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Lettre circulaire No 4254/Add.2  
30 avril 2020

Destinataires : Tous les Membres de l'OMI  
Organisations intergouvernementales  
Organisations non gouvernementales bénéficiant du statut consultatif

Objet : **Communication du Gouvernement de la République de l'Inde**

Le Gouvernement de la République de l'Inde a envoyé la communication ci-jointe\*, datée du 28 avril 2020, en demandant qu'elle soit diffusée par l'Organisation.

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\* En anglais seulement.



अमिताभ कुमार, भा.रा.से.

नौवहन महानिदेशक

एवं अपर सचिव, भारत सरकार

**AMITABH KUMAR, I.R.S.**

Director General of Shipping &

Additional Secretary to Govt. of India



भारत सरकार

Government of India

पोत परिवहन मंत्रालय

Ministry of Shipping

नौवहन महानिदेशालय

Directorate General of Shipping

DO. No.71-NT(1)/IMO/2019

Dated:28.04.2020

Dear *Ym Excellency,*

Sub: Measures adopted by the Indian Maritime Administration in relation to COVID-19

The Indian Maritime Administration has adopted various measures to ensure seafarers' welfare and uninterrupted flow of commerce by sea during COVID-19 pandemic that has affected the entire world.

A copy each of the relevant executive orders issued by the Indian Maritime Administration specifying such measures is annexed to this letter.

It is requested that information contained in the annexure may kindly be communicated to other IMO Member States and associated Intergovernmental Organizations and Non-Governmental international Organizations.

The Indian Maritime Administration expresses its gratitude to the Secretary-General and IMO for support provided to international maritime community in coping with the crisis caused by COVID-19 and assures you of its highest cooperation.

With *regards,*

Yours Sincerely,

*Amitabh Kumar*  
(Amitabh Kumar) *28/4/2020*

His Excellency Kitack Lim,  
Secretary-General,  
International Maritime Organization,  
4 Albert Embankment,  
London - SE1 7SR

Encl: Index of relevant Executive Orders

## INDEX

Sr. No.	Executive Order's reference number	Dated	Subject	Remarks
1.	DGS Order No. 02 of 2020	16.03.2020	Instructions on dealing with novel coronavirus (COVID-19) - reg.	Instructions to shipping companies, ships, recruitment & placement service providers, maritime training institutes (MTIs) and seafarers and in regard to CoC examinations.
2.	DGS Order No. 03 of 2020	20.03.2020	Instructions on dealing with novel coronavirus (COVID-19) - reg.	Supplementary instructions to MTIs, seafarers and shipping industry.
3.	DGS Order No. 04 of 2020	20.03.2020	Instructions to all major and minor ports for dealing with novel coronavirus (COVID-19) pandemic – reg.	
4.	DGS Order No. 06 of 2020	23.03.2020	Regarding Extension to the validity of seafarers' CoC and Statutory Certificates, periodical Surveys and Audits of Indian Registered Ships in view of COVID 19 outbreak.	
5.	Addendum 02 to DGS Order No. 04 of 2020	25.03.2020	Guidelines on rational use of Personal Protective Equipment's (PPE's) - reg	
6.	Addendum 03 to DGS Order No. 04 of 2020	01.04.2020	Maritime advisory on novel coronavirus (COVID-19) - reg	Supplementary instructions including permission for OEMs' Indian reps. & Indian experts to board vessel for repairs.
7.	Addendum 01 to DGS Order No. 06 of 2020	03.04.2020	Regarding Extension to the validity of seafarers CoC and Statutory Certificates, periodical Surveys and Audits of Indian Registered Ships in view of COVID 19 outbreak.	
8.	DGS Order No. 10 of 2020	13.04.2020	Extension of validity of CDC	Extension of validity of CDC (Seaman's Book)
9.	Addendum 02 to DGS Order No. 06 of 2020	21.04.2020	Regarding Extension to the validity of seafarers CoC and Statutory Certificates, periodical Surveys and Audits of Indian Registered Ships in view of COVID 19 outbreak.	
10.	DGS Order No. 12 of 2020	22.04.2020	Standard Operating Procedures/ Protocols (SOP) for controlled crew change – reg.	





भारत सरकार/ GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING  
नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

**F. No. 7-NT(72)/2014**

**Date: 16.03.2020**

**DGS Order No. 02 of 2020**

**Subject: Instructions on dealing with novel coronavirus (COVID-19) - reg.**

1. The Directorate has issued maritime advisory on new coronavirus vide M.S. Notice 02 of 2020 on 28.01.2020, M.S. Notice 03 of 2020 dated 04.02.2020 & M.S. Notice 06 of 2020 dated 03.03.2020 (F. No. 7-NT(72)/2014).
2. The Novel Coronavirus (COVID-19) cases have been confirmed in large number of countries due to which the World Health Organisation (WHO) has characterized COVID-19 as a pandemic.
3. The International Maritime Organisation (IMO) has issued circular letter No.4204 / Add.3 dated 02.03.2020 providing operational considerations for managing COVID-19 cases / outbreak on board ships prepared by WHO and is available at the following below link:  
<http://www.imo.org/en/MediaCentre/HotTopics/Documents/Circular%20Letter%20No.4204-Add.3.pdf>
4. Considering the gravity of the situation and considering that isolation is the most important way to prevent the spread of the virus, all stakeholders listed below are required to comply with the following:

**A. Shipping Companies & Ships**

- 5.1 All Indian ships are advised to develop a disease outbreak management plan for dealing with outbreak taking into consideration the interim guidance issued by WHO. While developing the plan, vessels may consider using the hospitals onboard the ships for isolating suspected cases until they are disembarked and transferred to a healthcare facility. Also, adequate protocols need to be developed for managing suspected cases on the vessel including clinical management, cleaning and disinfections of possible contaminated areas etc.
- 5.2 The plan may also need to include provisions regarding pre-boarding procedures, screening procedures, educating crew on how to recognize the signs and symptoms of the disease, reporting procedures etc. In addition, garbage required to be landed ashore from vessels may need to be properly disinfected to ensure that there is no possibility of transmission of the COVID-19 disease from the landed garbage.

**B. Recruitment & Placement Service (RPS) providers**

6.1 All Recruitment & Placement Service (RPS) providers are required to ensure that the requirement of physical presence of seafarers in their offices for the purpose of seafarers' 'sign-on' and 'sign off' from ships are kept to the minimum.

6.2 All RPS providers may consider using online means like video conferencing etc., for briefing and de-briefing purpose to the extent possible.

**C. Maritime Training Institutes (MTI's)**

7.1 All the basic courses, modular courses including simulator courses and competency / preparatory courses stand suspended from 16.03.2020 till further orders. No MTI shall conduct these courses till formally notified by this Directorate. The remaining portion of any training shall be resumed after normalcy and subsequent DGS Orders. Meanwhile, the candidates may access e-learning platform on the DGS website to go through the 23 STCW modular courses as mentioned in the Annexure to DGS Training Circular No. 01 of 2020 dated 07.02.2020. The period of suspension shall be treated as holidays for the purpose of calculation of attendance of the candidates.

7.2 All MTIs conducting the residential pre-sea courses may continue conducting only the pre-sea course. However, the MTIs are requested to follow the guidelines given below.

7.2.1 As far as practical avoid travelling, gathering and restrict people coming from outside into the campus. Faculty, should preferably stay in the campus or travel in private vehicles. They should also sanitize themselves before entry the campus.

7.2.2 Practical training and group work / exercises shall not be conducted. Swimming pool and gymnasium should not be used. The entire premises including the hostel block, mess room, library, academic block etc. to be frequently sanitized.

7.2.3 MTI's shall ensure that sufficient sanitizers are maintained at the premises at all times and shall also make such sanitization equipment available at all locations which are commonly used.

7.2.4 MTI's shall make arrangements for regular medical checks of all residents and maintain such records. Any individual found with fever and / or dry cough and / or difficulty in breathing may strictly be quarantined and given necessary medical care.

7.2.5 As far as possible, MTI's shall endeavour to avoid assembly of students outside the classrooms and ensure that they maintain safe distance from each other as per the MoHFW advisories.

**D. Seafarers**

8.1 All seafarers need to avoid availing shore leave in infected regions and consider the risks involved before desiring to go ashore in other regions. Availing shore leave during the pandemic may need to be avoided and used only in exigencies with necessary precautions.



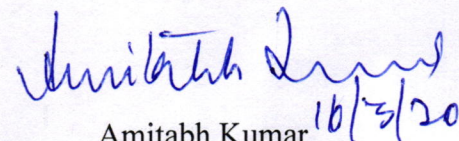
8.2 Seafarers who have travelled abroad to infected regions are advised to self-quarantine immediately on arrival in India for at least a period of 14 days.

**E. Competency Examinations**

9.1 All written competency examinations stands deferred with effect from 24.03.2020. Resumption of the competency examinations will be intimated by subsequent orders. All candidates are required to monitor DGS website for instructions regarding resumption of the competency examinations.

9.2 Oral examinations will however continue to be conducted as per schedule. However, the oral examination is subject to the candidate having no travel history of foreign travel for a period of 14 days prior to the orals and not displaying any fever and / or dry cough and / or difficulty in breathing. Also, Orders of the local Government with respect to congregation of persons etc. need to be followed.

10. All stakeholders including Indian shipping companies, Recruitment and Placement Service providers, MTI's, seafarers are required to comply with the instructions of the Government. All stakeholders are also once again advised to continue to closely monitor the WHO, MoHFW, IMO, Ministry of Shipping & DG Shipping websites on regular basis and be guided with the updated guidelines issued from time to time.

  
Amitabh Kumar 16/3/2020  
Director General of Shipping





भारत सरकार/ GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING  
नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

**F. No. 7-NT(72)/2014**

**Date: 20.03.2020**

**DGS Order No. 03 of 2020**

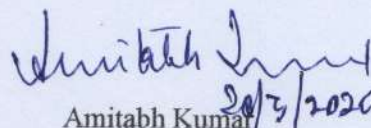
**Subject: Instructions on dealing with novel coronavirus (COVID-19) - reg.**

1. The Directorate has issued instructions on dealing with novel coronavirus (COVID-19) vide DGS Order No. 02 of 2020 dated 16.03.2020 and maritime advisories vide M.S. Notice 02 of 2020 dated 28.01.2020, M.S. Notice 03 of 2020 dated 04.02.2020 & M.S. Notice 06 of 2020 dated 03.03.2020 (F. No. 7-NT(72)/2014).
2. In continuation to the earlier instructions issued by the Directorate on dealing with novel coronavirus (COVID-19), the following shall be complied by all stakeholders:
  - 2.1 As per the Ministry of External Affairs (MEA), Government of India travel advisories dated 11.03.2020 & 16.03.2020 (available in link: <https://mea.gov.in/covid-19-updates.htm>), travel of passenger to India from the infected countries are prohibited with effect from 18.03.2020. Hence, seafarers are advised to refrain from 'signing off' from ships from the infected countries. Also, shipping companies and Recruitment Placement & Service (RPS) providers are instructed to not to 'sign-off' seafarers from the countries included in the travel restrictions by MEA. These instructions are temporary measures and shall be in force till 31.03.2020 and will be reviewed subsequently.
  - 2.2 Seafarers may also be prepared that on their arrival in India, they may have to undergo compulsive quarantine for specific period as deemed necessary by the concerned authority.
  - 2.3 Maritime Training Institutes (MTI's) are additionally instructed to comply with precautionary measures and instructions issued by the respective State governments including the closure of the MTI if instructed so.
3. Considering the gravity of the situation, the Directorate has prepared a guidance document for shipping industry to help combat the spread of the Coronavirus (COVID-19). The document contains the advice on managing port entry restrictions, practical protective measures against COVID-19 for seafarers, pre-boarding screening, education and what to do in suspected cases of infection, hygiene measures for seafarers on ships, managing high risk exposure, case handling, isolation and cleaning, disinfection and waste Management etc.

All the stakeholders are instructed to strictly comply with the interim guidance document for shipping & seafarers for prevention & managing outbreak of COVID-19. (Annexure - 1)

4. Also, all stakeholders including Indian shipping companies, RPS Service providers, MTI's, seafarers are required to comply with the instructions of the Government. All stakeholders are also once again advised to continue to closely monitor the following websites / links on regular basis and be guided with the updated guidelines issued from time to time:

- a. Ministry of Health and Family Welfare (MoHFW), GoI: <https://www.mohfw.gov.in/>
- b. Ministry of Shipping (MoS), GoI: <http://shipmin.gov.in/>
- c. Ministry of External Affairs (MEA), GoI: <https://mea.gov.in/covid-19-updates.htm>
- d. Directorate General of Shipping (DGS), GoI: <https://www.dgshipping.gov.in/>
- e. WHO: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- f. IMO: <http://www.imo.org/en/MediaCentre/HotTopics/Pages/Coronavirus.aspx>

  
Amitabh Kumar  
Director General of Shipping

**ANNEXURE 1**

# Coronavirus Disease 2019 (COVID-19)

## Interim guidance for shipping & seafarers for prevention & managing outbreak of COVID-19

(Provisionally valid till 31.03.2020)

## **DISCLAIMER**

1. The content provided in this document is for information and educational purposes only and is not a substitute for professional advice or guarantee of outcome. Information is gathered and shared from reputable sources; however, DG Shipping is not responsible for errors or omissions in reporting or explanation.
2. No individuals, should use the information, resources or tools contained within to self-diagnosis or self-treat any health related condition. DG Shipping gives no assurance or warrant regarding accuracy, timelines or applicability or the content.
3. All pictures / photos used in the guidance document are taken from the internet.

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**The content of this guidance has been derived and compiled from Ministry of Health and Family Welfare (MoHFW), Ministry of Shipping (MoS), International Maritime Organization (IMO), World Health Organisation (WHO), International Chamber of Shipping (ICS) & Centre of Disease Control (CDC).**

## **1. INTRODUCTION**

### **1.1 OVERVIEW**

World Health Organisation (WHO) China country office on 31.12.2019 has informed of cases of pneumonia of unknown cause detected in Wuhan City, Hubei Province of China.

The Chinese authorities identified a new type of coronavirus, which was isolated on 07.01.2020 by laboratory testing. It is a new strain that had not previously been detected in humans before the outbreak was reported in Wuhan, China.

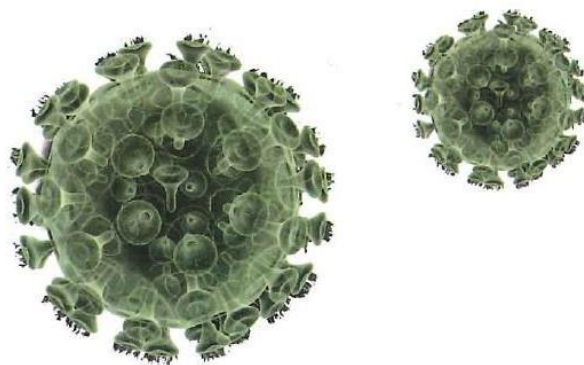
This “novel” coronavirus is now officially named as Coronavirus Disease 2019 (COVID-19). It is from the family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS - CoV) and Severe Acute Respiratory Syndrome (SARS - CoV).

WHO has been assessing this outbreak around the clock. The Novel Coronavirus (COVID-19) cases have been confirmed in large number of countries due to which the World Health Organisation (WHO) on 11.03.2020 has characterized COVID-19 as pandemic.

## **2. CORONAVIRUS**

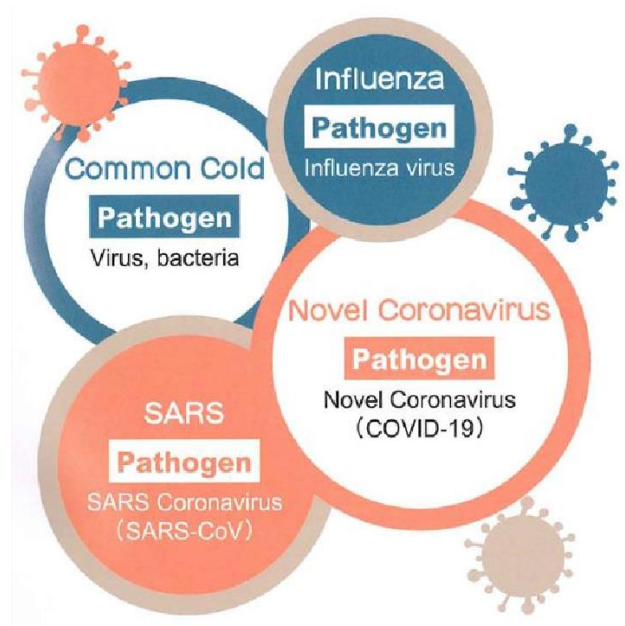
### **2.1 WHAT ARE CORONAVIRUS**

Coronaviruses (CoV) derive their name from the fact that under electron microscopic examination, each virion is surrounded by the corona. Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS - CoV) and Severe Acute Respiratory Syndrome (SARS -CoV). So far, seven types of coronavirus are infecting people.



## 2.2 WHAT IS NOVEL CORONAVIRUS

Novel coronavirus (nCoV) is a new strain that has not been previously identified in humans. This “novel” coronavirus is now officially named as Coronavirus Disease 2019 (COVID-19). COVID-19 belongs to the same big family. Evolution analysis shows that they are under different subgroup branches with different genetic sequences.



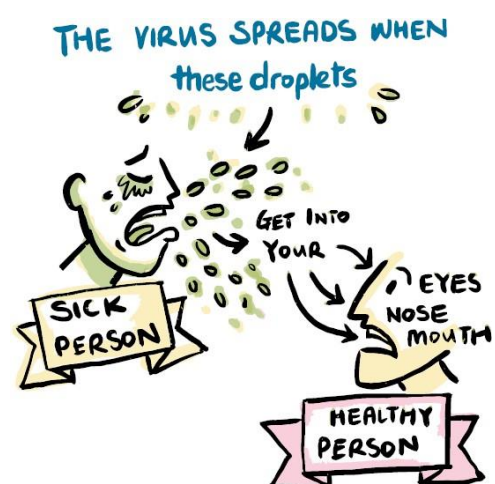
## 3. TRANSMISSION

### 3.1 DIRECT TRANSMISSION

#### Person-to-Person

COVID-19 causes respiratory disease and is mainly transmitted in person-to-person. It can happen in the following circumstances:

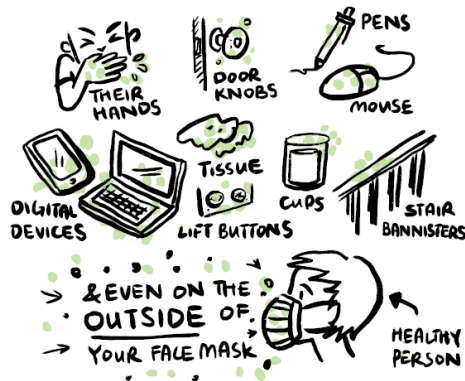
- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs or sneezes
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs



## 3.2 INDIRECT TRANSMISSION

### Contact with Infected Surfaces or Objects

A person can possibly get COVID-19 by touching a surface or an object (e.g. doorknobs and table) that has the virus on it and then touching his own mouth, nose, or eyes.



## 4. SIGNS & SYMPTOMS

The signs and symptoms of COVID-19 are similar to the symptoms of ordinary flu. A study of where a patient has been or whom the patient has had contact with will give clues as to whether the patient may have been exposed to COVID-19.

### 4.1 PHYSICAL SIGNS & SYMPTOMS FOR COVID-19

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

The following symptoms may appear 2-14 days after exposure:

- ☐ Fever
- ☐ Cough
- ☐ Shortness of breath



<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## 4.2 VULNERABILITY

According to WHO, people of all ages can be infected by COVID-19. The following groups of people appear to be more vulnerable to becoming severely ill with the virus.



The elderly



People with pre-existing medical conditions such as asthma, diabetes and heart disease

## 4.3 PEOPLE AT HIGH RISK



Close Contacts



Health care professional

Close contact is a person who, for example, has stayed in the same cabin, participated in common activities, dined together, a cabin steward, or someone who has a contact within 1 meter or was in the closed environment with the suspect/confirmed COVID-19 case.

#### 4.4 INCUBATION PERIOD

Transmission may occur during the incubation period before a person shows signs of sickness. The incubation period of the virus is the time between the exposure and the display of symptoms. Current information suggests that the incubation period ranges from 1 to 12.5 days (with median estimates of 5 to 6 days), but can be as long as 14 days.

#### 4.5 SYMPTOMS FOR CORONAVIRUS FAMILY

	COVID-19	SARS	Influenza	Common Cough
<b>Clinical Manifestations</b>	Excessive fatigue; coughs; shortness of breaths; coughing up yellow or green mucus; chest X-ray shows scattered opacities in the lung	Coughs; breathing difficulties; fatigue; headache and diarrhea; fever	Running nose; sneezing; coughs; high temperature; muscle pain; diarrhea; vomiting	Nasal congestion; coughs; sore throat; throat discomfort; sneezing
<b>Incubation Period</b>	7-14 days	2-7 days	1-4 days	1 day
<b>Ways of Transmission</b>	Short distance droplets spread; close contact; contacts with animals	Short distance droplets spread; close contact	Coughs; sneezing and droplets spread; contact with secretions of an infected person	Droplets spread; contact with infected nasal secretions
<b>Preventive Measures</b>	Regular and frequent hand washing; check body temperature; use alcohol-based disinfectant; wear a surgical mask; enhance airflow; avoid contacts with animals or eat game meat	Cover mouth and nose when sneezing and coughing; regular and frequent hand washing; do not touch nose and mouth; wear a surgical mask; enhance airflow	Vaccination (flu shot); keep hands clean; wear a surgical mask; improve airflow	Regular hand wash, wear a surgical mask, boost your immune system

## 5. OUTBREAK MANAGEMENT PLAN FOR SHIPS

Indian ships sailing on an international voyage are advised to develop a written plan for disease outbreak management that covers the definitions of a suspected case of COVID-19 disease, the definition of close contacts and an isolation plan.

The outbreak management plan should include descriptions of the following:

- The location or locations where suspected cases will be isolated individually until disembarkation and transfer to a healthcare facility
- How the necessary communications between departments (for example, medical, housekeeping, laundry, room service) about persons in isolation will be managed
- The clinical management of suspected cases while they remain on board
- Cleaning and disinfection procedures for potentially contaminated areas, including the isolation cabins or areas
- How close contacts of the suspected case will be managed
- Procedures to collect Passenger / Crew Locator Forms (PLF)
- How food service and utensils, waste management services and laundry will be provided to the isolated travellers

Staff on board should have knowledge of the outbreak management plan and should implement it as required.

## 6. PREVENTIVE MEASURES

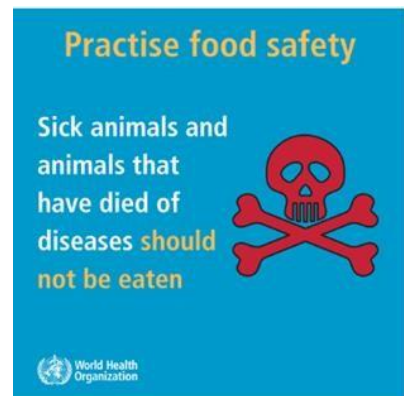
### 6.1 GENERAL

The best way to prevent illness is to avoid being exposed to it. WHO recommends the following actions to prevent the spread of respiratory diseases:



- Wash hand frequently
- Maintain Social Distance of at least 1 meter (3 feet) distance between yourself and anyone who is coughing or sneezing
- Avoid touching eyes, nose, and mouth
- Practice respiratory hygiene
- Seek medical care early if you have a fever, cough, and difficulty breathing
- Practice food safety





## 6.2 GUIDANCE FOR WASHING HANDS

Hand hygiene is the most important measure of reducing the spread of COVID-19. Crew members should perform hand hygiene properly and frequently, especially before touching eyes, nose, and mouth. When hands are visibly soiled or likely contaminated with blood and body fluid or after the contact with infected persons, it is advised to clean hands with liquid soap and water.



Follow five easy steps below –



Step 1 – Wet your hands with clean, running water



Step 2 – Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.





Step 3 – Scrub your hands for at least 20 seconds.



Step 4 – Rinse your hands well under clean, running water



Step 5 – Dry your hands using a clean towel.

### 6.3 GUIDANCE FOR SANITIZING HANDS

Hand sanitizer is a liquid generally used to decrease infectious agents on the hands. If hand washing facilities are not available, or when hands are not visibly soiled, perform hand hygiene with 70% to 80% alcohol-based hand sanitizer (e.g., isopropyl alcohol and ethyl alcohol). It is an effective alternative to prevent cross-transmission of infectious diseases via hands.

The hand-rubbing technique of using alcohol-based hand sanitizers is similar to hand washing.



Step 1 – Use a sufficient amount, around 3 to 5 ml of alcohol-based hand sanitizer to cover all surfaces of your hands.



Step 2 – Rub your palms, then back of hands, finger webs, back of fingers, thumbs, fingertips, and then wrists.



Step 3 – Rub for at least 20 seconds until your hands are dry.



Step 4 – Let the alcohol dry on your hands; do not wipe it off with a paper towel.

### Point to note:

- ☐ Check the expiry date of alcohol-based hand sanitizer before using
- ☐ Hand sanitizers are flammable



## 7. PERSONAL PROTECTIVE EQUIPMENT

### 7.1 GENERAL

The vessel must maintain below Personal Protective Equipment (PPE) when calling infected areas.

- ☐ Disposable surgical masks
- ☐ Disposable gloves
- ☐ Eye Protection
- ☐ Face Shields
- ☐ Medical Gown
- ☐ Ray Thermometer

### 7.2 DISPOSABLE SURGICAL MASKS

Face mask provides a physical barrier to fluids and large particle droplets. Surgical mask is a type of face mask commonly used. When used properly, surgical masks can prevent infections transmitted by respiratory droplets.



Most surgical masks adopt a three-layer design which includes an outer fluid- repelling layer, a middle layer serves as a barrier to germs, and an inner moisture- absorbing layer. Mask without the above functions is not recommended as it cannot provide adequate protection against infectious diseases transmitted by respiratory droplets.

Crew members should wear surgical masks when they have respiratory infection; when taking care of persons with respiratory infection in order to reduce the spread of infection. Please note the following points when wearing a mask.

- Choose the appropriate mask size
- Perform hand hygiene before putting on a surgical mask
- The surgical mask should fit snugly over the face

### 7.3 DISPOSABLE GLOVES

Disposable safety gloves are worn to prevent cross-contamination between the infected person(s) / object(s) and people who perform cleaning/people who enter the medical care area. Change gloves if they are torn or contaminated.

When finished, place used gloves in a biohazard trash bag. Wash your hands immediately after handling these items.



### 7.4 GOGGLES



Goggles are forms of protective eyewear that usually enclose or protect the area surrounding the eye to prevent particulates, water, or chemicals from striking the eyes.

Disinfect used goggles according to the manufacturer's instructions after use.

This is required when handling sick persons or cleaning where infected people were residing.

### 7.5 FACE SHIELD

Face shield that covers the front and sides of the face provides adequate protection against the droplets

This is required when handling sick persons or cleaning where infected people were residing.



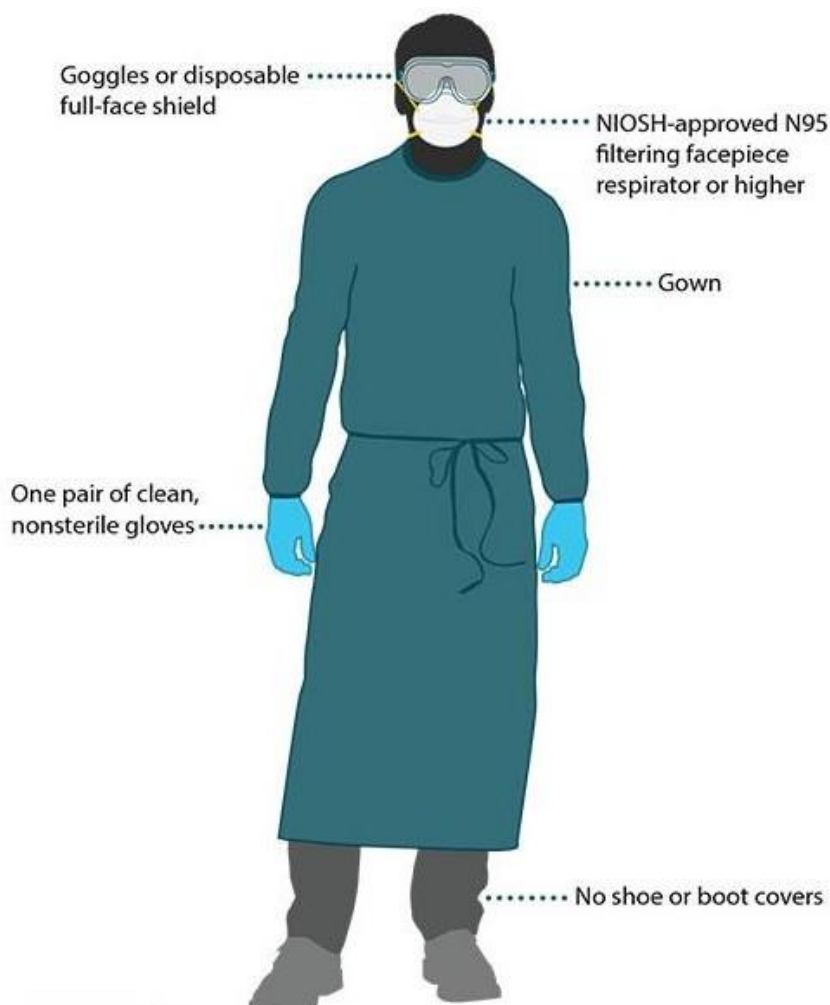
## 7.6 RAY THERMOMETER



An infrared thermometer is a thermometer that infers temperature from a portion of the thermal radiation, sometimes called black-body radiation emitted by the object being measured. This is required to measure the body temperature of the visitors and crew members.

## 7.7 MEDICAL GOWN

Nonsterile, disposable patient isolation gowns, which are used for routine patient care in healthcare settings, are appropriate for use by patients and medical care providers with suspected or confirmed COVID-19 cases. For gowns, it is essential to have sufficient overlap of the fabric so that it wraps around the body to cover the back (ensuring that if the wearer squats or sits down, the gown still protects the back area of the body).



**Note:** The PPE, as depicted in the picture, is minimum PPE required for health care professionals when handling sick persons or cleaning areas where infected people were residing.

## 8. CLEANING AGENTS & DISINFECTANTS

### 8.1 GENERAL

- ☐ Hand wash
- ☐ Hand sanitizers
- ☐ Cleaning disinfectant (bleach)
- ☐ Rubbing alcohol
- ☐ Other disinfectants

### 8.2 HAND WASH

Hand hygiene is the most important measure of reducing the spread of COVID-19. Crew members should perform hand hygiene properly and frequently, especially before touching eyes, nose and mouth. When hands are visibly soiled or likely contaminated with blood and body fluid or after the contact with infected persons, it is advised to clean hands with liquid soap and water.



### 8.3 HAND SANITIZERS



Hand sanitizer is a liquid generally used to decrease infectious agents on the hands. If hand washing facilities are not available, or when hands are not visibly soiled, performing hand hygiene with 70% to 80% alcohol-based hand sanitizer (e.g. isopropyl alcohol and ethyl alcohol) is an effective alternative to prevent cross transmission of infectious diseases via hands.

## 8.4 BLEACH

Bleach is a strong and effective disinfectant. Its active ingredient, sodium hypochlorite, denatures protein in micro-organisms and is therefore effective in killing bacteria, fungi, and viruses. Household bleach works quickly and is widely available at a low cost. Diluted household bleach is thus recommended for the disinfection of the environment.



### Application

- ☐ Dilute and use bleach in a well-ventilated area.
- ☐ Put on appropriate Personal Protective Equipment (e.g., mask, gloves, safety goggles, and plastic apron) when diluting or using bleach as it irritates mucous membranes, the skin, and the airway.
- ☐ Mix bleach with cold water as hot water decomposes the active ingredient of bleach and renders it ineffective.
- ☐ Bleach containing 5.25% sodium hypochlorite. Properly dilute the bleach to achieve appropriate concentration as follows:
  - 1:99 diluted household bleach (mixing 1 part of 5.25% bleach with 99 pieces of water) is used for general household cleaning and disinfection.
  - 1:49 diluted household bleach (mixing 1 part of 5.25% bleach with 49 parts of water) is used for surfaces or articles contaminated with vomitus, excreta and secretions.
  - 1:4 diluted household bleach (mixing 1 part of 5.25% bleach with 4 parts of water) is used for surfaces or articles contaminated with blood spillage.
- ☐ Make adjustments to the amount of bleach added if its concentration of sodium hypochlorite is above or below 5.25%.
  - Calculation: Multiplier of the amount of bleach added =  $5.25 \div \text{concentration of sodium hypochlorite in bleach}$
  - For example, when diluting a bleach containing only 5% sodium hypochlorite, the multiplier is  $5.25 \div 5 = 1.05$ . That means  $10\text{ml} \times 1.05 = 10.5\text{ml}$  of bleach should be used when preparing a bleach solution.
- ☐ Use a tablespoon or measuring cup for accurate measurement of the amount of bleach added.
- ☐ Clean all surfaces, frequently touched surfaces and floors with bleach.
- ☐ Leaving the bleach solution for a contact time of at least 10 minutes is recommended.



### Point to note:

- ❑ Avoid using bleach on metals, wool, nylon, silk, dyed fabric and painted surfaces.
- ❑ Avoid touching the eyes. If bleach gets into the eyes, immediately rinse with water for at least 15 minutes and consult a doctor.
- ❑ Do not use bleach together with other household detergents as this reduces its effectiveness in disinfection and causes dangerous chemical reactions. For example, a toxic gas is produced when bleach is mixed with acidic detergents such as those used for toilet cleaning. This can result in accidents and injuries. If necessary, use detergents first and rinse thoroughly with water before using bleach for disinfection.
- ❑ Undiluted bleach liberates a toxic gas when exposed to sunlight, thus store in a cool, shaded place and out of reach of children.
- ❑ Sodium hypochlorite decomposes with time. To ensure its effectiveness, purchase recently produced bleach and avoid over-stocking.
- ❑ For effective disinfection, use diluted bleach within 24 hours after preparation as decomposition increases with time if left unused.

## 8.5 RUBBING ALCOHOL

- ❑ Alcohol (e.g., isopropyl 70% and ethyl alcohol 60%) can be used to wipe down surfaces where the use of bleach is not suitable e.g. metal.



## 8.6 THE USE OF OTHER DISINFECTANTS

- ❑ Check with the manufacturer that they are active against coronaviruses.
- ❑ Disinfectants should be prepared and applied in accordance with the manufacturer's guidelines. Ensure that appropriate contact time is given before removing any disinfected materials.



### BEFORE CLEANING

- ☐ Where possible, seal off the areas where the suspected/confirmed case has visited before carrying out cleaning and disinfection of the contaminated environmental surfaces. This is to prevent unsuspecting persons from being exposed to those surfaces
- ☐ Keep windows open for ventilation as disinfectants/bleach will be used for cleaning
- ☐ Cleaning crew member(s) should be attired in suitable Personal Protective Equipment (PPE)

### DURING CLEANING

- ☐ Mop floor with bleach (dilute 1 part bleach in 50 parts water, or 1000 ppm)
- ☐ Wipe all frequently touched areas at least daily with chemical disinfectants according to manufacturer's instructions, bleach solution or alcohol (e.g., isopropyl 70% or ethyl alcohol 70%) for areas where the use of bleach is not suitable. Allow air to dry as well
  - Light controls
  - Armrests
  - Doorknobs / handrails
  - Keyboards / lavatory surfaces
  - Lift buttons
  - Seatbacks
  - Tables
- ☐ Wipe down walls up to 3 meters in height as well as blinds with bleach
- ☐ Remove curtains/fabrics/quilts for washing with the preferably hot water cycle. For hot-water laundry cycles, wash with detergent or disinfectant in the water at 70°C for at least 25 minutes. If low-temperature (i.e., < 70°C) laundry cycles are used, choose a chemical that is suitable for low-temperature washing when used at the proper concentration
- ☐ Disinfectants should be applied to surfaces using a damp cloth. They should not be applied to surfaces using a spray pack, as coverage is uncertain, and spraying may promote the production of aerosols. The creation of aerosols caused by splashing liquid during cleaning should be avoided. A steady sweeping motion should be used when cleaning either floors or horizontal surfaces to prevent the creation of aerosols or splashing. Cleaning methods that might aerosolize infectious material, such as the use of compressed air, must not be used
- ☐ Leave the disinfected area and avoid using the area the next day
- ☐ Gloves should be removed and discarded if they become soiled or damaged. A new pair of gloves should be worn to continue cleaning.



## AFTER CLEANING

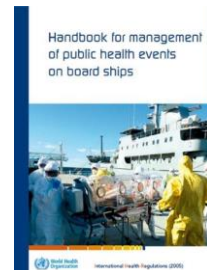
- ☐ Disinfect non-porous cleaning equipment used in one room before using for other rooms. If possible, keep the disinfecting equipment separated from other routine equipment
- ☐ Disinfect used goggles according to manufacturer's instructions after use
- ☐ Disinfect buckets by soaking in bleach (dilute 1 part bleach in 50 parts water, or 1000 ppm, at least 10 minutes), disinfectant solution or rinse in hot water before filling
- ☐ Discard equipment made of cloths / absorbent materials into biohazard bags after cleaning each area to prevent cross contamination
  - Mop head
  - Wiping cloths
- ☐ Discard all used PPEs in a double-bagged biohazard bag securely sealed and labeled
- ☐ Wear a new pair of gloves and fasten the double-bagged biohazard bag with a cable tie
- ☐ Wash hands with alcohol-based gels or liquids rather than soap to disinfect the hands immediately
  - Before / after every contact with an infected person
  - After the removal of PPE
  - Upon the completion of cleaning



## 9. GUIDANCE FOR SHIPS

### 9.1 REQUEST FOR INFORMATION PRIOR ARRIVAL

- ☐ Request the agents / terminal to get the latest information in port concerning COVID-19
- ☐ Ensure a copy of WHO publication - “Handbook for the management of public health events” is available on the vessel



### 9.2 PREPARATION BEFORE ARRIVAL

#### RISK ASSESSMENT

- ☐ Carry out a risk assessment to check if any unidentified hazards may occur, and all controls are in place

#### STORES / SPARES / PROVISIONS

- ☐ The procurement of stores and provisions in high-risk areas is prohibited. Procure all stores, including the cleaning agents and PPE required for COVID-19 before arriving high-risk areas
- ☐ In case of any emergency spares or stores, please liaise with the vessel manager for procurement
- ☐ Considering the present situation of the pandemic at high-risk ports, the vessel might have an extended stay. Procure sufficient provisions and freshwater before calling high-risk ports

#### CREW CHANGE

- ☐ Crew change is prohibited from infected areas (as per MoHFW & MEA advisory on travel restrictions)
- ☐ Considering the emergency situation, flag states would issue necessary dispensation for the crew relief

#### SHORE LEAVE

- ☐ All seafarers need to avoid availing shore leave in infected regions and consider the risks involved before desiring to go ashore in other regions. Availing shore leave during the pandemic may need to be avoided and used only in exigencies with necessary precautions.

### 9.3 SHIP SHORE INTERFACE

- ☐ The crew members must don all PPE as required, including mask before the first interface with the port is made
- ☐ Pilot: Check the temperature of the pilot with a ray gun when he boards. If the pilot is not wearing any PPE, offer the same to the pilot. The access to the bridge, if possible, should be provided from outside the accommodation
- ☐ Ensure the social distance is maintained from the pilot. In case of any food or beverage is given to pilot, the same should preferably be provided in disposable utensils if feasible
- ☐ Establish a sanitation station at the gangway. Provide alternative arrangements for handwash, sanitizers if possible. Check the temperature of all visitors boarding the vessel. In case any visitor shows symptoms of the disease, prohibit boarding
- ☐ The vessel can use a Pre-boarding questionnaire for suspected visitors
- ☐ Designated one room for ship/shore to interface with agent, authorities, stevedores, or any other shore personnel. Do not allow access to different areas on the vessel
- ☐ Clean the above-designated spaces at regular intervals (e.g., every 4 hours) as per the cleaning guidelines
- ☐ Do not allow shore personnel to bring food items on board.



### 9.4 GALLEY HYGIENE & SAFETY

- ☐ Maintain a high level of cleanliness in the galley
- ☐ Increase the frequency of cleaning the galley and stores
- ☐ Chief Cook and Messman must not interact with shore personnel unless absolutely necessary
- ☐ Do not allow shipboard or shore personnel to enter galley if not required
- ☐ Follow hygiene and food safety guidelines in the galley as per health and safety manual
- ☐ If possible, keep the utensils for each crew member separate. Do not allow the sharing of food, utensils. In case it is required to provide food for shore personnel, use disposable utensils

## 9.5 GARBAGE AREA

- ☐ Ensure all garbage bins in the galley and accommodation area are well covered
- ☐ Wear PPE as required when handling garbage
- ☐ Clean and disinfect garbage spaces daily

## 9.6 ACCOMMODATION & ENGINE ROOM

- ☐ Maintain a log of all crew members on board twice daily as per the below format.

Record of Symptoms for CORONAVIRUS								
Vessel Name				Date				
S.no	Name	Rank	Body Temperature	Look for below symptoms. If the crew member show any symptoms, write comments , else write no symptoms )				
				Fever / Headache	Cough / Sore Throat	Runny Nose	Breathing Difficulties	Diarrhoea

- ☐ Increase the frequency of cleaning in accommodation and engine room
- ☐ Disinfect the accommodation as per the cleaning guidelines frequently.
- ☐ Do not allow entry of visitors in the engine room
- ☐ Do not carry out maintenance on the sewage and greywater system.
- ☐ Wear PPE when dosing the sewage treatment plant.

## 9.7 AFTER DEPARTURE

- ☐ Carry out a thorough cleaning and disinfection of all areas onboard.
- ☐ Continue maintaining the coronavirus symptom log for all crew members for at least 21 days or as per specified by the requirements of next port of call

## 9.8 ACTION TO BE TAKEN IN CASE OF SUSPECTED INFECTION ON BOARD DEPARTURE

Early detection, prevention, and control of COVID-19 on the ship is important to protect the health of other crewmembers and to avoid transmission of the virus. Arrangements must be made to disembark the infected crew member as soon as possible who are suspected of having COVID-19.

Following cases represents a suspect

A patient with acute respiratory illness (fever and at least one sign/symptom of respiratory disease (e.g., cough, shortness of breath), and with no other set of causes that fully explains the clinical presentation and a history of travel to or residence in a country/ area or territory reporting local transmission of (COVID-19) during the 14 days prior to the onset of the symptoms.

Or

A patient with any acute respiratory illness and having been in contact with a confirmed or suspected COVID-19 case during the 14 days before the onset of the symptoms.

Or

A patient with a severe acute respiratory infection (fever and at least one sign/symptom of respiratory disease, e.g., cough, shortness of breath, and requiring hospitalization and with no other set of causes that fully explain the symptoms.

Once the suspect case has been identified,

- ☐ Establish contact with CIRM / Medical Service Provider as soon as possible
- ☐ Isolate the crew member in the hospital with possible symptoms of COVID-19 to minimize the transmission of this virus. The sick patient must not leave the hospital or the confined area
- ☐ Put air condition on fresh air mode (though it has not been established that COVID-19 can spread through air)
- ☐ Ask the sick person to wear a facemask (a surgical mask, not N95) as soon as they are identified
- ☐ Maintain a distance of 6 feet from the sick person while interviewing, escorting, or providing other assistance
- ☐ Keep interactions with sick people as brief as possible. Limit the number of people who interact with sick people. A single person must give care and meals to an infected person
- ☐ Respiratory hygiene should be practiced by all, especially ill persons, at all times. Respiratory health refers to covering the mouth and nose during coughing or sneezing using medical masks, cloth masks, tissues, or flexed elbow, followed by hand hygiene. Discard materials used to cover the mouth or nose or clean them appropriately after use (e.g., wash handkerchiefs using regular soap or detergent and water)
- ☐ Wear a medical mask fitted tightly to the face when in the same room with the ill person. Do not touch masks during use. If the mask gets wet or dirty with secretions, change it immediately. Discard the mask after use and perform hand hygiene after removal of the mask
- ☐ Wear all other PPE when providing care for the sick person or when cleaning the areas where the sick person has resided
- ☐ Perform hand hygiene following all contact with ill persons or their immediate environment. Hand hygiene should also be performed before and after preparing food, before eating, after

using the toilet, and whenever hands look dirty. If hands are not visibly soiled, alcohol-based hand rub can be used. Perform hand hygiene using soap and water when hands are visibly soiled. Avoid direct contact with body fluids, particularly oral or respiratory secretions, and stool. Use disposable gloves to provide oral or respiratory care and when handling stool, urine, and waste

- ☐ Avoid other types of possible exposure to ill persons or contaminated items in their immediate environment (e.g., avoid sharing toothbrushes, cigarettes, eating utensils, dishes, drinks, towels, washcloths, or bed linen). Eating utensils and meals should be cleaned with either soap or detergent and water after use and may be reused instead of being discarded
- ☐ Clean and disinfect bathroom and toilet surfaces at least once daily with a regular household disinfectant containing a diluted bleach solution (1-part bleach to 99 parts water)
- ☐ Clean and disinfect frequently touched surfaces such as bedside tables, bed frames, and other bedroom furniture daily with a regular household disinfectant containing a diluted bleach solution (1-part bleach to 99 parts water)
- ☐ Clean clothes, bedclothes, bath and hand towels, etc. of ill persons using regular laundry soap and water or machine wash at 60 – 90°C with common household detergent. Dry it thoroughly. Place contaminated linen into a laundry bag. Do not shake soiled laundry and avoid direct contact with the skin and clothes with the contaminated materials
- ☐ Gloves, tissues, masks, and other waste generated by ill persons or in the care of ill persons should be placed in a lined container in the ill person's room before disposal with other household waste
- ☐ All crewmembers should be considered close contact after a case on board. Their health should be monitored for 14 days from the last day of possible contact. Seek immediate medical attention if they develop any symptoms, particularly fever, respiratory symptoms such as coughing or shortness of breath, or diarrhea
- ☐ During disembarkation, ensure minimize exposure to other crew members
- ☐ The vessel must make a detailed report to the competent authority at the next port of call
- ☐ The vessel needs to be thoroughly cleaned after the disembarkation of the suspected case



भारत सरकार/ GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING  
नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

**F. No. 7-NT(72)/2014**

**Date: 20.03.2020**

**DGS Order No. 04 of 2020**

**Subject: Instructions to all major and minor ports for dealing with novel coronavirus (COVID-19) pandemic - reg.**

1. The Directorate has issued instructions on dealing with novel coronavirus (COVID-19) vide DGS Order No. 02 of 2020 dated 16.03.2020, DGS Order No. 03 of 2020 & 20.03.2020 and maritime advisories vide M.S. Notice 02 of 2020 dated 28.01.2020, M.S. Notice 03 of 2020 dated 04.02.2020 & M.S. Notice 06 of 2020 dated 03.03.2020 (F. No. 7-NT(72)/2014).
2. The spread of the COVID-19 pandemic across large number of nations is an unprecedented situation in recent times. To slow the spread of the disease and mitigate its impacts, travel advisories have been issued by many jurisdictions including India. However, shipping services are required to continue to be operational so that vital goods and essential commodities like fuel, medical supplies, food grains etc., are delivered and to ensure that the economic activity of the nation is not disrupted. It is, therefore, important that the flow of goods by sea should not be needlessly disrupted without compromising the safety of life and protection of the environment. In view of the same, it has been decided that for the continued operation of vessels and ports, the following shall be complied with by all stakeholders till further orders.

**All Vessels**

3. The master of a vessel, before arrival at its first port of call in India, shall ascertain the state of health of each person on board the vessel and submit the Maritime Declaration of Health to the concerned health authorities of the port and to the port authorities.

4. The format of the Maritime Declaration of Health shall be as per Annex 8 of the International Health Regulations 2005, issued by World Health Organisation which has also been adopted by International Maritime Organisation by the FAL Convention at section A (2.1). Copy of the model Maritime Declaration of Health is enclosed.

5. The Maritime Declaration of Health shall be forwarded at least 72 hours prior arrival of the vessel at the port. If the voyage duration from last port of departure is less than 72 hours, the Maritime Declaration of Health shall be informed to the port immediately on departure from the port. In addition, the information required by the local health authorities of the port like temperature chart, individual health declaration etc. shall also be provided by the master as per the directives of the local health authorities of the port.

6. If the master of the vessel ascertains that a person on board the vessel is exhibiting symptoms of COVID-19, the same shall be explicitly mentioned in the Maritime Declaration of Health being forwarded to the health authorities and to the port.

7. If the maritime declaration of health given by the master is found to be incorrect and not reflecting the factual conditions of health of persons on board the vessel, **the master is liable to be prosecuted as per applicable laws.** All agents of the vessel shall ensure that this information regarding possible prosecution for incorrect declaration is clearly informed to the vessel before its arrival at Indian ports.

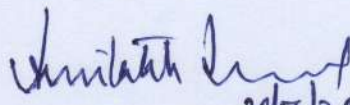
8. In case of any suspected person on board the vessel, the master shall ensure that the suspected person is isolated in the ship's hospital, or other suitable location on the vessel. All other persons who may have come in contact with the suspected person shall also be isolated at appropriate locations as decided by the master. The master shall also ensure that all instructions issued by the Ministry of Health and Family Welfare, Govt. of India, as well as the guidance issued on dealing with COVID-19 matters by World Health Organization (WHO), International Maritime Organization (IMO) and other applicable trade bodies are complied with at all times.

9. Vessels having persons suspected of COVID-19 will necessarily be required to be monitored by the health authorities and put in quarantine, if necessary. Samples from the suspected person will be taken and tested as per the instructions of the health authorities. If the samples are tested positive, the vessel will remain in quarantine and the infected person(s) will be dealt with as per the procedures laid down by MoHFW, Govt. of India. Vessels with infected person shall also be sanitized as per the extant protocols for dealing with COVID-19 pandemic.



10. In case of medical emergency, the health authorities shall supervise transport of the patient to the designated hospital as per the procedures laid down by MoHFW, Govt. of India.
11. In the unfortunate incident for a vessel to deal with deceased person suspected of having COVID-19, the guidelines on dead body management issued by MoHFW, Govt. of India, will apply.
12. Vessels arriving from ports of infected countries identified for mandatory quarantine and travel ban by MoHFW, Govt. of India before 14 days of departure from the infected port, or having seafarers embarked on the vessel who have been in infected regions within 14 days of arrival at any Indian port shall need to comply with additional measures as given in the Annex 1. The updated list of infected countries may be obtained from the website of MoHFW, Govt. of India.
13. Vessels arriving from any port in China to have the necessary quarantine period of 14 days.
14. Stoppages of a vessel at any port of infected countries only for bunkering purposes shall not be counted for the calculation of 14 days from port of departure.
15. Vessels that have arrived at Indian port after 14 days of departure from an infected port need not comply with the additional requirements specified in Annex 1.
16. Ports which are not able not comply with the additional requirements specified in Annex 1 shall not allow the vessels to berth for vessels which have arrived within 14 days from the infected countries.
17. Pilot shall normally not be assigned to any vessel unless pratique is granted to the vessel. Prior boarding the vessel, the master of the vessel shall reconfirm to the pilot that all persons on board the vessel are healthy and there are no suspected cases of persons infected by COVID-19 on board the vessel. The master of the vessel shall also ensure that all the areas through which the pilot is likely to pass are appropriately disinfected and sanitized as per the required protocol and shall further confirm about the same to the pilot before the pilot boards the vessel.
18. All ships personnel who are likely to interact with the pilot should be wearing appropriate Personal Protective Equipment (PPE). In addition, the bridge team shall be wearing appropriate PPE at all times while the pilot is on the vessel. Pilot shall also be wearing appropriate Personal Protection Equipment (PPE).

19. If after boarding the vessel, the pilot observes any deviation regarding health aspects declared by the master, he shall forthwith inform the port and initiate appropriate action as instructed by the authorities. Such pilots may need to self quarantine, if required by the health authorities.
20. Food or water consumption shall normally be avoided by the pilot on board the vessel. However, if any food items are required to be consumed by the pilots, the master shall ensure that such items are provided in hygienic packages/ utensils.
21. It shall be ensured that the number of persons required to board the vessel is kept to the bare minimum. Personnel who may be required to board the vessel such as ship agents, cargo personnel, custom and immigration authorities etc. shall always be aware of the pandemic and have appropriate PPE while on board the vessel
22. All crafts and vehicles carrying pilot and other persons required to board the vessels shall be sanitized at appropriate intervals. Also the used PPE shall be disposed as per the appropriate protocols.
23. There is no restriction of sign on and sign off of Indian seafarers in ports in India.
24. Vessels operating solely between ports in India are to exercise due diligence and are not required to be fully bound by the aforesaid instructions.
25. All vessels and all major and minor ports are instructed to comply with the guidance given in attached Annex 2.
26. This order is issued with the approval of the Ministry of Shipping, Government of India.

  
Amitabh Kumar  
20/03/2020  
Director General of Shipping

## **Annex 1**

Vessels arriving from ports of infected countries within 14 days of departure from the infected port, or having seafarers embarked on the vessel who have been in infected regions within 14 days of arrival at any Indian port shall comply with the following additional measures:

1. Health authorities shall grant pratique prior berthing as per necessary health protocols.
2. The mooring ropes and pilot ladders of such vessels shall be sanitized.
3. The pilot shall be provided full body protection suit.
4. Mooring boat and mooring gang to be provided with adequate PPE, if applicable.
5. Gangway to be kept in raised condition at all times.
6. No person to be permitted on board without specific permission from port authorities.
7. All personnel's boarding the vessel for cargo operations shall wear full body protection suit.  
Also the used PPE shall be disposed off as per the appropriate protocols.
8. Vessel staff assisting in cargo operations to also wear full body protection suit and maintain safe distance of at least 6 feet.
9. Vessel to sanitize and disinfect after the completion of cargo operations.

**ANNEX 2**

# Coronavirus Disease 2019 (COVID-19)

## Instructions for ports & shipping for prevention & managing outbreak of COVID-19

(Provisionally valid till 31.03.2020)

## **DISCLAIMER**

1. The content provided in this document is for information and educational purposes only and is not a substitute for professional advice or guarantee of outcome. Information is gathered and shared from reputable sources; however, DG Shipping is not responsible for errors or omissions in reporting or explanation.
2. No individuals, should use the information, resources or tools contained within to self-diagnosis or self-treat any health related condition. DG Shipping gives no assurance or warrant regarding accuracy, timelines or applicability or the content.
3. All pictures / photos used in the guidance document are taken from the internet.

The content of this document has been derived and compiled from Ministry of Health and Family Welfare (MoHFW), Ministry of Shipping (MoS), International Maritime Organization (IMO), World Health Organisation (WHO), International Chamber of Shipping (ICS) & Centre of Disease Control (CDC).

## 1. INTRODUCTION

### 1.1 OVERVIEW

World Health Organisation (WHO) China country office on 31.12.2019 has informed of cases of pneumonia of unknown cause detected in Wuhan City, Hubei Province of China.

The Chinese authorities identified a new type of coronavirus, which was isolated on 07.01.2020 by laboratory testing. It is a new strain that had not previously been detected in humans before the outbreak was reported in Wuhan, China.

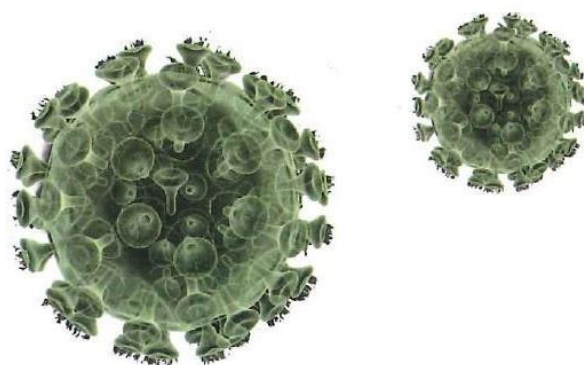
This “novel” coronavirus is now officially named as Coronavirus Disease 2019 (COVID-19). It is from the family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS - CoV) and Severe Acute Respiratory Syndrome (SARS - CoV).

WHO has been assessing this outbreak around the clock. The Novel Coronavirus (COVID-19) cases have been confirmed in large number of countries due to which the World Health Organisation (WHO) on 11.03.2020 has characterized COVID-19 as pandemic.

## 2. CORONAVIRUS

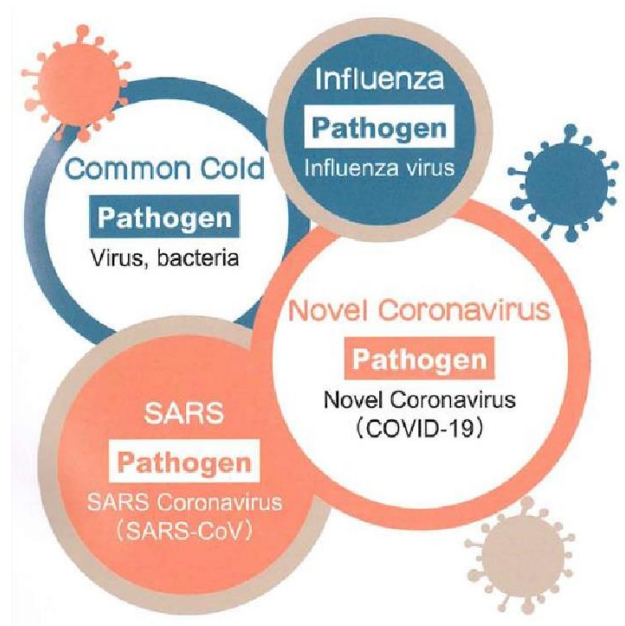
### 2.1 WHAT ARE CORONAVIRUS

Coronaviruses (CoV) derive their name from the fact that under electron microscopic examination, each virion is surrounded by the corona. Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS - CoV) and Severe Acute Respiratory Syndrome (SARS -CoV). So far, seven types of coronavirus are infecting people.



## 2.2 WHAT IS NOVEL CORONAVIRUS

Novel coronavirus (nCoV) is a new strain that has not been previously identified in humans. This “novel” coronavirus is now officially named as Coronavirus Disease 2019 (COVID-19). COVID-19 belongs to the same big family. Evolution analysis shows that they are under different subgroup branches with different genetic sequences.



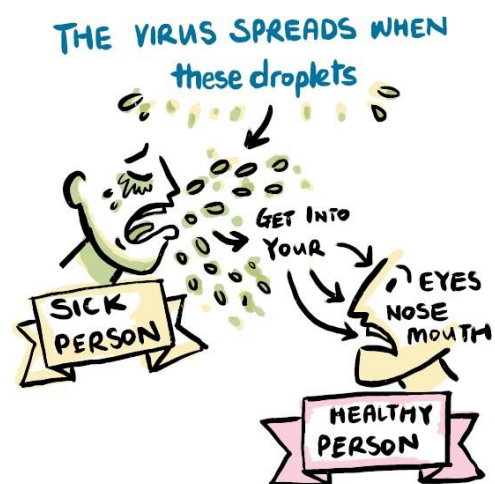
## 3. TRANSMISSION

### 3.1 DIRECT TRANSMISSION

#### Person-to-Person

COVID-19 causes respiratory disease and is mainly transmitted in person-to-person. It can happen in the following circumstances:

- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs or sneezes
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs





## 3.2 INDIRECT TRANSMISSION

### Contact with Infected Surfaces or Objects

A person can possibly get COVID-19 by touching a surface or an object (e.g. doorknobs and table) that has the virus on it and then touching his own mouth, nose, or eyes.



## 4. SIGNS & SYMPTOMS

The signs and symptoms of COVID-19 are similar to the symptoms of ordinary flu. A study of where a patient has been or whom the patient has had contact with will give clues as to whether the patient may have been exposed to COVID-19.

### 4.1 PHYSICAL SIGNS & SYMPTOMS FOR COVID-19

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

The following symptoms may appear 2-14 days after exposure:

- ☐ Fever
- ☐ Cough
- ☐ Shortness of breath



<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## 4.2 VULNERABILITY

According to WHO, people of all ages can be infected by COVID-19. The following groups of people appear to be more vulnerable to becoming severely ill with the virus.



The elderly



People with pre-existing medical conditions such as asthma, diabetes and heart disease

## 4.3 PEOPLE AT HIGH RISK



Close Contacts



Health care professional

Close contact is a person who, for example, has stayed in the same cabin, participated in common activities, dined together, a cabin steward, or someone who has a contact within 1 meter or was in the closed environment with the suspect/confirmed COVID-19 case.

#### 4.4 INCUBATION PERIOD

Transmission may occur during the incubation period before a person shows signs of sickness. The incubation period of the virus is the time between the exposure and the display of symptoms. Current information suggests that the incubation period ranges from 1 to 12.5 days (with median estimates of 5 to 6 days), but can be as long as 14 days.

#### 4.5 SYMPTOMS FOR CORONAVIRUS FAMILY

	COVID-19	SARS	Influenza	Common Cough
<b>Clinical Manifestations</b>	Excessive fatigue; coughs; shortness of breaths; coughing up yellow or green mucus; chest X-ray shows scattered opacities in the lung	Coughs; breathing difficulties; fatigue; headache and diarrhea; fever	Running nose; sneezing; coughs; high temperature; muscle pain; diarrhea; vomiting	Nasal congestion; coughs; sore throat; throat discomfort; sneezing
<b>Incubation Period</b>	7-14 days	2-7 days	1-4 days	1 day
<b>Ways of Transmission</b>	Short distance droplets spread; close contact; contacts with animals	Short distance droplets spread; close contact	Coughs; sneezing and droplets spread; contact with secretions of an infected person	Droplets spread; contact with infected nasal secretions
<b>Preventive Measures</b>	Regular and frequent hand washing; check body temperature; use alcohol-based disinfectant; wear a surgical mask; enhance airflow; avoid contacts with animals or eat game meat	Cover mouth and nose when sneezing and coughing; regular and frequent hand washing; do not touch nose and mouth; wear a surgical mask; enhance airflow	Vaccination (flu shot); keep hands clean; wear a surgical mask; improve airflow	Regular hand wash, wear a surgical mask, boost your immune system

## 5. PREVENTIVE MEASURES

### 5.1 GENERAL

The best way to prevent illness is to avoid being exposed to it. WHO recommends the following actions to prevent the spread of respiratory diseases:



- Wash hand frequently
- Maintain Social Distance of at least 1 meter (3 feet) distance between yourself and anyone who is coughing or sneezing
- Avoid touching eyes, nose, and mouth
- Practice respiratory hygiene
- Seek medical care early if you have a fever, cough, and difficulty breathing
- Practice food safety



### 5.2 GUIDANCE FOR WASHING HANDS

Hand hygiene is the most important measure of reducing the spread of COVID-19. Crew members should perform hand hygiene properly and frequently, especially before touching eyes, nose, and mouth. When hands are visibly soiled or likely

**COVID-19 (Ver. 1)**

contaminated with blood and body fluid or after the contact with infected persons, it is advised to clean hands with liquid soap and water.



Follow five easy steps below –



Step 1 – Wet your hands with clean, running water



Step 2 – Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Step 3 – Scrub your hands for at least 20 seconds.



Step 4 – Rinse your hands well under clean, running water



Step 5 – Dry your hands using a clean towel.

### 5.3 GUIDANCE FOR SANITIZING HANDS

Hand sanitizer is a liquid generally used to decrease infectious agents on the hands. If hand washing facilities are not available, or when hands are not visibly soiled, perform hand hygiene with 70% to 80% alcohol-based hand sanitizer (e.g., isopropyl alcohol and ethyl alcohol). It is an effective alternative to prevent cross-transmission of infectious diseases via hands.



The hand-rubbing technique of using alcohol-based hand sanitizers is similar to hand washing.



Step 1 – Use a sufficient amount, around 3 to 5 ml of alcohol-based hand sanitizer to cover all surfaces of your hands.



Step 2 – Rub your palms, then back of hands, finger webs, back of fingers, thumbs, fingertips, and then wrists.



Step 3 – Rub for at least 20 seconds until your hands are dry.



Step 4 – Let the alcohol dry on your hands; do not wipe it off with a paper towel.

#### Point to note:

- ☐ Check the expiry date of alcohol-based hand sanitizer before using
- ☐ Hand sanitizers are flammable





## 6. PERSONAL PROTECTIVE EQUIPMENT

### 6.1 GENERAL

The vessel must maintain below Personal Protective Equipment (PPE) when calling infected areas.

- ☐ Disposable surgical masks
- ☐ Disposable gloves
- ☐ Eye Protection
- ☐ Face Shields
- ☐ Medical Gown
- ☐ Ray Thermometer

### 6.2 DISPOSABLE SURGICAL MASKS

Face mask provides a physical barrier to fluids and large particle droplets. Surgical mask is a type of face mask commonly used. When used properly, surgical masks can prevent infections transmitted by respiratory droplets.



Most surgical masks adopt a three-layer design which includes an outer fluid- repelling layer, a middle layer serves as a barrier to germs, and an inner moisture- absorbing layer. Mask without the above functions is not recommended as it cannot provide adequate protection against infectious diseases transmitted by respiratory droplets.

Crew members should wear surgical masks when they have respiratory infection; when taking care of persons with respiratory infection in order to reduce the spread of infection. Please note the following points when wearing a mask.

- Choose the appropriate mask size
- Perform hand hygiene before putting on a surgical mask
- The surgical mask should fit snugly over the face

### 6.3 DISPOSABLE GLOVES

Disposable safety gloves are worn to prevent cross-contamination between the infected person(s) / object(s) and people who perform cleaning/people who enter the medical care area. Change gloves if they are torn or contaminated.

When finished, place used gloves in a biohazard trash bag. Wash your hands immediately after handling these items.



### 6.4 GOGGLES



Goggles are forms of protective eyewear that usually enclose or protect the area surrounding the eye to prevent particulates, water, or chemicals from striking the eyes.

Disinfect used goggles according to the manufacturer's instructions after use.

This is required when handling sick persons or cleaning where infected people were residing.

### 6.5 FACE SHIELD

Face shield that covers the front and sides of the face provides adequate protection against the droplets

This is required when handling sick persons or cleaning where infected people were residing.



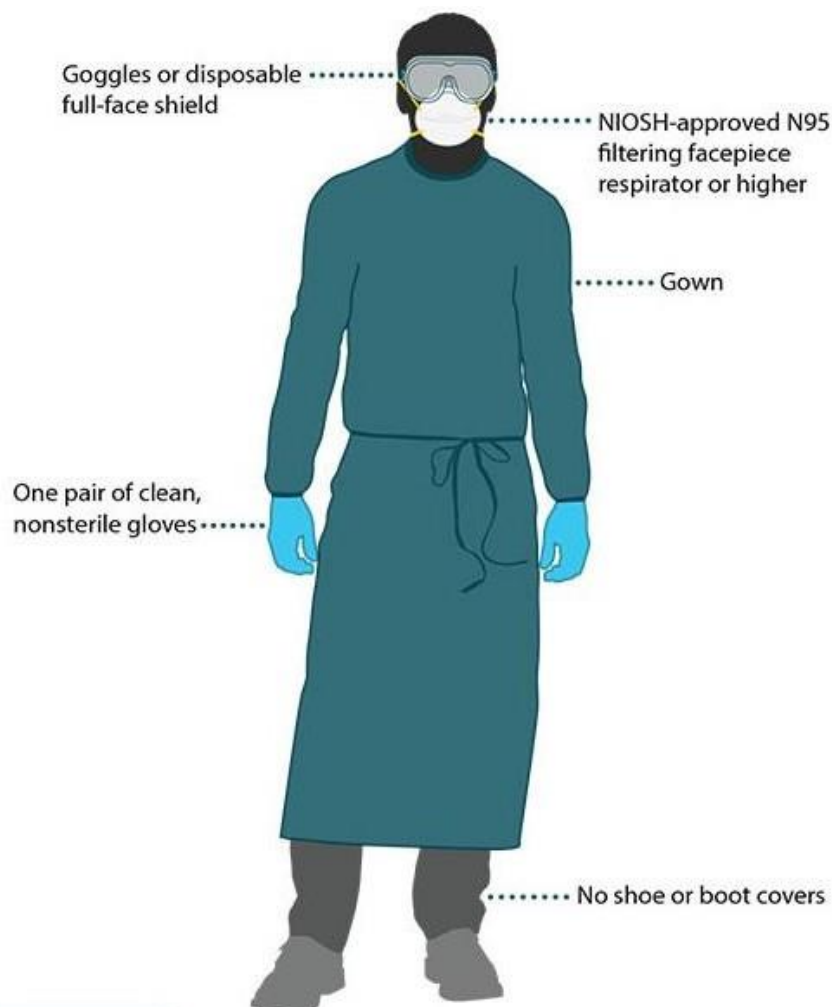
### 6.6 RAY THERMOMETER



An infrared thermometer is a thermometer that infers temperature from a portion of the thermal radiation, sometimes called black-body radiation emitted by the object being measured. This is required to measure the body temperature of the visitors and crew members.

## 6.7 MEDICAL GOWN

Nonsterile, disposable patient isolation gowns, which are used for routine patient care in healthcare settings, are appropriate for use by patients and medical care providers with suspected or confirmed COVID-19 cases. For gowns, it is essential to have sufficient overlap of the fabric so that it wraps around the body to cover the back (ensuring that if the wearer squats or sits down, the gown still protects the back area of the body).



**Note:** The PPE, as depicted in the picture, is minimum PPE required for health care professionals when handling sick persons or cleaning areas where infected people were residing.

## 7. CLEANING AGENTS & DISINFECTANTS

### 7.1 GENERAL

- ☐ Hand wash
- ☐ Hand sanitizers
- ☐ Cleaning disinfectant (bleach)
- ☐ Rubbing alcohol
- ☐ Other disinfectants

### 7.2 HAND WASH

Hand hygiene is the most important measure of reducing the spread of COVID-19. Crew members should perform hand hygiene properly and frequently, especially before touching eyes, nose and mouth. When hands are visibly soiled or likely contaminated with blood and body fluid or after the contact with infected persons, it is advised to clean hands with liquid soap and water.



### 7.3 HAND SANITIZERS



Hand sanitizer is a liquid generally used to decrease infectious agents on the hands. If hand washing facilities are not available, or when hands are not visibly soiled, performing hand hygiene with 70% to 80% alcohol-based hand sanitizer (e.g. isopropyl alcohol and ethyl alcohol) is an effective alternative to prevent cross transmission of infectious diseases via hands.

## 7.4 BLEACH

Bleach is a strong and effective disinfectant. Its active ingredient, sodium hypochlorite, denatures protein in micro-organisms and is therefore effective in killing bacteria, fungi, and viruses. Household bleach works quickly and is widely available at a low cost. Diluted household bleach is thus recommended for the disinfection of the environment.



### Application

- ☐ Dilute and use bleach in a well-ventilated area.
- ☐ Put on appropriate Personal Protective Equipment (e.g., mask, gloves, safety goggles, and plastic apron) when diluting or using bleach as it irritates mucous membranes, the skin, and the airway.
- ☐ Mix bleach with cold water as hot water decomposes the active ingredient of bleach and renders it ineffective.
- ☐ Bleach containing 5.25% sodium hypochlorite. Properly dilute the bleach to achieve appropriate concentration as follows:
  - 1:99 diluted household bleach (mixing 1 part of 5.25% bleach with 99 pieces of water) is used for general household cleaning and disinfection.
  - 1:49 diluted household bleach (mixing 1 part of 5.25% bleach with 49 parts of water) is used for surfaces or articles contaminated with vomitus, excreta and secretions.
  - 1:4 diluted household bleach (mixing 1 part of 5.25% bleach with 4 parts of water) is used for surfaces or articles contaminated with blood spillage.
- ☐ Make adjustments to the amount of bleach added if its concentration of sodium hypochlorite is above or below 5.25%.
  - Calculation: Multiplier of the amount of bleach added =  $5.25 \div \text{concentration of sodium hypochlorite in bleach}$
  - For example, when diluting a bleach containing only 5% sodium hypochlorite, the multiplier is  $5.25 \div 5 = 1.05$ . That means  $10\text{ml} \times 1.05 = 10.5\text{ml}$  of bleach should be used when preparing a bleach solution.
- ☐ Use a tablespoon or measuring cup for accurate measurement of the amount of bleach added.
- ☐ Clean all surfaces, frequently touched surfaces and floors with bleach.
- ☐ Leaving the bleach solution for a contact time of at least 10 minutes is recommended.

### Point to note:

- ❑ Avoid using bleach on metals, wool, nylon, silk, dyed fabric and painted surfaces.
- ❑ Avoid touching the eyes. If bleach gets into the eyes, immediately rinse with water for at least 15 minutes and consult a doctor.
- ❑ Do not use bleach together with other household detergents as this reduces its effectiveness in disinfection and causes dangerous chemical reactions. For example, a toxic gas is produced when bleach is mixed with acidic detergents such as those used for toilet cleaning. This can result in accidents and injuries. If necessary, use detergents first and rinse thoroughly with water before using bleach for disinfection.
- ❑ Undiluted bleach liberates a toxic gas when exposed to sunlight, thus store in a cool, shaded place and out of reach of children.
- ❑ Sodium hypochlorite decomposes with time. To ensure its effectiveness, purchase recently produced bleach and avoid over-stocking.
- ❑ For effective disinfection, use diluted bleach within 24 hours after preparation as decomposition increases with time if left unused.

## 7.5 RUBBING ALCOHOL

- ❑ Alcohol (e.g., isopropyl 70% and ethyl alcohol 60%) can be used to wipe down surfaces where the use of bleach is not suitable e.g. metal.



## 7.6 THE USE OF OTHER DISINFECTANTS

- ❑ Check with the manufacturer that they are active against coronaviruses.
- ❑ Disinfectants should be prepared and applied in accordance with the manufacturer's guidelines. Ensure that appropriate contact time is given before removing any disinfected materials.





## 7.7 CLEANING GUIDELINES

### BEFORE CLEANING

- ☐ Where possible, seal off the areas where the suspected/confirmed case has visited before carrying out cleaning and disinfection of the contaminated environmental surfaces. This is to prevent unsuspecting persons from being exposed to those surfaces
- ☐ Keep windows open for ventilation as disinfectants/bleach will be used for cleaning
- ☐ Cleaning crew member(s) should be attired in suitable Personal Protective Equipment (PPE)

### DURING CLEANING

- ☐ Mop floor with bleach (dilute 1 part bleach in 50 parts water, or 1000 ppm)
- ☐ Wipe all frequently touched areas at least daily with chemical disinfectants according to manufacturer's instructions, bleach solution or alcohol (e.g., isopropyl 70% or ethyl alcohol 70%) for areas where the use of bleach is not suitable. Allow air to dry as well
  - Light controls
  - Armrests
  - Doorknobs / handrails
  - Keyboards / lavatory surfaces
  - Lift buttons
  - Seatbacks
  - Tables
- ☐ Wipe down walls up to 3 meters in height as well as blinds with bleach
- ☐ Remove curtains/fabrics/quilts for washing with the preferably hot water cycle. For hot-water laundry cycles, wash with detergent or disinfectant in the water at 70°C for at least 25 minutes. If low-temperature (i.e., < 70°C) laundry cycles are used, choose a chemical that is suitable for low-temperature washing when used at the proper concentration
- ☐ Disinfectants should be applied to surfaces using a damp cloth. They should not be applied to surfaces using a spray pack, as coverage is uncertain, and spraying may promote the production of aerosols. The creation of aerosols caused by splashing liquid during cleaning should be avoided. A steady sweeping motion should be used when cleaning either floors or horizontal surfaces to prevent the creation of aerosols or splashing. Cleaning methods that might aerosolize infectious material, such as the use of compressed air, must not be used
- ☐ Leave the disinfected area and avoid using the area the next day
- ☐ Gloves should be removed and discarded if they become soiled or damaged. A new pair of gloves should be worn to continue cleaning.

## AFTER CLEANING

- ☐ Disinfect non-porous cleaning equipment used in one room before using for other rooms. If possible, keep the disinfecting equipment separated from other routine equipment
- ☐ Disinfect used goggles according to manufacturer's instructions after use
- ☐ Disinfect buckets by soaking in bleach (dilute 1 part bleach in 50 parts water, or 1000 ppm, at least 10 minutes), disinfectant solution or rinse in hot water before filling
- ☐ Discard equipment made of cloths / absorbent materials into biohazard bags after cleaning each area to prevent cross contamination
  - Mop head
  - Wiping cloths
- ☐ Discard all used PPEs in a double-bagged biohazard bag securely sealed and labeled
- ☐ Wear a new pair of gloves and fasten the double-bagged biohazard bag with a cable tie
- ☐ Wash hands with alcohol-based gels or liquids rather than soap to disinfect the hands immediately
  - Before / after every contact with an infected person
  - After the removal of PPE
  - Upon the completion of cleaning



## 8. GUIDANCE FOR SHIPS

### 8.1 REQUEST FOR INFORMATION PRIOR ARRIVAL

- ☐ Request the agents / terminal to get the latest information in port concerning COVID-19
- ☐ Ensure a copy of WHO publication - “Handbook for the management of public health events” is available on the vessel



### 8.2 PREPARATION BEFORE ARRIVAL

#### RISK ASSESSMENT

- ☐ Carry out a risk assessment to check if any unidentified hazards may occur, and all controls are in place

#### STORES / SPARES / PROVISIONS

- ☐ The procurement of stores and provisions in high-risk areas is prohibited. Procure all stores, including the cleaning agents and PPE required for COVID-19 before arriving high-risk areas
- ☐ In case of any emergency spares or stores, please liaise with the vessel manager for procurement
- ☐ Considering the present situation of the pandemic at high-risk ports, the vessel might have an extended stay. Procure sufficient provisions and freshwater before calling high-risk ports

#### CREW CHANGE

- ☐ Crew change is prohibited from infected areas (as per MoHFW & MEA advisory on travel restrictions)
- ☐ Considering the emergency situation, flag states would issue necessary dispensation for the crew relief

#### SHORE LEAVE

- ☐ All seafarers need to avoid availing shore leave in infected regions and consider the risks involved before desiring to go ashore in other regions. Availing shore leave during the pandemic may need to be avoided and used only in exigencies with necessary precautions.

### 8.3 SHIP SHORE INTERFACE

- ☐ The crew members must don all PPE as required, including mask before the first interface with the port is made
- ☐ Pilot: Check the temperature of the pilot with a ray gun when he boards. If the pilot is not wearing any PPE, offer the same to the pilot. The access to the bridge, if possible, should be provided from outside the accommodation
- ☐ Ensure the social distance is maintained from the pilot. In case of any food or beverage is given to pilot, the same should preferably be provided in disposable utensils if feasible
- ☐ Establish a sanitation station at the gangway. Provide alternative arrangements for handwash, sanitizers if possible. Check the temperature of all visitors boarding the vessel. In case any visitor shows symptoms of the disease, prohibit boarding
- ☐ The vessel can use a Pre-boarding questionnaire for suspected visitors
- ☐ Designated one room for ship/shore to interface with agent, authorities, stevedores, or any other shore personnel. Do not allow access to different areas on the vessel
- ☐ Clean the above-designated spaces at regular intervals (e.g., every 4 hours) as per the cleaning guidelines
- ☐ Do not allow shore personnel to bring food items on board.



### 8.4 GALLEY HYGIENE & SAFETY

- ☐ Maintain a high level of cleanliness in the galley
- ☐ Increase the frequency of cleaning the galley and stores
- ☐ Chief Cook and Messman must not interact with shore personnel unless absolutely necessary
- ☐ Do not allow shipboard or shore personnel to enter galley if not required
- ☐ Follow hygiene and food safety guidelines in the galley as per health and safety manual
- ☐ If possible, keep the utensils for each crew member separate. Do not allow the sharing of food, utensils. In case it is required to provide food for shore personnel, use disposable utensils

## 8.5 GARBAGE AREA

- ☐ Ensure all garbage bins in the galley and accommodation area are well covered
- ☐ Wear PPE as required when handling garbage
- ☐ Clean and disinfect garbage spaces daily

## 8.6 ACCOMMODATION & ENGINE ROOM

- ☐ Maintain a log of all crew members on board twice daily as per the below format.

Record of Symptoms for CORONAVIRUS								
Vessel Name				Date				
S.no	Name	Rank	Body Temperature	Look for below symptoms. If the crew member show any symptoms, write comments , else write no symptoms )				
				Fever / Headache	Cough / Sore Throat	Runny Nose	Breathing Difficulties	Diarrhoea

- ☐ Increase the frequency of cleaning in accommodation and engine room
- ☐ Disinfect the accommodation as per the cleaning guidelines frequently.
- ☐ Do not allow entry of visitors in the engine room
- ☐ Do not carry out maintenance on the sewage and grey water system.
- ☐ Wear PPE when dosing the sewage treatment plant.

## 8.7 AFTER DEPARTURE

- ☐ Carry out a thorough cleaning and disinfection of all areas onboard.
- ☐ Continue maintaining the coronavirus symptom log for all crew members for at least 21 days or as per specified by the requirements of next port of call

## 8.8 ACTION TO BE TAKEN IN CASE OF SUSPECTED INFECTION ON BOARD DEPARTURE

Early detection, prevention, and control of COVID-19 on the ship is important to protect the health of other crewmembers and to avoid transmission of the virus. Arrangements must be made to disembark the infected crew member as soon as possible who are suspected of having COVID-19.

Following cases represents a suspect

A patient with acute respiratory illness (fever and at least one sign/symptom of respiratory disease (e.g., cough, shortness of breath), and with no other set of causes that fully explains the clinical presentation and a history of travel to or residence in a country/ area or territory reporting local transmission of (COVID-19) during the 14 days prior to the onset of the symptoms.

Or

A patient with any acute respiratory illness and having been in contact with a confirmed or suspected COVID-19 case during the 14 days before the onset of the symptoms.

Or

A patient with a severe acute respiratory infection (fever and at least one sign/symptom of respiratory disease, e.g., cough, shortness of breath, and requiring hospitalization and with no other set of causes that fully explain the symptoms.

Once the suspect case has been identified,

- ☐ Establish contact with CIRM / Medical Service Provider as soon as possible
- ☐ Isolate the crew member in the hospital with possible symptoms of COVID-19 to minimize the transmission of this virus. The sick patient must not leave the hospital or the confined area
- ☐ Put air condition on fresh air mode (though it has not been established that COVID-19 can spread through air)
- ☐ Ask the sick person to wear a facemask (a surgical mask, not N95) as soon as they are identified
- ☐ Maintain a distance of 6 feet from the sick person while interviewing, escorting, or providing other assistance
- ☐ Keep interactions with sick people as brief as possible. Limit the number of people who interact with sick people. A single person must give care and meals to an infected person
- ☐ Respiratory hygiene should be practiced by all, especially ill persons, at all times. Respiratory health refers to covering the mouth and nose during coughing or sneezing using medical masks, cloth masks, tissues, or flexed elbow, followed by hand hygiene. Discard materials used to cover the mouth or nose or clean them appropriately after use (e.g., wash handkerchiefs using regular soap or detergent and water)
- ☐ Wear a medical mask fitted tightly to the face when in the same room with the ill person. Do not touch masks during use. If the mask gets wet or dirty with secretions, change it immediately. Discard the mask after use and perform hand hygiene after removal of the mask
- ☐ Wear all other PPE when providing care for the sick person or when cleaning the areas where the sick person has resided
- ☐ Perform hand hygiene following all contact with ill persons or their immediate environment. Hand hygiene should also be performed before and after preparing food, before eating, after



using the toilet, and whenever hands look dirty. If hands are not visibly soiled, alcohol-based hand rub can be used. Perform hand hygiene using soap and water when hands are visibly soiled. Avoid direct contact with body fluids, particularly oral or respiratory secretions, and stool. Use disposable gloves to provide oral or respiratory care and when handling stool, urine, and waste

- ☐ Avoid other types of possible exposure to ill persons or contaminated items in their immediate environment (e.g., avoid sharing toothbrushes, cigarettes, eating utensils, dishes, drinks, towels, washcloths, or bed linen). Eating utensils and meals should be cleaned with either soap or detergent and water after use and may be reused instead of being discarded
- ☐ Clean and disinfect bathroom and toilet surfaces at least once daily with a regular household disinfectant containing a diluted bleach solution (1-part bleach to 99 parts water)
- ☐ Clean and disinfect frequently touched surfaces such as bedside tables, bed frames, and other bedroom furniture daily with a regular household disinfectant containing a diluted bleach solution (1-part bleach to 99 parts water)
- ☐ Clean clothes, bedclothes, bath and hand towels, etc. of ill persons using regular laundry soap and water or machine wash at 60 – 90°C with common household detergent. Dry it thoroughly. Place contaminated linen into a laundry bag. Do not shake soiled laundry and avoid direct contact with the skin and clothes with the contaminated materials
- ☐ Gloves, tissues, masks, and other waste generated by ill persons or in the care of ill persons should be placed in a lined container in the ill person's room before disposal with other household waste
- ☐ All crewmembers should be considered close contact after a case on board. Their health should be monitored for 14 days from the last day of possible contact. Seek immediate medical attention if they develop any symptoms, particularly fever, respiratory symptoms such as coughing or shortness of breath, or diarrhea
- ☐ During disembarkation, ensure minimize exposure to other crew members
- ☐ The vessel must make a detailed report to the competent authority at the next port of call
- ☐ The vessel needs to be thoroughly cleaned after the disembarkation of the suspected case

## **9. ROLES AND RESPONSIBILITIES OF PORT STAKEHOLDERS**

### **9.1 PORT HEALTH OFFICER (PHO)**

1. Pre arrival documents verifications for all foreign vessels calling at port, 72 hours prior to arrival
2. First boarding Authority for ships originating and transiting in and through (infected countries as per the travel advisory issued by MEA & MoHFW) in the last 14 days
3. Issuing of advisories to coordinating authorities and stake holders
4. Sounding alert to coordinating officers in case of suspected case aboard the vessel
5. Issuing guidelines for and ensuring disinfection of vessel with suspected case to the designated hospitals for provision of medical care & isolation
6. Demonstration of correct use and disposal of Personal Protective Equipment's
7. Shore medical assistance (non-infectious) for the crew members will be notified for issuance of shore pass
8. To assist Deputy Conservator (DC) & Traffic Manager (TM) by way of specific instructions, if any

9. To collect self-reporting form for sign off Indian crew from Covid-19 affected countries in last 14 days & submit it to district Integrated Disease Surveillance Programme (IDSP) for follow up upto 28 days
10. To submit daily reporting to Directorate General Of Health Services (DGHS), New Delhi and district IDSP
11. To review and update PHECP (Public Health Emergency Contingency Plan) Committee periodically

## 9.2 CHIEF MEDICAL OFFICER (CMO)

1. To arrange adequate stock of PPE's, hand sanitizers, masks and disinfectants solution for use in the ports
2. To keep the ambulance and team with PPE's ready for transport of sick crew / passengers / any reported sick pilots / port staff to designated referral hospital for treatment
3. To keep a record of the such cases and monitor their status
4. To ensure that the staff of medical department for daily supervision
5. Ensure that the duty roster of the drivers is maintained and communicated to PHO
6. Monitors the ambulance is in good working condition
7. To ensure that the ambulance used for transfer of suspect case is disinfected after each transfer
8. To ensure that as per Bio Medical Waste (BMW) guidelines of the safe disposal of used PPE's is set in place

## 9.3 TRAFFIC MANAGER (TM)

In the event of suspect cases of novel coronavirus (COVID-19) on board, Traffic Manager shall:

1. Ensure that the department staffs have personal protection equipment (PPE's) on them which includes
  - a) Disposable gowns
  - b) Gloves
  - c) Face masks triple layered
2. Discard the used PPE's when done in specially earmarked disposable bags and given to hospital for safe disposal
3. Ensure that the PPE's are made available to all the staffs when they board the ship which has suspect case of novel corona virus (COVID-19) or coming from affected countries
4. Inform PHO if crew member / passengers are showing signs and symptoms of novel corona virus (COVID-19)
5. Co-ordinate with PHO in screening of vessels coming from COVID-19 affected countries

## 9.4 DEPUTY CONSERVATOR (DC) / HARBOUR MASTER (HM)

1. Since pilots are the first person to come in contact with ships while they berth, the Deputy Conservator / Harbour Master should ensure that no pilot shall board the ship without proper PPE's.
2. Pilots to be provided with necessary PPE's such as mask, disposable gloves and hand sanitizer etc.
3. Pilots to be instructed to keep safe distance and stay at least 1 meter away from the ships staff,

avoid close contact with people suffering from acute respiratory infections, frequent hand-washing or use hand sanitizer especially after direct contact with ill people or their environment, practice cough etiquette (maintain distance, cover mouth and sneeze on disposable tissues or clothing, and wash hands)

4. Ensure that Tugboat staffs are not allowed to board the vessel during pilotage operations
5. Maintain record of the names of the pilot and other staff who board the ships coming from affected countries while berthing and sailing out
6. Report to PHO if any suspected crew members are showing COVID-19 disease symptoms
7. Report to PHO if any pilots, port staff are showing COVID-19 disease symptoms
8. Ensure that pilots with COVID-19 disease symptoms are not sent for pilotage operations
9. Ensure sewage and garbage disposals are restricted for the vessels coming from Covid-19 affected countries in last 14 days and allowed only after they are properly dis-infected

## 9.5 SHIP AGENTS

1. Inform the PHO about ships coming from Covid-19 affected countries
2. Following documents should be submitted 72 hours prior to arrival of ships:
  - a. Maritime declaration of health with attached scheduled showing the health details of the persons on board
  - b. Port of call list with arrival and departure dates
  - c. The crew list with port and date of embarkation
  - d. Medical log copy for the last 1 month
  - e. Any shore medical visit or Radio medical advice or medical evacuation or sign off done in last 1 month
  - f. Ship sanitation exemption certificate/medicine chest certificate
  - g. IHR 2005 Covid-19 form (Annexure-6)
3. To inform master of ship and ensure all shore visits (medical & non medical) except emergency for the crew are to be planned before arrival through email
4. To ensure procedures for sign on, sign off, shore pass & visitors pass for ships are followed
5. Provide all information regarding suspect case of Covid-19 to DC / HM and PHO, so that arrangements can be made for evacuation of the suspected crew to hospital if required
6. To inform master of ship and ensure the availability of adequate number of PPE's on board for all crew and disinfectants, hand sanitizers, if not available, then provisions of the same to be made upon berthing
7. Inform PHO, about any ships visiting minor ports and also submit the documents asked for, clearance at minor ports by customs authorities / port officers of minor ports
8. Provide all logistics support to PHO by way of arrangements of port entry passes to additional staffs and their vehicles.
9. Ensure that field agents are provided with PPE's i.e disposable gowns, gloves, face masks before boarding a suspected ship and disposed off properly as per BMW guidelines
10. Agents to keep safe distance and stay at least 1 meter away from the ships staff, avoid close contact with people suffering from acute respiratory infections, frequent hand-washing or use hand sanitizer especially after direct contact with ill people or their environment, practice cough etiquette

(maintain distance, cover mouth and sneeze on disposable tissues or clothing, and wash hands)

## 9.6 SHIP MASTER

D

1. To Submit the following documents as per the instructions of PHO and submit by email 3 days before arrival through shipping agents:
  - a. Maritime Declaration of Health with attached scheduled showing the health details of the persons on board
  - b. Port of call list with arrival and departure dates
  - c. The crew list with port and date of Embarkation
  - d. Medical log copy for the last 1 month
  - e. Any shore medical visit or Radio-Medical Advice or Medical evacuation or sign off done in last 1 month
  - f. Ship Sanitation Exemption Certificate / Medicine Chest Certificate
  - g. IHR-2005 Covid-19 Form
2. All ships calling from affected regions are to maintain temperature chart report as such twice daily 2 days prior to their arrival, on arrival, upon berthing, during ports stay and at the time of sail out through shipping agent to PHO by email
3. All newly joined crew from Covid-19 affected countries are to be monitored on board for 14 days
4. If the crew develop any signs and symptoms of COVID-2019, the crew are to be isolated on board in their cabin and ensure radio medical advice is taken and report to nearest PHO for evacuation, if required
5. Ensure all shore visitors are restricted to ships conference / meeting room only
6. Restrict non-essential visitors to the ship
7. Maintain record of all the visitors and port officials who have boarded the ship
8. The ship must have adequate stock of 3 layered surgical masks, hand sanitizer chemical disinfectants, PPE's kit, Bio hazard bags for safe disposal of masks, PPE's kits and bio-medical wastes
9. All ship staffs to keep safe distance and stay at least 1 meter away from the ships staff, avoid close contact with people suffering from acute respiratory infections, frequent hand-washing or use hand sanitizer especially after direct contact with ill people or their environment, practice cough etiquette (maintain distance, cover mouth and sneeze on disposable tissues or clothing, and wash hands)

## 9.7 CUSTOM OFFICIALS

D

1. In the event of suspect cases of novel coronavirus (COVID-19) on board, custom officials shall: Ensure that the department staffs have personal protection equipment (PPE's) on them which includes
  - a) Disposable gowns
  - b) Gloves
  - c) Face masks triple layered
2. Discard the used PPE's when done in specially earmarked disposable bags and given to hospital for safe disposal
3. Ensure that the PPE's are made available to all the custom officials / staffs when they board the ship which has suspect case of novel corona virus (COVID-19) or coming from affected countries

4. Inform PHO if crew member / passengers are showing signs and symptoms of novel corona virus (COVID-19)
5. Assist the PHO in clearance crew and the baggage's, if the suspected case is to be quarantined or shifted to the designated hospital
6. At minor ports, the customs officials along with port officer shall clear the ship for berthing based on health clearance message / Email by PHO
7. All custom officials to keep safe distance and stay at least 1 meter away from the ships staff, avoid close contact with people suffering from acute respiratory infections, frequent hand-washing or use hand sanitizer especially after direct contact with ill people or their environment, practice cough etiquette (maintain distance, cover mouth and sneeze on disposable tissues or clothing, and wash hands)

## 9.8 IMMIGRATION

1. In the event of suspect cases of novel coronavirus (COVID-19) on board, immigration officials shall: Ensure that the department staffs have personal protection equipment (PPE's) on them which includes
  - a) Disposable gowns
  - b) Gloves
  - c) Face masks triple layered
2. Discard the used PPE's when done in specially earmarked disposable bags and given to hospital for safe disposal
3. Ensure that the PPE's are made available to all the immigration officials / staffs when they board the ship which has suspect case of novel corona virus (COVID-19) or coming from affected countries
4. Inform PHO if crew member / passengers are showing signs and symptoms of novel corona virus (COVID-19)
5. Sick crew (Non-infectious case) must be cleared for shore treatment after clearance from the PHO
6. Restrict permissions to non-essential visitors
7. For ships coming from affected regions, shore permit shall not be issued
8. Assist the PHO in clearance of the crew if the suspected case is to be quarantined and shifted to designated hospitals
9. All officials / staffs to keep safe distance and stay at least 1 meter away from the ships staff, avoid close contact with people suffering from acute respiratory infections, frequent hand-washing or use hand sanitizer especially after direct contact with ill people or their environment, practice cough etiquette (maintain distance, cover mouth and sneeze on disposable tissues or clothing, and wash hands)

## 9.9 SECURITY AGENCIES / CISF

1. In the event of suspect cases of novel coronavirus (COVID-19) on board, security officials shall: Ensure that the department staffs have personal protection equipment (PPE's) on them which includes
  - a) Disposable gowns
  - b) Gloves
  - c) Face masks triple layered
2. Discard the used PPE's when done in specially earmarked disposable bags and given to hospital for safe disposal

3. Ensure that the PPE's are made available to all the immigration officials / staffs when they board the ship which has suspect case of novel corona virus (COVID-19) or coming from affected countries
4. Inform DC / PHO if crew member / passengers are showing signs and symptoms of novel corona virus (COVID-19)
5. Sick crew (Non-infectious case) must be cleared for shore treatment after clearance from the PHO
6. Restrict permissions to non-essential visitors
7. For ships coming from affected regions, shore permit shall not be issued
8. Assist the PHO in clearance of the crew if the suspected case is to be quarantined and shifted to designated hospitals
9. All officials / staffs to keep safe distance and stay at least 1 meter away from the ships staff, avoid close contact with people suffering from acute respiratory infections, frequent hand-washing or use hand sanitizer especially after direct contact with ill people or their environment, practice cough etiquette (maintain distance, cover mouth and sneeze on disposable tissues or clothing, and wash hands)

#### **9.10 TERMINAL OPERATORS**

1. In the event of suspect cases of novel coronavirus (COVID-19) on board, Terminal officials shall: Ensure that the department staffs have personal protection equipment (PPE's) on them which includes
  - a) Disposable gowns
  - b) Gloves
  - c) Face masks triple layered
2. Discard the used PPE's when done in specially earmarked disposable bags and given to hospital for safe disposal
3. Ensure that the PPE's are made available to all the immigration officials / staffs when they board the ship which has suspect case of novel corona virus (COVID-19) or coming from affected countries
4. Inform DC / PHO if crew member / passengers are showing signs and symptoms of novel corona virus (COVID-19)
5. All officials / staffs to keep safe distance and stay at least 1 meter away from the ships staff, avoid close contact with people suffering from acute respiratory infections, frequent hand-washing or use hand sanitizer especially after direct contact with ill people or their environment, practice cough etiquette (maintain distance, cover mouth and sneeze on disposable tissues or clothing, and wash hands)

#### **9.11 SHIP SUPPLIERS / SHIP CHNDLERS**

1. In the event of suspect cases of novel coronavirus (COVID-19) on board, officials shall: Ensure that the department staffs have personal protection equipment (PPE's) on them which includes
  - a) Disposable gowns
  - b) Gloves
  - c) Face masks triple layered
2. Discard the used PPE's when done in specially earmarked disposable bags and given to hospital for safe disposal
3. Ensure that the PPE's are made available to all the immigration officials / staffs when they board the ship which has suspect case of novel corona virus (COVID-19) or coming from affected countries



4. Inform DC / PHO if crew member / passengers are showing signs and symptoms of novel corona virus (COVID-19)
5. Sick crew (Non-infectious case) must be cleared for shore treatment after clearance from the PHO
6. Restrict and avoid non-essential visitors / shore staffs onboard
7. For ships coming from affected regions, shore permit shall not be issued
8. Assist the PHO in clearance of the crew if the suspected case is to be quarantined and shifted to designated hospitals
9. All officials / staffs to keep safe distance and stay at least 1 meter away from the ships staff, avoid close contact with people suffering from acute respiratory infections, frequent hand-washing or use hand sanitizer especially after direct contact with ill people or their environment, practice cough etiquette (maintain distance, cover mouth and sneeze on disposable tissues or clothing, and wash hands)

## ANNEX 8

### MODEL OF MARITIME DECLARATION OF HEALTH

To be completed and submitted to the competent authorities by the masters of ships arriving from foreign ports.

Submitted at the port of ..... Date .....

Name of ship or inland navigation vessel ..... Registration/IMO No ..... arriving from ..... sailing to .....

(Nationality)(Flag of vessel) ..... Master's name .....

Gross tonnage (ship) .....

Tonnage (inland navigation vessel) .....

Valid Sanitation Control Exemption/Control Certificate carried on board? Yes ..... No ..... Issued at ..... date .....

Re-inspection required? Yes ..... No .....

Has ship/vessel visited an affected area identified by the World Health Organization? Yes ..... No .....

Port and date of visit .....

List ports of call from commencement of voyage with dates of departure, or within past thirty days, whichever is shorter:

.....

Upon request of the competent authority at the port of arrival, list crew members, passengers or other persons who have joined ship/vessel since international voyage began or within past thirty days, whichever is shorter, including all ports/countries visited in this period (add additional names to the attached schedule):

(1) Name ..... joined from: (1) ..... (2) ..... (3) .....

(2) Name ..... joined from: (1) ..... (2) ..... (3) .....

(3) Name ..... joined from: (1) ..... (2) ..... (3) .....

Number of crew members on board .....

Number of passengers on board .....

#### Health questions

- (1) Has any person died on board during the voyage otherwise than as a result of accident? Yes ..... No .....  
If yes, state particulars in attached schedule. Total no. of deaths .....
- (2) Is there on board or has there been during the international voyage any case of disease which you suspect to be of an infectious nature? Yes..... No..... If yes, state particulars in attached schedule.
- (3) Has the total number of ill passengers during the voyage been greater than normal/expected? Yes ..... No .....  
How many ill persons? .....
- (4) Is there any ill person on board now? Yes ..... No ..... If yes, state particulars in attached schedule.
- (5) Was a medical practitioner consulted? Yes ..... No ..... If yes, state particulars of medical treatment or advice provided in attached schedule.
- (6) Are you aware of any condition on board which may lead to infection or spread of disease? Yes ..... No .....  
If yes, state particulars in attached schedule.
- (7) Has any sanitary measure (e.g. quarantine, isolation, disinfection or decontamination) been applied on board? Yes ..... No .....  
If yes, specify type, place and date .....
- (8) Have any stowaways been found on board? Yes ..... No ..... If yes, where did they join the ship (if known)? .....
- (9) Is there a sick animal or pet on board? Yes ..... No .....

Note: In the absence of a surgeon, the master should regard the following symptoms as grounds for suspecting the existence of a disease of an infectious nature:

- (a) fever, persisting for several days or accompanied by (i) prostration; (ii) decreased consciousness; (iii) glandular swelling; (iv) jaundice; (v) cough or shortness of breath; (vi) unusual bleeding; or (vii) paralysis.
- (b) with or without fever: (i) any acute skin rash or eruption; (ii) severe vomiting (other than sea sickness); (iii) severe diarrhoea; or (iv) recurrent convulsions.

I hereby declare that the particulars and answers to the questions given in this Declaration of Health (including the schedule) are true and correct to the best of my knowledge and belief.

Signed .....

Master

Countersigned .....

Ship's Surgeon (if carried)

Date .....

## ATTACHMENT TO MODEL OF MARITIME DECLARATION OF HEALTH

Name	Class or rating	Age	Sex	Nationality	Port, date joined ship/vessel	Nature of illness	Date of onset of symptoms	Reported to a port medical officer?	Disposal of case <sup>1</sup>	Drugs, medicines or other treatment given to patient	Comments

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<sup>1</sup> State: (1) whether the person recovered, is still ill or died; and (2) whether the person is still on board, was evacuated (including the name of the port or airport), or was buried at sea.



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नौवहन महानिदेशालय, मुंबई  
**DIRECTORATE GENERAL OF SHIPPING, MUMBAI**

**DG Shipping Order No. 06 of 2020.**

<b>NO: ENG/Misc-29(73)/09</b>	<b>Dated: 23.03.2020</b>
<b>Subject: Regarding Extension to the validity of seafarers' CoC and Statutory Certificates, periodical Surveys and Audits of Indian Registered Ships in view of COVID 19 outbreak.</b>	

**1. Introduction:**

- 1.1 The outbreak of COVID-19 virus and its fast spreading has resulted in authorities taking precautionary measures by way of lockdown/shutdown of facilities. As a result of these precautionary measures, the owners and managers of the Indian Registered Ships and Indian seafarers are experiencing difficulties / challenges in adhering to the various statutory requirements / obligations imposed under the Merchant Shipping Act and its rules / regulations, such as maintenance of seafarers documents onboard ships and their validity including the validity of ship's statutory certificates.
- 1.2 This Administration is seized of the fact that some of the difficulties to meet statutory requirements such as expiry of the validity of Certificate of Competency (COC)/Certificate of Equivalency(COE) of seafarers, inability to obtain shipyard dry-docking services, inability to carry out mandatory periodical surveys, audits and inspections, etc that are currently being faced are solely not due to the fault of the ship owner / manager but due to the current situation being faced due to COVID-19.
- 1.3 In view of the above, the Directorate empathises with the current situation that is being faced by the owners and managers of Indian Registered Ships and takes following wider measures due to COVID-19, applicable to all Indian ships,for a

period of **One** month from the date of issue of this order, in addition to acting upon their ship specific cases favourably and expeditiously.

## **2. Actions for the force majeure arising due to COVID-19**

### **2.1 Extension of service beyond the COC/COE/COP revalidation deadline:**

The COC / COE / COP of seafarers, who are currently sailing onboard Indian flagged vessels and Indian seafarers sailing on foreign Flag ships, whose COC / COE / COP are about to expire stands extended for a maximum period of **One** month or till they sign off, whichever is earlier.

### **2.2 Safe Manning Document (SMD) and exemptions to SMD:**

Where the Ship owners/Operators/Managers need to sign-off a crew member from a vessel due to the port restrictions at some ports and travel restrictions and the Ship owners/Operator/Manager is unable to repatriate them, exemptions to Safe Manning Documents will be considered on a case by case basis. Each request should be supported by risk assessment from the company. There will be no fees charged for these exemptions and exemptions will be issued on email.

### **2.3 Extension of mandatory surveys, audits and expiry of statutory certificates.**

Consideration for the issuance of extension of mandatory statutory surveys, inspections and DOC/SMC/MLC/ISPS audits for a maximum period of 3 months under 'force majeure' due to the COVID 19 situation, will be granted provided necessary justification submitted for approval.

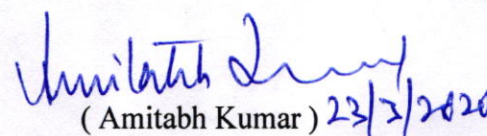
For extension of requests for DOC/SMC/MLC/ISPS and inspections, the application need to be submitted much before the due date of the inspection / audits or expiry date of concerned statutory certificates in order to avoid issues arising out of PSC. There will be no fees charged for these extensions/exemptions and extensions/exemptions will be issued on email.

2.4 In so far as extension of dry-docking surveys / periodical / annual / renewal surveys are concerned, if practicable, the Class may carryout necessary inspections for the purpose of the proposed extension of surveys. If the Class is finding it impractical to carry out certain inspections due to the prevailing conditions in various ports / countries, they may issue the requested survey extension with proper justification after obtaining an

undertaking from the Master of the vessel for the satisfactory condition of the vessel and verification of survey records, as deemed appropriate. For extension of surveys, the online payment of applicable fees, as being done currently, shall continue.

3. In order to avoid misuse of the aforesaid relaxations, the ship owner / managers will have to keep the records to be verified during the next scheduled audit of the ship / company and penal action may be initiated, if found unjustified.

4. The validity of this order will be reviewed as the situation on spread / check of COVID-19 unfolds.

  
( Amitabh Kumar ) 23/3/2020

Director General of Shipping and  
Additional Secretary to the Govt. Of India





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DIRECTORATE GENERAL OF SHIPPING, MUMBAI

**F. No. 7-NT(72)/2014**

**Date: 25.03.2020**

**Addendum No. 2 to DGS Order No. 04 of 2020**

**Subject:** Guidelines on rational use of Personal Protective Equipment's (PPE's) - reg.

1. The Directorate has issued instructions to all major and minor ports for dealing with novel coronavirus (COVID-19) pandemic vide DGS Order No. 04 of 2020 dated 20.03.2020 (F. No. 7-NT (72)/2014).
2. Para 12 of the said order provided instructions with regards to additional measures for vessels arriving within 14 days from an infected region. Clarification has been sought with regard to the details of PPE and other matters as mentioned in annex 1 of the said order.
3. A video - conferencing was held to discuss various issues including the details of PPE and other matters as mentioned in annex 1 of the said order. During the deliberations, it was informed that the guidelines for rational use of PPE's are already uploaded on 24.03.2020 in the website of Ministry of Health & Family Welfare (MoHFW), Govt. of India, at [www.mohfw.gov.in](http://www.mohfw.gov.in)
4. Hence, in compliance with para 12 of the DGS order 4 of 2020, the following protocol will be followed by all major and minor ports:
  - 4.1 Pilots or inspection staff embarking on vessel with no suspect case in ship, the risk is low and following protective gears are advised:
    - a. Triple layered mask
    - b. Gloves
  - 4.2 If the pilot or inspection staff embarking on vessel which has a suspect case of COVID-19 in the ship, then the following protective gears are advised:
    - a. N-95 or equivalent mask
    - b. Gloves
    - c. Shoe cover
  - 4.3 Port personnel embarking the vessel but not coming in contact with the ship crew:
    - a. Triple layered mask
    - b. Gloves
  - 4.4 Personnel involved in cargo operations are advised the following protective gears:
    - a. Triple layered mask
    - b. Gloves

- c. Regular maritime PPE like shoes, helmet, working gloves etc. to be worn as per the existing practices of the ports

4.5 Hand hygiene at all times to be practiced.

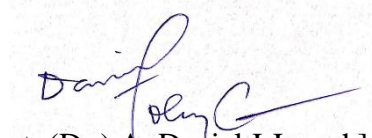
4.6 Disposal of PPE: Disposal of PPE shall be as per the guidelines of MoHFW, Govt. of India, issued from time to time.

5. Personal Protective Equipment (PPE) are protective gears designed to safeguard the health of seafarer by minimizing the exposure to a biological agent. There are several components of PPE and its use would depend on the risk involved in handling of patients or suspected cases.

6. Respiratory viruses that includes Coronaviruses target mainly the upper and lower respiratory tracts. Hence protecting the airway from the particulate matter generated by droplets / aerosols prevents human infection. Contamination of mucous membranes of the mouth and nose by infective droplets or through a contaminated hand also allows the virus to enter the host. Hence the droplet precautions / airborne precautions using masks are crucial while dealing with a suspect or confirmed case of COVID-19 / performing aerosol generating procedures.

7. The Directorate will continue to monitor the matter and keep all stakeholders updated on any further developments as and when instructed by MoHFW, Govt. of India.

8. This issues with the concurrence of Ministry of Shipping and the Competent Authority of Ministry of Health & Family Welfare, Govt. of India and with the approval of the Director General of Shipping to the Govt. of India.



[Capt. (Dr.) A. Daniel J Joseph]

Nautical Surveyor - cum - Dy. DG (Tech. & Piracy)

Email: [danieljohn-dgs@gov.in](mailto:danieljohn-dgs@gov.in)



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नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

**F. No. 7-NT(72)/2014**

**Date: 01.04.2020**

**Addendum No. 3 to DGS Order No. 04 of 2020**

**Subject:** Maritime advisory on novel coronavirus (COVID-19) - reg.

1. The Directorate has issued instructions to all major and minor ports for dealing with novel coronavirus (COVID-19) pandemic vide DGS Order No. 04 of 2020 dated 20.03.2020 and maritime advisories vide M.S. Notice 02 of 2020 on 28.01.2020, M.S. Notice 03 of 2020 dated 04.02.2020 & M.S. Notice 06 of 2020 dated 03.03.2020 (F. No. 7-NT(72)/2014).
2. Annex 2 of the DGS Order No. 04 of 2020 dated 20.03.2020 had provided instructions for ports & shipping for prevention & managing outbreak of COVID-19 and was provisionally valid till **31.03.2020**. Also, Annexure 1 of the addendum No. 1 to DGS Order No. 04 of 2020 dated 21.03.2020 had provided the list of affected countries by way of 'travel advisory' in the website of Ministry of Health & Family Welfare (MoHFW), Govt. of India whereby restrictions in 3<sup>rd</sup> column had specified applicable date till **31.03.2020**.
3. Ministry of Home Affairs (MHA) has subsequently issued an Order No. 40-3/2020-DM-I(A) dated 24.03.2020 dated directing the Ministries / Departments of Government of India, State/Union Territory Governments and State / Union Territory Authorities to take effective measures for ensuring social distancing so as to prevent the spread of COVID-19 in the country. The Order of MHA is to remain in force, in all parts of the country, for a period of **21 days** with effect from 25.03.2020. In view of the lockdown of 21 days, the restrictions of provisional validity of annexes as listed in aforesaid para 2 is lifted and the same shall **continue to be valid till further orders.**
4. Further it may be noted that Ministry of Health & Family Welfare (MoHFW), Govt. of India has issued following advisories, which are available in website <https://www.mohfw.gov.in/>
  - a. Standard Operating Procedure (SOP) for transporting a suspect / confirmed case of COVID-19 dated 29.03.2020
  - b. Guidelines on disinfection of common public places including offices dated 29.03.2020
  - c. Video from experts from AIIMS, New Delhi sharing basic steps on hand washing to fight against COVID-19 dated 29.03.2020

Contd. P/2-

- d. D.O Letter from Home Secretary to all Secretaries of Government of India on movement of Goods dated 29.03.2020
- e. Minding our minds during the COVID-19 pandemic New dated 31.03.2020

5. The World Health Organisation (WHO) has also has issued guidelines to help countries maintain essential health services during the COVID-19 pandemic dated 30.03.2020 and is available at the following below link:

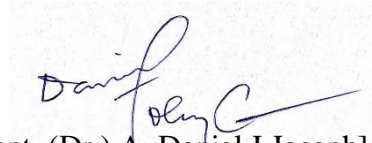
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

6. Reference is also invited to para 21 of DGS Order 04 of 2020, wherein it has been specified that the number of persons required to board the vessel is required to be kept to the bare minimum. It has also been specified in the said para 21 that personnel who may be required to board the vessel such as ship agents, cargo personnel, custom and immigration authorities etc. shall always be aware of the pandemic and have appropriate PPE while on board the vessel. All concerned are required to strictly comply with the aforesaid instructions and ensure that the shore personnel do not enter the accommodation area of the vessel unless absolutely necessary. The master of the vessel is also required to exercise due diligence to ensure that personnel entering accommodation area of the vessel is kept to the bare minimum and also ensure that the shore personnel are not permitted to remain inside the accommodation area after their work is completed. If the work entails substantial waiting period, the shore personnel shall need to remain outside the accommodation area during the waiting period.

7. It is further clarified that Indian nationals representing Original Equipment Manufacturers (OEMs) and experts required to the board the vessel for troubleshooting and repairs etc. may be permitted to board the vessel in Indian ports with appropriate PPE.

8. All stakeholders are once again advised to closely monitor the MoHFW, WHO, IMO, Ministry of Shipping (MoS) and DG Shipping websites on regular basis and be guided with the updated guidelines issued from time to time.

9. This issues with the approval of the Director General of Shipping & Additional Secretary to the Government of India.



[Capt. (Dr.) A. Daniel J Joseph]

Nautical Surveyor - cum - Dy. DG (Tech. & Piracy)

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DIRECTORATE GENERAL OF SHIPPING, MUMBAI

Addendum No.1 to DGS Order 6 of 2020

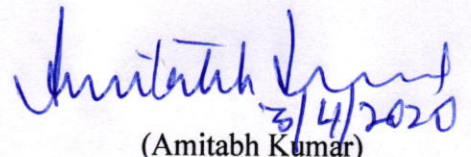
NO: ENG/Misc-29(73)/09	Dated: 03.04.2020
Subject: Regarding Extension to the validity of seafarers' CoC and Statutory Certificates, periodical Surveys and Audits of Indian Registered Ships in view of COVID 19 outbreak.	

1. Many IMO Conventions does not, specifically, allow extension of Surveys, audits and inspections such as Annual / Intermediate/ periodical Statutory Surveys beyond the window period and Docking Surveys beyond the period of 36 months after the last Docking Survey and only allow extension of Renewal surveys by 3-months under special circumstances. Similarly, the STCW 78 Convention as amended does not allow extension of Seafarer Certificates beyond expiry date.
2. Considering the prevailing COVID-19 situation and even without any specific guidance from IMO with regards to extension of survey/inspection/audits and Certification, the Directorate vide DGS Order 6 of 2020, allowed extension of surveys/audits/inspections by RO for a period of 3-months after obtaining undertaking from the Master of the vessel for the satisfactory condition of the vessel and verification of past survey records, as deemed appropriate.
3. However, taking into cognizance IMO Circular Letter No. 4204/Add. 5 dated 17 March 2020, and also considering that many seafarer due for sign off are unable to do so due to the current situation created by COVID-19 and that their COC/COP/COE may be expiring and that they should not be forced to unnecessarily sail on vessels on the pretext of non-availability of seafarers or sign-off opportunity, the Directorate allowed extension of the validity of COC/COP/COE issued to all those seafarers for a limited period of one month. This extension was applicable to all those who were sailing onboard Indian



flagged vessels and also Indian seafarers who were sailing on foreign Flag ships at the time of issue of the Order by a period of one month only and without any preconditions or submissions of request for the same.

4. Now after taking stock and assessing of the emerging COVID-19 situation, the Directorate hereby extends the expiry date of all STCW Certificates (*includes the training certificates i.e., certificates required under Chapter VI of the STCW*) and associated endorsements issued by the Directorate General of Shipping (DGS) which are expiring between **23<sup>rd</sup> March and 1<sup>st</sup> October 2020** (both dates inclusive), for a period of 6 (six) months from the expiry date printed/typed on the relevant certificate (COC/COP/COE). However, all those seafarers who meet the eligibility requirements for revalidation may make an application after the lifting of the lockdown period, to the Mercantile Marine Department for revalidation of their certificate of COC/COP/COE. Further, whenever the revalidation of the expired certificate is to be carried out, the new validity shall be issued for a period of five years from the original certificate expiry date.
5. There is no need to approach the DGS for any confirmation email of extension but may retain a copy of this order onboard for the guidance of officials should it be required.
6. The above extension is in the view of the prevailing extraordinary circumstances of the worldwide spread of COVID-19 and the country wide lockdown. The other part of DGS Order 6 of 2020 stand as it is.

  
3/4/2020

(Amitabh Kumar)

Director General of Shipping and  
Additional Secretary to the Govt. of India





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नौवहन महानिदेशालय, मुंबई  
**DIRECTORATE GENERAL OF SHIPPING, MUMBAI**

F.No CR-27/Misc(23)/2020

Dated: 13.04.2020

**D G Shipping Order No. 10 of 2020**

The coronavirus (COVID-19) pandemic has created a global crisis which has impacted all aspects of life and badly affected the world of work. In the maritime sector, it has severely disrupted the functioning of shipping and affected the work of nearly 2 million seafarers worldwide.

2. The outbreak of COVID-19 has meant that the shipping industry and maritime authorities are facing challenges. This also includes conduct of the maritime training courses under STCW including courses relevant to revalidation of Continuous Discharge Certificate (CDC) required in accordance with Merchant Shipping (CDC) Rules, 2017.

3. In view of the difficulties being faced by the seafarers it is decided that the validity of CDC, expiry date of which is falling during 1<sup>st</sup> February, 2020 to 1<sup>st</sup> October, 2020 (both dates inclusive) is extended for a period of 6 (six) months.

4. There would be no requirement for any endorsement in the respective CDCs for the above said relaxation. However, once the said situation become normal, seafarers shall apply for revalidation of such CDCs as per prevailing procedure and such CDCs shall be revalidated for further period by the Shipping Masters from the date of expiry printed in the CDCs.

*(Signature)*  
(Amitabh Kumar)  
13/4/2020

Director General of Shipping

Copy to:

1. All stakeholders through DGS website
2. Computer cell with the request to place it on DGS website
3. AD(OL) for Hindi version

बीटा बिल्डिंग, 9वीं मंज़िल, आई थिंक टेक्नो कैम्पस, कांजूर गाँव रोड, कांजूरमार्ग (पूर्व) मुंबई-400042

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फ़ोन/Tel No.: +91-22-2575 2040/1/2/3 फ़ैक्स/Fax.: +91-22-2575 2029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov.in



भारत सरकार / GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI


Addendum No.2 to DGS Order 6 of 2020

No.: ENG/MISC-29(73)/09	Dated: 21.04.2020
<b>Subject:</b> Regarding Extension to the validity of seafarers' CoC and Statutory Certificates, periodical Surveys and Audits of Indian Registered Ships in view of COVID 19 outbreak.	

1. Vide DGS Order 6 of 2020, the Directorate has laid down the process of extension of mandatory surveys, inspections and audits by a period of 3-months under '*Force Majeure*' brought about by COVID-19 pandemic. The Directorate has also waived off the processing fees for such extensions, except for cases pertaining to extension of dry-docking survey/ periodical / annual / renewal surveys.
2. Whereas, the Indian National Ship Owner Association and Indian Coastal Ship Owner Association have appealed to the Directorate to allow extension of dry-docking surveys / periodical / annual / renewal surveys for a period beyond what is permitted by various IMO Conventions and also requested to waive off applicable processing fees for all such extensions due to continuing lockdown period and non-availability of servicing / repairing facilities arising out of COVID-19 pandemic.
3. Taking a pragmatic view of the situation, the Directorate has already decided to consider extensions of surveys/audits/inspections, beyond the periods permitted by IMO Conventions and also now decided to waive off the processing fees for all such extensions for a limited period. The waiver of processing fees will be applicable for new applications made to the DGS after issuance of this Order and for vessels whose surveys are falling due on or before 31<sup>st</sup> May 2020.
4. The extension of surveys beyond the IMO Convention provisions will be under the following conditions:
  - 4.1.If the extension is granted beyond the IMO Convention provisions, the Company, prior entering any foreign load / discharge port, will take permission from relevant Maritime Authorities for acceptance of Statutory Certificates.
  - 4.2.As soon as the RO Surveyor is ready to board the vessel, company will offer the vessel for a general examination and Under Water CCTV Examination (only in

cases where Docking Survey is extended) / Double Bottom Tank examination and Cargo hold examination (in the case of single hull Bulk Carriers). Continuation of extension will be subject to satisfactory results of these examinations by RO Surveyor.

5. After restoration of normalcy, it is the responsibility of the Company to bring back the ship to normal survey / audit cycle. However, Recognized Organization shall ensure that these vessels are brought back to normal survey / audit / inspection cycle as soon as possible by keeping them posted regularly of their obligations.
6. ROs recommending for extension shall keep following records and update them weekly and submit the same to Directorate on 3<sup>rd</sup> May 2020 and weekly thereafter:
  - 6.1. List of vessels and details of exemptions / extensions granted to Indian vessels considering the situation developed due to COVID 19.
  - 6.2. Details of such vessels offered for survey/audit/inspection after the lock down period and the status/records of such surveys /audits/inspections.

  
(Amitabh Kumar) 21/4/2020

Director General of Shipping and Additional Secretary to the Govt. of India





भारत सरकार / GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय, मुंबई  
**DIRECTORATE GENERAL OF SHIPPING, MUMBAI**

**F. No. 7-NT(72)/2014**

**Date: 22.04.2020**

**DGS Order No. 12 of 2020**

**Subject: Standard Operating Procedures / Protocols (SOP) for controlled crew change - reg.**

1. The corona virus (COVID-19) pandemic has created a global crisis which has impacted all aspects of life and badly affected the work environment. In the maritime sector, it has severely impacted the ship to shore interactions, including crew changes.
2. The Ministry of Home Affairs' vide their Order No.40-3/2020-DM-I(A) dated 21.04.2020 have included Sub-Clause (iii) under Clause 17 on Movement of persons to allow sign-on and sign-off of Indian seafarers at Indian ports and their movement for the aforesaid purpose as per the attached Standard Operating Protocol (SOP). The attached SOP has also noted that DG (Shipping) will prescribe the detailed protocol with regard to sign-on and sign-off to be followed. (Copy attached).
3. The Directorate has earlier issued DGS Order No. 04 of 2020 dated 20.03.2020, DGS order No. 05 of 2020 dated 23.03.2020 and clarification on DGS Order No. 04 of 2020 & DGS Order No. 05 of 2020 dated 24.03.2020 about sign on / sign off of Indian seafarers in which seafarers were advised to exercise utmost caution in respect of sign off in foreign ports due to the international and domestic travel restrictions imposed by various international and national authorities.
4. As indicated in the Ministry of Home Affairs (MHA), Govt. of India, vide Order No. 40-3/2020-DM-I (A) dated 21.04.2020 and to facilitate and regulate crew change for seafarers so that the safe environment on the ship is not compromised or no contamination is brought from ship to shore, the Directorate hereby prescribes the following Standard Operating Procedures / Protocols(SOP) for controlled crew change for compliance by all stakeholders;

**5. Standard Operating Procedures / Protocols(SOP) for controlled crew change for seafarer sign-on and sign-off at Indian Port -**

**1. For Sign-on**

1. Ship owner / Recruitment and Placement Service (RPS) agency to identify Seafarer for joining a vessel.

*Amilatah J...*  
22/4/2020

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फ़ोन/Tel No.: +91-22-2575 2040/1/2/3 फ़ैक्स/Fax.: +91-22-2575 2029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov.in

2. Seafarer to fill up the travel and contact history for last 28 days as per Form I<sup>i</sup>(attached) and submit it to the ship owner / RPS agency by email.
3. Ship owner / RPS agency to submit the duly filled in seafarer's travel and contact history Form to a DG (Shipping) approved medical examiner, for assessment and certification of the seafarer's fitness to join ship.
4. Based on the seafarer's travel and contact history for last 28 days submitted by the ship owner / RPS agency, the medical examiner may call the seafarer for standard medical examination prescribed by DGS for certifying medical fitness of the seafarer.
5. Upon medical examiner's confirmation for processing the sign-on, the following further processes are to be completed by the Ship owner / RPS agency:
  - a. Seafarer's travel route is to be identified;
  - b. Details of the Seafarer, vehicle, and driver<sup>ii</sup> for the proposed travel to be uploaded on DGS website "e-pass for seafarers link" for generation of e-pass, if needed.
6. The downloaded e-pass to be submitted to the local authority in the area where the seafarer resides for clearance for sign-on and for issue of a transit pass from the place of residence to the place of embarkation on the shipping vessel.
7. The transit pass (to and fro) for such movement by road, for the seafarer and one driver, will be issued by the Government of the State / Union Territory where the seafarer resides.
8. **The transit pass (to and fro) will be issued for a fixed route and with specified validity and will have to be adhered to strictly. Such transit pass would be honored / allowed by the authorities of the State / Union Territory along the transit route.**
9. Ship owner / RPS agency to ensure completion of the following processes prior to sign-on:
  - a. Uploading on DGS website the requisite details of the Seafarer as per Form I / IIIA;
  - b. Vehicle to be properly sanitized and sanitizers, PPE (masks, hand gloves) kept in place for driver and seafarer;
  - c. Seafarer and driver to maintain the social distancing requirements as per MoHFW guidelines<sup>iii</sup>;
  - d. At the city of port of embarkation, the Seafarer shall undergo the COVID-19 test to confirm "negative" test result for COVID-19.
  - e. The seafarer would be ready for sign-on if the Covid-19 test is negative. Otherwise action would be taken as per guidelines of MoHFW;
  - f. Online sign-on (e-migrate) to be done for the seafarer;
10. Till the time test results are awaited, the seafarer will be dropped at a safe location<sup>iv</sup>, by the car.
11. With the completion of the above formalities and negative CoVID-19 test report, the seafarer would be ready for signing-on and can be placed on board.
12. Driver to drop seafarer in the port, as applicable and use the pass for return journey.

*Sanjiv Kumar*  
22/04/2020  
2/5



## **2. For Sign-off**

1. The master of a vessel, before arrival at its port of call in India, shall ascertain the state of health of each person on board the vessel and submit the Maritime Declaration of Health to the health authorities of the port and to the port authorities. In addition, the information required by the local health authorities of the port, like temperature chart, individual health declaration, etc. shall also be provided by the master as per the directives of the health authorities of the port. Port health authorities shall grant pratique to the vessel prior to berthing as per necessary health protocols.
2. Seafarer to wear necessary PPE (masks, hand gloves) on arrival.
3. Seafarer will be cleared by Immigration authority.
4. Seafarer arriving on a vessel would undergo the COVID-19 test to confirm that he/she is negative of COVID-19. After disembarking and till the time the seafarer reaches the facility for sample collection/ testing to be mutually decided by the Port & State Government, within port premises, it will be ensured by the shipowner / RPS that all safety precautions as per standard health protocol are observed.
5. Till the time test reports are received, the seafarer shall be kept under quarantine facility approved by the Port and State Health Authorities.
6. If the seafarer is tested as "positive" for COVID-19, he/ she will be dealt with as per the procedures laid down by MoHFW, Govt. of India.
7. Seafarer arriving on a vessel from any foreign port within 14 days of departure from foreign port shall be kept in quarantine for a total of 14 days from the date of departure from the last foreign port at a facility approved by the Port or State authority. On completion of 14 days, he shall undergo a COVID-19 test to confirm 'negative' test.
8. Upon a seafarer tested as "negative", the Ship owner / RPS agency to ensure completion of the following processes:
  - a. Seafarer's travel route post sign-off is to be identified;
  - b. Details of the Seafarer, vehicle, and driver<sup>ii</sup> for the proposed travel to be uploaded on DGS website "e-pass for seafarers link" for generation of e-pass, if needed;
  - c. Requisite details of the seafarer as per Form I / IIIA are to be uploaded on DGS website.
9. Seafarer/ Shipping Company/ RPS to download the e-pass from his / her 'DGS E-governance seafarer profile', if needed.
10. The downloaded e-pass to be submitted to the Local Authority in the area where the seafarer disembarks for clearance for sign-off, for issue of a transit pass from the place of disembarkation to the place of his/ her residence.
11. The transit pass for such movement by road, for the seafarer and one driver, will be issued by local authorities of the Government of the State/Union Territory where the seafarer disembarks.
12. **The transit pass (to and fro) will be issued for a fixed route and with specified validity and will have to be adhered to strictly. Such transit pass would be honored/ allowed by the authorities of the State/ Union Territory along the transit route.**

*Amitha*  
22/04/2020

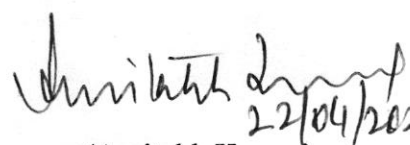


13. Ship owner / RPS agency to ensure the following for taking seafarer home:

- a. Vehicle being used for travel is properly sanitized and PPE (masks, hand gloves) and sanitizers made available for driver and seafarer<sup>iii</sup>;
- b. Driver and seafarer to maintain the social distancing requirements as per MoHFW guidelines<sup>iii</sup>.

**Notes:**

1. Shipowners / RPS Agency may, at their choice, consider isolating the seafarer for 14 days prior the medical examinations for sign-on purposes in the city of embarkation port, so that there are no complications due to COVID-19 after the seafarer joins the ship. In such cases transit pass will be issued for journey to the supervised isolation centres set up by the shipping companies/RPS and again to the port of embarkation. The SoP for road journey will be followed.
2. All necessary arrangements and facilities at ports in accordance with the guidelines of MoHFW will be made by the port authorities concerned.
3. The cost of transportation of seafarers will be borne by the ship owner / RPS agency.
4. Authenticity of the E-pass is verifiable online in [www.dgshipping.gov.in](http://www.dgshipping.gov.in)
5. In case of any difficulty is faced en-route for signing-on or after signing-off, the seafarer may contact any of the following:
  - a) Contact details of e-pass issuing authority as mentioned under section in "pass details" /
  - b) DG Comm. center (022-22614646) /
  - c) Subash Barguzer, Dy. DG [Crew] ([barguzer-dgs@nic.in](mailto:barguzer-dgs@nic.in)) and /
  - d) Capt. (Dr.) A. Daniel J Joseph, Dy. DG [Tech.] ([danieljohn-dgs@gov.in](mailto:danieljohn-dgs@gov.in))
6. Declaration of travel history of seafarer (Form 1) - Annexure I
7. The detailed process for generation of e-pass for seafarers by ship owner / RPS agency is detailed in - Annexure II

  
(Amitabh Kumar)

Director General of Shipping &  
Additional Secretary to the Govt. of India

Enclosure(s): As above

- 
1. <sup>i</sup>Seafarers identified for joining ship should have travel history declared for last 28 days which shall be self-declared by seafarer and verified by Ship owner / RPS agency. This record should be retained by RPS agency and made available to medical practitioner. DG Shipping approved medical examiner shall utilize this information whilst certifying fitness to join ship. (*Annexure 1 Travel history of seafarer to be maintained for verifications by authorities*)

3. <sup>iii</sup>While applying for e-pass, Ship owner / RPS agency to give declaration that vehicle is properly sanitized & PPE (masks, sanitizers etc.) in place and driver & seafarer would maintain the social distancing requirements as per MoHFW guidelines
4. <sup>iv</sup>Safe location is a location / place / guest house / hotel etc. where no COVID-19 case is reported till now and has the required amenities for the upkeep of seafarers for the required number of days of isolation

Amitha Singh  
22/4/2020

**Declaration of Travel History of seafarer (past 28 days)****Annexure - I**

Name \_\_\_\_\_  
Last sign off date \_\_\_\_\_  
Last sign off port / country \_\_\_\_\_

Indos No. \_\_\_\_\_  
Passport No. \_\_\_\_\_

S. No.	Date	Details / address of place visited (Home, Friend, Hotel, Social gathering, Hospitals etc.)	Approx. time of visit to place(s) Hrs	Name of the person(s) you met with	Contact details (phone no.) of person(s) met

I / we, do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

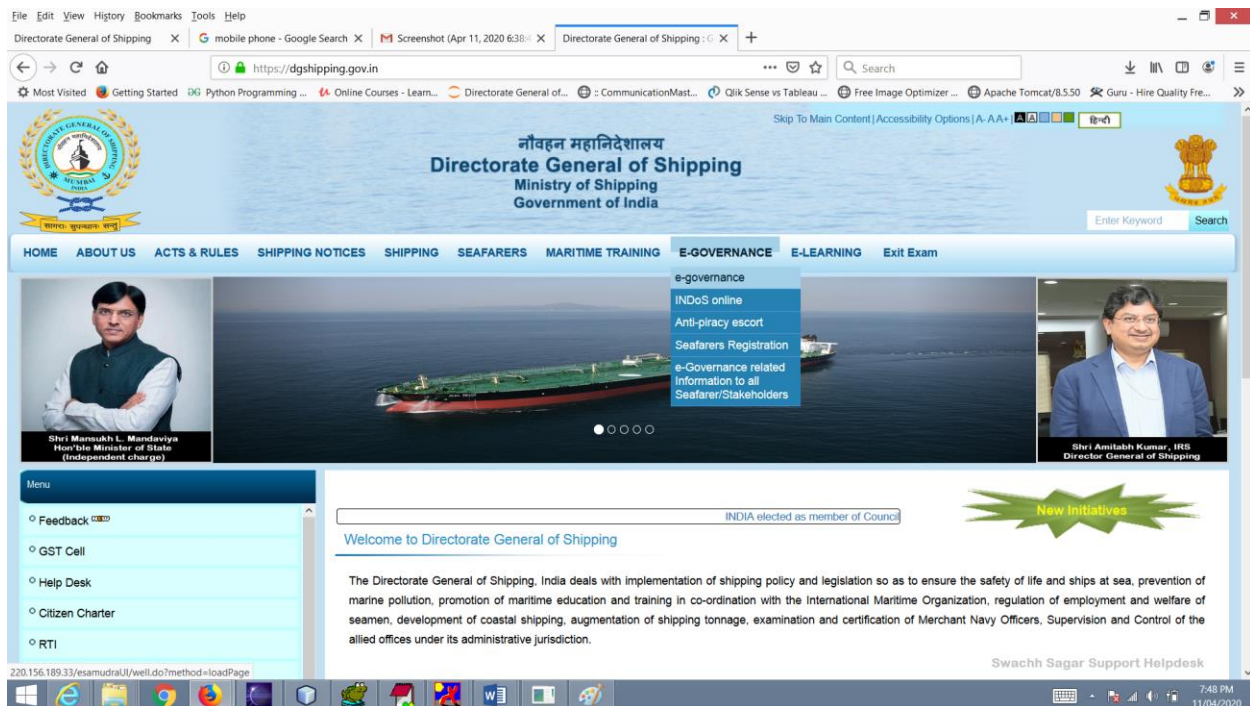
\_\_\_\_\_  
Name / Sign.

## **Annexure - II**

### **Process of Generation of e-pass by Ship owner / RPS agency for seafarers:**

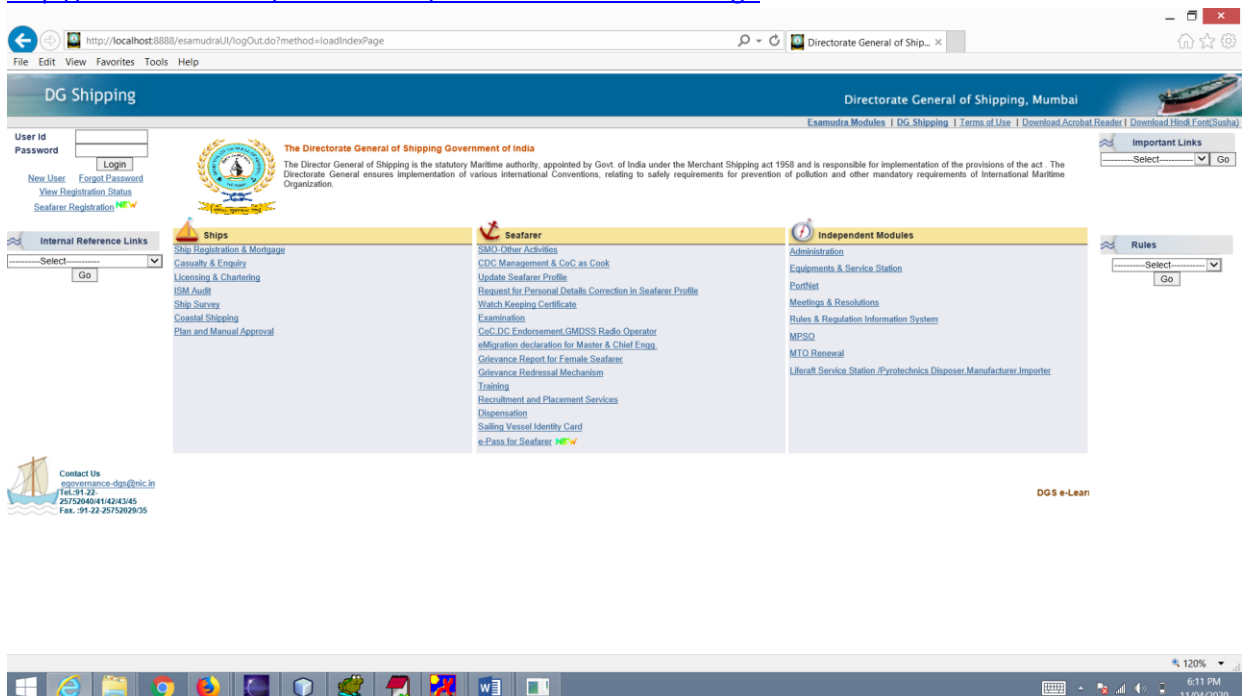
1. Login to E-Governance system by using User Id and Password provided by DG Shipping for other modules. ( [www.dgshipping.gov.in](http://www.dgshipping.gov.in) →E-Governance)
2. Go to the link -> e-pass for Seafarer->e-pass ->Generate / Cancel e-pass
3. Enter INDoS No. and select sign-on / sign-off from dropdown and click “Continue” button.
4. System shall populate Seafarer details along with list of e-pass issued by the same company earlier, if any
5. For approval of the e-pass click the ‘Submit data’ and fill the required data and submit.
6. Upon submission of data, system would display “Reference No.” and same application sent to the Issuing Authority for approval.
7. The designated e-pass issuing authority may approve / reject the e-pass on the system using his / her administrators ID provided by DGS
8. On approval of the application by authority, e-pass would be generated and available in seafarers’ profile for download. System would send an auto intimation SMS to seafarer with the details of e-pass generated
9. Seafarer can view and download the e-pass at the link e-pass for Seafarer->e-Pass ->View after login
10. System would also send an auto generated email intimation to the seafarer and ship owner / RPS agency with the details of e-pass generated
11. The ship owner / RPS agency may print the e-pass which is available at their profile at the link “View Application Status”
12. e-pass can be verified in the e-pass checker link available on DG Shipping website [www.dgshipping.gov.in](http://www.dgshipping.gov.in)
13. The ship owner / RPS agency may utilize the option of “Cancel e-pass” for cancellation of e-pass

## Step 1: visit [www.dgshipping.gov.in](http://www.dgshipping.gov.in)



## Step 2: Log in using user id / password (after clicking ‘e-governance’ tab)

<http://220.156.189.33/esamudraUI/well.do?method=loadPage>



### Step 3: Logged in

The screenshot shows the Directorate General of Shipping (DGS) website homepage. The page features a blue header with the DGS logo and navigation links. Below the header, there is a grid of modules categorized under 'Ships', 'Seafarer', and 'Independent Modules'. The 'e-Pass for Seafarer' module is highlighted in green. A note at the bottom of the grid states: 'Note : Modules indicated as "Red" colour are not accessible.' The page also includes a 'Rules' section on the right and a 'DGS e-Learning prog' link at the bottom right.

### Step 4: Click “e-pass” option

The screenshot shows the Directorate General of Shipping (DGS) website with the 'e-Pass' option selected. The page displays instructions for generating and canceling an e-Pass. The instructions are as follows:

- Click to View Standard Operating Procedures (SOP) for Controlled Crew Change
- Click to View Declaration of Travel History format
- Please note the below process to Generate / Cancel e-Pass
- 1. Click the link e-Pass -> Generate / Cancel.
- 2. Enter INDOs No., select Pass required for Sign On / Sign Off and click to Continue.
- 3. System shall populate list of e-Pass issued earlier if any.
- 4. Click the link "Cancel" if to wish to cancel the earlier issued pass for any reason.
- 5. Click the "Continue" button to submit data and generate e-Pass.
- 6. After Submission of data e-Pass no shall be generated and Print the pass by clicking the link "Print".



## Step 5: Chose option (sign-on / sign-off)

The screenshot shows a web browser window with the URL `http://localhost:8888/esamudraUI/loadEpassIndex.do?method=loadSeafarerIndex&bnType=null`. The page header includes "DG Shipping" and "Directorate General of Shipping, Mumbai". A welcome message for "MANNING AGENT TEST" is displayed. The main content area is titled "Details" and contains a search bar, a dropdown menu for "e-Pass for Sign On Ship/Sign Off Ship", and buttons for "Continue" and "Cancel". The dropdown menu is open, showing options: "Select", "Sign On Ship", and "Sign Off Ship".

## Step 6: Fill up Indos No. of seafarer & click 'submit data for e-pass'

The screenshot shows the same web browser window, but the URL is now `http://localhost:8888/esamudraUI/exelLoadList.do`. The page header is the same. The main content area is titled "Personal Details from profile for INDoS No : SR\_N0001". It displays a table of personal details for a seafarer named "TEST B". The table includes fields for Surname, Passport No., Gender, Mobile No., Given Name, CDC No., Date of Birth, and Email ID. A profile picture is shown on the right. Below the table are buttons for "Back" and "Submit data for e-Pass".

INDoS Details	
Surname / Last Name :	USER
Passport No. :	XXXXXXXXXX
Gender :	Male
Mobile No. :	XXXXXXXXXX
Given Name :	TEST B
CDC No. :	MUM 150115T
Date of Birth :	11-AUG-1981
Email ID :	abc0@gmail.com

## Step 7: Fill up all required data (upload travel history doc & submit)

http://localhost:8888/esamudraUI/exeLoadList.do?method=loadPassForm Directorate General of Ship... X

File Edit View Favorites Tools Help

### Details to Generate e-Pass

**Searfer Details**

INDOS No.\* : SR\_N0001 e-Pass for Sign On Ship/Sign Off Ship\* : Sign On Ship

Sur Name / Last Name\* : USER Given Name\* : TEST B

Passport No.\* : XXXXXXXX CDC No. : MUM 150115T

Gender\* : Male Date of Birth\* : 11-AUG-1981

Mobile No.\* : XXXXXXXXXX Email Id\* : abc@gmail.com

Note : 1.If Photo not visible, Searfer has to contact concerned MMU to activate re upload link and re upload the same in the profile.  
2.Personal details are as per MCOs, for any modification use the link "Request for Personal Details Correction in Searfer Profile" prior to submission of online application.

**Ship Details**

Official No. : IMO No.\* :

Name of Vessel\* :

**Port Details**

Name of Port / Airport\* : Name of Place\* :

**Travelling Details**

From Address\* : ADDRESS1,ADDRESS 2,ADDRESS 3,THANE-12123,abcdabcd To Address\* :

**Vehicle Details**

Vehicle No.\* : Name of Driver\* :

Date of Birth of Driver\* : Driving License No. of Driver\* :

Model No. of Driver\* :

**Agent Details**

Name of Agent\* : Mobile No. of Agent\* :

Email Id of Agent\* :

**Upload Travel history declared for last 14 days**

Scan copy of Travel History\* : Browse (in pdf)

Note : Searfers identified for joining ship should have travel history declared for last 14 days which shall be self-declared by searfer and verified by Ship owner / RPS. This record should be retained by RPS and made available to medical practitioner. DG Shipping approved medical examiner shall utilize this information whilst certifying fitness to join ship. (Excel sheet of travel history annexure 1 may be maintained for verifications by authorities)

**Declaration**

I / we, declare the following:

☐ Vehicle which would be utilized for travel would be properly sanitized.

☐ Personal Protective Equipment's such as masks, hand gloves & sanitizers would be placed in the vehicle for use.

☐ The driver & searfer would maintain the social distancing requirements as per MoHFW guidelines.

Back Submit Reset

Windows Taskbar: 100% 5:13 PM 15/04/2020

## Step 8: Once data is submitted (Note down the Ref. no.)

http://localhost:8888/esamudraUI/ePassFromExeAction.do?method=exeEPassFrom Directorate General of Ship... X

File Edit View Favorites Tools Help

DG Shipping Directorate General of Shipping, Mumbai

Welcome **MANNING AGENT TEST** (Wednesday 15/04/2020 02:04 PM)

e-Pass

Data Submitted successfully (Reference No. : 21)

## Step 9: Track status of application

### **View submitted application, e-Pass and generate reports:**

1. Go to the link -> e-Pass for Seafarer->e-Pass -> Submit Application / Cancel e-Pass

or

Go to the link -> e-Pass for Seafarer->e-Pass ->View Application Status


The screenshot shows a web browser window with the URL `http://localhost:8888/esamudraUI/loadEpassIndex.do?method=loadCompanyIndexView&btnType=null`. The page title is "DG Shipping" and the header includes "Directorate General of Shipping, Mumbai". The main content area is titled "Search Application" and contains several input fields for search criteria: "INDIC No.", "CDC No.", "Mobile No. of Seafarer", "Application Received Between" (with a date range selector), "Reference No.", "e-Pass for Sign On Ship/Sign Off Ship" (with a dropdown menu), and "e-Pass No.". Below the search fields are three buttons: "View Details", "Cancel", and "Generate Report".

## Step 10: Status of application can be tracked with ref. no.

The screenshot shows a web browser window with the URL `http://localhost:8888/esamudraUI/exeLoadList.do`. The page title is "DG Shipping" and the header includes "Directorate General of Shipping, Mumbai". The main content area is titled "View Application Details" and contains a table with the following columns: "Reference No.", "Sign On / Sign Off Ship", "INDIC No.", "Name of Seafarer", "e-Pass No.", "Pass Issue Date", "Valid Date", "Vessel Name", "Port / Air Port", "Status of Pass / Air Port", "Travel History", "Cancelled?", and "Details". The table contains one row of data. The "e-Pass No." column is circled in red.

Reference No.	Sign On / Sign Off Ship	INDIC No.	Name of Seafarer	e-Pass No.	Pass Issue Date	Valid Date	Vessel Name	Port / Air Port	Status of Pass / Air Port	Travel History	Cancelled?	Details
21	Sign On Ship	SP_00001	SEAFARER	DGSGR00154008	14 APR 2020	21 APR 2020	ARABIAN SEA	Port	Monitor	View	-	View

**Step 11: Ship owner / RPS agency may download e-pass from system, once e-pass application status shows approved (auto email notification would be also received to registered email id)**

GOVERNMENT OF INDIA MINISTRY OF SHIPPING DIRECTORATE GENERAL OF SHIPPING	
<b>e-Pass No.:DGS/GMB/042026</b>	
<b>Pass Details</b>	
e-Pass No. : DGS/GMB/042026 Valid From : 15-APR-2020	Company Name : MANNING AGENT TEST Valid To : 22-APR-2020
<b>Issuing Authority Details</b>	
Office : TEST Trust Authority : xxxxxxxx Name : xxxxxxxx Issue Date : 15-APR-2020	Address : xxxxxxxxxx, xxxxxxxxxx, xxxxxxxxxx, Email Id : xxxxxxxx@gmail.com Contact No. : xxxxxxxx
<b>Seafarer Details</b>	
Sur Name / Last Name : USER Given Name : TEST B Passport No. : xxxxxxxx INDoS No. : SR_N0001 Gender : Male Email Id : abcd@gmail.com	Date of Birth : 11-AUG-1981 CDC No. : xxxxxxxx Mobile No. : xxxxxxxx 
<b>Travelling Details</b>	
Travelling From : FLAT-101,ABCD Apartment, Thane-400025	Travelling To : Mandvi Port
<b>Vehicle Details</b>	
Vehicle No. : MH01GH2586 Date of Birth of Driver : 18-APR-2007 Mobile No.of Driver : 1231231231	Name of Driver : Rakesh Kumar Driving License No. of Driver : DL256478
<small>Notes: 1. Ministry of Home Affairs, vide Order No. 40-3/2020-DM-I (A) dated 15.04.2020 &amp; addendum dated xx.04.2020 has exempted movement of staff and contractual labour of seaports / ships / vessels and prescribed procedure for sign-on / sign-off of Indian crew. 2. The holder of this e-pass is a ship's crew and would be signing-on / signing-off. Law enforcement agencies &amp; concerned machinery of states may allow safe passage through inter-state / inter-district borders. 3. This is a computer-generated e-pass / document. No signature is required. 4. The authenticity of this e-pass can be verified online using e-pass checker on website www.dgshipping.gov.in 5. For any queries with the e-pass may be referred to the e-pass issuing authority address as stated in above "pass details".</small>	

Sample e-pass copy

**Step 12: e-pass can be also downloaded by seafarer from his / her profile**

For Seafarer to view submitted details and print e-Pass:

1. Login to E-governance system by using User Id and Password provided by D. G. Shipping for other modules. ( [www.dgshipping.gov.in](http://www.dgshipping.gov.in) →E-Governance)
2. Go to the link -> e-Pass for Seafarer->e-Pass ->View Issued Pass
3. Seafarer can take the print out by clicking the e-Pass No. and can view the data submitted by ship owner / RPS agency

## Step 12: Cancellation of e-Pass

1. After log in, go to e-Pass for Seafarer->e-Pass -> Submit Application / Cancel e-Pass
2. Enter INDoS No and select Sign On / Sign Off from dropdown and Continue.
3. System will populate the list of application submitted.
4. Click the cancel link and enter the remarks for cancel and submit.
5. Upon cancellation system shall send SMS about the same.



**Personal Details from profile for INDoS No : SR\_N0001**

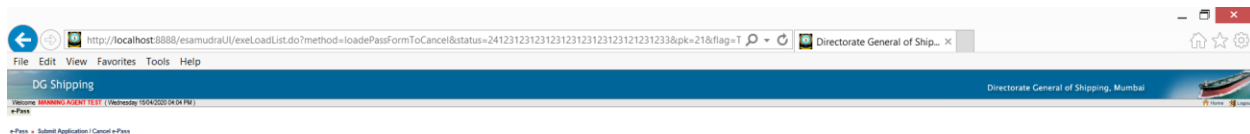
Surname / Last Name : USER	Given Name : TEST B
Passport No. : XXXXXXXXXX	CDC No. : MUM 150115T
Gender : Male	Date of Birth : 11-AUG-1981
Mobile No. : XXXXXXXXXX	Email ID : abcd@gmail.com

Note : Seafarer already having valid e-Pass ( NO.:DGS/GMB/042026 Issued on :15-APR-2020 Valid Till : 22-APR-2020 for Sign On Ship by MANNING AGENT TEST )

[Back](#) Already e-Pass Issued by you is valid.

e-Pass Issued for Sign On Ship										
Sl. No.	Reference No.	e-Pass No.	Vessel Name	Port / Air Port	Name of Port / Air Port	Vehicle No.	Name of Driver	Mobile No. of Driver	Travel History Document	Cancelled ?
1	21	DGSGMB042026	AKASH GANGA	Port	Mumbai	MH01042556	Rakesh Kumar	1231231231	<a href="#">View</a>	<a href="#">Cancel</a>

Showing 1 to 1 of 1 entries



**e-Pass Details**

Pass No. : DGS048542026 Valid From : 15-APR-2020 Valid To : 22-APR-2020 Print e-Pass

Name of Company : MANNING AGENT TEST

**Seafarer Details**

INDOS No. : SR\_N0001 e-Pass for Sign On Ship/Sign Off Ship\* : [Sign On Ship](#) / [Sign Off Ship](#)

Surname / Last Name : USER Given Name : TEST B

Passport No. : XXXXXXXXXX CDC No. : XXXXXXXXXX

Gender : Male Date of Birth : 11-AUG-1981

Mobile No. : XXXXXXXXXX Email ID : abcd@gmail.com

Note : If Photo not visible, Seafarer has to contact concerned RPS to update or replace the same in the profile.  
If Personal details are as per MNC, for any modification use the link "Request for Personal Details Correction in Seafarer Profile" prior to submission of online application.

**Ship Details**

Official No. : RMO No. : 1234567

Name of Vessel : AKASH GANGA

**Port Details**

Name of Port : Mumbai Name of Place : Mumbai

**Travelling Details**

From Address : FLAT 101 ABCD Apartment, Thane-400025 To Address : Mumbai Port

**Vehicle Details**

Vehicle No. : MH01042556 Name of Driver : Rakesh Kumar

Date of Birth of Driver : 11-APR-2007 Driving License No. of Driver : DL250479

Mobile No. of Driver : 1231231231

Upload Travel History declared for last 14 days : [View](#)

Note : Seafarer identified for joining ship should have travel history declared for last 14 days which shall be self-declared by seafarer and verified by Ship owner / RPS. This record should be retained by RPS and made available to medical practitioners. DG Shipping approved medical examiner shall utilize this information while certifying fitness to join ship. (Local sheet of travel history assurance 1 may be maintained for verifications by authorities)

**Declaration**

I / we, declare the following:

☒ Vehicle which would be utilized for travel would be properly sanitized.

☒ Personal Protective Equipment's such as masks, hand gloves & sanitizers would be placed in the vehicle for use.

☒ The driver & seafarer would maintain the social distancing requirements as per MoHFW guidelines.

**Cancel Details**

Reason for Cancel :

[Back](#) [Cancel e-Pass](#) [Reset](#)