I. DATA FLOW:

1. **SEAFARER**
   - To provide information to the LMA:
     - Personal Data Template
     - Scanned copy of the passport
     - CIF Form
     - Consent Form

2. **LMA**
   - To provide information of the Seafarer to AMOSUP:
     - Personal Data Template
     - Scanned copy of the passport
     - Consent Form
     - CIF Form
     - CIF Form (DOH Requirement)

   *(DOH Requirement)*

3. **AMOSUP Registration Committee**
   - Thru its official email address for Crew Change:
     - itfimeccrewchange@amosup.org
   - *Consent Form is for the Committee’s general keep
     - Seamen’s Center Team
     - Seamen’s Hospital Team

4. **Hotel Coordinators**
   - 1. Marriott Hotel
   - 2. St. Guiles Hotel

5. **Seamen’s Hospital Swabbing Team**
   - *CIF*
   - *Linelist*

Notes:
1. Data Sharing Agreement must be executed between LMA and AMOSUP before the transfer of Personal Data of the Seafarer.
2. Consent Form for AMOSUP must be signed by the seafarer.
3. Template of Personal Data of the Seafarer, CIF, and Consent Form must be sent to AMOSUP Registration Committee email address - at least 5 days before the Seafarer check in date.

II. RECEPTION PROCESS AT THE HOTEL

**SEAFARER** arrival at the hotel
- At the entrance of the hotel, Seafarer’s body temperature will be checked, and instructed to sanitize their hands and use the sanitation mat.

- Seafarer will fill out the Hotel Declaration Form.
- Seafarer will be instructed to go the front desk of the hotel.
- Seafarer will present his passport for identification and fill out the necessary documents of the hotel (e.g. terms and conditions, house rules etc)
- Seafarer will be given a sanitized room key and his hotel room number
- Seafarer will head straight to his room assignment and wait for the AMOSUP Hospital Swab Team.
III. QUARANTINE PROCESS

III.1 SEAMEN’S HOSPITAL
Room to Room swabbing
*results will be communicated after 24 hours
*hard copy of result will be given by the hotel coordinator

III.2
If POSITIVE result,
Seafarer will be transferred to the government quarantine Facility right away
*It is the responsibility of the LMA to extract the Seafarer and look for the government quarantine facility.

*Twice a day (during time Breakfast and Dinner)
*Temperature and symptoms monitoring will be video recorded while writing on the chart
*Hotel coordinators must wear PPE

If negative result,
Continue 14-day Quarantine in the Hotel

Day to day (up to 14 days) temperature and symptom monitoring by the Hotel Coordinator

LMA to provide Linelist to AMOSUP Registration Committee for the purposes of 2nd swabbing.

Seafarer arrives at airport/seaport

Seafarer checks out Hotel
- Release of the Certificate of Quarantine and Health Pass (Fit to travel Certificate, RT-PCR Test Results and QR Code – Hard and Soft Copy)
*Should be transported to airport/seaport by the LMA with complete PPE.

Day before the Seafarer check out, Seafarer will be assessed by a Doctor (AMOSUP Doctor) via video conference for fit to travel certification.

If NEGATIVE result,
Seafarer will be issued CERTIFICATE OF QUARANTINE – hard and soft copy
Certifying body: SG, Hotel Coordinator, Hotel Personnel

If POSITIVE result,
Seafarer will be transferred to the government quarantine facility right away
*It is the responsibility of the LMA to extract the Seafarer and look for the government quarantine facility.

Seamen’s Hospital room to room swabbing 1-3 days before the onboarding of Seafarer.
*results will be communicated after 24 hours.
*hard copy of result will be given by the hotel coordinator

Notes:
1. Incomplete information sent to AMOSUP Registration Committee may delay or cancel the swab test
2. Holding room with wash area for donning and doffing of PPE - c/o Hotel Disposal of PPE – c/o SH
3. The manner of collection of specimen is nasopharyngeal or oropharyngeal as alternative
4. Time of collection starts at 10:00AM until within office hours. In case of emergency, AMOSUP Hospital Medical Team can be called anytime.
5. Collected specimen will be restored in a portable cooler and will be transported to Seamen’s Hospital for processing preferably within one hour from the time of collection to preserve the quality of the specimen.
III.1. SEAMEN’S HOSPITAL SWABBING PROCESS (to be sent later)

SEAMEN’S HOSPITAL
Room to Room swabbing

*results will be communicated after 24 hours
*hard copy of result will be given by the hotel coordinator

III.2. EXTRACTION PROCESS

Seafarer tested COVID-19 Positive

LMA right away should arrange a transport to pick up the patient and to be transferred to government facility

Loss Prevention personnel shall instruct the patient that he shall remain in his room and wait for their call when he will leave his room.

Room vacated by positive patient shall be immediately closed and sanitized for 48 hours. Decontamination of the room being used by the patient and all surfaces the patient probably touched including the elevators shall immediately be followed by the hygiene personnel of the hotel.

Patient to head directly to the quarantine facility arranged by the LMA

Another personnel will direct the patient to the exit gate where the LMA will pick him up. Patient must wear facemask, faceshield, and gloves upon going out of the room.

Upon arrival of the LMA (can be with DOH Health Emergency Response Team), Hotel Hygiene Personnel/Loss Prevention Personnel wearing PPE will direct the patient to the exit elevator.

Seamen’s Hospital swabbing team informs Hospital Coordinator/Committee on Registration

Hospital Coordinator to encode in the Record System and informs the Hotel Coordinator

Hotel coordinator informs LMA and Event Manager of the hotel - with written proof of result
Duties of Hotel Coordinator during the 14-day Quarantine:

1. Monitoring of the Seafarer’s body temperature and symptoms with video recording while writing on the chart, twice a day (AM and PM)
2. Distribute the hard copy of the Seafarer’s RT-PCR Test Results to the Seafarer;
3. Checking of CCTV every day to ensure that the protocols are being implemented and followed by the Seafarers;
4. In case there’s a positive patient, Hotel Coordinator inform the LMA and if upon arrival of LMA response team, he/she shall monitor the hallway wherein the room of the patient is located and ensure that the former shall remain inside as instructed.
5. Countersign together with the hotel management and certifying body the Certificate of Quarantine, which will be issued once the Seafarer completed the quarantine process.

Duties of Committee on Registration and Hospital Coordinator during the 14-day Quarantine:

1. Assist the Hotel Coordinators in:
   - Answering queries of the LMAs
   - Coordinating with the LMAs regarding the check-in/out date of the Seafarer;
   - Coordinating with the LMAs on the results of the RT-PCR Test of the Seafarer;
   - Inform the LMAs if their Seafarer is positive for them to start the extraction process;
   - Administrative works (printing, scanning of the results of RT-PCR Test)
   - Sending the result of RT-PCR Test to the Seafarer’s email address, LMAs, and Hotel.

Duties of the Manager during the 14-day Quarantine:

1. Oversees the implementation of the all protocols by the certifying body, hotel coordinators, Hospital medical and swabbing team, and hotel management;
2. Conduct regular visit on the hotels;
3. Check the everyday operation of the project
4. Transact with the Hotel Management;
5. Suggest and recommends additional protocols if needed for the improvement of the overall protocol.
IV. HOTEL CATERING AND FOOD SERVICE PROCESS

- Food/Meals will be cooked at the Hotel observing all sanitary measures.
- Will be repacked in a disposable container with a disposable utensils observing all sanitary measures.
- Meals will be placed on the chair in front of the Seafarer’s door every:
  - 6:00am – 8:00am for Breakfast
  - 11:30am to 1:00pm for Lunch
  - 6:00pm to 8:00pm for Dinner
  *Marriott – with water bottle every meal

Coffee, sugar & creamer will be replenished daily between 2:00PM to 5:00PM and will be placed outside your respective room.

*St. Giles - Seafarer will be given 5 gallons of water container and can be replenished at any time when they call, placing the empty container on the chair outside the seafarer’s room.
*Marriott – additional 2 water bottles everyday

All garbage will be collected daily between 2:00PM to 5:00PM.
Garbage will be placed outside the Seafarer’s door.

Notes:
1. Food delivery and any errand request are NOT ALLOWED.
2. AM and PM snacks are available per order on their account.

V. HOTEL ROOM SERVICE PROCESS

- Towels and linens are already available in the room before the Seafarer checks in.
- No housekeeping services during the quarantine period.
- *St. Guiles - Towels will be replaced every Wednesday. Towels and linens will be replaced every Saturday. Fresh towels and linens will be placed outside the Seafarer’s door. Seafarer is responsible to set the linens in their room to avoid contact.
  *Marriott - Towels and linens are replenished every 5th day of guest stay, which shall be left by Housekeeping by the Seafarer’s door. Seafarer must ensure that soiled towels and linens are contained in plastic bag (to be provided by Housekeeping as well) and left by the Seafarer’s door for collection of Housekeeping.

Bathroom amenities upon request thru call will be placed outside the Seafarer’s door.