



# CMC Ship Owners' Best Practices for COVID 19

## Update Number 7. March 5, 2021.

The ongoing second wave of cases across Canada and emergence of variants of the coronavirus has resulted in several new requirements in Canada and the United States. In this substantial revision, we enhanced guidance on masks and face coverings, provide information on new travel requirements for entering Canada and the U.S., advise on testing options, and update reporting requirements if a case occurs onboard. Sections 2 and 3 are mostly new and appear with no bold text. Sections 4, 5 and 6 are mostly from the previous version and substantive changes appear **in bold text**.

## Table of Contents

<b>Introduction</b> .....	<b>2</b>
<b>1. Before Boarding</b> .....	<b>2</b>
<b>2. Travel</b> .....	<b>3</b>
Testing Requirements: International Air Travel .....	3
Testing Requirements: Land Border Crossings.....	4
Travel to Airports or Over Land.....	4
Documents to Carry.....	4
Inter-Provincial Travel Requirements.....	5
<b>3. COVID Testing</b> .....	<b>5</b>
Provincial Testing Services.....	5
Private Testing Services .....	6
<b>4. On-Board Prevention</b> .....	<b>7</b>
Physical Distancing and Face Coverings .....	7
Shore-Side Interactions .....	8
Port Procedures.....	8
Shore Leave.....	8
Restrictions Affecting Shore Leave .....	9
Crew Changes: Onboarding and Offboarding.....	9
<b>5. Ship's Sanitization</b> .....	<b>9</b>
Navigational Watches on the Bridge .....	10
Engine-Room Watches.....	10
Galley Protocols .....	10
<b>6. Onboard and Symptomatic</b> .....	<b>10</b>
Initial Development of Symptoms and Screening .....	11
Reporting .....	11
Management .....	11
Onboard Isolation .....	12
Transfer Ashore .....	12
<b>Flowchart: Managing a potential case on board</b> .....	<b>13</b>
<b>References</b> .....	<b>14</b>
<b>Annex: Reporting Template for a Suspected Case Onboard a Vessel</b> .....	<b>15</b>

## Introduction

Health and safety is the first priority, as the marine sector continues the critical mission of delivering the goods and products people need for their daily lives. Marine shipping is an essential service and is vital to keeping supply chains operating in Canada and the United States.

With that in mind, the Chamber of Marine Commerce is in regular communication with federal government transport and health officials to ensure a coordinated approach that helps to protect employees and stakeholders who interact with the marine sector. We are providing our ship owner, port and other members information on the latest measures and best practices coming from federal and provincial government departments here in North America and through the International Chamber of Shipping.

This document was prepared to inform all the Chamber's members and partners about best practices our ship owner members are adopting to respond to COVID-19. It sets out best practices put in place by our ship owner members to protect their crews, customers, service providers and the public from risks posed by the COVID-19 pandemic. It covers preventive measures before boarding ships and prevention while onboard, as well as measures for managing a sick person on board. As always, the Master of a vessel has discretion to set additional measures beyond what is provided here.

This is a rapidly evolving situation and further measures and guidance may be issued. Our ship owners may also take on additional measures as the situation requires.

**Following basic protective steps determines how long we stay in this pandemic.**

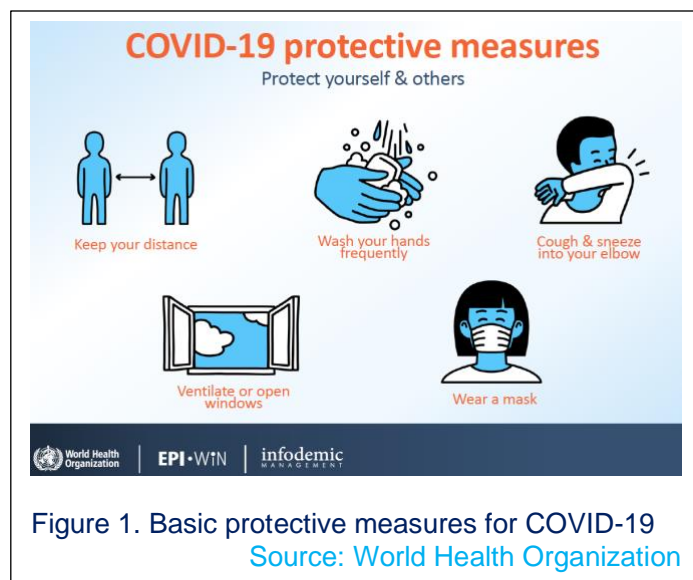
## 1. Before Boarding

Our ship owners carry out screening assessments of their employees prior to them joining their vessels and monitor their health on a daily basis **once** onboard. Ship owners use screening assessment questionnaires, similar to the [screening tools](#) released by Public Health Authorities in Canada. Crews who operate ships or personnel who service ships, and are not experiencing symptoms of COVID-19, have been deemed essential by the government and are exempt from the 14-day self-isolation period following travel **and requirements for testing to cross land borders.**

An employee **at home** experiencing symptoms of COVID-19 must report it to the company and follow advice from the Public Health Authorities listed in the [References of this document](#). Employees who have previously exhibited COVID-19 symptoms will only be permitted to return to work once they have received the required medical clearances. Scheduling arrangements or leave will be made based on the results of the screening assessment and advice from health care professionals.

Other preventive procedures include:

- Avoiding crew changes in the United States, unless operationally essential,
- Discouraging guests, with any guest requiring approval by company management before boarding,
- Working with government agencies, customers, and service providers to reduce the need for boarding vessels and to carry out more tasks by electronic or other remote means,



- Providing personal protection equipment to crews or other people boarding, if needed, and
- Following the measures requested by Pilotage Authorities through their notices to industry, before a pilot boards.

Vendors and service technicians that attend vessels will be screened using the tools mentioned above and approved by the company prior to boarding.

Personnel from government agencies, customers, pilots, and service providers that have undertaken similar protective practices for their employees and have shared these with CMC, should be seen as trusted partners and not need additional screening. Our ship owners will work with these stakeholders to exchange protection procedures and inform crews.

With the flu season, in line with advice from provincial public health authorities, we recommend crew members get vaccinated for influenza (as the vaccine becomes available). Ideally, this should be done two weeks prior to boarding to allow for the immunity to set in and avoid any potential side effects. Crew members with underlying issues that preclude receiving the flu vaccine or who are concerned about such issues should consult their family doctor.

Details on provincial and territorial flu vaccination programs are available through the following links: [Ontario](#), [Quebec](#), [New Brunswick](#), [Nova Scotia](#), [Prince Edward Island](#), [Newfoundland and Labrador](#), [Manitoba](#), [Saskatchewan](#), [Alberta](#), [British Columbia](#), [Nunavut](#), [Northwest Territories](#), and [Yukon](#).

As well, CMC recommends all personnel from ship owning firms, marine service providers and their customers obtain and install the [federal COVID-Alert application](#) on their mobile devices.

CMC acknowledges with increasing cases of COVID-19 and new restrictions that concerns for peoples' mental health and stress levels also increase. Access to support for mental health, wellness, and addiction is available in [Ontario](#) and [Quebec](#) and [other provinces and territories](#).

## 2. Travel

Ship crews and service personnel such as repair technicians, surveyors, and pilots are essential marine workers when on their way to their work assignments but issues do occur. Transport Canada released [Ship Safety Bulletin No. 03/2021 Updated Guidance to Vessel Crew Members and Non-Crew Marine Sector Workers Respecting Entry into Canada](#) which includes a process to request a letter to confirm essential status to border officials. This service is available 24/7 by emailing [marinesafety-securitemaritime@tc.gc.ca](mailto:marinesafety-securitemaritime@tc.gc.ca) in normal business hours (8am to 5pm) or contacting the Transport Canada Situation Centre at 1-888-857-4003 outside of business hours.

While marine workers are inherently able to travel, they are still subject to federal and provincial travel requirements. These are:

- Crews travelling to or from their vessel are to follow [Transport Canada requirements for travellers in Canada](#).
- Marine workers who need to enter Canada should consult the Government's online tool: [Find out if they you travel to Canada](#).

### **Testing Requirements: International Air Travel**

Marine workers [flying to Canada](#) or [flying to the United States](#) must get a COVID-19 polymerase chain reaction (PCR) test within 72 hours prior to travel and must present a document from the laboratory attesting to a negative result prior to boarding the aircraft to Canada. As well, international arrivals at airports in Canada are required to take a COVID-19 test at the airport and quarantine while awaiting results. Marine workers need to:

- Arrange their PCR test within 72 hours prior to travel and obtain the test results document
- Book their quarantine facility for 3 days from a [list of authorized hotels](#) following the [booking process](#) which needs to be done by phone.



- Use the [ArriveCan app](#) to provide information required by the Canadian Border Services Agency to enter Canada.

At the departure airport they will need to present their official PCR negative result (likely at both check in and at the gate).

On arrival, after customs and boarder control, they will report to the airport's testing facility and proceed to their quarantine hotel to await their test results, which typically take about 48 hours.

If negative, they may continue, as they are exempt essential workers. If positive, they would consult [provincial](#) or local health authorities and follow their instructions, likely they may need to remain at the quarantine hotel until recovered.

### **Testing Requirements: Land Border Crossings**

Marine workers as essential workers entering Canada at land border crossings to go to work, should get a COVID-19 PCR test prior to crossing the border given border officials have differing interpretations on who is "essential". If this a marine worker needs to cross the border regularly, e.g. daily, they are exempt from testing.

At this time, there are no requirements for a COVID-19 test to enter the United States at land border crossings.

### **Travel to Airports or Over Land**

- Municipal public transport (buses, commuter trains, taxis, ride sharing) should be avoided as much as possible.
- Travel over land should be by private arrangements such as transfer services, car rentals, company vehicles, or employee vehicles. Sharing a vehicle with other passengers should be avoided, except for other crew members of the same vessel.
- When travelling in vehicles with others (e.g. the driver of a transfer vehicle), marine workers must wear masks or face coverings that cover their mouth and nose. They must also be worn at airport screening checkpoints, in any public spaces (indoors or outdoors) whenever physical distance of 2 metres cannot be maintained and while onboard the aircraft.
- Please consult the Public Health Agency of Canada [guidance on the wearing of non-medical masks and face coverings](#).

### **Documents to Carry**

- When travelling to and from vessel, all crew should carry a copy of their seafarer documents.
- Marine workers enroute to provide services to a should carry a letter from their company explaining their essential travel status and a copy of [Ship Safety Bulletin 28/2020](#) (focuses on seafarers) or the Public Safety Canada's [Guidance on Essential Services and Functions in Canada During the COVID-19 Pandemic](#) (see "Maritime transportation workers" under Transportation).
- Marine workers and crew should also carry [Ship Safety Bulletin No. 03/2021 Updated Guidance to Vessel Crew Members and Non-Crew Marine Sector Workers Respecting Entry into Canada](#)
- This will help marine workers in dealing with front line law enforcement officials who enforce local protection measures.
- Quebec has established a curfew between 8pm and 5am, for which marine workers on essential travel are exempt, but should bring the above mentioned documents and a form available online for [Employer Attestation Concerning Travel During the Curfew](#).
- As well, individual marine workers are to have access soon to a [Transport Canada online process](#) to apply for an official letter confirming their essential status.



### **Inter-Provincial Travel Requirements**

As ship crews or other marine workers may reside outside of Ontario or Quebec, several jurisdictions now require returning residents to notify ahead of time and self-isolate for 14 days. Links are provided to government sites and required documents.

- **Nova Scotia** residents must submit a "[Safe Check-in Form](#)", crews will need to show the confirmation email that the form was submitted and have government issued ID to enter the province. Returning rotational workers are allowed [modified isolation](#) requirements.
- **New Brunswick** residents must register to travel to [New Brunswick](#) and residents returning from out of province work are required to self-isolate for 14 days unless they volunteer to test for COVID-19 which can be [requested online](#). Modified self-isolation is no longer possible.
- **Prince Edward Island** residents do not need pre-approval to return to PEI, but through the [pre-travel form](#). Approved [rotational workers](#) returning home are allowed modified isolation requirements.
- **Newfoundland and Labrador** residents must submit a "[Travel Form](#)" within 30 days of expected travel, crews will need to have a letter from their employers identifying them as essential and have government issued ID. Rotational workers are allowed [modified isolation](#) requirements if asymptomatic and have tested negative for COVID-19.
- **Manitoba** residents do not need to register or report in advance but must [self-isolate](#) for 14 days.
- **Northwest Territories** residents must submit the [resident self-isolation plan](#) online before travel or within 24 hours of arrival and must [self-isolate](#) for 14 days.
- **Yukon** residents need to complete, prior to entry, a [declaration for entry](#) and a self-isolation plan (no form available) which must be provided to officials at the entry point, along with government issued ID. On entry into the Territory, residents must [self-isolate](#) for 14 days in their [home community](#).
- **Nunavut residents** must [seek approval](#) to return to the Territory, prior to boarding a plane into the Territory, they must self-isolate in either Ottawa, Winnipeg, Edmonton or Yellowknife. After 14 days, asymptomatic residents will be cleared and provided a letter signed by the Chief Public Health Officer allowing them to return to their home community.

## 3. COVID Testing

### **Provincial Testing Services**

Testing centres through provinces or local public health authorities are available for people exhibiting possible symptoms of COVID-19 or believe could be at risk, based on being in likely contact with someone who has COVID-19, or if they received an alert through the [federal COVID-Alert application](#). Online screening tools are available through [provincial public health authorities](#) and provide advice based on symptoms.

As these tests involve a higher chance of a potential COVID-19 case, isolation is required while awaiting test results. If this involves a person currently onboard a vessel, see section 6 for procedures that are required. Routine testing for asymptomatic people, discussed below, generally does not require isolation.

Contact points for public health authorities across Canada are provided in the following links: [Newfoundland and Labrador](#), [Nova Scotia](#), [Prince Edward Island](#), [New Brunswick](#), [Quebec](#), [Ontario](#), [Manitoba](#), [BC](#), [Yukon](#), [Nunavut](#), and the [Northwest Territories](#).

The Ontario government and local public health authorities have various [COVID-19 test locations](#) (includes pharmacies, free with Ontario health card). The Quebec government provides a list of [regional health authorities](#) where tests can be booked.



### Private Testing Services

These services are available for routine tests. A routine test is carried out as a screening tool for an asymptomatic person who has had no exposure, nor cause to believe they may have been exposed. Generally, no isolation is required while awaiting results. This type of testing would be available for marine workers or crew who may need to comply with contractual testing requirements to access facilities.

Routine testing of asymptomatic workers may be arranged at [Pharmacies in Ontario](#) (can be free with OHIP Card) and through testing services outlined below. It is important to note some test services may not use the Polymerase Chain Reaction (PCR), which is often the required test standard, such as for travel.

Name ( <a href="#">link to web site</a> )	Location	Est. Cost	Comments
<a href="#">LifeLabs FlyClear</a>	Throughout Ontario	\$200	<ul style="list-style-type: none"> <li>Focus on international travellers (returning tech specialists)</li> </ul>
<a href="#">FH Health</a>	Toronto, Kitchener, Oakville	\$180	<ul style="list-style-type: none"> <li>Same day test results, if tests are booked before 12pm</li> <li>They have mobile services as well, min. # of tests</li> </ul>
<a href="#">Ichor</a>	Niagara, Vaughan, Kingston	\$200	<ul style="list-style-type: none"> <li>Also has remote testing and "mail in" kits</li> </ul>
<a href="#">Workplace Medical</a>	Ontario Niagara, Toronto area Thunder Bay	\$310/test + \$100/hour	<ul style="list-style-type: none"> <li>Nurses throughout Ontario</li> <li>Mobile services to the vessel available. 416-970-9413</li> <li>Firm has US partners to provide services to US ports</li> </ul>
<a href="#">ExpertMed</a>	Montreal Area and Quebec	n/a	<ul style="list-style-type: none"> <li>Offer mobile testing only</li> <li>Experience working within Ports of Montreal and Quebec</li> </ul>
<a href="#">Medfuture Clinic</a>	Quebec	\$300	<ul style="list-style-type: none"> <li>1 514 378 7000</li> <li>Offers a saliva test using couriers</li> </ul>
<a href="#">Biron Health Group</a>	Montreal-Quebec	n/a	<ul style="list-style-type: none"> <li>1 833 590 2712</li> <li>Verrault Shipyards recommends them for testing to access their yard</li> </ul>
<a href="#">CDL Laboratories Inc.</a>	Montreal area	In clinic: \$180 Mobile: \$300 plus	<ul style="list-style-type: none"> <li>1 514 344 8022</li> <li>They have assisted vessels</li> <li>Offer mobile and in-clinic testing</li> </ul>
<a href="#">Dynacare</a>	Montreal area	\$160	<ul style="list-style-type: none"> <li>1 800 565 5721</li> </ul>
<a href="#">CIRION Medical Laboratory</a>	Montreal area	n/a	<ul style="list-style-type: none"> <li>1 855 902 5226</li> </ul>
<a href="#">Future Care</a>	Mainly U.S. ports	\$150	<ul style="list-style-type: none"> <li>Cost depends on location and service provider</li> <li>Offer test kits, but no rapid tests kits</li> <li>Short turnaround times, CDC accepted results</li> </ul>
<a href="#">State Road Medical Facility</a>	Ashatabula, OH	n/a	<ul style="list-style-type: none"> <li>Offers Rapid PCR and Antigen testing</li> <li>Requires nasal swab to be taken, with supervision by medical professional</li> </ul>



<p><a href="#">Mirimus Clinical Labs</a> testing@mirimus.com</p>	<p>Brooklyn NY</p>	<p>\$150+</p>	<ul style="list-style-type: none"> <li>• Saliva based test in U.S. using FedEx</li> <li>• Bar code reader: \$28 U.S.D ea.</li> <li>• Saliva test kit: \$18.00 U.S.D ea.</li> <li>• Maximum of 24 tests per FedEx box \$480.00 U.S.D</li> </ul>
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#### 4. On-Board Prevention

Once on-board, crew members and other personnel should observe basic precautions:

- Maintaining physical distancing of at least two meters between people.
- Wearing face coverings when distancing is not possible.
- Keeping third parties to the minimum necessary.
- Wearing face coverings when third parties board the vessel
- Maintaining good ventilation.
- Washing hands frequently.
- Controlling interactions outside of the vessel, while part of the active crew.

#### **Physical Distancing and Face Coverings**

Ship owners follow restrictions designed to limit crew's exposure and risk of contracting the virus at work. Health authorities recommend 2-metre physical distancing.

- Crew members will, as much as practical, observe physical distancing as per their company specific protocols.
- For those who must work in closer proximity, these tasks will be assessed for safety taking into account the other protective measures in place: hand washing, hygiene, disinfection, and non-medical masks and face coverings.
- **The U.S. Coast Guard and Centers for Disease Control, now require masks be worn on all commercial vessels in U.S. waters and have provided an email to report noncompliance ([wearmask@uscg.mil](mailto:wearmask@uscg.mil)).**
- **In Canada**, ship owners will ensure employees have in their possession, or have access to, a non-medical mask or face covering. See Public Health Agency of Canada guidance on [using a non-medical mask or face covering](#) and a downloadable poster ([English](#) | [French](#)).
- For crew members, a non-medical mask or face covering will be donned when indicated by the safety assessment noted above. The risk reduction achieved is illustrated in Figure 2.
- Third parties, such as pilots, surveyors, or service personnel, **boarding the vessel for work assignments should be requested to don** non-medical masks or face coverings once onboard the vessel. **Third parties who are required to board that are members of the**

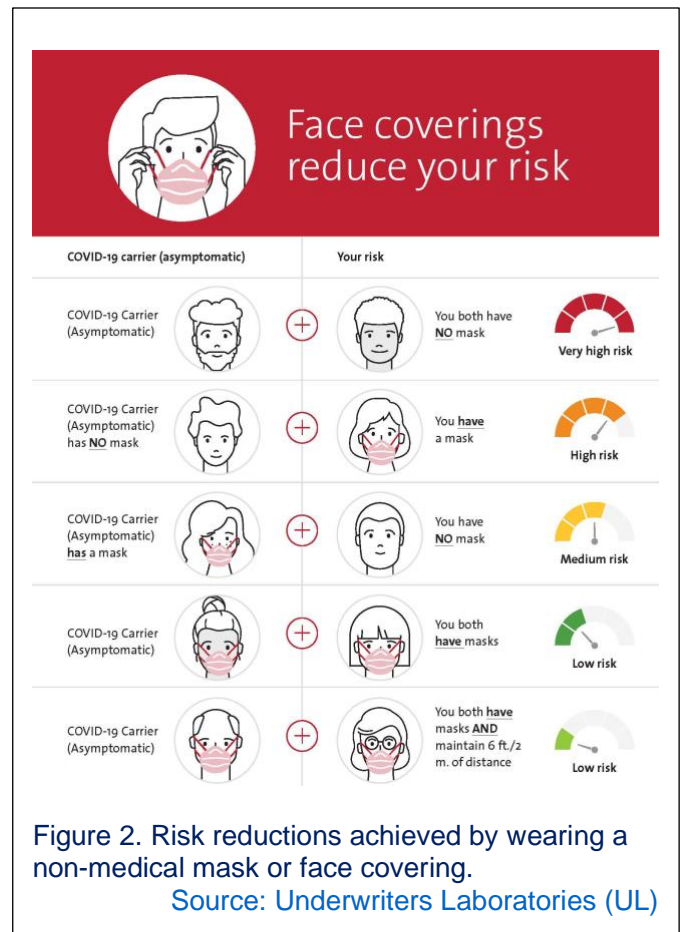


Figure 2. Risk reductions achieved by wearing a non-medical mask or face covering.

Source: Underwriters Laboratories (UL)



### **Trusted Partners Program may board and follow their protective protocols for being onboard vessels.**

- Both the people boarding the vessel and the crew members escorting them, or working with them in the same workspace, **need to** wear a non-medical mask or face covering.
- If a third party is to be on board for an extended time they **and the crew they are with** should be provided breaks to go on deck and remove their, non-medical masks or face coverings while keeping a distance of more than 2 metres from any crew.
- If a third party's time on board requires accommodations, their quarters should be sanitized before arrival and after departure.

### **Shore-Side Interactions**

- Crew will follow procedures to limit their in-person interaction with customers on the dock
- Deliveries should be made with limited contact between crew and shore side personnel.
- Inspectors, surveyors, service providers, including trusted partners such as pilots will maintain a 2-metre distance while aboard. Where this distance is impossible, for example in a small wheel-house or when assisting a vessel or ballast water inspection, further protective measures may be taken as noted above.
- Shore-side employees will limit their contact onboard vessels unless deemed necessary by management. Service providers will try remote operations first.
- Handling of paper documents for deliveries and invoices should be replaced by emails.

### **Port Procedures**

- Deckhands are not to shake hands with the customers but can verbally interact with customers when handing over Bills of Lading, Load Plans, other ships business documents, and radios.
- Preferably, documents can be handled and exchanged electronically. The First Officer should ask that Bills of Lading and other documents be sent to ship's email.
- If documents must be signed, personnel are to wash hands afterwards.
- If one has to go ashore to sign or receive documents, if possible, ask for the document to be brought outside to be signed to avoid entering enclosed quarters.
- Radios should be wiped down before handing over to the customer and before shipboard use.
- Where possible, consider alternatives for shore-side personnel to board the vessel, such as use of email, phone calls, or video calls.
- For shore-side personnel who must board the vessel, the ship and shore-side personnel involved will exchange communications on their requirements.
- Where possible, the following will apply to shore-side personnel boarding a ship:
  - Minimize number of people to board and keep to a 2 metre distance.
  - Boarding shore-side personnel must use outer walkways and avoid any access through the crew accommodation.
  - If crew accommodation access is required, limit time inside to the absolute minimum necessary to perform duties onboard
- Further considerations are set out in ICS [COVID-19 Related Guidelines for Ensuring a Safe Shipboard Interface between Ship and Shore-based Personnel](#)

### **Shore Leave**

- Ship owners will provide onboard crews with personal items that they may find hard to obtain. Access will be made available to deliver online purchased items to crew members.
- While in port, crews are encouraged to remain on board the ship, in keeping with Transport Canada and provincial measures on shore leave, with the exception of crew change, authorized medical attention, normal dock operations and authorized shore leave.





- All shore leave is to be approved by the Captain. Decisions on shore leave will be guided by the reopening rules set by the province and local health authority of the port.
- Whenever shore leave is granted, each crew member is advised to practice good judgment and proper hygiene, as well as to maintain a physical distance of 2 metres from others and to carry a face covering in case that is not possible.
- Low risk activities may be approved, in consultation with the local port and subject to the operational needs of the ship, examples of which include a crew member:
  - Engaging in activities offered by the port or that are within the port's boundaries,
  - Going on a walk, run or bike ride in area where encountering others is unlikely, or
  - Visiting their home, if located within the surrounding community of the port.

### **Restrictions Affecting Shore Leave**

- Ports may ask that crew remain within port boundaries in response to community concerns and where provincial rules may require it; namely in Atlantic Canada or local public health authorities in communities with relatively low numbers of active cases. In the Arctic, shore leave remains restricted in accordance with Transport Canada measures to protect northern communities.
- Both **Ontario** and **Quebec are resuming** reopening businesses and further protective measures as cases of COVID-19 **may be likely**. Shore leave should be restricted in ports seen as high-risk areas, (e.g. "Red zones"). The Maritime provinces and Arctic territories have restricted entry rules and may not consider shore leave as essential activity.
- Ontario set a regional response framework of increasing levels of protective measures and provided a page for the [status of each region](#).
- Quebec has set a [progressive regional alert system](#) with increasing restrictions and provided a map of its [COVID-19 Alert Levels by region](#). **As well, a curfew is in place and people must be home or sheltered from 8pm to 5am. Essential workers are exempt and an Employer Attestation Concerning Travel During the Curfew is available online.**
- In the United States, shore leave remains restricted owing to continuing higher risks and triggering requirements for 14-day self-isolation if a crew change is planned in the returning port in Canada.
- The Canada Border Services Agency advised that any crew member who goes ashore in a U.S. port for personal business will not be considered as an essential worker and will be required to leave the vessel on returning to Canada and self-isolate for two weeks. This may be done at the persons residence or at a quarantine hotel. A returning traveler may go directly to their residence from the point of entry into Canada. Once the self-isolation is complete, their status as an essential worker resumes.

### **Crew Changes: Onboarding and Offboarding**

- Each room is to be thoroughly cleaned from top to bottom when a crew member departs (See section 4).
- Joining crew members are to carry their own luggage.
- When joining the ship, the joining crew member will go straight to their cabin by the outside stairway of the accommodations and, if possible, is to shower upon arrival.
- Handover notes are to be placed on the desk and no face-to-face time with crew exchange and the disembarking crew member is to provide detailed handover notes.

## **5. Ship's Sanitization**

- Each vessel will receive a supply of personal protection equipment and cleaning items. Certain items may be subject to supply availability and alternatives will be sought.
- Sanitizing supplies should be available for cleaning in common work areas.
- All door handles, navigation equipment, engine control room equipment and other high-touch areas are to be wiped down with disinfectant cleaner on a regular basis.



- Crew are to wash their hands with soap and water for 20 seconds minimum prior to entering the Galley and are responsible for wiping down the table with disinfectant after a meal.
- Each room is to be cleaned thoroughly from top to bottom when a crew member departs, this includes:
  - Bulkheads
  - Furniture and bunks
  - Electronic equipment
  - Sink, shower, and toilet
  - Door handles
- If the person departing was in isolation, the cabin should remain isolated until a third-party cleaning service is arranged.
- See [PHAC guidance](#) on Cleaning and Disinfecting Public Spaces for more information

### **Navigational Watches on the Bridge**

- All Navigation equipment is to be wiped down on a frequent basis.
- No officer is to use the same pen or pencil, each officer should have their own.
- Coffee cups are not to be shared.
- All railing, door handles should be wiped on frequent basis.
- Wheelhouse computer keyboard is to be wiped down on a frequent basis.
- If handheld radios are used, all mics are to be wiped down prior to handover to another.

### **Engine-Room Watches**

- Control room is to be wiped down on a frequent basis.
- No officer is to use the same pen or pencil, each officer should have their own.
- Computer touch screen or keyboard to be wiped down on a frequent basis.
- No coffee cups are to be shared.
- Railings should to be wiped down or gloves worn when walking around doing rounds.
- Radios and mics to be wiped down prior to handover.

### **Galley Protocols**

- Chief Cooks and galley personnel will continue to keep the galley clean as required by regulation, with additional procedures that all handles are wiped down every day.
- When handling food and dishes, cooks are to wear protective disposable gloves and hair nets or hats.
- Prior to handling any open fridges, getting coffee, food, dishes or sitting down, hands must be washed.
- At the end of each meal or coffee break, all tables, serving tables, food handling areas and chairs are to be wiped down.
- Fridge handles are to be wiped down regularly.
- Coffee pot handles are to be wiped regularly.
- No food is to be left out i.e. snacks and late lunches.
- Meal services are to be modified to facilitate social distancing.

## **6. Onboard and Symptomatic**

The following draws from guidance from Public Health Agency of Canada (PHAC), provincial health agencies, and the U.S. Centers for Disease Control (CDC) for managing a case onboard. This also reflects [Transport Canada's Regional Operational Maritime Plan to Address Coronavirus \(COVID-19\) for the Great Lakes – St. Lawrence Seaway](#).

### **Initial Development of Symptoms and Screening**

Any employee who feels the onset of potential COVID-19 symptoms while onboard a vessel is to report their condition immediately to the Captain and remain isolated in their cabin.

Where a ship owner has arranged private tele-medical services, they should be consulted. Where private services are not arranged, [screening tools](#) are available through the Public Health Agency of Canada (PHAC) or local health authorities. If in Ontario waters, use that province's Self-Assessment Tool: <https://covid-19.ontario.ca/self-assessment/#q0>. If in Quebec, see: <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/>

The employee and Captain will follow the advice provided for both the affected crew member and for further disinfection procedures for the vessel, if so advised. A flow chart of the process is set out at the end of this section.

If advice from a health professional indicates the symptoms are consistent with COVID-19 or a public health screening tool indicates the person should self-isolate, the affected person would remain in isolation onboard and the Captain would inform the ship owner and make the required reports. A public health authority may advise testing of the affected person and of other people onboard with whom they recently have had close contact (within 2 metres for at least 15 minutes).

### **Reporting**

Our ship owner members will follow the [Transport Canada](#) and [U.S. Coast Guard](#) requirements as well as the Canadian Seaway ([Welland Canal](#), [MLO](#)) and U.S. Seaway Corporations. If the vessel is destined to a Canadian port, reporting would be made to the nearest local health authority with Transport Canada being advised. **As well, Transport Canada now requires that a vessel's master must also contact the nearest Marine Communications and Traffic Services Centre (MCTS) to report whether any person or crew member on board has a serious illness or any COVID-19 symptoms. Those new reporting requirements can be found in the publication [Radio Aids to Marine Navigation](#) under sections 3.5 and 3.8.**

**The master must also send an update to the MCTS if more people on board start to get sick.**

**Also note that Masters of vessels transiting in Canadian waters west of the St. Lambert lock on the St. Lawrence River and in Canadian waters of the Great Lakes must report whether any person or crew member on board has a serious illness or any COVID-19 symptoms to the closest MCTS Center or any applicable vessel traffic centre.**

**To assist with reporting**, a template for the report is set out in the [Annex](#) to this document. If in the waters of the Great Lakes or the St Lawrence Seaway, a report should be emailed to Transport Canada Ontario Region at [ONIncidentReports-ONRapportsIncidents@tc.gc.ca](mailto:ONIncidentReports-ONRapportsIncidents@tc.gc.ca) **as well as the closest MCTS Center or any applicable vessel traffic centre.**

Other Canadian contact points are the nearest public health authority in [New Brunswick](#), [Prince Edward Island](#), [Nova Scotia](#), [Newfoundland and Labrador](#), [Manitoba](#), [BC](#), [Yukon](#), [Nunavut](#), and the [Northwest Territories](#).

If destined to a U.S. port and in U.S. waters, the report would be submitted to the U.S. Coast Guard [Captain of the Port](#) and to the nearest regional quarantine station for the [Centers for Diseases Control \(CDC\)](#).

Once authorities have been notified, the Captain must also notify the Port Authority and docking facilities at the next port of call, the traffic management authorities (the Seaway's and the Canadian Coast Guard), and any potential partners that may be scheduled to board the ship such as inspectors or pilots.

### **Management**

The Captain and the affected crew member (who remains isolated) will liaise through local health authorities or CDC to develop an appropriate plan of care. Data from PHAC, CDC, and other health

authorities indicate most cases are mild and can be managed by isolation and bed rest, however, more severe cases can occur.

The care plan will be guided by the severity of the case and would be based on providing care to the crew member either onboard or at the closest care facility.

Basic options for care are:

- being kept isolated aboard the vessel, if practical, or
- transferred ashore for isolation at a facility determined by the local health care authority
- if severe, being transferred to an available care facility, coordinated by the local health care authority and first responder services.

PHAC and TC have been clear that a case of an affected crew member which warrants a transfer to a care facility must be managed at the closest facility. The person is not to travel home, no matter how mild the symptoms, as that poses greater risks to the general public. However, if the closest option is the crew member's home, such a transfer could be considered, but the decision would rest with local health authorities.

### ***Onboard Isolation***

As soon as the potential symptoms are confirmed by the company's telehealth services or a local health authority to be consistent with COVID-19, the person must remain in isolation. CDC has provided [guidance on managing cases on board vessels](#). A poster on caring for people suspected or confirmed to have COVID-19 is [available from the International Chamber of Shipping](#).

Isolation means that the affected employee is not to leave their cabin until they receive instructions from the Captain. As this could be several days and up to two weeks, ideally, the cabin should be equipped with toilet and shower facilities. If the cabin is not equipped with such facilities, if possible, available facilities should be reserved for the affected employee. If not, the bathroom facility should be thoroughly cleaned immediately after the affected employee's use.

During isolation, measures should be taken to look after the isolated employee's well-being. A crew member should be designated to provide food and personal items, which should be left just by the door inside the cabin for easy collection and to minimize entry into the cabin by the supporting crew member. Protective coverall and gloves should be worn by the supporting crew member. CDC has provided [guidance on the donning and removal of protective garments](#). PHAC has provided [advice on wearing non-Medical masks](#) which would be used mainly to contain coughs.

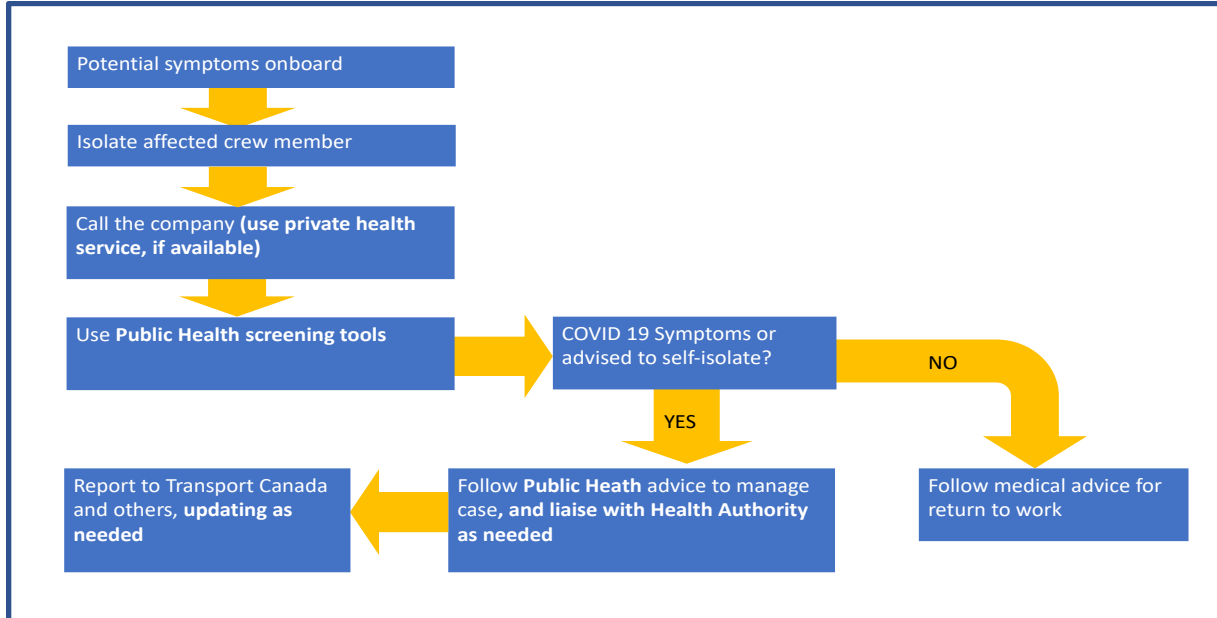
### ***Transfer Ashore***

If approved or directed by public health authorities, our ship owners will arrange to transfer a person who is ill ashore to a health facility or designated quarantine facility, if not near home. Arrangements will follow the advice of health care professionals.

Ship owners will cooperate with each other and with traffic control authorities to assist a vessel in need of a berth in order to facilitate the transfer of an affected person ashore.



## Flowchart: Managing a potential case on board





## References

Contact points for public health authorities across Canada: [Newfoundland and Labrador](#), [Nova Scotia](#), [Prince Edward Island](#), [New Brunswick](#), [Quebec](#), [Ontario](#), [Manitoba](#), [BC](#), [Yukon](#), [Nunavut](#), and the [Northwest Territories](#).

- Public Health Agency of Canada (PHAC -the federal lead) [Main COVID 19 page](#)
- PHAC [Online Screening Tool](#), with links to provincial screening tools
- Transport Canada's infographic on the [Marine Sector and COVID-19](#)
- COVID-19 measures, [updates and guidance issued by Transport Canada](#)
- Transport Canada's [Regional Operational Maritime Plan to Address Coronavirus \(COVID-19\) for the Great Lakes – St. Lawrence Seaway](#)
- World Health Organization (WHO) [Main COVID 19 page](#) and WHO [operational advice](#)
- International Chamber of Shipping [updated technical guidance](#) and [Guidelines for ship-shore interface](#)
- United States [Coast Guard COVID-19 page](#)
- United States [Centers for Disease Control \(CDC\)](#)
- Chamber of Marine Commerce [COVID-19 page](#)
- [Marine Industry Trusted Partners for COVID-19](#)
- The St. Lawrence Seaway Management and Development Corporation's [Mariners Notifications](#)
- [Great Lakes Pilotage Authority Protective Measures](#)
- [Laurentian Pilotage Authority Protective Measures](#)
- [Atlantic Pilotage Authority Protective Measures](#)

*March 5, 2021*



## Annex: Reporting Template for a Suspected Case Onboard a Vessel

When completed, please email Transport Canada or the U.S. Coast Guard Captain of the Port

Date of report:

First Report (Y/N):

Update:

1. Vessel Name:
2. Contact Person Name and Phone Number:
3. Current Location:
4. Last port and date of departure:
5. Next port and ETA:
6. Number of crew with symptoms:
7. Date symptoms began:
8. Date health authority was notified:
9. Name of health authority notified:
10. Recommendations of health authority:
  - a. Is COVID-19 test recommended (Y/N)?
  - b. If self-isolation is recommended, when did it begin? And for how long?
  - c. Has the crew member(s) been isolated to a part of the ship away from areas where shore-side personnel may need to access if boarding?
11. What disinfection protocols is the ship applying, if any?
12. Is the ship scheduled to go to a port in the U.S. (Y/N)?
13. Confirmation that Captain will advise all service providers in advance of interactions (pilots, Seaway, Port Authority or marine facility, etc.)

