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Circular Letter No.4204/Add.14/Rev.1  
5 October 2020

To: All IMO Member States  
United Nations and specialized agencies  
Intergovernmental organizations  
Non-governmental organizations in consultative status with IMO

Subject: **Coronavirus (COVID-19) – Recommended Framework of Protocols for ensuring safe ship crew changes and travel during the Coronavirus (COVID-19) pandemic**

The Secretary-General is aware of the significant challenges being faced by the global shipping industry to effect crew changes as a result of the coronavirus (COVID-19) outbreak. Due to ongoing COVID-19 restrictions, large numbers of seafarers are having to extend their service on board ships after many months at sea, unable to be replaced after long tours of duty or be repatriated via aircraft to their home countries. Shipping is vital to the maintenance of global supply chains, but the current situation is unsustainable for the safety and well-being of ship crew and the safe operation of maritime trade. Each month about 150,000 seafarers need to be changed over to and from the ships which they operate to ensure compliance with international maritime regulations for ensuring safety, crew health and welfare, and the prevention of fatigue.

The Secretary-General refers to IMO Circular Letter No.4204/Add.6 of 27 March 2020 which contains, inter alia, recommendations to Member States about measures to facilitate ship crew changes in seaports during the coronavirus (COVID-19) pandemic.

Expanding on these recommendations, the Secretary-General received a *Recommended Framework of Protocols for ensuring safe ship crew changes and travel during the Coronavirus (COVID-19) pandemic*, proposed by a broad cross section of global industry associations in consultative status with the Organization representing the maritime transportation sector, as follows: ICS, IAPH, BIMCO, IFSMA, INTERTANKO, P&I Clubs, CLIA, INTERCARGO, InterManager, IPTA, IMCA, INTERFERRY, FONASBA, ITF and WSC; also taking into account input from the International Air Transport Association (IATA).

The Framework of Protocols was first issued on 5 May 2020 (Circular Letter No.4204/Add.14) and has now been revised, with the principle purpose of emphasizing the need for compliance and strict adherence with COVID-19 testing and quarantine requirements, reflecting that these are now a reality in many national jurisdictions. The changes also reinforce the importance of seafarers not commencing or continuing to travel if they feel unwell or suspect that they may

have COVID-19 symptoms. Some additional recommendations have also been included to prevent infection on board when seafarers join their ship. With the exception of a few minor editorials, no other substantive changes have been made.

The Secretary-General supports these Protocols and urges their implementation. Member States and international organizations are invited to make use of the annexed Framework and to disseminate it among relevant national authorities with responsibility, inter alia, for maritime issues, health, customs, immigration, border control, seaport and civil aviation authorities; and to liaise with relevant national authorities with respect to its use and implementation, as appropriate.

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## **ANNEX**

### **RECOMMENDED FRAMEWORK OF PROTOCOLS FOR ENSURING SAFE SHIP CREW CHANGES AND TRAVEL DURING THE CORONAVIRUS (COVID-19) PANDEMIC**

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## OVERVIEW

### Introduction

1 Governments have committed to minimizing disruptions to trade and global supply chains, and have identified the need to prioritize keeping logistics networks open and functioning efficiently.

2 Shipping companies and airlines are cooperating to meet this priority by ensuring that reliable operations are able to continue throughout the coronavirus disease (COVID-19) pandemic. However, these networks will come to a halt if replacement ship crews are unavailable for duty due to the lack of available flights and other restrictions affecting the travel and movement of ship crews. This critical issue is increasingly taking on a humanitarian dimension for those crews which have already spent many months at sea and which urgently need to be repatriated to their home countries and replaced. Apart from the need for shipping companies to comply with international regulations and contractual obligations, service periods on board ships cannot be extended indefinitely due to the dangerous impacts this has for the well-being of ship crew and, most importantly, safe ship operations. In view of the importance of international maritime transport to the resilience of the global economy at this critical time, Governments are strongly encouraged to take urgent action to address this issue.

3 IMO Circular Letter No.4204/Add.6 of 27 March 2020 contained, inter alia, the following recommendations to Member States about measures to facilitate ship crew changes in seaports:

4 "Governments and relevant national authorities are recommended to:

- Designate professional seafarers and marine personnel,<sup>1</sup> regardless of nationality when in their jurisdiction, as "key workers" providing an essential service.
- Grant professional seafarers and marine personnel with any necessary and appropriate exemptions from national travel or movement restrictions in order to facilitate their joining or leaving ships.
- Accept, inter alia, official seafarers' identity documents, discharge books, STCW certificates, seafarer employment agreements and letters of appointment from the maritime employer, as evidence of being a professional seafarer, where necessary, for the purposes of crew changes.
- Permit professional seafarers and marine personnel to disembark ships in port and transit through their territory (i.e. to an airport) for the purposes of crew changes and repatriation.
- Implement appropriate approval and screening protocols for seafarers seeking to disembark ships for the purposes of crew changes and repatriation.
- Provide information to ships and crews on basic protective measures against COVID-19 based on WHO advice."<sup>2</sup>

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<sup>1</sup> As defined, inter alia, by relevant IMO instruments and the ILO Maritime Labour Convention, 2006, as may be applicable.

<sup>2</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

5 This framework of protocols expands on these recommendations, and maritime administrations should liaise with their Governments and relevant national authorities about their implementation as soon as possible.

### **Purpose and Scope**

6 This framework of protocols sets out general measures and procedures that should, so far as practicable, be implemented by Governments and all stakeholders concerned – although these can be modified as appropriate – to facilitate safe ship crew changes during the COVID-19 pandemic.<sup>3</sup>

7 These recommendations are addressed to maritime administrations and, as appropriate, in liaison with Governments – relevant national authorities including, inter alia, health, customs, immigration, border control, seaport and civil aviation authorities. They also address the roles of shipping companies (their agents and representatives, including crew agencies) and the seafarers they employ; as well as – in consultation with relevant authorities – seaports, airports and airlines involved in the process of facilitating travel for the purpose of ship crew changes.

8 It is recommended that if shipping companies (maritime employers) – "the Company" as defined by the IMO International Safety Management (ISM) Code, and "the shipowner" as defined by the ILO Maritime Labour Convention, 2006 – demonstrate broad compliance with or adherence to measures that might be applicable to them, as set out in this framework of protocols (and as may be modified by local authorities according to national circumstances), Governments and their relevant national authorities should be encouraged to do everything possible to facilitate ship crew changes, notwithstanding any restrictions that may continue to apply in response to the pandemic.

9 To comply with the IMO ISM Code, shipping companies are required, inter alia, to assess all identified risks to the safety of ships and personnel, and establish necessary safeguards and procedures in a documented Safety Management System (SMS). As part of the SMS, shipping companies may help find it helpful to develop detailed plans and procedures for the different aspects and risks associated with the coronavirus (COVID-19) on their ship operations. Elements of this framework of protocols could be integrated with the SMS as appropriate. Health protection measures, such as personal protective equipment (PPE), as referred to in these protocols, should be provided, in principle, at no cost to seafarers, in accordance with the ILO MLC, 2006.

10 Some of the recommendations addressed to shipping companies might not be appropriate for every company, especially when ship crews are rotated frequently (e.g. on ferry services, in short sea trades or offshore support vessels) or when large numbers of crew members are involved. The extent of implementation will also depend on the circumstances that may prevail at the time in the seafarer's country of residence or the place where the crew change is taking place, or other arrangements that shipping companies may have made with national authorities. The requirements of shipping companies set out in this framework should not be regarded as minimum standards that must always be complied with, in every detail, in order for a ship crew change to take place.

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<sup>3</sup> In addition to being applicable to the travel and movement of seafarers, Governments may also wish to apply relevant aspects of this framework of protocols to other marine personnel and designated key workers including, inter alia, offshore energy sector personnel. which are addressed in IMO Circular Letter No.4204/Add.13, "Recommendations for Governments and relevant national authorities on facilitating the movement of offshore energy sector personnel during the COVID-19 pandemic" dated 5 May 2020.

11 These protocols may be modified to provide additional detail (or less) as appropriate and proportionate to address national or local regulations, public health guidance and prevailing circumstances at the time. While these protocols focus on ship crew changes involving international travel via aircraft, they may be relevant to domestic travel involved to conduct crew changes. As such, these protocols may be applicable or modified to address the various transport modes that might be used during ship crew travel.

12 Use and implementation of this framework of protocols by Governments and relevant national authorities should be temporary and time limited to the coronavirus (COVID-19) pandemic. Arrangements and requirements should default to normal as soon as circumstances allow.

13 This framework of protocols covers the travel and movement of seafarers to and from ships for the purpose of effecting ship crew changes. This includes various **locations** (and potential locations) throughout the process of crew change and travel, and the **periods** of time when there may be risks that need to be managed and controlled in the process.

14 This framework takes into account the differences in the risks that may need be managed with regard to travel for the purposes of **joining a ship** and travel after **leaving a ship for repatriation**.<sup>4</sup>

15 The framework of protocols covers the following locations and periods in their scope:

<b>PROTOCOLS FOR JOINING A SHIP (P1 – P6)</b>
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***From a seafarer's place of ordinary residence in one country via aircraft to join a ship in a seaport in another country***

**Location 1 Place of ordinary residence**

Period: Time spent at place of ordinary residence before departure  
Period: Time (potentially) spent at any hotel, temporary accommodation, etc.  
Period: Travel to airport

**Location 2 Airport of departure**

Period: Time spent in airport of departure

**Location 3 Aircraft**

Period: Time during flight

**Location 4 Airport of arrival**

Period: Time spent in airport of arrival  
Period: Transfer (potentially) to any hotel, temporary accommodation, etc.  
Period: Time (potentially) spent at any hotel, temporary accommodation, etc.  
Period: Travel to seaport

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<sup>4</sup> Seafarers have the right to be repatriated at no cost to themselves in the circumstances and under the conditions specified in the ILO MLC, 2006. Parties to the MLC, 2006 are required to ensure that there are appropriate provisions in their laws and regulations or other measures or collective bargaining agreements, prescribing the precise entitlements to be accorded by shipowners for repatriation, including those relating to the destinations of repatriation, the mode of transport, the items of expense to be covered and other arrangements to be made by shipowners.

**Location 5 Seaport**

Period: Movement in port to ship  
Period: Embarkation onto ship

**Location 6 Ship**

Period: Time spent on ship following embarkation

<b>PROTOCOLS FOR LEAVING A SHIP AND REPATRIATION (P7 – P12)</b>
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*From a ship in a seaport in one country via aircraft to a seafarer's place of ordinary residence in another country*

**Location 7 Ship**

Period: Time spent on ship prior to disembarkation

**Location 8 Seaport**

Period: Disembarkation from ship  
Period: Movement in port from ship to transfer arrangement  
Period: Transfer (potentially) to any hotel, temporary accommodation, etc.  
Period: Time (potentially) spent at any hotel, temporary accommodation, etc.  
Period: Travel to airport of departure

**Location 9 Airport of departure**

Period: Time spent in airport of departure

**Location 10 Aircraft**

Period: Time during flight

**Location 11 Airport of arrival**

Period: Time spent in airport of arrival  
Period: Transfer (potentially) to any hotel, temporary accommodation, etc.  
Period: Time (potentially) spent at any hotel, temporary accommodation, etc.  
Period: Travel to place of ordinary residence

**Location 12 Place of ordinary residence**

Period: Time spent at place of ordinary residence immediately after repatriation

16 To cover the scope, this framework of protocols comprises two parts:

- .1 **Protocols for joining a ship (P1 to P6)** covering the periods during travel from a seafarer's place of ordinary residence in one country via aircraft (and other transport modes) to join a ship in a seaport in another country;<sup>5</sup> and

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<sup>5</sup> This might also include use of domestic as well as international aircraft.

- .2      **Protocols for leaving a ship and repatriation (P7 to P12)** covering the periods during travel from a ship in a seaport in one country via aircraft (and other transport modes) to a seafarer's place of ordinary residence in another country.<sup>6</sup>

## **Documentation**

17      Implementation of these protocols should be supported by documentation in order to facilitate recognition of adherence to these recommendations throughout the crew change and travel process. Whilst many of the documents referenced in these protocols may have already been developed by various stakeholders, some suggested possible templates are provided in the **appendix**.

18      Where possible, documents should be issued, prepared or made available in electronic form to reduce the risk hard copies pose for contamination. Where the original of the document is not in English, a translation should be made available.

19      The recommended documentation to be carried by seafarers, and as necessary prepared by seafarers for the purposes of their travel, are:

- A      Evidence of Seafarer Status Document(s)
- B      Crew Health Self-Declaration Form & Daily Temperature Records
- C      Employer Letter and Crew Change & Travel Information Sheet

20      In addition, it is suggested that Governments encourage seaports, airports and airlines to prepare information on their measures and requirements related to the coronavirus (COVID-19) for use by shipping companies and seafarers, and potentially other stakeholders concerned, in order to facilitate safe ship crew changes and travel during the pandemic. This information could be prepared using the possible suggested templates set out in the **appendix**:

- D      Port – Crew Change Information Sheet
- E      Airport – Crew Travel Information Sheet
- F      Airline – Crew Travel Information Sheet

21      Governments and their relevant national authorities are encouraged to provide information on their national approaches and requirements to facilitating safe ship crew changes and travel. This may include Governments of States where seafarers are ordinarily resident, States having seaports where crew changes take place, and flag States of ships that are seeking to conduct crew changes. If helpful, this information could be prepared using the suggested template included in the **appendix**.

- G      National – Crew Change & Travel Information Sheet

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<sup>6</sup>      Ibid.



## FRAMEWORK OF PROTOCOLS

# P1 – P6

## PROTOCOLS FOR JOINING A SHIP

*From a seafarer's place of ordinary residence in one country via aircraft to join a ship in a seaport in another country*

The objective of these protocols is to facilitate safe travel of seafarers to join ships for the purpose of conducting crew changes, and to ensure that effective measures are applied to manage and control the risk of seafarers becoming infected with the coronavirus (COVID-19), or infecting other persons, prior to leaving their place of ordinary residence and while travelling via aircraft (and other modes of transport) to join ships in a seaport in another country.

P1	LOCATION: PLACE OF ORDINARY RESIDENCE
P2	LOCATION: AIRPORT OF DEPARTURE
P3	LOCATION: AIRCRAFT
P4	LOCATION: AIRPORT OF ARRIVAL
P5	LOCATION: SEAPORT
P6	LOCATION: SHIP

# P1

## LOCATION: PLACE OF ORDINARY RESIDENCE

<b>1.1 Period: Time spent at place of ordinary residence</b>
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**Objective: To ensure, as far as practicable, that seafarers are healthy when they travel to join ships and to control the risk of seafarers becoming infected with coronavirus (COVID-19), or infecting other persons, immediately before leaving their place of ordinary residence to begin travel to join a ship**

NOTE: The duration of this period may be determined by requirements of relevant national authorities at both ends of the journey but, depending on the circumstances that prevail at the time, this might normally be at least 7 days.<sup>7</sup>

NOTE: Seafarers may be required to undergo a pre-deployment medical to meet the requirements of the employer, which might involve travel prior to their departure. Travel for this purpose and attendance at a medical facility or practitioner should be undertaken adhering to the same measures for travel to the airport of the departure.

### Requirements of shipping companies

- 1.1.1 Shipping companies will endeavour to ensure, as far as reasonably practicable, that seafarers monitor their health during time spent at their place of ordinary residence immediately before leaving to travel to join a ship.
- 1.1.1*bis* Shipping companies will instruct and require seafarers to inform the Company immediately if they feel unwell, and NOT to travel if they feel unwell or are experiencing any symptoms associated with COVID-19 as per WHO guidance.
- 1.1.2 Shipping companies will determine, based on any applicable national requirements or in liaison with its representatives or agents in the country, the duration of the period for which records should be recorded for the time spent at the place of ordinary residence immediately before departure (which may also include time subsequently spent at any hotel or temporary accommodation, etc. in the vicinity of the airport).
- 1.1.2*bis* Shipping companies will endeavour to ensure, as far as reasonably practicable, prior to leaving their country of residence, that seafarers strictly comply with any isolation, quarantine and/or testing requirements, that may be applicable locally or nationally, and as may be required by the relevant authorities in transit countries and/or in the destination country where the crew change will take place.

The Company will instruct and require seafarers to:

- 1.1.3 Familiarize themselves with general information on coronavirus (COVID-19) and standard infection protection and control precautions provided by relevant national or local authorities.

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<sup>7</sup> It is recognized this may not be practical when ship crews are rotated frequently (e.g. on ferry services, in short sea trades or offshore support vessels) in which case the period may need to include recent work on board ship.

- 1.1.4 Familiarize themselves with all information and guidance provided by the Company on its coronavirus (COVID-19) plans and procedures.
- 1.1.5 Comply with all standard infection protection and control precautions related to social distancing, self-isolation, hygiene (e.g. hand-washing, avoid touching face, etc.) and safe food handling practices, in accordance with WHO, national or local guidance.
- 1.1.5*bis* Comply strictly with any requirements for testing that may be established by relevant authorities prior to travel, particularly those which may be required by the relevant authorities in transit countries and/or the destination country where the crew change will take place.
- 1.1.5*ter* Comply strictly with any requirements for an isolation period that may be established by relevant authorities prior to or during travel, particularly those which may be required by the relevant authorities in transit countries and/or in the destination country where the crew change will take place.
- 1.1.6 Avoid close contact with any persons who are or appear unwell or show COVID-19 symptoms (e.g. cough, fever, etc.).
- 1.1.7 Check their temperature twice daily and keep records during the required number of days before travel (see **appendix** for a suggested template for keeping the records), and inform the Company (local representative or agent) if they show symptoms.
- 1.1.8 Inform the Company (local representative or agent) if they show any COVID-19 symptoms at their place of ordinary residence before leaving to travel to join the ship, and to ABORT any travel or proceeding with arrangements to join the ship.
- 1.1.9 Conclude all pre-joining formalities to the extent possible online while still at their place of ordinary residence (receiving documents and instructions, use of electronic signatures to sign documents, etc.).
- 1.1.10 Prepare and assemble documentation referenced in these protocols to complete travel to the ship, which may be inspected by relevant authorities or other stakeholders during the course of travel and crew change. The documentation should include the following as referenced in these protocols (for suggested possible templates see **appendix**):
  - A Evidence of Seafarer Status Document(s)
  - B Crew Health Self-Declaration Form & Daily Temperature Records
  - C Employer Letter and Crew Change & Travel Information Sheet
- 1.1.11 Assemble and prepare any other documentation required to complete their travel to the ship, as may be required by the Company and/or relevant authorities.

The Company will:

- 1.1.12 Provide seafarers with general information on coronavirus (COVID-19) and standard infection protection and control precautions based on WHO guidance.
- 1.1.13 Provide seafarers with detailed information on the Company's coronavirus (COVID-19) plans and procedures.

- 1.1.13**bis** Provide seafarers with information on the Company's policy regarding the need for strict compliance with any requirements of relevant authorities (and those of the Company), related to isolation, quarantine and testing, including advice that any non-compliance may be considered as grounds for disciplinary action by the Company.
- 1.1.13**ter** Provide seafarers with contact details of those Company representatives responsible for implementing the Company's policy, throughout the crew change process and on board the ship they are joining, and instruct seafarers to seek advice or clarification from the Company in the event of any doubt.
- 1.1.14 Arrange for seafarers to be provided with (or make arrangements for them to obtain this if the circumstances so dictate and allow) necessary personal protective equipment (PPE) sufficient to cover the period of travel to the ship, in accordance with national or local guidance and/or requirements of the Company (e.g. masks, gloves, hand sanitizer, thermometer, etc.), except for PPE which might be made available by third parties for a specific time or use.
- 1.1.15 Arrange flights and other supporting travel (e.g. transfers) for seafarers, and develop any necessary contingency plans.
- 1.1.16 Provide or ensure that seafarers receive documentation on their crew change and travel arrangements (see **appendix**) which, where possible, may include the following:
- B Crew Health Self-Declaration Form & Daily Temperature Records
  - C Employer Letter and Crew Change & Travel Information Sheet
  - D Port – Crew Change Information Sheet
  - E Airport – Crew Travel Information Sheet  
(for both departure and arrival airports, as well as any transit airports)
  - F Airline – Crew Travel Information Sheet
  - G National – Crew Change & Travel Information Sheet  
(for flag State and both departure and arrival countries)
- 1.1.17 Conduct all pre-joining formalities with seafarers while they are still at their place of ordinary residence to the extent possible.

## **Recommendations to Governments**

Governments and relevant national authorities should be encouraged to:

- 1.1.18 Permit and facilitate airports and airlines operating under their jurisdiction to arrange and conduct flights for the purposes of travel to perform ship crew changes, notwithstanding any other restrictions on flights that might continue to apply during the coronavirus (COVID-19) pandemic.
- 1.1.19 Permit seafarers, holding the requisite and applicable documentation, to travel to airports operating in their jurisdiction, including those that may be designated for facilitating flights for the purposes of ship crew changes, and granting any necessary exemptions from national travel or movement restrictions (including domestic flights or ferries) in order to facilitate their travel to join ships.
- 1.1.19**bis** Provide information to shipping companies and seafarers on arrangements and requirements for COVID-19 testing applicable to seafarers, including:
- .1 Approved or authorized testing clinics/centres within their jurisdiction; and

- .2 Timeframes for testing and receipt of results prior to travel, which should take into account the prevailing circumstances regarding the predictability of flights and the latest developments related to testing for COVID-19, including the use of any WHO approved 'rapid/instant' tests as a complement to other testing requirements.
- 1.1.20 Consider prioritizing testing for COVID-19 (including the use of any WHO approved "rapid/instant" tests as a complement to other testing requirements) for seafarers travelling to join ships, due to their recommended designation as key workers and their need to travel to join ships and that a test immediately prior to departure may be required by the relevant authorities in the destination country where the crew change will take place, in accordance with any national priorities or arrangements concerning the provision of testing for key workers.
- 1.1.21 Ensure that, if a COVID-19 test is conducted by or on behalf of a relevant authority, a document stating the test result and the authority under which it was conducted will be provided to the seafarer to retain as evidence of the test result.
- 1.1.21*bis* Provide information to shipping companies on any arrangements for accommodation applicable to seafarers for the purposes of isolation or quarantine, including any designated hotels, temporary accommodation, etc.
- 1.1.22 Provide information to shipping companies, and to airlines and airports under their jurisdiction, on any special requirements for the conduct of crew change flights and travel to airports, including the duration of the period for which records may be required for the time spent at the place of ordinary residence prior to departure (which may also include time subsequently spent at a hotel or temporary accommodation, etc. prior to arrival at the airport for the purposes of isolation or quarantine).
- 1.1.23 Provide information to shipping companies and seafarers, as well as all other stakeholders concerned such as airports and airlines, using the suggested template provided in these protocols as a guide (see **appendix**).
- 1.1.24 Request or encourage airports to make publicly available for use by seafarers before they depart their place of residence, and shipping companies (local representative or agent), any necessary requirements or measures established by the airport (or airlines operating from its terminals) related to the control of coronavirus (COVID-19). This might include information, inter alia, about health measures and screening procedures, special arrangements, pathways or zones applicable to seafarers. A suggested template for airports to provide key information is provided in the **appendix**.
- 1.1.25 Request or encourage airlines (in liaison with the airport of departure) to make publicly available for use by seafarers before they depart their place of residence, and shipping companies (local representative or agent), any necessary requirements or measures established by the airline (or airport from which they operate flights) related to the control of the coronavirus (COVID-19). This might include information, inter alia, about any special arrangements, such as special entrances, areas or zones to be used by seafarers in the airport, or health procedures or requirements that must be complied with, such as social distancing measures or use of PPE (e.g. face masks, gloves, etc.). A suggested template that airlines may wish to use to provide key information is provided in the **appendix**.
- 1.1.26 Consider (subject to the requirements of national and local law) relaxing or providing temporary exemptions to any visa requirements that might normally apply to seafarers travelling for the purposes of crew changes (any obligations under the relevant ILO and IMO Conventions notwithstanding), recognizing the impacts that closures of consulates and embassies – as well as other restrictions on local travel and

movements – may have for the application process and issuance of visas. This might include making appropriate temporary arrangements to:

- .1 Facilitate the expedited processing of applications through online digital means and prioritizing seafarer applications in view of their key worker status.
  - .2 Allow seafarers who are unable to apply or be issued with a visa in advance to be issued any necessary visa at the border at the airport of arrival.
  - .3 Accept an expired visa in the passport that was previously validly used by the seafarer, provided the seafarer is proceeding directly to the ship in the seaport in the country of arrival.
- 1.1.27 Consider relaxing or exempting seafarers from any requirements that might normally apply related to the minimum remaining validity of passports prior to travel, in recognition of the impact of the closures of passport offices, consulates and embassies during the coronavirus (COVID-19) pandemic on passport renewals.

<b>1.2 Period: Time (potentially) spent at any hotel, temporary accommodation, etc.</b>
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**Objective: To ensure that seafarers are healthy when they travel to join ships and to control the risk of seafarers becoming infected with coronavirus (COVID-19) while staying at a hotel, temporary accommodation, etc. before travelling to join a ship**

**Requirements for shipping companies**

- 1.2.1*ad* Shipping companies will endeavour to ensure, as far as reasonably practicable, that seafarers strictly comply with all isolation, quarantine and testing requirements, as may be applicable locally or nationally, or as may be required by the relevant authorities in transit countries and/or the destination country where the crew change will take place, prior to leaving their country of residence.

The Company will instruct seafarers to comply with:

- 1.2.1 Instructions or procedures of the hotel, temporary accommodation, etc., and national or local authorities, paying special attention to social distancing, hygiene and PPE requirements.
- 1.2.2 Comply with all standard infection protection and control precautions related to social distancing, self-isolation, hygiene (e.g. hand-washing, avoid touching face, etc.) and safe food handling practices, in accordance with WHO, national or local guidance.
- 1.2.2*bis* Comply strictly with any requirements for testing that may be required to enter or leave the hotel, temporary accommodation, etc. for the purposes of isolation or quarantine, or those that may be required by the relevant authorities in the destination country before travelling.
- 1.2.3 Avoid close contact with any persons who are or appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 1.2.4 Check their temperature twice daily and keep records during the required number of days before travel (see **appendix** for a suggested template for keeping the records).

- 1.2.5 Inform the Company (local representative or agent) if they show any COVID-19 symptoms before leaving to travel to join the ship, and to ABORT any further travel or proceeding with arrangements to join the ship.

<b>1.3 Period: Travel to airport of departure</b>
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**Objective: To facilitate safe crew travel to the airport of departure and to control the risk of seafarers becoming infected with coronavirus (COVID-19), or infecting other persons, while travelling to the airport of departure**

**Requirements of shipping companies**

The Company will instruct and require seafarers to:

- 1.3.1 Comply with standard infection protection and control precautions related to hygiene and safe food handling practices in accordance with national or local guidance (e.g. social distancing, hand-washing, use of hand sanitizer, avoid touching face, etc.).
- 1.3.2 Avoid close contact with persons who are or appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 1.3.3 Wear PPE as instructed for the duration of the travel as far as practicable (e.g. mask and gloves, etc.).
- 1.3.4 Carry and handle their own luggage.
- 1.3.5 Keep all relevant documents required for travel to the ship, in a bag or compartment that can be easily accessed and disinfected later.
- 1.3.6 Provide all requisite documentation for verification or inspection if requested by authorities.

The Company will:

- 1.3.7 Arrange to provide appropriate means of travel to the airport that, as far as possible, minimizes contact with other persons after leaving place of residence (or hotel, temporary accommodation, etc.), such as a private transfer.
- 1.3.8 Instruct seafarers to avoid travel by means of public transport, although this may be appropriate for longer journeys depending on the prevailing circumstances.

**Recommendations to Governments**

Governments and relevant national authorities should be encouraged to:

- 1.3.9 Provide information to shipping companies and seafarers, on national travel or movement restrictions and requirements (including domestic flights or ferries) using, as appropriate, the template provided in these protocols as a guide (see **appendix**).
- 1.3.10 Grant seafarers any necessary exemptions from national travel or movement restrictions (including domestic flights or ferries) in order to facilitate their joining their ships, provided they carry evidence of being a seafarer, consistent with the recommendation included with IMO Circular Letter No.4204/Add.6 to "designate

professional seafarers and marine personnel, regardless of nationality when in their jurisdiction, as "key workers" providing an essential service".

- 1.3.11 Encourage airports to designate special areas or zones for the arrival of seafarers at the airport of departure and to facilitate access from these areas or zones to any special areas or zones for check-in and potentially health screening.

## **P2 LOCATION: AIRPORT OF DEPARTURE**

<b>2.1 Period: Time spent in airport of departure</b>
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**Objective: To manage seafarers at airports travelling to join ships and to control the risk of seafarers becoming infected with coronavirus (COVID-19), or infecting other persons, while in the airport of departure and to facilitate their safe travel by aircraft**

### **Requirements of shipping companies**

The Company will instruct and require seafarers to:

- 2.1.1 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, use of hand sanitizer, avoid touching face, etc.).
- 2.1.1*bis* Avoid use of restaurants, cafes and public toilets, etc. as much as possible.
- 2.1.2 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible.
- 2.1.2*bis* Comply fully with any requirements for testing conducted by the airport or by the relevant authorities operating within the airport, including any requirements of the airline for testing prior to embarkation.
- 2.1.3 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 2.1.4 Wear PPE as instructed for the duration of time spent in the airport as far as practicable (e.g. mask, gloves, etc.);
- 2.1.5 Keep all relevant documents required for travel to the ship via aircraft in a bag or compartment that can be easily accessed and disinfected later.
- 2.1.5*bis* Inform the Company (local representative or agent) if they show any COVID-19 symptoms, and NOT to board the aircraft.

The Company will:

- 2.1.6 Provide seafarers, as far as possible, with the latest available information on their flights.



- 2.1.7 Provide seafarers with instructions and information on the arrangements awaiting them at the airport of arrival.
- 2.1.8 Provide seafarers with instructions and procedures to follow standard infection protection and control precautions.

### **Recommendations to Governments**

In liaison with maritime administrations, Governments and relevant national authorities should be encouraged to:

- 2.1.9 Ensure that, due to the recommended designation of seafarers as key workers and the importance of containing the coronavirus (COVID-19), any COVID-19 tests available to passengers in airports prior to international travel are made available to all seafarers regardless of their nationality.
- 2.1.10 Liaise with relevant authorities in the destination country about measures and requirements of the destination country applicable to seafarers travelling for the purposes of a crew change.
- 2.1.11 Cooperate with airports on the implementation of any special arrangements for health protection, security, customs, immigration and border controls.
- 2.1.12 Encourage airports to:
  - .1 Designate a special pathway for seafarers to pass through check-in, security, customs, immigration and border control that minimizes contact with airport personnel and other passengers/seafarers.
  - .2 Designate a special zone or area for seafarers to await boarding of aircraft that minimizes contact with airport personnel and other passengers.
  - .3 Facilitate social distancing in the airport (e.g. by marking the floor in queuing areas with at least 1 metre spaces where possible).
  - .4 Ensure that all relevant airport personnel are aware of any special arrangements or permissions related to the travel of seafarers.

## **P3 LOCATION: AIRCRAFT**

<b>3.1 Period: Time during flight</b>
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**Objective: To manage seafarers on board aircraft and to control the risk of seafarers becoming infected with coronavirus (COVID-19) or infecting other persons in-flight**

### **Requirements of shipping companies**

The Company will instruct and require seafarers to:

- 3.1.1 Comply with the instructions and procedures of the airline and cabin crew of the aircraft.
- 3.1.2 Maintain social distancing to the extent possible from other passengers on the flight, and sit with appropriate seat spacing, as may be arranged by the airline or cabin crew on board the aircraft.
- 3.1.3 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, use of hand sanitizer, avoid touching face, etc.).
- 3.1.4 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 3.1.5 Wear PPE as instructed for the duration of the time spent in-flight (e.g. mask, gloves, etc.).
- 3.1.6 Limit exposure to the extent possible to aircraft crew during in-flight service and other passengers when using the facilities.
- 3.1.7 Handle their own luggage on board the aircraft.

#### **Recommendations to Governments**

In liaison with maritime administrations, Governments and relevant national authorities are encouraged, according to the circumstances that apply locally and in the destination country, to invite airlines with respect to ship crew flights to:

- 3.1.8 Prepare and provide key information about special measures related to coronavirus (COVID-19) during embarkation and disembarkation of aircraft and in-flight. A suggested possible template to help airlines to provide key information (Airline – Crew Travel Information Sheet) is provided in the **appendix**.
- 3.1.9 Provide guidance for infection protection and control precautions during the flight (e.g. provision of sanitizer or PPE).

## **P4 LOCATION: AIRPORT OF ARRIVAL**

<b>4.1 Period: Time spent in airport of arrival</b>
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**Objective: To manage seafarers travelling to join ships and to control the risk of seafarers becoming infected with the coronavirus (COVID-19), or infecting other persons, at the airport of arrival and to facilitate their safe onward transfer to the seaport and ship**

#### **Requirements of shipping companies**

The Company will instruct and require seafarers to:

- 4.1.1 Comply with the instructions and procedures of the airport and relevant local authorities, including any health screening requirements such as temperature checks.

- 4.1.1*bis* Comply with any requirements for testing conducted by the airport or the relevant authorities operating within the airport.
- 4.1.2 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, avoid touching face, etc.).
- 4.1.3 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible.
- 4.1.4 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 4.1.5 Wear PPE as instructed for the duration of time spent in the airport so far as practicable (e.g. mask, gloves, etc.).
- 4.1.5*bis* Inform the Company (local representative or agent) if they show any COVID-19 symptoms, or receive a positive test result at the airport, and NOT to leave the airport until appropriate arrangements are made, and to ABORT travel to the port to join their ship.

### **Recommendations to Governments**

Provided that shipping companies and seafarers can demonstrate that they have done everything possible to adhere to the measures in these protocols that apply to them, including conducting twice-daily temperature check records, as well as any additional measures that Governments might choose to apply at the airport of arrival (e.g. testing, temperature checks, interviews and assessments, etc.), Governments and relevant national authorities, in liaison with maritime administrations, should be encouraged to:

- 4.1.6 Give serious consideration to exempting seafarers from any isolation or quarantine measures that might be applicable to other passengers arriving by aircraft from other countries, taking account of the recommendation included with IMO Circular Letter No.4204/Add.6 to "designate professional seafarers and marine personnel, regardless of nationality when in their jurisdiction, as "key workers" providing an essential service", and any special measures being implemented by the Company and/or alternative measures that might be agreed between the Company and the relevant authorities. This could be on the basis of the following:
  - .1 seafarers in transit to join a ship, which have shown no evidence of symptoms, and have maintained twice-daily temperature records, should present no higher risk of becoming infected with the coronavirus (COVID-19), or infecting other persons in the country, if – where practicable – they can proceed directly to their ship; and
  - .2 seafarers required to transfer to and stay at a hotel, temporary accommodation, etc. for an extended period, for isolation or quarantine, may have more occasion to interact with other persons than if permitted to proceed directly to their ship in the seaport.

In addition, Governments and relevant national authorities should be encouraged to:

- 4.1.7 Provide information for shipping companies, seafarers, airports and terminals about any special requirements and parameters for permitting airports and airlines operating under their jurisdiction to arrange and receive flights for the purposes of ship crew changes and travel. A suggested template for Governments and relevant national authorities to provide key information (National – Crew Change & Travel Information Sheet) is provided in the **appendix**.

- 4.1.8 Arrange for seafarers, where necessary, to obtain any required visas online or at the border at the airport of arrival, provided that their other documentation is in order to demonstrate they are travelling for the purposes of a ship crew change, consistent with the ILO Seafarers' Identity Documents Convention, 1958 (No. 108) and the IMO Convention on Facilitation of International Maritime Traffic, 1965, as amended, and, where relevant, the ILO **Seafarers' Identity Documents Convention (Revised)**, 2003 (No.185).
- 4.1.9 Consider relaxing (subject to the requirements of national or local law) any visa requirements that might normally apply to seafarers (any obligations under the relevant ILO and IMO conventions notwithstanding), recognizing the impacts that closures of consulates and embassies – as well as other restrictions on local travel – may have for the application process and issuance of visas; and make appropriate temporary arrangements so that any seafarers that are unable to apply or be issued with a visa in advance of a crew transfer can be granted any necessary visa at the border at the airport of arrival.
- 4.1.10 Consider relaxing or exempting seafarers from any requirements that might normally apply related to the minimum remaining validity of passports prior to entry, in recognition of the impact of the closures of passport offices, consulates and embassies during the coronavirus (COVID-19) pandemic on passport renewals.
- 4.1.11 Encourage airports to:
- .1 Provide information for employers and seafarers that will use the airport for the purposes of crew travel to conduct crew changes, which establishes, inter alia, the special arrangements, areas or zones to be used by seafarers in the airport. A suggested template to help airports to provide key information (Airport – Crew Travel Information Sheet) is provided in the **appendix**.
  - .2 Designate a special area for seafarers to pass through any security, health screening, customs, immigration and border control that minimizes contact with airport personnel and other passengers/seafarers.
  - .3 Designate a special area for seafarers disembarking aircraft to move through the airport on pathways that minimize contact with airport personnel and other passengers.
  - .4 Designate a special area for seafarers to await boarding of land transport transfers to the seaport, or any intermediate destination such as hotel accommodation, that minimizes contact with airport personnel and other passengers.
- 4.1.12 Encourage airports to cooperate with Governments and relevant authorities on the implementation of special arrangements for customs, immigration and border controls matters, as well as any health checks or screening requirements.
- 4.1.13 Encourage airports to facilitate social distancing in the airport (e.g. by marking the floor in queuing areas with at least 1 metre spaces where possible).
- 4.1.14 Encourage airports to ensure that all relevant airport personnel are aware of any special arrangements or permissions related to the travel of seafarers and their key worker status.

## **4.2 Period: Transfer (potentially) to any hotel, temporary accommodation or similar**

**Objective: To manage the safe crew travel to the place of any required hotel stay, temporary accommodation or similar, and to control the risk of seafarers becoming infected with the coronavirus (COVID-19) while travelling to any such places**

### **Requirements of shipping companies**

4.2.1ad Unless seafarers are required by local authorities to quarantine in a hotel, temporary accommodation, etc. prior to travelling to the port to join their ship, shipping companies should consider the feasibility of making arrangements for seafarers to travel directly from the airport of arrival to the seaport. However, for practical and logistical reasons, a stay at a hotel, temporary accommodation, etc. may be necessary before transfer to the seaport.

4.2.1 Shipping companies should arrange to provide appropriate means of travel to the hotel, temporary accommodation, etc. that minimizes contact with other persons after leaving the airport.

NOTE: Shipping companies may have less or no control or choice over the safety or means of the transport to be used, especially if crew are required to transfer to accommodation or facilities designated by local or national authorities.

If it is necessary for seafarers to stay at a hotel, temporary accommodation, etc., the Company will instruct and require seafarers to:

4.2.2 Comply with any instructions and procedures from relevant local or national authorities, which might potentially include the need to comply with instructions regarding isolation or quarantine in a hotel, or another place of accommodation that might be determined by the local or national authorities.

4.2.3 Depending on the duration of the transfer, continue to check their temperature and keep records in a standard format until they join their ship (see **appendix**).

4.2.4 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, avoid touching face, etc.).

4.2.5 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible.

4.2.6 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).

4.2.7 Wear PPE as instructed for the duration of the travel as far as practicable (e.g. mask, gloves, etc.).

4.2.8 Carry and handle their own luggage to the extent possible.

4.2.9 Keep all relevant documents required for the travel to the ship in a bag or compartment that can be easily accessed and disinfected later.

<b>4.3 Period: Time (potentially) spent at any hotel, temporary accommodation, etc.</b>
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**Objective: To manage the safety of seafarers while staying at any hotel, temporary accommodation, etc. and to control the risk of seafarers becoming infected with the coronavirus (COVID-19) while staying at any such places**

**Requirements of shipping companies**

4.3.1 For practical and logistical reasons, a stay at hotel, temporary accommodation, etc. may be necessary before travelling to the port. Provided, however, this is consistent with any national requirements or restrictions, and/or the logistical or practical considerations that may prevail locally, shipping companies will consider the feasibility of making arrangements for seafarers to travel directly from the airport of arrival to the seaport in order to minimize contact with other persons and so reduce the risk of infection or infecting other people.

If a hotel stay, temporary accommodation, etc. is necessary, the Company will instruct and require seafarers to:

4.3.2 Comply with any instructions and procedures from relevant local or national authorities, which might include the need to comply with instructions regarding isolation or quarantine in a hotel, or another place of accommodation that might be determined by the local or national authorities.

4.3.3 Comply with any instructions from the hotel, temporary accommodation, etc., and national or local authorities, paying special attention to any social distancing, hygiene and PPE requirements.

4.3.4 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, avoid touching face, etc.).

4.3.4**bis** Comply strictly with any requirements for testing which may be required to enter or leave the hotel, temporary accommodation, etc. for the purposes of isolation or quarantine.

4.3.5 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible.

4.3.6 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).

4.3.7 Wear PPE as instructed for the duration of the stay when appropriate (e.g. mask, gloves, etc.).

4.3.8 Handle their own luggage at the hotel, temporary accommodation, etc., to the extent possible.

4.3.9 Inform the Company (local representative or agent) if they show any COVID-19 symptoms during their stay, and to ABORT travel to the port to join their ship.

#### **4.4 Period: Travel to port**

**Objective: To facilitate safe crew travel to the seaport from the airport of arrival and to control the risk of seafarers becoming infected with coronavirus (COVID-19), while travelling to the port**

##### **Requirements of shipping companies**

- 4.4.1 Shipping companies will arrange to provide appropriate means of travel to the seaport, such as a private transfer, to minimize contact with other persons after leaving the airport and during the transfer to the port.
- 4.4.2 In large towns or cities, shipping companies should avoid, as far as possible, instructing seafarers to travel by means of public transport, although this may be necessary for longer journeys and will depend on the prevailing circumstances.

The Company will instruct and require seafarers to:

- 4.4.3 Comply with any instructions and procedures from relevant local or national authorities, which might include the need to comply with instructions regarding self-isolation or quarantine in a hotel, or another place of accommodation that might be determined by the local or national authorities.
- 4.4.4 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, avoid touching face, etc.).
- 4.4.5 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible.
- 4.4.6 Avoid contact with persons who appear unwell or show COVID-19 symptoms (e.g. cough, fever, etc.).
- 4.4.7 Wear PPE as instructed for the duration of the travel as far as practicable (e.g. mask, gloves, etc.).
- 4.4.8 Carry and handle their own luggage to the extent possible.
- 4.4.9 Keep all relevant documents required for the travel to the ship in a bag or compartment that can be easily accessed and disinfected later.
- 4.4.9bis Inform the Company (local representative or agent) if they show any COVID-19 symptoms, and to ABORT travel to the port to join their ship.

The Company will:

- 4.4.10 Arrange to provide appropriate means of travel to the port that, as far as possible, minimizes contact with other persons after leaving the airport of arrival (e.g. private transfer). If a private bus is used, appropriate sanitization and social distancing measures should be required and applied to the extent possible.
- 4.4.11 Arrange for the seaport to be notified of the impending arrival of the seafarer at the port.

- 4.4.12 Arrange for the ship to be notified of the impending arrival of the seafarer joining the ship.

### **Recommendations to Governments**

Governments and relevant national authorities should be encouraged to:

- 4.4.13 Grant seafarers any necessary exemptions from national travel or movement restrictions (including domestic flights or ferries) to facilitate their joining their ships, provided they carry evidence of being a seafarer, consistent with the recommendation included with IMO Circular Letter No.4204/Add.6 to "designate professional seafarers and marine personnel, regardless of nationality when in their jurisdiction, as "key workers" providing an essential service".
- 4.4.14 Encourage seaports to designate a special area or zone for the arrival of seafarers at the port.

## **P5** LOCATION: SEAPORT

<b>5.1 Period: Movement in port to ship</b>
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**Objective: To manage the interaction between seafarers and port personnel and infrastructure, to control the risk of seafarers becoming infected with the coronavirus (COVID-19), or infecting others, while moving through the port to join their ship, and to manage the embarkation of seafarers in order to control the risk of bringing the coronavirus (COVID-19) onto the ship**

### **Requirements of shipping companies**

The Company will ensure that:

- 5.1.1 The ship has arrived alongside the quay in the port (or, for example, at an anchorage if the transfer is to be made by water) before the crew joining the ship arrive at the port facility, to minimize time spent within the port area, opportunities for contact with other personnel, and the risk of being infected or infecting other persons.
- 5.1.2 The ship has provided details of both on-signers and off-signers as part of its Pre-Arrival Notification – with an 'Arrival' crew list and a 'Departure' crew list.
- 5.1.3 Transportation to the ship has been arranged by its agent or representative.

The Company will instruct and require seafarers to:

- 5.1.3**bis** Comply with any testing requirements of the port health authority, or other authorities, which may be required in order to enter the port or to join a ship in the port.
- 5.1.4 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, use of hand-sanitizer, avoid touching face, etc.).



- 5.1.5 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 5.1.6 Avoid close contact and non-essential interaction with other personnel in port, including other seafarers.
- 5.1.7 Wear PPE as instructed in the port area as far as practicable (e.g. mask, gloves, etc.).
- 5.1.8 Keep all relevant documents required for the travel to the ship in a bag or compartment that can be easily accessed and disinfected later.
- 5.1.8*bis* Inform the Company (local representative or agent) if they show any COVID-19 symptoms, and to ABORT proceeding to the point of embarkation onto the ship.

The Company will:

- 5.1.9 Arrange for the disposal of any PPE used during travel (only that which cannot be washed/disinfected), and any other items not required on board ship.
- 5.1.10 Arrange for seafarers to be provided with any new or specific PPE or materials required by the seafarer to comply with the Company's coronavirus (COVID-19) plans and procedures.

### **Recommendations to Governments**

Governments and relevant national authorities are encouraged to:

- 5.1.11 Liaise with seaports about any measures or requirements they may apply to seafarers involved in crew changes when moving through the seaport to the ship for embarkation.
- 5.1.12 Cooperate with seaports on the implementation of any special arrangements for health protection, security, customs, immigration and border controls.
- 5.1.13 Encourage or require seaports to:
  - .1 Provide shipping companies (their representative or agents) with any necessary requirements or measures established by the port related to the control of coronavirus (COVID-19) and requirements for the conduct of crew changes. A suggested template for seaports to provide key information (Port – Crew Change Information Sheet) is provided in the **appendix**.
  - .2 Designate a special area or zone for seafarers arriving at the seaport that avoids any opportunities for close contact and non-essential interaction with other persons or infrastructure in the port, including other seafarers.
  - .3 Designate an approach for the transportation of seafarers from the special area or zone of arrival to the ship that avoids any opportunities for close contact and non-essential interaction with other persons or infrastructure in the port, including other seafarers.

<b>5.2 Period: Embarkation on to ship</b>
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**Objective: To manage the embarkation of seafarers and to control the risk of seafarers bringing the coronavirus (COVID-19) on to the ship**

**Requirements of shipping companies**

The Company will instruct and require seafarers to:

- 5.2.1 Avoid close contact and non-essential interaction with other personnel on the quayside, on the gangway or in the launch, including other seafarers.
- 5.2.2 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible during embarkation.
- 5.2.3 Wear PPE as instructed for embarkation.
- 5.2.4 Carry and handle their own luggage.
- 5.2.5 Keep all relevant documents required for the travel to the ship in a bag or compartment that can be easily accessed and disinfected later.

The Company will:

- 5.2.6 Ensure that the Company's coronavirus (COVID-19) plans and procedures are fully complied with during the management of the embarkation of seafarers, which should include:
  - .1 disposal of any single-use PPE worn by seafarers during travel;
  - .2 seafarers at the point of embarkation wearing appropriate PPE (e.g. mask, gloves, etc.);
  - .3 seafarers having their temperature taken at the time of embarkation, or as may be appropriate, being tested for COVID-19 if suitable test kits are available;
  - .4 seafarers completing a questionnaire as an updated self-declaration of health at the time of embarkation;
  - .5 disinfection of seafarers' luggage in a designated area outside the accommodation;
  - .6 disinfection and/or laundering of seafarers' clothes worn during travel immediately after embarkation; and
  - .7 seafarers receiving documents from the joining seafarer disinfecting them, and washing their hands after touching any of the documents.

**Recommendations to Governments**

Governments and relevant national authorities are encouraged to:

- 5.2.7 Ensure that any inspections, surveys or other visits to the ship are coordinated with the ship to ensure social distancing during the arrival of any seafarers for embarkation.

- 5.2.8 Ensure that, due to the recommended designation of seafarers as key workers and the importance of avoiding introduction of the coronavirus (COVID-19) onto a departing ship, any COVID-19 tests available prior to embarkation are available to all seafarers regardless of their nationality.
- 5.2.9 Ensure that, if a COVID-19 test is conducted by, or on behalf of, a relevant authority prior to embarkation, a document stating the test result and the authority under which it was conducted will be provided to the seafarer and the ship to retain as evidence of the test result.

## P6 LOCATION: SHIP

### 6.1 Period: Time spent on board ship after embarkation

**Objective: To monitor the health of seafarers following embarkation, and to manage and control the risk of infecting other seafarers on board should the seafarer have become infected while travelling to join the ship and this was not detected prior to or at the time of embarkation**

NOTE: The existence or duration of this period will be determined by any requirements of the Company in accordance with its coronavirus (COVID-19) plans and procedures.

#### Requirements of shipping companies

- 6.1.1 Shipping companies will endeavour to ensure, as far as reasonably practicable, that seafarers are healthy and free of infection following embarkation to mitigate the risk of infecting seafarers if they were infected prior to embarkation.
- 6.1.2 Shipping companies will determine the duration of the period in which any special measures or requirements will be applied to seafarers that have recently joined the ship, taking account of any relevant requirements of the flag State.
- 6.1.2bis Shipping companies should instruct and require seafarers, working in close proximity to crew members that have recently joined the ship, to follow standard hygiene procedures, to use PPE, and disinfect objects and surfaces with which new crew members may have contact.

The Company will instruct and require seafarers to:

- 6.1.3 Practise **shipboard self-distancing (SSD)**, as far as possible, for an initial period of time once on board which, inter alia, might include seafarers:
- .1 maintaining a WHO recommended social distance of at least 1 metre when working alongside other seafarers to the extent possible;
  - .2 avoiding all non-essential contact or close proximity with other seafarers and any other persons;

- .3 using external stairways/escape routes and walkways to move around the ship when possible, but only if conditions and circumstances permit and it is safe to do so;
  - .4 disinfecting their own work areas, equipment and tools as appropriate after use;
  - .5 refraining from using any common areas on board, such as the mess/day room, laundry area or recreational areas when being used by others, unless special arrangements or measures are in place, and avoid use of public toilets as far as practicable;
  - .6 returning to their cabin immediately after completing work hours or duties;
  - .7 remaining in their cabin during rest hours, except when arrangements or measures are in place to permit them to spend some rest time on deck;
  - .8 receiving and eating all meals in their cabin, provided it is safe to do so, with other personnel handling their meals and dishes to use PPE and disinfect carefully after each handling;
  - .9 strictly avoiding entering pantries and the galley; and
  - .10 wearing PPE as instructed when outside their cabin.
- 6.1.4 Comply with all standard infection protection and control precautions related to social distancing, self-isolation, hygiene (e.g. hand-washing, avoid touching face, etc.) and safe food handling practices, in accordance with Company procedures and WHO guidance.
- 6.1.5 Avoid close contact with any persons who are or appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 6.1.6 Check their temperature twice daily and keep records as may be required for a number of days after embarkation (see **appendix** for a suggested template for keeping the records).
- 6.1.7 Inform the Master (or designated responsible officer) if they show any COVID-19 symptoms in accordance with the Company's coronavirus (COVID-19) plans and procedures.

The Company will:

- 6.1.8 Ensure it has established coronavirus (COVID) plans and procedures for its ships.
- 6.1.9 Ensure that recently joined seafarers are supported in practising shipboard self-distancing (SSD) in accordance with the Company's coronavirus (COVID-19) plans and procedures (e.g. PPE).
- 6.1.10 Ensure daily work and tasks assigned to recently joined seafarers are arranged to minimize contact and close proximity with other seafarers.

- 6.1.11 Ensure seafarers are provided with cleaning materials, equipment and substances to clean and disinfect their own cabin and toilet on at least a daily basis if practising shipboard self-distancing (SSD).
- 6.1.12 Ensure there is appropriate and sufficient equipment on board for temperature registration to permit seafarers to comply with any requirements for temperature checks.
- 6.1.13 Ensure recently joined seafarers are assigned a designated space for changing and safekeeping work wear (if not possible in their cabin).
- 6.1.14 Ensure there is sufficient availability of PPE and other materials and substances required to maintain hygiene, cleanliness and disinfect surfaces as appropriate on board ship in accordance with the Company's coronavirus (COVID-19) plans and procedures.

## FRAMEWORK OF PROTOCOLS

# P7 – P12

## PROTOCOLS FOR LEAVING A SHIP AND REPATRIATION

*From a ship in a seaport in one country via aircraft to a seafarer's place of ordinary residence in another country*

The objective of these protocols is to facilitate safe travel of seafarers in order to be repatriated, and to ensure that effective measures are applied to manage and control the risk of seafarers becoming infected with the coronavirus (COVID-19), or infecting other persons, throughout the process of travelling via aircraft (and other transport modes) to their place of ordinary residence in another country.

P7	LOCATION: SHIP
P8	LOCATION: SEAPORT
P9	LOCATION: AIRPORT OF DEPARTURE
P10	LOCATION: AIRCRAFT
P11	LOCATION: AIRPORT OF ARRIVAL
P12	LOCATION: PLACE OF ORDINARY RESIDENCE

# P7

## LOCATION: SHIP

### 7.1 Period: Time spent on ship immediately before disembarkation

**Objective: To monitor the health of seafarers prior to disembarkation to endeavour to ensure, as far as reasonably practicable, they are healthy before disembarkation from the ship**

NOTE: The duration of this period will be determined by requirements of the Company in accordance with its coronavirus (COVID-19) plans and procedures.

#### Requirements of shipping companies

- 7.1.1 Shipping companies will endeavour to ensure, as far as reasonably practicable, that seafarers are healthy before disembarkation from the ship to mitigate the risk of infecting other persons upon leaving the ship to be repatriated.
- 7.1.2 Shipping companies will determine the duration of the period in which any special measures or requirements will be applied to seafarers that will leave the ship for repatriation.

#### Requirements of shipping companies

The Company will instruct and require seafarers to:

- 7.1.3 Comply with all standard infection protection and control precautions related to social distancing, self-isolation, hygiene (e.g. hand-washing, avoid touching face, etc.) and safe food handling practices, in accordance with Company and WHO guidance.
- 7.1.4 Avoid close contact with any persons who are or appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 7.1.5 Check their temperature twice daily and keep records during the required number of days before travel (see **appendix** for a suggested template for keeping the records).
- 7.1.6 Inform the Master (or designated responsible office) if they show any COVID-19 symptoms in accordance with the Company's coronavirus (COVID-19) plans and procedures.
- 7.1.7 Familiarize themselves with general information on coronavirus (COVID-19) and standard infection protection and control precautions provided by the relevant national and local authorities.
- 7.1.8 Prepare and assemble documentation referenced in these protocols to complete travel from the ship, which may be inspected by relevant authorities or other stakeholders during the course of travel and crew change. The documentation should include the following documents and forms referenced in these protocols (see suggested templates in the **appendix**):

- A Evidence of Seafarer Status Document(s)
- B Crew Health Self-Declaration Form & Daily Temperature Records
- C Employer Letter and Crew Change & Travel Information Sheet

- 7.1.9 Assemble and prepare any other documentation required to complete their travel from the ship, as may be required by the Company and/or relevant authorities (e.g. passport).
- 7.1.10 Conclude all off-signing formalities to the extent possible online while on board ship (receiving documents and travel instructions, etc.).

The Company will:

- 7.1.11 Ensure it has established coronavirus (COVID) plans and procedures for its ships.
- 7.1.12 Ensure that seafarers are supported in practising shipboard self-distancing (SSD) in accordance with the Company's coronavirus (COVID-19) plans and procedures (e.g. PPE, meals in cabin, etc.).
- 7.1.13 Ensure daily work and tasks assigned to seafarers are arranged to minimize contact and close proximity with other seafarers if practising shipboard self-distancing (SSD).
- 7.1.14 Ensure seafarers are provided with cleaning materials, equipment and substances to clean and disinfect their own cabin and toilet on at least a daily basis if practising shipboard self-distancing (SSD).
- 7.1.15 Ensure seafarers are assigned a designated space for changing and safekeeping work wear (if not possible in their cabin) if practising shipboard self-distancing (SSD).
- 7.1.16 Ensure there is sufficient availability of PPE and other materials and substances required to maintain hygiene, cleanliness and disinfect surfaces as appropriate on board ship in accordance with the Company's coronavirus (COVID-19) plans and procedures.

Additionally, the Company will:

- 7.1.17 Provide seafarers with general information on coronavirus (COVID-19) and standard infection protection and control precautions based on WHO guidance.
- 7.1.17**is** Provide seafarers with information on the Company's policy regarding the need for strict compliance with any requirements of relevant authorities (and those of the Company), related to isolation, quarantine and testing, including advice that any non-compliance may be considered as grounds for disciplinary action by the Company.
- 7.1.17**ter** Provide seafarers with contact details of those Company representatives responsible for implementing the Company's policy, throughout the crew change process, and instruct seafarers to seek advice or clarification from the Company in the event of any doubt.
- 7.1.18 Arrange for seafarers to be provided with any necessary personal protective equipment (PPE) or other materials required for their travel in accordance with requirements of the Company or national or local guidance (e.g. masks, gloves, hand sanitizer, thermometer, etc.).



- 7.1.19 Notify the seaport and any relevant authorities of the disembarkation of seafarer(s) from the ship, as well as any seafarers joining the ship, as part of the ship's pre-arrival notification.
- 7.1.20 Arrange flights and other supporting travel (e.g. transfers) for seafarers, and develop any necessary contingency plans.
- 7.1.21 Provide or ensure that seafarers receive documentation on their crew change and travel arrangements which, where possible, should include the following:
- B Crew Health Self-Declaration Form & Daily Temperature Records
  - C Employer Letter and Crew Change & Travel Information Sheet
  - D Port – Crew Change Information Sheet
  - E Airport – Crew Travel Information Sheet  
(for both departure and arrival airports, as well as any transit airports)
  - F Airline – Crew Travel Information Sheet
  - G National – Crew Change & Travel Information Sheet  
(for flag State and both departure and arrival countries)
- 7.1.22 Conduct all off-signing formalities with seafarers to the extent possible online while they are still on board the ship.

### **Recommendations to Governments**

In liaison with maritime administrations, Governments and relevant national authorities are encouraged to:

- 7.1.23 Permit and facilitate airports and airlines operating under their jurisdiction to arrange and conduct flights for the purposes of ship's crew travel to perform crew changes, notwithstanding any other restrictions on international flights that might continue to apply during the coronavirus (COVID-19) pandemic.
- 7.1.24 Permit seafarers, holding the requisite and applicable documentation, to travel to airports operating in their jurisdiction, such as those that may be designated for facilitating flights for the purposes of ship crew changes and, granting any necessary exemptions from national travel or movement restrictions in order to facilitate their repatriation.
- 7.1.24<sup>bis</sup> Provide information to shipping companies on arrangements or requirements for any COVID-19 testing applicable to seafarers, including, as appropriate:
- .1 Approved or authorized testing clinics/centres within their jurisdiction; and
  - .2 Timeframes for testing and receipt of results prior to travel, which should take into account the prevailing circumstance regarding the predictability of flights and the latest developments related to testing for COVID-19, including the use of any WHO approved 'rapid/instant' tests as a complement to other testing requirements.
- 7.1.24<sup>ter</sup> Consider prioritizing testing for COVID-1 (including the use of any WHO approved "rapid/instant" tests as a complement to other testing requirements) for seafarers travelling for repatriation based on their recommended designation as key workers, taking into account any national priorities or arrangements concerning the provision of tests to key workers.

- 7.1.25 Provide information to shipping companies, and to airlines and airports under their jurisdiction on any special requirements for the conduct of crew change flights and travel to airports, including the duration of the period for which records may be required for the time spent prior to departure (which may also include time spent at a hotel, temporary accommodation, etc. for the purposes of isolation or quarantine).
- 7.1.25bis Provide information to shipping companies on any arrangements for accommodation applicable to seafarers for the purposes of isolation or quarantine, including on any designated hotels, temporary accommodation, etc.
- 7.1.26 Provide information to shipping companies and seafarers, as well as all other stakeholders concerned such as airports and airlines, (National – Crew Change & Travel Information Sheet) using the template provided in these protocols as a guide (see **appendix**).
- 7.1.27 Request seaports to provide shipping companies with information on any necessary requirements or measures established by the port related to the control of coronavirus (COVID-19) and requirements for the conduct of crew changes. A suggested template for airports to provide key information (Port – Crew Change Information Sheet) is provided in the **appendix**.
- 7.1.28 Request or encourage airports to make publicly available for use by seafarers before they disembark ship, as well as shipping companies, information on any necessary requirements or measures established by the airport (or airlines operating from its terminals) related to the control of coronavirus (COVID-19). This might include information, inter alia, about health measures and screening procedures, special arrangements, pathways or zones applicable to seafarers. A suggested template for airports to provide key information (Airport – Crew Travel Information Sheet) is provided in the **appendix**.
- 7.1.29 Request or encourage airlines (in liaison with the airport of departure) to make publicly available for use by seafarers before they disembark ship, as well as shipping companies, information on any necessary requirements or measures established by the airline (or airport from which they operate flights) related to the control of the coronavirus (COVID-19). This might include information, inter alia, about any special arrangements, such as special entrances, areas or zones to be used by seafarers in the airport, or health procedures or requirements that must be complied with, such as social distancing measures or use of PPE (e.g. face masks, gloves, etc.). A suggested template for airlines to provide key information (Airline – Crew Travel Information Sheet) is provided in the **appendix**.

# P8

## LOCATION: SEAPORT

### 8.1 Period: Disembarkation from ship

**Objective: To manage the disembarkation of seafarers and to control the risk of seafarer being infected with the coronavirus (COVID-19), or infecting other persons, during or following disembarkation**

#### Requirements of shipping companies

8.1.1 Shipping companies will endeavour to ensure, as far as reasonably practicable, that seafarers are healthy and free of infection at the time of disembarkation.

8.1.1*bis* Shipping companies will endeavour to ensure, as far as reasonably practicable, that seafarers do not travel for the purposes of repatriation if they feel unwell or are experiencing any symptoms associated with COVID-19, and instead immediately seek medical assistance via the port health authorities.

8.1.1*ter* Shipping companies will endeavour to ensure, as far as reasonably practicable, that seafarers strictly comply with any isolation or quarantine and testing requirements, as may be applicable locally or nationally, prior to the seafarer being permitted to be repatriated to their country of ordinary residence.

The Company will instruct and require seafarers to:

8.1.1*q* Comply strictly with any testing required by the port health authority, or other relevant authorities, in order to travel through the port area and to leave the port.

8.1.2 Avoid close contact and non-essential interaction with other personnel on the quayside, on the gangway or in the launch, including other seafarers.

8.1.3 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible during disembarkation.

8.1.4 Wear PPE as instructed for disembarkation.

8.1.5 Carry and handle their own luggage.

8.1.6 Keep all relevant documents required for the travel to the country and place of ordinary residence in a bag or compartment that can be easily accessed and disinfected later.

The Company will:

8.1.7 Ensure that the Company's coronavirus (COVID-19) plans and procedures are fully complied with during the management of the disembarkation of seafarers, which should include:

- .1 disposal of any single-use PPE worn by seafarers onboard prior to disembarkation;

- .2 seafarers at point of disembarkation wearing appropriate PPE (e.g. mask, gloves, etc.);
- .3 disinfection of seafarers' luggage in a designated area prior to disembarkation;
- .4 disinfection and/or laundering of seafarers' clothes to be worn during travel prior to disembarkation;
- .5 seafarers' documents being returned by the ship to the seafarer are disinfected prior to disembarkation; and
- .6 seafarers are screened in accordance with any procedures of the Company to verify they are ready for disembarkation and travel, such as having their temperature taken and recorded immediately prior to disembarkation.

### **Recommendations to Governments**

Governments and relevant national authorities should be encouraged to:

- 8.1.8 Ensure that any inspections, surveys or other visits to the ship are coordinated with the ship to ensure social distancing during the disembarkation of any seafarers from the ship.
- 8.1.9 Consider facilitating or promoting the conduct of crew changes off-port limits to potentially reduce the interaction between ship and shore personnel involved in berthing ships, especially if the port is not the ship's scheduled port of call for loading/discharging cargo.
- 8.1.10 Consider making testing for COVID-19 available to seafarers disembarking ships, regardless of nationality, due to their recommended designation as key workers needing to be repatriated, in accordance with any national priorities or arrangements concerning the provision of testing for key workers.
- 8.1.11 Ensure that, if a COVID-19 test is conducted by, or on behalf of, a relevant authority, a document stating the test result and the authority under which it was conducted will be provided to the seafarer to retain as evidence of the test result.
- 8.1.12 Arrange for seafarers, where necessary, to obtain any required visas at the border at the seaport, provided that their other documentation is in order to demonstrate they are traveling for the purposes of a ship crew change, consistent with the ILO Seafarers' Identity Documents Convention, 1958 (No. 108) and the IMO Convention on Facilitation of International Maritime Traffic, 1965, as amended, and, where relevant, the ILO **Seafarers' Identity Documents Convention (Revised)**, 2003 (No.185).
- 8.1.13 Consider relaxing (subject to the requirements of national and local law) any visa requirements that might normally apply to seafarers (any obligations under the relevant ILO and IMO Conventions notwithstanding), recognizing that the impacts that closures of consulates and embassies – as well as other restrictions on local travel and movements – may have for the application process and issuance of visas. This might include making appropriate temporary arrangements to:

- .1 facilitate the expedited processing of applications through online digital means and prioritising seafarer applications in view of their key worker status; or
  - .2 allow that seafarers who are unable to apply or be issued with a visa in advance can be granted any necessary visa at the seaport; or
  - .3 accept an expired visa in the passport that was previously validly used by the seafarer.
- 8.1.14 Consider relaxing or exempting seafarers from any requirements that might normally apply related to the minimum remaining validity of passports prior to entry, in recognition of the impact of the closures of passport offices, consulates and embassies during the coronavirus (COVID-19) pandemic on passport renewals. This may include considering permitting travel on an expired passport (provided not more than six months expired) for one-off repatriation to a seafarer's country of ordinary residence, provided they are carrying required documentation.

## **8.2 Period: Movement in port from ship to transfer arrangement**

**Objective: To minimize and manage the interaction between seafarers and port personnel and infrastructure and to control the risk of seafarers becoming infected with COVID-19 while moving through ports to join their onward transfer to airports**

### **Requirements of shipping companies**

The Company will instruct and require seafarers to:

- 8.2.1 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, use of hand-sanitizer, avoid touching face, etc.).
- 8.2.2 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 8.2.3 Avoid close contact and non-essential interaction with other personnel in port, including other seafarers.
- 8.2.4 Wear PPE as instructed in the port area as far as practicable (e.g. mask, gloves, etc.).
- 8.2.5 Keep all relevant documents required for the travel in a bag or compartment that can be easily accessed and disinfected later.
- 8.2.6 Comply with any requirements of the port or other relevant authority for screening or testing prior to onward travel.

The Company will:

- 8.2.7 Arrange for seafarers to be provided with any new or specific PPE or materials required by the seafarer to comply with the Company's coronavirus (COVID-19) plans and procedures related to health protection during travel for repatriation.

### **Recommendations to Governments**

Governments and relevant national authorities should be encouraged to:

- 8.2.8 Liaise with seaports about any measures or requirements they may apply to seafarers involved in crew changes when passing through the seaport after disembarkation.
- 8.2.9 Cooperate with seaports on the implementation of any special arrangements for health protection, security, customs, immigration and border controls.
- 8.2.10 Encourage or require seaports to:
- .1 Provide shipping companies (local representative or agent) with information on any necessary requirements or measures established by the port related to the control of coronavirus (COVID-19) and requirements for the conduct of crew changes. A suggested template for airports to provide key information (Port – Crew Change Information Sheet) is provided in the **appendix**
  - .2 Designate an approach for the transportation of seafarers from ships to a special area or zone of departure from the port that avoids any opportunities for close contact and non-essential interaction with other persons or infrastructure in the port, including other seafarers.
  - .3 Designate a special area or zone for seafarers departing the seaport that avoids any opportunities for close contact and non-essential interaction with other persons or infrastructure in the port, including other seafarers.

<b>8.3 Period: Transfer (potentially) to any hotel, temporary accommodation, etc.</b>
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**Objective: To manage the safe crew travel from the seaport to the place of any required stay at a hotel, temporary accommodation, etc. and to control the risk of seafarers becoming infected with the coronavirus (COVID-19), or infecting others, while travelling to any such places**

**Requirements of shipping companies**

- 8.3.1ad Shipping companies should consider the feasibility of making arrangements for seafarers to travel directly from the seaport to the airport of departure in order to minimize contact with other persons and so reduce the risk of infection or infecting other people. However, for practical and logistical reasons, a stay at hotel, temporary accommodation, etc. may be necessary before arrival at the airport.
- 8.3.1 Shipping companies should provide appropriate means of travel from the seaport to any required stay at a hotel, temporary accommodation, etc. that minimizes contact with other persons after leaving the seaport. Appropriate social distancing measures should be required and applied to the extent possible.

NOTE: Shipping companies may have less or no control or choice over the safety or means of the transport to be used, especially if crew are required to transfer to accommodation or facilities designated by local or national authorities.

The Company will instruct and require seafarers to:

- 8.3.2 Comply with any instructions and procedures from relevant local or national authorities, which might potentially include the need to comply with instructions regarding self-isolation or quarantine in a hotel, temporary accommodation, etc. that might be determined by the local or national authorities.

- 8.3.3 Depending on the duration of the transfer, continue to check their temperature and keep records in a standard format (see **appendix**).
- 8.3.4 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, avoid touching face, etc.).
- 8.3.5 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible.
- 8.3.6 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 8.3.7 Wear PPE as instructed for the duration of the travel as far as practicable (e.g. mask, gloves, etc.).
- 8.3.8 Carry and handle their own luggage to the extent possible.
- 8.3.9 Keep all relevant documents required for their repatriation in a bag or compartment that can be easily accessed and disinfected later.

### **Recommendations to Governments**

Governments and relevant national authorities are encouraged to:

- 8.3.10 Give serious consideration to exempting seafarers being repatriated from any self-isolation or quarantine measures that might be applicable to other persons arriving from other countries, since seafarers will have been in a controlled and isolated environment on board ship prior to arriving in the country (e.g. 14 days at sea and/or anchorage could be considered or treated as meeting the requirements of any quarantine period).

### **8.4 Period: Time (potentially) spent at hotel, temporary accommodation, etc.**

**Objective: To manage the safety of seafarers while staying at any hotel, temporary accommodation, etc. and to control the risk of seafarers becoming infected with the coronavirus (COVID-19) while staying at any such places**

### **Requirements of shipping companies**

- 8.4.1 For practical and logistical reasons, a stay at a hotel, temporary accommodation, etc. may be necessary before arrival at the airport. Provided, however, this is consistent with any national requirements or restrictions, and/or the logistical or practical considerations that may prevail locally, shipping companies should consider the feasibility of making arrangements for seafarers to travel directly from the seaport to the airport of departure in order to minimize contact with other persons and so reduce the risk of infection or infecting other people.

If a stay at a hotel, temporary accommodation, etc. is necessary, the Company will instruct and require seafarers to:

- 8.4.2 Comply with any instructions and procedures from relevant local or national authorities, which might potentially include the need to comply with instructions regarding self-isolation or quarantine in a hotel, temporary accommodation, etc. that might be determined by the local or national authorities.

- 8.4.3 Comply with any instructions from the hotel, temporary accommodation, etc., and national or local authorities, paying special attention any social distancing, hygiene and PPE requirements.
- 8.4.4 Check their temperature twice daily and keep records during the required number of days before travel (see **appendix** for a suggested template for keeping the records), and inform the Company (local representative or agent) if they show systems.
- 8.4.5 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, avoid touching face, etc.).
- 8.4.6 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible.
- 8.4.7 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 8.4.8 Wear PPE as instructed for the duration of the stay when appropriate (e.g. mask, gloves, etc.).
- 8.4.9 Handle their own luggage at the hotel, temporary accommodation, etc. to the extent possible.
- 8.4.10 Inform the Company (local representative or agent) if they show any COVID-19 symptoms during their stay.

### **Recommendations to Governments**

Provided that shipping companies and seafarers can demonstrate that they have done everything possible to adhere to the recommendations in these protocols that apply to them, including following the Company's coronavirus (COVID-19) plans and procedures to protect and monitor the health of seafarers due to be repatriated, as well as any additional measures that the seaport of disembarkation, or relevant authorities, might choose to apply (e.g. testing, temperature checks, interviews and assessments, etc.), Governments and relevant national authorities should be encouraged to:

- 8.4.11 Give serious consideration to exempting seafarers from any isolation or quarantine measures that might be applicable to other persons entering the country, taking account of the recommendation included with IMO Circular Letter No.4204/Add.6 to "designate professional seafarers and marine personnel, regardless of nationality when in their jurisdiction, as "key workers" providing an essential service". This would be on the basis of the following:
  - .1 seafarers in transit to their country of residence, which have shown no evidence of symptoms, and have maintained twice-daily temperature records, should present no higher risk of becoming infected with the coronavirus (COVID-19), or infecting other persons in the country, if – where possible – they can proceed directly to the airport of departure.
  - .2 seafarers required to transfer to and stay at a hotel, temporary accommodation, etc. for an extended period, isolation or quarantine may have more occasion to interact with other persons than if permitted to proceed directly to the airport and leave the country as soon as reasonably practicable; and



- .3 seafarers on board ships that have spent the last 14 days at sea and/or at anchorage have been in an isolated and controlled environment, which could be considered or treated as meeting the requirements of any quarantine period.

#### **8.5 Period: Travel to airport**

**Objective: To facilitate safe crew travel to the airport of departure and to control the risk of seafarers becoming infected with coronavirus (COVID-19), or infecting other persons, while traveling to the airport of departure**

##### **Requirements of shipping companies**

- 8.5.1 Shipping companies will arrange to provide appropriate means of travel to the airport, such as a private transfer, to minimize contact with other persons after leaving the seaport and during the transfer to the airport. If a private bus is used, appropriate sanitization and social distancing measures should be required and applied to the extent possible.
- 8.5.2 In the vicinity of large towns or cities, shipping companies should avoid, as far as possible, instructing seafarers to travel by means of public transport, although this may be appropriate for longer journeys depending on the prevailing circumstances.

The Company will instruct and require seafarers to:

- 8.5.3 Comply with standard infection protection and control precautions related to hygiene in accordance with national or local guidance (e.g. social distancing, hand-washing, use of hand sanitizer, avoid touching face, etc.).
- 8.5.4 Avoid close contact with persons who are or appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 8.5.5 Wear PPE as instructed for the duration of the travel as far as practicable (e.g. mask and gloves, etc.).
- 8.5.6 Carry and handle their own luggage.
- 8.5.7 Keep all relevant documents required for repatriation, in a bag or compartment that can be easily accessed and disinfected later.
- 8.5.8 Provide all requisite documentation for verification or inspection if requested by authorities.

##### **Recommendations to Governments**

In liaison with maritime administrations, Governments and relevant national authorities should be encouraged to:

- 8.5.9 Grant seafarers any necessary exemptions from national travel or movement restrictions in order to facilitate their repatriation, provided they carry evidence of being a seafarer, consistent with the recommendation included with IMO Circular Letter No.4204/Add.6 to "designate professional seafarers and marine personnel, regardless of nationality when in their jurisdiction, as "key workers" providing an essential service".

- 8.5.10 Encourage airports to designate a special area or zone for the arrival of seafarers at the airport of departure and to facilitate access from that area or zone to any special areas or zones for check-in and potentially health screening.

## **P9** LOCATION: AIRPORT OF DEPARTURE

<b>9.1 Period: Time spent in airport of departure</b>
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**Objective: To manage seafarers at airports who are traveling to be repatriated in their country of residence, and to control the risk of seafarers becoming infected with COVID-19, or infecting other persons, while in the airport of departure and to facilitate their safe travel by aircraft**

### **Requirements of shipping companies**

The Company will instruct and require seafarers to:

- 9.1.1 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, use of hand sanitizer, avoid touching face, etc.).
- 9.1.1*bis* Comply fully with any requirements for testing conducted by the airport or by the relevant authorities operating within the airport, including any requirements of the airline for testing prior to embarkation.
- 9.1.1*ter* Avoid use of restaurants, cafes and public toilets, etc. as much as possible.
- 9.1.2 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible (i.e. social distancing).
- 9.1.3 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 9.1.4 Wear PPE as instructed for the duration time spent in the airport as far as practicable (e.g. mask, gloves, etc.).
- 9.1.5 Keep all relevant documents required for their repatriation in a bag or compartment that can be easily accessed and disinfected later.

The Company will:

- 9.1.6 Provide seafarers, as far as possible, with the latest available information on their flights.
- 9.1.7 Provide seafarers with instructions and information on the arrangements awaiting them at the airport of arrival.
- 9.1.8 Provide seafarers with instructions and procedures to follow standard infection protection and control precautions.

## Recommendations to Governments

In liaison with maritime administrations Governments and relevant national authorities should be encouraged to:

- 9.1.9 Liaise with relevant authorities in the destination country about measures and requirements of the destination country applicable to seafarers traveling for the purposes of repatriation.
- 9.1.10 Cooperate with airports on the implementation of any special arrangements for health protection, security, customs, immigration and border controls.
- 9.1.11 Encourage or require airports to:
  - .1 Designate a special pathway for seafarers to pass through check-in, security, customs, immigration and border control that minimizes contact with airport personnel and other passengers/seafarers.
  - .2 Designate special zone or area for seafarers to await boarding of aircraft that minimizes contact with airport personnel and other passengers.
  - .3 Facilitate social distancing in the airport (e.g. by marking floor in queuing areas with at least 1 metre spaces where possible).
  - .4 Ensure that all relevant airport personnel are aware of any special arrangements or permissions related to the travel of seafarers and their key worker status.

# P10

## LOCATION: AIRCRAFT

### 10.1 Period: Time during flight

**Objective: To manage seafarers on board aircraft and to control the risk of seafarers becoming infected with COVID-19 or infecting other persons in-flight**

#### Requirements of shipping companies

The Company will instruct and require seafarers to:

- 10.1.1 Comply with the instructions and procedures of the airline and cabin crew of the aircraft.
- 10.1.2 Maintain social distancing to the extent possible from other passengers on the flight, and sit with appropriate seat spacing, as may be arranged by the airline or cabin crew on board the aircraft.
- 10.1.3 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, use of hand sanitizer, avoid touching face, etc.).

- 10.1.4 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 10.1.5 Wear PPE as instructed for the duration of the time spent in-flight (e.g. mask, gloves, etc.).
- 10.1.6 Limit exposure to the extent possible to aircraft crew during in-flight service and other passengers when using the facilities.
- 10.1.7 Handle their own luggage onboard the aircraft.

### **Recommendations to Governments**

In liaison with maritime administrations Governments and relevant national authorities should be encouraged, according to the circumstances that apply locally and in the destination country, to invite airlines with respect to crew flights to:

- 10.1.8 Prepare and provide key information about special measures related to the coronavirus (COVID-19) during embarkation and disembarkation of aircraft and in-flight. A suggested template to help airlines provide key information (Airline – Crew Travel Information Sheet) is provided in the **appendix**.
- 10.1.9 Provide instructions and procedures for infection protection and control precautions during the flight (e.g. provision of sanitizer or PPE).
- 10.1.10 Develop a plan and procedures for appropriate seat spacing to allow social distancing and avoiding close contact between seafarers and other seafarers or passengers.

# **P11**

## **LOCATION: AIRPORT OF ARRIVAL**

<b>11.1 Period: Time spent in airport of arrival</b>
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**Objective: To manage safe crew travel for repatriation and to control the risk of seafarers becoming infected with COVID-19 at the airport of arrival, or infecting other person, and facilitate their onward travel for repatriation to their place of ordinary residence**

### **Requirements of shipping companies**

The Company will instruct and require seafarers to:

- 11.1.1 Comply with the instructions and procedures of the airport and relevant local authorities, including any health screening requirements such as temperature checks.
- 11.1.2 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, avoid touching face, etc.).
- 11.1.3 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible.

- 11.1.4 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 11.1.5 Wear PPE as instructed for the duration time spent in the airport as far as practicable (e.g. mask, gloves, etc.).

### **Recommendations to Governments**

In liaison with maritime administrations, Governments and relevant national authorities should be encouraged to:

- 11.1.6 Provide information for shipping companies, seafarers, airports and terminals on any special requirements and parameters for permitting airports and airlines operating under their jurisdiction to arrange and receive flights for the purposes of ship crew repatriation. A suggested template for Governments and relevant national authorities to provide key information (National – Crew Change & Travel Information Sheet) is provided in the **appendix**.
- 11.1.7 Cooperate with airports on the implementation of any special arrangements for health protection, security, customs, immigration and border controls.

Governments or relevant national authorities in the country of the airport of arrival should be encouraged, according to the circumstances that apply locally, to require airports receiving crew change flights to:

- 11.1.8 Provide information for employers and seafarers that will use the airport for the purposes of crew travel for repatriation, which establishes, inter alia, the special arrangements, areas or zones to be used by seafarers in the airport. A suggested template to help airports to provide key information (Airport – Crew Travel Information Sheet) is provided in the **appendix**.
- 11.1.9 Cooperate with Governments and relevant authorities on the implementation of special arrangements customs, immigration and border controls matters, as well as any health checks or screening requirements.
- 11.1.10 Designate a special area for seafarers to pass through any health screening, customs, immigration and border control that minimizes contact with airport personnel and other passengers/seafarers.
- 11.1.11 Designate special area for seafarers to meet their transfers to their place of ordinary residence, or any hotel accommodation, temporary accommodation, etc. that minimizes contact with airport personnel and other passengers.
- 11.1.12 Facilitate social distancing in the airport (e.g. by marking floor in queuing areas with at least 1 metre spaces where possible.).
- 11.1.13 Ensure that all relevant airport personnel are aware of any special arrangements or permissions related to the travel of seafarers and their key worker status.

<b>11.2 Period: Transfer (potentially) to any hotel, temporary accommodation, etc.</b>
--

**Objective: To manage the safe crew travel to the place of any required stay at a hotel, temporary accommodation, etc. and to control the risk of seafarers becoming infected with the coronavirus (COVID-19) while traveling to any such places**

### **Requirements of shipping companies**

- 11.2.1 Shipping companies should arrange to provide appropriate means of travel to the hotel, temporary accommodation, etc. that minimizes contact with other persons after leaving the airport (e.g. private transfer). If a private bus is used, appropriate social distancing measures should be required and applied to the extent possible.

NOTE: Shipping companies may have less or no control or choice over the safety or means of the transport to be used, especially if crew are required to transfer to accommodation or facilities designated by local or national authorities.

The Company will instruct and require seafarers to:

- 11.2.2 Comply with any instructions and procedures from relevant local or national authorities, which might potentially include the need to comply with instructions regarding isolation or quarantine in a hotel, or another place of accommodation that might be determined by the local or national authorities.
- 11.2.3 Depending on the duration of the transfer, continue to check their temperature and keep records in a standard format until they join their ship (see **appendix**).
- 11.2.4 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, avoid touching face, etc.), and safe food handling practices, in accordance with WHO, national or local guidance.
- 11.2.5 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible.
- 11.2.6 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 11.2.7 Wear PPE as instructed for the duration of the travel (e.g. mask, gloves, etc.).
- 11.2.8 Carry and handle their own luggage to the extent possible.
- 11.2.9 Keep all relevant documents required for the travel to the ship in a bag or compartment that can be easily accessed and disinfected later.

### **Recommendations to Governments**

Governments and relevant national authorities are encouraged to:

- 11.2.10 Give serious consideration to exempting seafarers from any self-isolation or quarantine measures that might be applicable to other passengers arriving by aircraft from other countries.

<b>11.3 Period: Time (potentially) spent at any hotel, temporary accommodation, etc.</b>
--

**Objective: To manage the safety of seafarers while staying at any hotel, temporary accommodation, etc. and to control the risk of seafarers becoming infected with the coronavirus (COVID-19) while staying at any such places**

### **Requirements of shipping companies**

- 11.3.1 For practical and logistical reasons, a stay at a hotel, temporary accommodation, etc. may be necessary after arrival at the airport. Provided, however, this is consistent with any national requirements or restrictions, and/or the logistical or practical considerations that may prevail locally, shipping companies should consider the feasibility of making arrangements for seafarers to travel directly from the airport of arrival to the seafarers' place of residence, in order to minimize contact with other persons and so reduce the risk of infection or infecting other people.

If a hotel stay, temporary accommodation, etc. is required, the Company will instruct and require seafarers to:

- 11.3.2 Comply with any instructions and procedures from relevant local or national authorities, which might potentially include the need to comply with instructions regarding self-isolation or quarantine in a hotel, temporary accommodation, etc. that might be determined by the local or national authorities.
- 11.3.3 Comply with any instructions from the hotel, temporary accommodation, etc., and national or local authorities, paying special attention any social distancing, hygiene and PPE requirements.
- 11.3.4 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, avoid touching face, etc.).
- 11.3.5 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible.
- 11.3.6 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 11.3.7 Wear PPE as instructed for the duration of the stay when appropriate (e.g. mask, gloves).
- 11.3.8 Handle their own luggage at the hotel, temporary accommodation, etc. to the extent possible.
- 11.3.9 Inform the Company (local representative or agent) if they show any COVID-19 symptoms during their stay.

### **Recommendations to Governments**

Provided that shipping companies and seafarers can demonstrate that they have done everything possible to adhere to the measures in these protocols that apply to them, as well as any additional measures that Governments might choose to apply at the airport of arrival (e.g. testing, temperature checks, interviews and assessments, etc.), Governments and relevant national authorities should be encouraged to:

- 11.3.10 Give serious consideration to exempting seafarers from any quarantine measures that might be applicable to other passengers arriving by aircraft from other countries, taking account of the recommendation included with IMO Circular Letter No.4204/Add.6 to "designate professional seafarers and marine personnel, regardless of nationality when in their jurisdiction, as "key workers" providing an essential service". This would be on the basis of the following:
- .1 seafarers being repatriated to their place of ordinary residence have the time and possibility to complete a safe period of isolation, as may be required by the relevant national or local authorities, at their place of ordinary residence; and

- .2 seafarers required to transfer to and stay at a hotel, temporary accommodation, etc. for an extended period, isolation or quarantine may have more occasion to interact with other persons than if permitted to proceed directly to their place of ordinary residence to isolate, as may be required by national or local authorities.

#### **11.4. Period: Travel to place of ordinary residence**

**Objective: To facilitate crew travel to their place of ordinary residence and to control the risk of seafarers becoming infected with the coronavirus (COVID-19), or infecting other persons, while traveling to their place of ordinary residence**

##### **Requirements of shipping companies**

- 11.4.1 Shipping companies will arrange to provide appropriate means for seafarers to travel to their place of ordinary residence, such as a private transfer, to minimize contact with other persons after arriving in the country and during travel to the seafarer's place of ordinary residence.
- 11.4.2 Shipping companies should avoid, as far as possible, instructing seafarers to travel by means of public transport, although this will depend on the prevailing circumstances and may be necessary for longer journeys.

The Company will instruct and require seafarers to:

- 11.4.3 Comply with standard infection protection and control precautions related to hygiene and safe food handling practices in accordance with national or local guidance (e.g. social distancing, hand-washing, use of hand sanitizer, avoid touching face, etc.).
- 11.4.4 Avoid close contact with persons who are or appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 11.4.5 Wear PPE as instructed for the duration of the travel as far as practicable (e.g. mask and gloves, etc.).
- 11.4.6 Carry and handle their own luggage.
- 11.4.7 Keep all relevant documents required for the travel, in a bag or compartment that can be easily accessed and disinfected later.
- 11.4.8 Provide all requisite documentation for verification or inspection if requested by authorities.

The Company will:

- 11.4.9 Arrange to provide appropriate means of travel from the airport that, as far as possible, minimizes contact with other persons before arriving at their place of ordinary residence (e.g. private transfer). If a private bus is used, appropriate social distancing measures should be required and applied to the extent possible.

##### **Recommendations to Governments**

Governments and relevant national authorities are encouraged to:



- 11.4.10 Provide information to shipping companies and seafarers, on national travel or movement restrictions and requirements (including domestic flights or ferries), using the template provided in these protocols as a guide (see **appendix**).
- 11.4.11 Grant seafarers any necessary exemptions from national travel or movement restrictions (including domestic flights or ferries) in order to facilitate travel to their place of ordinary residence (including domestic flights or ferries), provided they carry evidence of being a seafarer, consistent with the recommendation included with IMO Circular Letter No.4204/Add.6 to "designate professional seafarers and marine personnel, regardless of nationality when in their jurisdiction, as "key workers" providing an essential service".

# P12

## LOCATION: PLACE OF ORDINARY RESIDENCE

<b>12.1 Period: Time spent at place of ordinary residence immediately after repatriation</b>
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**Objective: To ensure that seafarers comply with applicable national or local requirements or guidance related to the control of the coronavirus (COVID-19) after completion of their repatriation to their ordinary place of residence**

The duration of this period may be determined by requirements of relevant national or local authorities, but depending on the circumstances that prevail at the time, this might be between 7 and 14 days.

### **Requirements of shipping companies**

- 12.1.1 Shipping companies will advise seafarers, based on any applicable national requirements or in liaison with its local representatives or agents in the country, the duration of any self-isolation or quarantine period.

The Company will advise seafarers to:

- 12.1.2 Familiarize themselves with general information on coronavirus (COVID-19) and standard infection protection and control precautions provided by relevant national or local authorities.
- 12.1.3 Comply with all standard infection protection and control precautions related to social distancing, self-isolation, hygiene (e.g. hand-washing, avoid touching face, etc.) in accordance with national or local requirements and guidance.
- 12.1.4 Inform the Company (local representative or agent) if they show any COVID-19 symptoms after their repatriation.

The Company will:

- 12.1.5 Provide seafarers with general information on coronavirus (COVID-19) based on WHO guidance, as well as any available information on the applicable requirements related to coronavirus (COVID-19) and guidance on the standard infection protection and control precautions to comply with in the country.

## **Recommendations to Governments**

Governments and their relevant national authorities are encouraged to:

- 12.1.6 Provide information to shipping companies and seafarers on the applicable requirements related to the coronavirus (COVID-19) and guidance on the standard infection protection and control precautions to comply with in the country, including any applicable self-isolation period, using the template provided in the **appendix** as a guide.

## **APPENDIX**

### **IMPLEMENTING DOCUMENTS AND TEMPLATES**

There are a number of documents which can provide important information or guidance that might be required by other stakeholders in order to facilitate and conduct safe crew travel and changes during the coronavirus (COVID-19) pandemic.

The following are the main documents relevant to the implementation of the protocols and suggested templates for use in preparation of certain documents:

- A Evidence of Seafarer Status Document(s)**
- B Crew Health Self-Declaration & Daily Temperature Records**
- C Employer Letter and Crew Change & Travel Information Sheet**
- D Port – Crew Change Information Sheet**
- E Airport – Crew Travel Information Sheet**
- F Airline – Crew Travel Information Sheet**
- G National – Crew Change & Travel Information Sheet**

# A

## Evidence of Seafarer Status Document(s)

The protocols refer to seafarers carrying a document or documents that can individually evidence that they are a bona fide seafarer.

Any or a combination of the following documents should be accepted as evidence of being seafarers and are documents that have been established by international conventions and/or are consistent with those referenced in IMO Circular Letter No.4204/Add.6 (27 March 2020).

### Seafarer identity document (SID)

*A seafarer's identity document (SID) is issued by a State to each of its nationals and permanent residents who are seafarers under ILO Seafarers' Identity Documents Convention, 1958 (No. 108) and the ILO Seafarers' Identity Documents Convention (Revised), 2003 (No.185). Any seafarer who holds a SID should be recognized as a seafarer. States are required to permit the entry into their territory of seafarers holding a valid SID supplemented by a passport, when entry is requested for the purpose of joining their ship or passing in transit to join their ship in another country or for repatriation.*

### Seafarer employment agreement (SEA)

*A seafarer's employment agreement (SEA) is required to be signed by both the seafarer and the shipowner (or a representative of the shipowner) under the ILO Maritime Labour Convention, 2006, as amended. It is a written legally enforceable agreement that sets out the terms and conditions for employment of a seafarer. Minimum particulars to be contained in a SEA include the seafarer's full name, date of birth and their capacity.*

### Seafarer certificates (CoCs, CoPs, flag State endorsements and medical certificates)

*A seafarer certificate is issued to seafarers who meet the requirements for service, age, medical fitness, training, qualification and examinations under the IMO International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended. The capacity in which a seafarer is authorized to serve is identified on their certificate of competency (CoC) or certificate of proficiency (CoP). Seafarers serving on ships flying the flag of a State that is not the same as the Administration who issued their original certificate are required to hold an endorsement attesting to the recognition of a certificate (i.e. flag State endorsement), or documentary proof that an application for an endorsement has been submitted (i.e. CRA). Seafarers also carry medical certificates which certify their fitness for duty following an examination by an approved medical practitioner as required by the IMO STCW Convention and ILO MLC, 2006, as amended.*

### Seafarer's discharge/record book

*A seafarer's discharge book is issued by flag States to their nationals who are seafarers or foreign nationals employed or engage on board ships that fly the State's flag in accordance with national rules and regulations, and provides a record of the seafarer's seagoing experience and certification.*

# B

## Crew Health Self-Declaration & Daily Temperature Records

The protocols refer to a seafarer completing a "Crew Health Self-Declaration" and keeping records of daily temperature checks.

The following is a template for a "Crew Health Self-Declaration" and a template for "Daily Crew Temperature Check Records", which should be completed by seafarers while still at their place of ordinary residence or onboard ship, prior to their travel.

### CREW HEALTH SELF-DECLARATION FORM

Name of Seafarer:

Date:

[Medical Certificate]

[Number/Reference:]

[Date of Examination:]

[Date of Expiry:]

Crew Change Type:

☐ Joining ship

☐ Leaving ship

If joining ship,

Place of Ordinary Residence:

(i.e. city/town, country)

If leaving ship,

Ship Name:

IMO No.:

Flag State:

Capacity/Position:

Have gone on shore leave in the last 14 days?

Yes / No

Have you maintained a safe distance from any shore-side personnel that have boarded the ship in the last 14 days?

Yes / No

Have you received information and guidance on the coronavirus (COVID-19), including about standard health protection measures and precautions?

Yes / No

Do you understand and comply with applicable standard health protection measures and precautions to prevent the spread of the coronavirus (COVID-19), such as proper hand washing, coughing etiquette, appropriate social distancing?

Yes / No

During the last 14 days, have you:

- Tested positive for being infected with the coronavirus (COVID-19)?  
Yes / No If "Yes", please provide date of test and name of test:
- Tested positive for the antibodies for the coronavirus (COVID-19)?  
Yes / No If "Yes", please provide date of test and name of test:
- Shown any symptoms associated with the coronavirus (COVID-19), specifically,  
A new and continuous cough: Yes / No  
A fever: Yes / No
- Completed a period of self-isolation related to the coronavirus (COVID-19)?  
Yes / No If "Yes", please explain the circumstances and the length of self-isolation:
- Had close contact with anyone that has tested positive for coronavirus (COVID-19)?  
("Close contact" means being at a distance of less than one metre for more than 15 minutes.)  
Yes / No
- Had close contact with anyone with symptoms of the coronavirus (COVID-19)?  
("Close contact" means being at a distance of less than one metre for more than 15 minutes.)  
Yes / No
- Maintained good personal hygiene and complied with applicable health protection measures and precautions?  
Yes / No

I confirm that the information provided above is correct to the best of my knowledge.

Signature:

Date:

#### DAILY CREW TEMPERATURE CHECK RECORDS

Name of Seafarer: ( ) of ( ) pages

I confirm that the information below is an accurate record of my body temperature.

Signature:

Date*	Check 1 Temperature**	Time	Check 2 Temperature**	Time
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\* Use additional rows if checking temperature more than twice daily.  
\*\* Temperature may be recorded in degrees Celsius or Fahrenheit.



## Employer Letter and Crew Change & Travel Information Sheet

The protocols refer to the seafarer carrying an employer letter and a document that provides the relevant details about the seafarer, specifically their travel arrangements and ship they are traveling to join or leave.

The following is a template for an employer letter<sup>8</sup> and a Crew Change & Travel Information Sheet, which may be attached to or accompany the letter.

[Company Header/Logo]

[Date]

To Whom this might concern,

Dear Sir / Madam,

### CONFIRMATION OF TRAVEL FOR THE PURPOSE OF A CREW CHANGE

This letter has been prepared by [Name of Company] to confirm that [Name of Seafarer, Passport No.] is a seafarer that is traveling for the purpose of a crew change of a ship.

[Name of Seafarer, Passport No.] has been serving onboard [Name of Ship, IMO No.] and is now being repatriated to their place of ordinary residence in [Final Destination].

OR

[Name of Seafarer, Passport No.] is traveling to join the [Name of Ship, IMO No.] to relieve a crew member onboard the ship in [Name of Port, Country].

Crew changes are vital for ensuring the safety of ships and those that operate them and ensures that ships can continue to carry the essential supplies and commodities needed worldwide during the coronavirus (COVID-19) pandemic.

Your understanding and assistance in facilitating the travel and movement of [Name of Seafarer] for the purpose of this crew change is appreciated. Please do not hesitate to contact us if any further information is required.

Yours faithfully,

[Signature]

[Printed Name]

[Position of Company Representative]

[Contact Details]

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<sup>8</sup> This template was jointly developed by the International Chamber of Shipping (ICS) and the International Transport Workers' Federation (ITF) with the assistance of ILO.

## CREW CHANGE &amp; TRAVEL INFORMATION SHEET

Name of Seafarer:

Date of Birth:

Nationality:

Passport No.:

Seafarer's Discharge / Record Book No.:

Seafarer's Identity Document No. (if applicable):

Company Name:

Ship Name:

IMO No.:

Capacity/Position:

Crew Change Type:

☐ Joining ship

☐ Leaving ship

Service Period

Start:

End:

### Starting Point of Travel

(e.g. place of ordinary residence, a port)

Location:

Date:

### Final Destination of Travel

(e.g. place of ordinary residence, a port)

Location:

Date:

### Full Travel Itinerary Details:

(e.g. transfers, airports, airlines, flight numbers, etc.)

Agent Details:



# D

## Port – Crew Change Information Sheet

The protocols refer to a document that could be prepared by ports to provide essential information to all concerned about special measures related to coronavirus (COVID-19), which would be relevant to facilitating safe crew changes in the port.

The following are some of the types of information that ports should consider providing in a form that is available to other stakeholders concerned with facilitating safe crew travel and transfers.

### PORT – CREW CHANGE INFORMATION SHEET

Date:

Port Name:

Location:

Country:

General information on port operation during the coronavirus (COVID-19) pandemic:

General measures related to the coronavirus (COVID-19) pandemic:

Method(s) of providing health advice/alerts issued to port users:

Description of any health measures and screening procedures  
for seafarers arriving at the port to join a ship:

(e.g. temperature checks, health self-declaration forms/questionnaires, testing, etc.)

Description of health measures and screening procedures  
for seafarers disembarking ships in the port:

(e.g. temperature checks, health self-declaration forms/questionnaires, testing, etc.)

Description of special measures and procedures  
for conducting crew changes in the port:

(e.g. security, customs & immigration, health, etc.)

Designated zones or areas related to facilitating  
seafarer movements in port and conducting crew changes:

(Drop-off & pick-up zones, holding/segregation areas, healthcare facilities and assessment areas, etc.)

Description of any special local movement or travel requirements/restrictions:

Port Health Authority

Name:

Contact information:

Designated medical/healthcare facilities

References or links to relevant local/national requirements or guidance

# E

## Airport – Crew Travel Information Sheet

The protocols refer to a document that could be prepared by airports to provide essential information to all concerned about special measures related to coronavirus (COVID-19), which would be relevant to facilitating safe crew travel.

The following are some of the types of information that airports should consider providing in a form that is available to other stakeholders concerned with facilitating safe crew travel and transfers.

### AIRPORT – CREW TRAVEL INFORMATION SHEET

Date:

Airport Name:

Location:

Country:

General information on the operation of flights during the coronavirus (COVID-19) pandemic:

General measures related to the coronavirus (COVID-19) pandemic:

Method(s) of providing health advice/alerts issued to airport users and passengers:

(e.g. designated website or app, posters, public address system announcements, etc.)

Description of health measures and screening procedures for arriving passengers:

(e.g. any PPE requirements, temperature checks, health self-declaration forms/questionnaires, testing, monitoring and surveillance, etc.)

Description of health measures and screening procedures for departing passengers:

(e.g. any PPE requirements, temperature checks, health self-declaration forms/questionnaires, testing, monitoring and surveillance, etc.)

Description of designated health authority and facilities in airport

Type:

Location:

Contact:

Special/designated pathways and eligibility

Check-in:

Security:

Border Control:

Customs & Immigration:

Special/designated zones or areas and eligibility

Drop-off & pick-up zones:

Holding/waiting areas:

Segregation areas:

Flight connections and lay-overs special requirements and procedures:

References or links to local/national public health authority requirements or guidance

# F

## Airline – Crew Travel Information Sheet

The protocols refer to a document that could be prepared by airlines to provide essential information to all concerned about special measures related to coronavirus (COVID-19) during embarkation and disembarkation of aircraft and in-flight.

The following is a suggested template that could be used by airlines to provide some essential information, which may be circulated to those arranging travel or traveling with the airline.

### AIRLINE – CREW TRAVEL INFORMATION SHEET

Information on flights and schedules during the coronavirus (COVID-19) pandemic:

General measures related to the coronavirus (COVID-19) pandemic:

Method(s) of providing health advice/alerts to prospective and booked passengers:  
(e.g. designated website or app, posters, departure lounge address system announcements, etc.)

Description of pre-boarding/departure gate health measures and procedures:  
(e.g. temperature checks, health self-declaration forms/questionnaires, testing, monitoring and surveillance, etc.)

Description of health measures and procedures during embarkation:  
(e.g. temperature checks, health self-declaration forms/questionnaires, testing, monitoring and surveillance, etc.)

Description of in-flight health measures and procedures:  
(e.g. temperature checks, face masks & gloves requirements, interaction with cabin crew and passengers, etc.)

Description of health measures and screening procedures during disembarkation:  
(e.g. monitoring and surveillance, early provision of health declaration card of country of arrival, etc.)

Arrangements for aircraft cabin and baggage disinfection:

Arrangements for monitoring the health of flight and cabin crew:  
(e.g. temperature checks, health self-declaration forms/questionnaires, testing, monitoring and surveillance, etc.)

Flight connections and lay-overs special requirements and procedures:

Description of arrangements for bookings and reservations  
(e.g. contact information, booking/reservation systems and partners, etc.)

References or links to other relevant international/national regulations or guidance

# **G**

## **National – Crew Travel Information Sheet**

The protocols refer to the need for compliance with the requirements of Governments and their relevant national authorities. As such, all stakeholders involved in facilitating crew travel and changes need to be able to receive and be aware of some essential information about the requirements, approaches and measures established related to the coronavirus (COVID-19) pandemic. These requirements and measures will be related public health, civil aviation, customs, immigration and border control.

The following are areas and elements of information that Governments and relevant authorities should consider providing in a form that is available to other stakeholders concerned with facilitating safe crew travel and changes.

### **NATIONAL – CREW CHANGE & TRAVEL INFORMATION SHEET**

Date:

Country:

General national measures related to the coronavirus (COVID-19) pandemic:

Method(s) of providing public health advice/alerts to public:  
(e.g. designated website, national declarations/orders or public advisories)

Requirements and guidance of relevant national authorities

Public Health – Description of relevant requirements and key guidance:

Customs – Description of relevant requirements and key guidance:

Immigration – Description of relevant requirements and key guidance:

Border Control – Description of relevant requirements and key guidance:

Civil Aviation – Description of relevant requirements and key guidance:

Description of any special regional or local variations in requirements and guidance:

Permissions	Flights – Confirmation of permission to operate flights and airports Crew changes – Confirmation of permission to conduct crew changes
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Documentation	Any special documentation required for crew travel or crew changes:
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References or links to public health notices/guidance related to coronavirus (COVID-19)

References or links to maritime circulars/advisories related to coronavirus (COVID-19)