



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

**CREW CHANGE PROTOCOL OF
PORT OF CEBU
IN RESPONSE TO COVID-19**

October 13, 2020

Pursuant to Joint Circular No. 1 Series of 2020 *“Guidelines for the Establishment of the Philippine Green Lane to Facilitate the Speedy and Safe Travel of Seafarers, including their Safe and Swift Disembarkation, and Crew Change During the COVID-19 Pandemic”*, a One-Stop Shop (OSS) for Seafarers is established in Port of Cebu to facilitate crew changes following established COVID-19 protocols.

The OSS shall be operated by the Inter-Agency Task Force (IATF) on Crew Change composing of the following government agencies: Department of Transportation (DOTr) and its attached agencies – Office for Transportation Security (OTS), Cebu Port Authority Authority (CPA), Philippine Ports Authority (PPA), Philippine Coast Guard (PCG), Maritime Industry Authority (MARINA); Department of Health (DOH) and Bureau of Quarantine (BOQ); Bureau of Immigration (BI); Bureau of Customs (BOC); and, Overseas Workers Welfare Administration (OWWA), Department of Foreign Affairs (DFA), Philippine Overseas Employment Administration (POEA), Office of Civil Defense (OCD) and Local Government Units (LGUs).

With reference to Joint Circular No. 1, this protocol shall apply to the following:

- a. Filipino Seafarers Joining a Ship Docked in the Philippines or Overseas (Outbound);
- b. Filipino Seafarers Leaving a Ship (Inbound);
- c. Foreign Seafarers Joining a Ship Docked in the Philippine Seaport from the Airport (Airport to Ship);
- d. Foreign Seafarers Leaving a Ship Docked in Philippine Seaport to an Airport (Ship to Airport);

I. PROCESS FLOW

The Crew Change Protocol of Port of Cebu is based on the guidelines prescribed under the International Maritime Organization (IMO) Circ. Letter No. 4204/Add.14 “*Recommended framework of protocols for ensuring safe ship crew changes and travel during the COVID-19 Pandemic*”. It covers the Procedures for Seafarers Leaving a Ship (Off-signers) as presented in *Figure 1* and Procedures for Seafarers Joining a Ship (On-signers) in *Figure 2*.

To ensure the seamless and secured movements relative to crew changes, the PCG shall closely monitor the activities of the Shipping Agents, Licensed Manning Agencies (LMAs) and the seafarers. A vehicle provided by the shipping agent/LMAs shall also be used to transport the seafarers using a strict **Point-to-Point** Scheme.

Figure 1. Procedures for Seafarers Leaving a Ship (Off-signers)

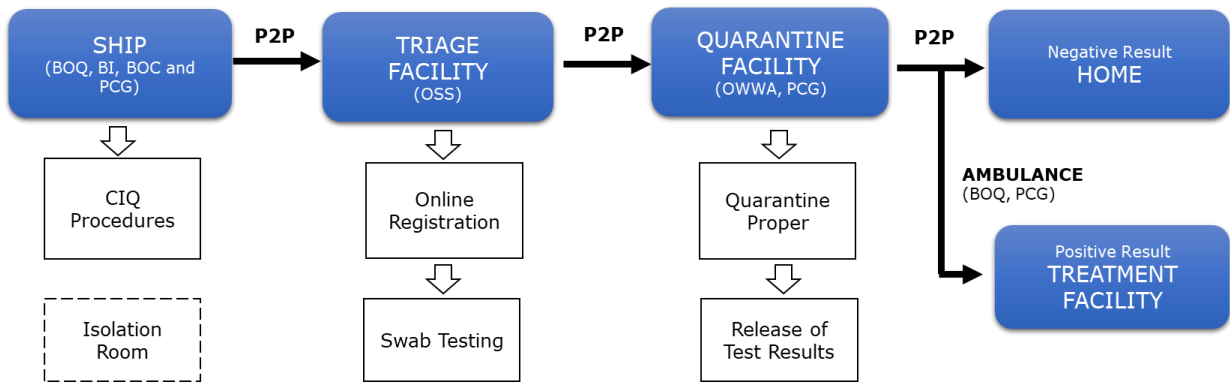
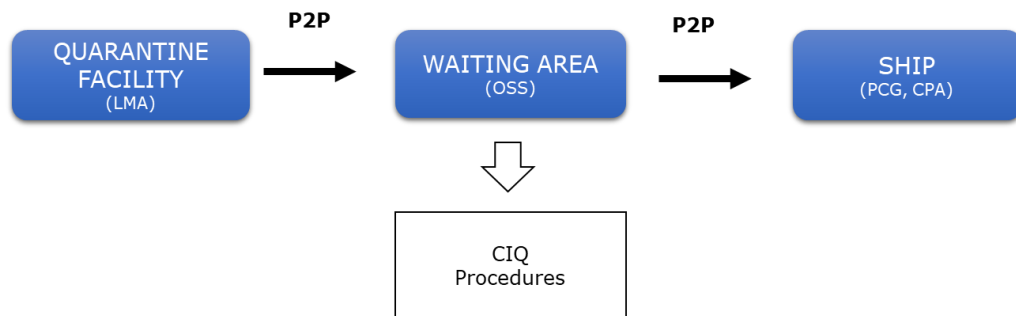


Figure 2. Procedures for Seafarers Joining a Ship (On-signers)



II. SPECIFIC PROCEDURES FOR SEAFARERS LEAVING A SHIP (OFF-SIGNERS)

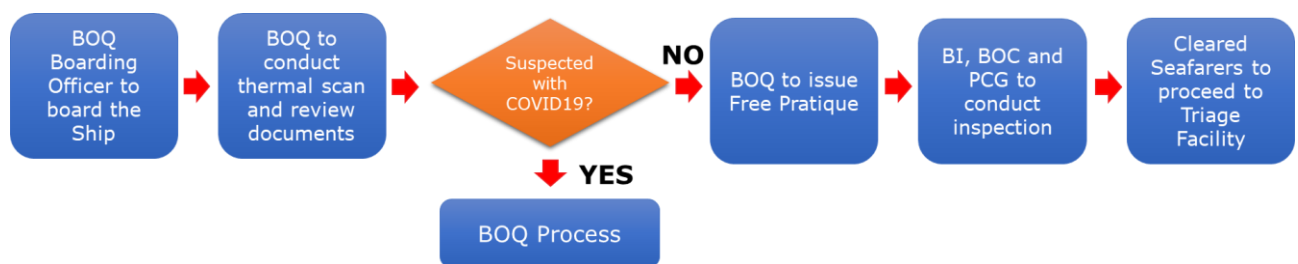
A. SHIP ANCHORAGE

All arriving vessels shall stay in the designated anchorage or docking site authorized by the CPA and PCG. Existing procedures of CPA for anchorage shall be observed.

For ship-to-shore or shore-to-ship transfer, the Shipping Agents/LMA must arrange the transportation requirements to and from the anchorage area. Passenger vessels must comply with the social distancing protocol, 50% seating capacity limitation, and disinfection.

Disembarking seafarers must observe health and safety protocols such as disinfection, hand washing, social distancing and wearing of full Personal Protective Equipment (PPE) – face mask, face shield, gloves and hazmat suit. In accordance with the ship's COVID-19 plans and procedures, seafarers must inform the Master and their LMA if they show any COVID-19 symptoms.

A.1. Customs, Immigration and Quarantine (CIQ) Procedures



For the CIQ Arrival Formalities, the Shipping Agent must prepare the following documents in addition to the Arrival Documents of the seafarers:

- 1) Patient Health Profile,
- 2) Patient Undertaking Form,
- 3) Case Investigation Form for Covid-19,
- 4) Laboratory Request Form,
- 5) Accommodation reservation for Quarantine Facility, and
- 6) OWWA Project Care

If a seafarer is exhibiting any COVID-19 symptom, he or she will be extracted from the shipping authorized vessel. The BOQ Officer leads the extraction process with strict observance of infection prevention and control protocols. The BOC, BI, PCG, and CPA will assist the BOQ for the swift transfer of the patient to the medical facility. The rest of the vessel crew will be placed under quarantine and BOQ jurisdiction.

In embarkation and disembarkation of vessel, other government and non-government personnel are restricted without clearance from the BOQ Officer. The BOQ Officer will first determine the health condition of the vessel and the off-signing crew prior to issuance of clearance. He/she will also check the RT-PCR results and compliance to quarantine procedure while waiting for the results of the on-signing crew. If all are appropriate, BOQ will issue free pratique.

Upon issuance of free pratique, officers from BOC, BI, and PCG shall board the vessel to conduct their inspection. Cleared seafarers shall board the transfer vessel bound to the Triage Facility for the completion of the succeeding procedures under this Protocol.

A.2. Conduct of Swab Testing Onboard

Swabbing on board the vessel is only applicable to the cruise ship permitted to be used as a quarantine facility. For this purpose, the LMAs must secure a permit from BOQ.

B. TRIAGE PROCEDURES

Upon arrival at the Triage Facility, seafarers must immediately proceed to the registration booth and undergo the mandatory swab testing procedure.

Step 1: Registration. It is advised for the seafarers to complete the E-Arrival forms of the One-Stop Shop (OSS) Port of Cebu and authorized molecular laboratory prior to their entry to Port of Cebu. They must ensure the accuracy of all encoded items as these will be reflected in their Bureau of Quarantine Certificate.

Step 2: Verification and Barcode. Seafarers shall receive a verification e-mail of the encoded details along with a QR Code. This QR code must be presented in the registration booth to receive the barcode stickers from the attending personnel. Two stickers shall be used as identification for the specimen and the remaining will be the seafarer's copy for the result to be checked in the Red Cross website or app.

Step 3: Swab Testing. The two barcodes for the specimen shall be submitted to the testing booth swabber. A nasopharyngeal swab will be taken from the cavity between the nose and mouth for 15 seconds and on the other side of the nose. The swab is then inserted into a container.

A separate bin will be designated for the materials used during testing. The specimens collected will be handled by the PCG personnel to the designated Laboratory for analysis. An affidavit of undertaking shall be signed by the PCG personnel to ensure that all liabilities during transportation shall be shouldered by them.

After completing the Triage Procedures, the seafarers must immediately board the P2P Vehicle bound to their designated quarantine facility.

C. QUARANTINE PROPER

All seafarers shall be subjected to any of the following quarantine options: (a) DOH/BOQ Accredited Hotels; or (b) Government Quarantine Facilities. They must proceed directly to their individual single occupancy rooms immediately after the triaging and swabbing process.

Pending the release of the swab result, seafarers are not allowed to leave the said facility and nor interact with others. Visitors are strictly prohibited. Seafarers are advised to continuously follow the safety protocol set by the DOH and monitor their body temperature twice a day.

In case of a health emergency, the DOH-BOQ will coordinate with the seafarer and his or her LMA for the medical examination. The BOQ Medical Team will determine the appropriate medical management for the seafarer wherein all corresponding needs shall be supported by the LMA. Process of in case of emergency or suspected case of COVID-19 is as follows:



C.1. RELEASE OF TEST RESULTS

The swab result will be sent via **email** or **SMS** within **72 hours**. The seafarer can also check via Red Cross website or application using the barcode given in the Triage Facility.

Once the **NEGATIVE** result has been released, the LMAs must arrange for the P2P transportation of the seafarers bound to their residence or port/airport of destination.

For those who will have a **COVID POSITIVE** result, DOH-BOQ will extract the affected seafarer and will transport him/her to the Temporary Treatment and Monitoring Facility (TTMF).

D. DEPARTURE

The LMAs must coordinate with OWWA and PCG prior to the seafarers' departure. The transportation to be provided to the departing seafarers must still observe the P2P scheme.

A sworn statement shall be signed by the manning agency, passengers and driver of the shuttle service affirming that a stop-over would lead to legal impediment. Should there be a delay, seafarers must stay at the designated holding area until their service arrives.

III. SPECIFIC PROCEDURES FOR SEAFARERS JOINING A SHIP (ON-SIGNERS)

A. DEPARTURE FROM QUARANTINE FACILITY

Prior to embarkation, coordination must be done between the LMAs and OSS Port of Cebu. After securing the clearance from OSS, seafarers shall be transported directly via P2P Vehicle to the waiting area at the CPA PMO Pier 3 Passenger Terminal.

Only those seafarers with NEGATIVE COVID-19 test result and Certification of Containment shall be allowed to embark. Hence, LMAs must ensure that the health and departure requirements of the seafarers are fully complied with.

Health and safety protocols must also be observed by the embarking crew such as disinfection, hand washing, social distancing and wearing of full Personal Protective Equipment (PPE) – face mask, face shield, gloves and hazmat suit.

Unnecessary interaction with others are strictly prohibited. Visitors and/or well-wishers are not allowed.

B. PRE-EMBARKATION PROCEDURES

At the waiting area, seafarers must undergo physical examination by BOQ and other regular Pre-Embarkation Procedures. The Shipping Agent must prepare the following documents of the seafarers in addition to the regular departure documents:

- 1) Negative Covid-19 RT-PCR Test Result
- 2) Certification of Containment

Seafarers cleared for departure shall board the P2P bound to their port of embarkation. In case of a confirmed case of COVID-19 based on the RT-PCR Test Result, the BOQ will contain all seafarers and inform the LMA for proper coordination for re-swabbing of the entire group.

C. EMBARKATION

Seafarers must undergo the regular embarkation procedures. Upon embarkation, they shall no longer be allowed to disembark the vessel unless cases of emergency.

REQUIREMENT FOR THE LICENSED MANNING AGENCIES AND SHIPPING AGENTS

1. Provide all necessary documents and certificates via online for the swift processing of the crew change.
2. Complete details of disembarking crews shall be provided to OWWA prior to disembarkation or crew change.
3. LMAs and/or ship agents must inform OWWA if they have already booked or not for hotel as quarantine facility.
4. Provide transport vehicle/s for seafarers from port to quarantine facility shall be provided by LMAs.
5. Inform & provide copy of the test results to OWWA in order to facilitate OFWs' return to their respective provinces & to endorse Cebu residents to the Cebu Provincial Health Office & respective LGUs as part of the protocol.
6. Provide full PPEs (face mask, face shield, gloves and hazmat suit) for off-signing and on-signing crew all throughout the process of crew change.
7. Coordinate with the government agencies for the smooth step-by-step movement of crew.
8. Provide a re-sealable transparent plastic bag or envelope where seafarers documents will be placed.
9. Ensure that all crew are pre-registered prior to disembarkation.
10. Mark the transport vehicle with a **Green Lane Program Banner**.
11. Ensure compliance with the pre-disembarkation and pre-embarkation requirements.
12. Notify details of vessel arrival 72 hrs prior. In case of reasonable changes, shipping agents must advise OSS Port of Cebu for appropriate coordination and revision on the plotting details.

REQUIREMENTS FOR THE GOVERNMENT

1. Provide seafarers any necessary exemptions from national travel or movement restrictions in order to facilitate their repatriation, provided they carry evidence of being a seafarer, consistent with the recommendation included with the recommendation included with IMO Circular Letter No. 4204/Add.6 to "designate professional seafarers and marine personnel, regardless of nationality when in their jurisdiction, as "key workers" providing an essential service."
2. Practice standard infection prevention and control measures especially during the specimen collection.
3. Observe guidelines on proper donning and doffing of PPE.
4. Practice daily disinfection and disposal of hazardous materials.
5. Ensure completion of crew change operations within 24 hours.
6. Ensure availability of 1-2 personnel of CIQ to conduct physical assessment, documentary counterchecking (immigration and customs) at OSS facility prior to boarding of embarking crews.

REQUIREMENTS FOR AUTHORIZED SHIP-TO-SHORE VESSEL PROVIDERS

1. Provide a safe and healthy workplace to all workers and customers by developing management plans to prevent and control the spread of COVID-19 virus.
2. Ensure a safe and healthy working environment, and identify risks and take necessary measures to control and mitigate those risks.
3. Ensure that all employees strictly comply with Safety & Health Protocol at all times, and to take all necessary precautions to protect themselves, their colleagues, the ship and its passengers.
4. Provide workers with adequate information about the health hazards involved in their work and provide adequate personal protective clothing and equipment.
5. Fully implement and abide with established health and safety protocols.

ONBOARD SAFETY PROTOCOL & PROCEDURES FOR SERVICE PROVIDERS AND BOARDING OFFICERS

1. All onboard personnel must have a negative RT-PCR test result.
2. Onboard personnel must always wear their PPE during embarkation and disembarkation procedures.
3. No Face Mask, No Face Shield, No boarding policy. Onboard personnel must wear face mask and face shield for protection and maintain proper hygiene like washing of hands or using alcohol.
4. Strictly observe and maintain social distancing during embarkation and disembarkation of passengers and for the whole duration of voyage. Avoid close contact (2 meter or 6 feet) and avoid conversation with the passenger.
5. Foot bath & Hand sanitizer are made available for disinfection and sanitizing before boarding of passenger.

ONBOARD SHIP SANITATION

1. Sanitary alcohol, hand sanitizer and foot bath must be made available at the ship entrance.
2. All common areas shall be cleaned and disinfected prior and after every disembarkation of passengers, especially the following:
 - Gangway hand rails
 - Catwalk railings
 - Door surfaces
 - Comfort rooms
 - High-touch areas
 - Accommodations