









GATEWAY TO NATIONAL PROSPERITY

**L2. GENERAL PROCEDURE**

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Date: 12/03/2020  
Revision: 0  
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# RESPONSE PLAN CORONAVIRUS (COVID-19)

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**REVISION HISTORY**

REVISION	DATE	OUTLINE OF CHANGE
0	12/03/2020	Initial Issue

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### 1. INTRODUCTION

Reference: International Maritime Organization (IMO) guideline received vide Circular Letter No. 4204/Add.4, dated 5th March, 2020.


As the World Health Organization (WHO) declared the outbreak of Novel Coronavirus (COVID-19) a PANDEMIC of International Concern. WHO has issued guideline prepared by International Chamber of Shipping vide above reference at [https://www.ics-shipping.org/docs/default-source/resources/coronavirus-\(covid-19\)-guidance-for-ship-operators-for-the-protection-of-the-health-of-seafarers.pdf](https://www.ics-shipping.org/docs/default-source/resources/coronavirus-(covid-19)-guidance-for-ship-operators-for-the-protection-of-the-health-of-seafarers.pdf) This is to act as guidance for ship operators for protection of health of seafarers. Member states and international organizations have been invited to make use of this as they see fit. There is a need of alignment of SOPs of port administration, terminal operators and port health authority and shipping lines through agents. A Response Plan is therefore prepared to assist all for seamless response and effective control to contain the spread of virus COVID-19 within and outside port.

This plan is prepared to deal with entry of the ship in port and while it is berthed inside. It also defines the role function of port health authority, port administration, shipping lines/agents and other stake holders.

#### 1.1. ROLE OF PORT HEALTH AUTHORITY

The PQA in line with national policy on control of health issues at port of entry is dependent on Directorate of Central Health Islamabad. The port health authority functions under its Director General (presently Dr Asad Hafeez 03008569781) and its Director (Dr Irfan Tahir 0300 9555617 Focal Person for Pakistan). The directorate has assigned its rep Dr Anwar ul Haq (0334 3137560) as Port Health Officer to be called as **Port Health Authority** along with his staff at Port Qasim. Port health Authority as mandated through **The Pakistan Port Health Rules 1974** is to issue clearance of ship through 'Free Pratique'. The International Health Regulations (IHR) state that this Free Pratique will not be refused normally, however this can subject to inspections and necessary measures if needed and/or subject to provision of following from shipping agents through email before arrival of the ship. Port Health Authority for purpose of this plan to control coronavirus is generally responsible for all seafarers, passengers and crew on board needing permission for port entry.



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### **1.2. ROLE OF SHIPPING LINES/ AGENTS**

The shipping lines through their agents have to play an active role in control of COVID-19 along with other stake holders. To facilitate the entry of ship in the port the shipping agent has to provide well in advance to port health officer the following:


- Maritime Health Declaration certificate and undertaking by the Master.
- List of crews with port of joining, date of joining, body temperatures and ports visited.
- International Vaccination Certificate (disease and country specific)
- Ship Sanitation Control Certificate (SSCC)/ Ship Sanitation Control Exemption Certificate (SSCEC).
- Medical Chest Certificate.
- Deratting certificate- Deratting exemption certificate.

This Free Pratique can be Limited Pratique as well depending on limited stay of the vessel. The port health authority has made its own SOP for handling of COVID-19. The copy of Free Pratique will be provided to PQA through office of DG (Ops) Mr Rizwan Ghauri (0312 1117797). Crew for joining the ship (sign on) and leaving the ship (sign off) will also be allowed as per rules by Port Health authority and other agencies at the port. Clinical specimen provided by the ships will be handed over to port health authority and same will be communicated back to ship. All costs for tests/treatment and disembarkation will be borne by the shipping agent.

### **1.3. ROLE OF PORT QASIM AUTHORITY**

In present pandemic situation Port Qasim Authority will allow the ship to enter the port subject to clearance by port health authority and fulfilment of other conditions like draft, tide, IMDG/IMSBC, financial clearance and other safety/procedural constraints etc. The disembarkation of ship's crew on shore leave has been suspended temporarily till pandemic situation persists on orders of Ministry of Maritime Affairs (MoMA). Pilots will be provided on availability of Free Pratique. The ship can discharge or embark cargo as per rules governing the discharge and embarkation of cargo in PQA. Port will allow Sign on/Sign off subject to permissions by the various agencies present in the port. The supply of fresh rations will be allowed by PQA as allowed by customs. The PQA Senior Medical officer and staff will coordinate with Port Health Officer in performance of his duties to create synergic effect. Senior Medical Officer Port Qasim Authority will ensure the health status of port employees, janitorial staff, contracted and dock labour working in the port. All Director Generals and Directors are to facilitate



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SMO in this regard. SMO will stop entry of any suspected person of COVID-19 in the port and take next steps as per area of responsibility. He will ensure the similar regime is followed in all terminals for their employees.

### **1.4. ROLE OF IMMIGRATION & CUSTOMS**

PQA and port health authority will inform immigration & customs about the disembarkation of critically ill/ suspected cases of infection and close contacts and allow their disembarkation as per rules. The departure from Pakistan after treatment will be coordinated by shipping agent with immigration & customs with information to port health authority and the Port Qasim Authority. The supply of fresh rations will be allowed as per rules.

### **1.5. ROLE OF CARGO HANDLING COMPANIES (CHCS)**

The CHCs are to make sure that they do not allow persons suspected of COVID-19 and symptoms similar to COVID-19 to embark the ship for cargo operation. They should also ensure that person with sickness should not enter the port. SMO Port Qasim Authority to work with Cargo operation department to ensure this.

### **1.6. ROLE OF TERMINAL OPERATORS**

The terminal operators are to make sure that they do not allow persons suspected of COVID-19 and symptoms similar to COVID-19 to embark the ship for cargo operation. They should also ensure that person with sickness should not enter the port. SMO Port Qasim Authority to work with Cargo operation department to ensure this. Terminal operators are to cooperate with port health authority and port administration in implementation of this plan.

### **1.7. MANAGEMENT OF SUSPECT AND ACUTE CASES ON BOARD**

In the event of a suspected diagnosis of COVID-19 onboard, a ship seeks immediate expert medical opinion. The master should report the event as soon as possible to the port health authority at the port to arrange, depending on the situation, medical evacuation or special arrangements for disembarkation and hospitalization of the patient and laboratory diagnosis.

- Upon receiving information, Port Health Officer along with paramedical staff will start case investigation immediately, wearing appropriate personal protective equipment (PPE).





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- In case the ship is berthed, measures be taken to evacuate the suspect or patient to the nearest tertiary hospital through ambulance equipped for handling patients of COVID-19.
- In case the ship is anchored in outer channel or at sea, the same procedure be followed involving evacuation through boat equipped with safety measures required for handling COVID-19 suspects/patient. The persons on boat will follow strict precautionary measure and PPE. If the condition of the patient is serious, ship is at far distance or in severe weather, medical emergency service of helicopter may be arranged taken for evacuation. (MEDVAC)
- The evacuation process and the choice of hospital dealing such patients has to be made in consultation with the shipping line/agent.
- Patient's medical care and cost of the treatment will be the sole responsibility of shipping line/agent.
- The shipping line /agent will bear the cost involved in the preparedness for the special task of evacuation.
- Port Health Officer will keep a medical record and patient's laboratory examination/clinical tests and communicate the same to SMO, Port Qasim Authority.

### 1.8. MANAGEMENT OF CLOSE CONTACT CASES ON BOARD

In the event of a close contacts of COVID-19 (as defined in IMO guideline para 9) has to be kept in quarantine onboard ship for 14 days on orders of port health authority. The close contacts will have to fill up a PLF (Passenger Locator Form as per Annex B to IMO guideline referred above. Form is available at [https://www.ics-shipping.org/docs/default-source/resources/coronavirus-\(covid-19\)-guidance-for-ship-operators-for-the-protection-of-the-health-of-seafarers.pdf](https://www.ics-shipping.org/docs/default-source/resources/coronavirus-(covid-19)-guidance-for-ship-operators-for-the-protection-of-the-health-of-seafarers.pdf). Ship will either remain at outer anchorage or will be shifted to outer anchorage. The regular tests will be conducted on close contacts. The clinical specimens will be managed through port health authority and shipping agents. When declared safe and medically cleared by port health authority ship may proceed to next port of call. In case the close contact develops signs and symptoms the procedure given above will be followed.



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### **1.9. CASE OF SUSPECT PROVING HEALTHY (FALSE ALARM)**

In case the suspect after evacuation proves negative for COVID-19 or the clinical specimen are proven negative for COVID-19, the condition of quarantine will be lifted from the ship immediately by port health authority. All agencies will be informed accordingly.

### **1.10. ADDITIONAL PORT ADMINISTRATION ORDERS**

In addition to above plan following instructions have also been issued by port administration for containment of coronavirus COVID-19 inside the port:

- No hand shake and embracing for port employees and visitors
- Temporarily stopped biometric attendance
- Disinfection of staircases and door knobs on daily basis
- Disinfection of Transport everyday
- Provision of mask and sanitizer to employees
- Availability of requisite medicines and PPEs as per Annex C to IMO guideline referred above
- Removal of all carpets and darries (traditional flooring) from mosques. Cleaning of floor with disinfectant after every prayer
- Database of suspect and close contact cases of employees and their family members
- Strict precautions and control at main gate while allowing entry to trailers
- Awareness campaign through pamphlets and banners
- Coordination with designated tertiary hospitals

### **1.11. REVISIONS**

This response plan for COVID-19 will be revised after necessary instructions received from the Ministry of Maritime Affairs (MoMA), Ministry of National Health Services Regulation & Coordination (MNHSRC), International Maritime Organization (IMO) and World Health Organization (WHO).