask and make sure there are no gaps between your face and the mask</b></p>  <p>World Health Organization</p>	<p>Poster 2</p> <p>HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK</p> <p><b>Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water</b></p>  <p>World Health Organization</p>
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## Disposal of Disposable Mask and Gloves

Vessel must allocate or add additional Garbage Bin dedicated only for disposable Gloves and mask.

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

**To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water**



World Health Organization


## 4. Greeting People and Human Contact

Handshakes are strictly forbidden. Crew are encouraged to use “Namaste” or verbal greeting when dealing with other ship staff or visitors

Crew must try and maintain minimum distance of 3 feet with another ship staff or visitor

How should I greet another person to avoid catching the new coronavirus?

**To prevent COVID-19 it is safest to avoid physical contact when greeting. Safe greetings include a wave, a nod, or a bow.**



World Health Organization #Coronavirus #COVID19

9 March 2020



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## 5. Hygiene

The following hygiene practice should be practiced and enforced

- a- Avoid touching Eyes, nose and mouth
- b- Covering nose and mouth with bent elbow or with tissue when coughing or sneezing

## 6. Shore Leave

It is noted that the number of countries and ports getting affected by the spread of coronavirus is increasing exponentially. It is therefore recommended that

- a- All Shore Leave be suspended till 15<sup>th</sup> April 2020
- b- If necessary, to proceed on Shore Leave,
  - I. the master must check with agents
  - II. allow minimum number of crew
  - III. Shore leave should be of as less duration as possible
  - IV. The crew member must take maximum precaution in dressing, using PPE, using hand sanitizers, washing hand etc when proceeding on leave and must go through all procedure applicable for visitor upon his return and must take bath as soon as he returns.

## 7. Crew Change

It is noted that the number of countries and ports getting affected by the spread of coronavirus is increasing exponentially. In view of limited resources available on ships, all Crew Change has been suspended till 15<sup>th</sup> April 2020, though every effort shall be made to relief seafarers at the end of their contract period despite challenges, extensions and exemptions are to be used only if there is no operational alternatively.

If allowed by the port of departure and port of arrival, crew change shall be planned keeping in view the following factors:

- i- No flights through Airports of Countries which are listed as 'high risk' in view of possible implications at the destination
- ii- Exemptions from Flag authority in case of an overdue relief beyond 12 months of sea service if required.

Seafarers are advised to self-quarantine themselves upon their return back home for period of 14 days.

## Other Measures

- Briefing of seafarers providing a balanced and accurate info on the health risk during the forthcoming travel and the contract period on board depending on vessels rotation shall be provided.
- All briefing, interview etc. should be planned on Skype Videocall and contracts signature etc should be either through email or courier facility.
- Seafarers to be advised not to attend the offices if they show signs of flue or fever until they recovered completely as confirmed by their medical doctor.





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## 8. Drinking Water

The Ship must secure all her Fresh water tanks for unauthorized access and means to avoid contaminating the tank.

As far as possible, receipt of fresh water from Ashore should be avoided till 15<sup>th</sup> April 2020.

Bottled water should only be used for drinking purpose and for cooking food.

## 9. Toilets

It is critical to conduct hand hygiene when there is suspected or direct contact with faeces (if hands are dirty, then soap and water are preferred to the use of an alcohol-based hand rub).

In all health care settings, including those with suspected or confirmed COVID-19 cases, faeces must be treated as a biohazard and handled as little as possible. Anyone handling faeces should follow WHO contact and droplet precautions and use PPE to prevent exposure, including long-sleeved gowns, gloves, boots, masks, and goggles or a face shield.

Common Toilets should be maintained in clean conditions and should be cleaned at twice a day by designated person who must don appropriate PPE including rubber gloves.

These gloves should then be washed and stored at secured location.

## 10. Accommodation Cleaning and Disinfecting

All Accommodation area including the handrails and chairs should be cleaned on daily basis. Use of Disinfectants is recommended when the vessel is in port, at least twice a day.

### Management of Suspect Cases by Medical Support Providers.

- If someone on board is suspected to have COVID-19, Personal Protective Equipment (PPE) for interview and assessment may be used by medical support providers.
- Suspect cases must wear a medical mask once identified and evaluated in a private room with the door closed, ideally an isolation room.
- Key outbreak control activities will include supportive treatment, e.g. giving oxygen, antibiotic, hydration and fever/pain relief.

**Additional info and update is available on WHO LINK** <https://www.who.int/emergencies/diseases/novel-coronavirus-2019> The page is particularly useful as it provides timely [situation updates](#), [personal protection advice](#), and [travel advisories](#).

Thank You,

**Maritec Tanker Management Pvt Ltd**