

*Title: Standard Operating Procedure for Disembarkation of Foreign National Crew*

*SOP No.: PHS COVID-19 SOP-07*

*Version :02*

*Effective Date: 02.06.2020*

*Quarantine Unit, Ministry of Health, Sri Lanka*

**Standard Operating Procedure for Disembarkation of Foreign National Crew**

1. A request for a disembarkation of foreign national crew members should reach the Port Health Office via email before 72 hours of scheduled time. This should carry a formal and valid request, a copy of the passport, health declaration form (HDF), the travel itinerary for repatriation and the 'Notice' from the Public Private Partnership (PPP). PPP is the identified agency to maintain the safe house facility and to provide transport of seafarers by the letter PS/SP/FA/4/2 dated 28th May 2020 by the Presidential Secretariat. The 'Notice' from the PPP should include the approval obtained from the Additional Secretary to the President/Foreign Relations as indicated by the same letter, the availability of a slot in the safe house and the vehicle number of the designated vehicle to be used.
2. The decision for granting health clearance for disembarkation will be taken case by case basis by the Port Health Officer. Considering the health risks, the Port Health Medical Officer may reject the request for disembarkation as per his/her judgmental decision.
3. The vessel needs to obtain routine Health Clearance to berth or for the operations at anchorage or at OPL.
4. Port Health Officer will grant health clearance for disembarkation referring to documents the and the same information will be disseminated to relevant authorities including Sri Lanka Ports Authority, Department of Emigration and Immigration, Sri Lanka Customs and Sri Lanka Navy and to the PPP
5. Once disembarked, the port health officer will observe the off-signer and check the temperature and endorse the HDF based on which other authorities can proceed for granting their clearance. It is recommended to process the documents without contacting off-signers with local officials as much as possible.
6. The off-signers should be transferred to the PCR testing for COVID -19 in the designated vehicle.
7. After the collection of sample for PCR testing the off signers should be sent to the designated safe house managed by PPP and monitored by Sri Lanka Navy by the same vehicle.

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8. The off-signers should be kept in isolation in rooms in the safe house until the PCR test results are available. A copy of PCR test results of all off-signers should be sent to the relevant port health office to get the approval for repatriation and for further action.
9. The off-signers whose test results are negative can be sent to the airport according flight schedule from the safe house in a designated vehicle under the supervision of Sri Lanka Navy.
10. Off-signers whose test results are negative and awaiting for the repatriation should remain in the same safe house until the flight is available they are not allowed to go out of the safe house.
11. If the test result of a seafarer becomes positive, he/she will be sent to the designated hospital for treatment after informing to the Port Health Officer.
12. All information should be recorded and updated in the said database which is available online to for all relevant authorities.
13. The health clearance is subjected to the approval/clearance of all other relevant authorities but it is advisable to get the health clearance before proceeding to get the clearance from other authorities.
14. It is necessary to refer to the SOPs on Setting up and Maintenance of Safe House for Seafarers(PHS COVID-19 SOP-08) and Transportation of Seafarers (PHS COVID-19 SOP-09) along with this SOP.
15. Although this SOP is applicable for routine events, Director Quarantine as the proper authority under the Quarantine and Prevention of Diseases Ordinance or any authorized officer under the same ordinance has the powers to take judgmental decisions at any time for the best interest on prevention and control of diseases.
16. Any changes to this SOP will be circulated among all stakeholders as the next version.