Beside common sense, please consider the below non-exhaustive list of items that should be considered carefully when the COVID-19 is active in your area:

- **Stay informed regarding the current situation and developments:**
  - relevant media
  - local authorities
  - national authorities
  - [World Health Organization (WHO)]
  - Be critical of the source of information on social media.

- **Adhere to local authorities’ guidance and instructions:**
  - Implement guidance as instructed and advised.
  - Provide clear instructions to all personnel.
  - Inform all personnel about local guidance.

---

**Avoid creating panic.**
As with all other challenges, this calls for prudent and sound use of common sense.

**Protect your employees:**
- Involve and keep employees up to date and duly informed – share information in writing.
- Provide personnel with relevant information and guidance from WHO and National Health Authorities – emphasise how it affects their daily routines.
- Implement stricter hygiene and cleaning standards for workplaces, offices and facilities.
- Provide hand sanitiser at strategic locations in the workplace, offices and facilities.
- Limit all unnecessary travel.
- Consider repatriation of personnel from abroad.
- Avoid personnel attending crowded meetings and events – attend meetings online if possible.
- Minimise employees’ public travel during rush hours – allow for flexible working hours or working from home.
- Avoiding shaking hands and other greetings involving body contact.
- Implement strict procedures for handwash and hand rub – promote high hygiene with posters at all hand wash facilities.
- Implement a social distance of minimum 2 metres for all personnel – consider applying stickers to the floor for recommended social position – e.g. in the vicinity of vending machines.
- Cancel buffet lunch arrangements – establish safe distance in dining halls by removing every second chair.
Protect your business:
- Make a business continuity plan for how to cope with the COVID-19.
- Inform your service providers, clients and customers that you are prepared accordingly.
- Provide relevant guidance and information to employees.
- Inform all if implementing procedures affecting your day to day business.
- Implement health screening of personnel (body temperature and general condition).
- Respect people and other companies in the affected areas.
- Avoid crowded in-house meetings and gatherings – arrange for online meetings to the extent possible and make sure employees are well equipped for these arrangements.

Proposed content of a Health Safety Management plan:
- health policy
- planning process for accidents and sickness prevention
- line of command and responsibilities
- practices, procedures and resources for developing and implementing the health policy.

Proposed content of a health contingency plan:
- List of appointed key personnel as contact for clients and customers – make sure to have replacements prepared to take over on short notice.
- Inform all personnel, service providers, clients and customers of your overall plan.
- Implement self-isolation for employees considered a risk or who show COVID-19 symptoms.
- Provide Personal Protection Equipment (PPE) if appropriate.
- Frequent cleaning and disinfection of relevant workplace locations and surfaces.
- Minimise staff in office during normal office hours – eg implement personnel arrangements for working in shifts.
- Consider remote operation – eg employees having functions that allows for working from home.
- Closely monitor the stock of essential consumables – eg portable hand sanitisers and soap.
- Minimise direct contact with clients and customers – eg make a social contract to avoid physical contact.
- Ensure enough material, resources and manpower is available to operate remotely.
- Make arrangement with your bank for ensuring cash flow and payment of obligations.
- Screen visitors for temperature and general health condition.

Proposed content of an emergency plan:
- Engage the company’s crisis management plan.
- Update all personnel, service providers, clients and customers.
- Close and lock down affected locations and premises.
- Ensure the location is securely guarded and locked to avoid unauthorised access.
- Maintain remote operation only.
Proposal for placing signs at strategic locations (please see the examples below):
- sign at entrances for visitors
- sign in offices
- sign at exits.

Related links to COVID-19 information:
https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports
https://www.who.int/news-room/q-a-detail/q-a-coronaviruses

Related links to BIMCO COVID-19:
https://www.bimco.org/covid19