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**TOAMASINA PORT AUTHORITY
HARBOR MASTER OFFICE**

**NOTE NO. 3
PROTECTIVE MEASURES AGAINST THE PROLIFERATION OF COVID-19**

Seen, the various inter-ministerial notes, however measures to prevent the proliferation of COVID-19,

Given the speed of increase in the number of affected countries,

In view of Madagascar's needs for refueling, basic necessities and other products for everyday use,

The SPAT as the Port Authority decides the following:

1. Only the Department of Border Protection of the Regional Directorate of Public Health (DRSP) can decide whether a ship will be accepted or not at the Port of Toamasina according to the state of health of the members of the ship's crew and voyage history;
2. In order to protect the Malagasy people as much as possible, ships coming from the affected countries must:
 - (i) Be quarantined as far as possible to allow the Department of Management Regional Public Health to decide on the health status of crew members of ships wishing to call at the Port of Toamasina.
 - (ii) Strictly respect the sending beforehand by email to the Border Doctor, to the Port Authority and the APMF, of medical information concerning the health of the crew members, the history of the voyage of the ship and other on-board persons which will enable the Department of border protection of the Regional Directorate of Public Health (DRSP) to make analyzes of the risks of contamination.
3. International and national ships carrying passengers are not accepted.
4. The doctor fitted with adequate personal protective equipment goes first for controls and physical evaluation of the crew members. And if no suspicion is found, he authorizes the Pilot to embark to drive the ship to his berth.
5. Piloting: the pilot must be equipped with personal protective equipment (mask, gloves and safety glasses). The distance of 2 meters or more must be respected at all times during maneuvers.

6. When docked, limiting contact with crew members as much as possible and respecting the minimum distance of 2 meters is strictly compulsory.
7. The Doctor and the pilot are both responsible for neutralizing or destroying their PPE worn out.
8. As the border doctor and the pilot approach, all the crew members of the ship must be locked in their cabin and are only allowed to go out in the gangways with clean mask and gloves. The on-board staff in charge of welcoming and escorting the Doctor or Pilot must be well equipped with adequate PPE and maintain a distance of 2 meters or more from the Doctor or the Port Pilot.
9. Crew members are confined to the Superstructure during the entire call.
10. Only crew members involved in a security and operations surveillance mission of the ship after being fitted with masks, gloves and glasses will be allowed to leave the castle. The safety distance of 2 meters should be respected as far as possible.
11. Crew members are forbidden to descend to the quay with the exception of Second Captain for reading the draft (security).
12. Experts are not allowed to enter the castle of the ship. Joint inspections with the on-board are done with appropriate PPE (mask, glasses and gloves) only on the open deck. The documents will be exchanged by email.
13. No shore personnel are authorized to come into contact with the crew members of the ship and to access the superstructure of the ship where the crew is confined.
14. The Ship's Agent, the Vessel Boarding Team, Terminal Staff and others, are no longer allowed to board.
15. No document or physical object is authorized to leave the ship. All document exchanges with the on-board are by email. Discussions are made by telephone or by radio.
16. Documents or physical objects may be returned on board by a package deposited along the ship or at the quarter far from the presence of on-board staff who will collect the package later after the ship's agent's departure.
17. No on-board visitor control desk is authorized near the dock to avoid any crowd. The handling personnel on board are registered in a Desk on shore provided by the port facility security officer who will send a copy of the check-in with the ship's agent before departure of the vessel.
18. The Crew must limit the number of its personnel involved in the maneuvers and in the surveillance of ship operations. Wearing adequate PPE (new mask, new gloves, glasses) is compulsory for all personnel operating outside the ship's castle.

19. A special bin with closed lid is placed near the ship to receive masks and gloves used. The contents of the bins will be cremated immediately.

20. Landing of all kinds of objects and waste is prohibited.

21. Dockers, Crane operators and other agents involved in on-board operations:

- (i) must be sensitized and instructed on COVID-19, before being assigned to on-board work.
- (ii) Should avoid approaching the ship's castle. They have to go back to their work station away from on-board staff, who in turn must respect the distance of at least 2 meters.
- (iii) Avoid discussions and unnecessary close distance with on-board staff even if this the latter is well protected.
- (iv) Avoid touching the mouth, nose, face with the hands. Apply the code of good hygiene before, during and at the end of the shift. At the end of the shift, carefully pack the work clothes in a packaging bag. Wash yourself well with soap, especially your hands and put clean clothes before going home.
- (v) Dockers must make sure to wash thoroughly with soap and put on sandals and household clothes before entering the house and contacting his family. Tidy work clothes outside the home, away from children.
- (vi) They should only leave their homes for essential shopping.

22. The moorers involved in the maneuvers of the ship must:

- (i) Be aware and educated on COVID-19 in the exercise of their function
- (ii) Be equipped with gloves to handle towline, hawsers and other accessories from the ship.
- (iii) Apply the code of good hygiene at all times. Avoid touching the mouth, nose and faces. At the end of the service, pack the work clothes well in a plastic bag. Wash hands and body thoroughly with soap and put on clean clothing before entering in the dorm or go home.

The line handlers being components of the essential Service of the port (iv) must only go out for essential shopping.

23. The handling, piloting and mooring companies will each ensure their responsibility in the supply of PPE to their respective personnel.

24. At the end of the ship's call, a report on the management of prevention against the introduction of COVID-19 must be established by the terminal which will submit to the Port Authority and which in turn after visa will submit to the Regional Directorate of Public Health Atsinanana.

25. Any violation of these provisions will be decided in a report and will result in the cessation of operations on-going. An investigation will be opened for legal action.
26. The Gendarmerie and the Special Police of the port will both ensure according to their organization the monitoring of the compliance with these provisions with the Harbor Master's Office and the manager of the terminal concerned.
27. The Port Authority reserves the right to modify the provisions made at the level according to the evolution of the pandemic COVID-19.

Toamasina, 23 March 2020

Harbor Master

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End of free translation