



Offshore Marine Service Association

GUIDANCE DOCUMENT

TO: OMSA Members
FROM: Chad Fuhrmann, Director of Regulatory Affairs
RE: Guidelines for the Prevention and Mitigation of COVID-19 on Vessels
DATE: April 16, 2020

Objective:

The Offshore Marine Service Association (OMSA) has created this guidance to aid the protection of maritime personnel on vessels and to support the uninterrupted flow of the nation's marine transportation system.

With this objective in mind, OMSA has created tools benchmarked upon and distilling the standards and recommended practices provided by national and international bodies including the U.S. Coast Guard (USCG), Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), the International Maritime Organization (IMO), and other relevant bodies.

Though based on standards, these guidelines should not be considered exhaustive. In all cases, the CDC, local USCG Captain of the Port (COTP); and port and regional authorities' directives should be sought and followed. General links and contact information for these agencies are provided herein.

Any questions, concerns, or recommendations may be addressed to Chad.Fuhrmann@offshoremarine.org.

Content and Application:

The decision support tools contained herein are broken down to reflect the likely phases involved in addressing a suspected COVID-19 case on board a vessel; from discovery and isolation, to arrival in port, to cleaning and disinfecting the vessel after transferring the individual shoreside. Properly addressing each phase will assist in avoiding a lengthy and potentially unnecessary quarantine period.

This guidance and the accompanying checklists assume that companies are adequately prepared before such protocols are implemented. As an example, vessels should be properly equipped with the necessary equipment such as PPE or have such supplies readily available at shoreside facilities. Regular inventory and purchasing measures may need to be adjusted to account for any additional resources and materials needed to address the procedures outlined within these sample checklists.

Personnel Isolation Protocols:

Prior to addressing a sick individual on board or a sick individual coming on board, the vessel operator and crew must risk assess the situation, develop plans, and set up isolation areas. To assist vessel operators in this endeavor, OMSA has developed the attached checklist which distills and operationalizes recommendations from the CDC and USCG as well international guidance from the WHO. Specifically, the following steps should be undertaken:

- **Set up and supply the isolation area:** This area should be stocked with the necessary supplies. Additionally, the ventilation for this area should be arranged to prevent airborne contamination. Ideally, this means that the isolation area should have its own ventilation system with negative air pressure. If this is not possible then ventilation crossovers should be minimized. The isolation area should also have communications resources included therein and a list of methods of contacting the Designated Observer or the Bridge in the

event of an emergency. The isolation area should ideally have its own head within the space to minimize exposure. If this is not possible, a head should be designated for the isolated individual, this head should be as close to the isolation area as possible and should be clearly marked as a restricted area. The route take by the isolated individual should be sanitized after each trip to the head (see sanitation instructions). If a restricted head is not possible, the common head should be cleaned and disinfected after each use by the isolated individual.

- **Isolation protocols:** In addition to establishing the physical isolation area, the vessel operator should draft and implement isolation protocols. These protocols should ensure everyone on board is aware of the isolation area and the restrictions surrounding this area. If the isolated individual is required to leave the isolation area for any reason, travel route(s) should be risk assessed and the cleaning and disinfection protocols dictated. Finally, interaction with crewmembers outside of the Designated Observer should be restricted and protocols surrounding any additional interactions explicitly described.
- **Designated Observer:** A Designated Observer should be identified. This individual takes care of any immediate needs of the isolated individual, thereby ensuring the individual can remain in the isolation area and that the individual's symptoms are monitored and documented.
- **Crew monitoring:** The isolation procedures should also include requirements for how other crew members and persons on board shall be monitored and tested to ensure there is no infectious spread such as outlined in the sample [Periodic Screening Questionnaire](#).
- **Cleaning and disinfecting procedures:** The vessel crew should consider stringent cleaning and disinfecting protocols to protect the vessel and on-board personnel from infection. At a minimum these procedures should indicate how normal cleaning schedules, checklists, or procedures are amended or superseded, particularly for the isolation area(s). Additionally, the crew and galley staff should consider implementing changes to food service techniques; for example, eliminating common utensils and condiments.

Periodic Screening Questionnaire:

Following the CDC's guidance, vessel operators should consider implementing a periodic screening questionnaire to standardize the collection and monitoring of crew members and other on-board personnel's health. If implemented, it is important for those implementing, completing, and compiling these checklists to understand the information recorded therein consist of private medical information and should be treated as confidential. Additionally, in recommending this step, OMSA understands that even though measured temperature is the most accurate means of identifying a fever, not all vessels will be equipped with the technology required to take and record an individual's temperature. In these instances, OMSA recommends that vessel operators follow the [CDC's guidance on fever detection](#) and consider other methods of detecting a possible fever, including self-reported history of feeling chills or feverish, or appearance of a flushed face or glassy eyes.

Arrival in Port / Transfer off of Vessel:

Vessel operators should develop a plan and procedure for how an infected or symptomatic individual will be transferred off of a vessel. The below checklist developed by OMSA references a variety of recommended practices including those produced by the CDC, the Occupational Safety and Health Administration (OSHA), and the Environmental Protection Agency (EPA). The following steps within this checklist require additional description:

- **Notification:** Vessel operators should ensure that the proper notifications are made to the USCG and to any other governmental body as directed by the USCG. As a note, [42 C.F.R. Part 71](#) requires vessels arriving in the U.S. from foreign ports to notify the CDC directly. Vessel operators should consult with the local USCG officials to determine if this requirement is being enforced upon domestic vessels as well.
- **Job Safety Analyses (JSA), Permits to Work (PTW), etc.:** All procedures outlined within the vessel's Safety Management System (SMS) should be followed accordingly to ensure that company safety requirements are addressed. Any activities that fall outside of existing protocols should be addressed by the Management of Change (MOC) procedure or equivalent. The master of the vessel should ensure that all personnel on board understand the operation and are aware of the restrictions that are in place during the operation.
- **PPE:** The symptomatic or infected individual as well as the Transfer Assistant and all others involved in the transfer should utilize and dispose of PPE as recommend by the CDC. OMSA recognizes that some of these pieces of PPE are unique and not normally carried by vessels. As such, vessel owners should pre-purchase PPE that may be needed to remove an infected or symptomatic individual from a vessel.

Cleaning and Disinfecting Vessel or Isolation Areas:

OMSA has generated this sample checklist based on guidance from the CDC for cleaning and disinfecting living and industrial spaces and the WHO for maintaining sanitary conditions on board ships. Cleaning and disinfection of a vessel may be performed by a third-party service provider or by vessel personnel themselves. The checklist serves a dual purpose; to guide vessel personnel through the cleaning and disinfecting process themselves or to assist vessel management in verifying that third-party services are completed to an acceptable standard. Third-party options noted within the checklist include a “Monitor” note under References to indicate that vessel owners should consider verifying that service providers adhere to the same or similar standards as provided herein.

“Cleaning” and “disinfecting” carry specific CDC definitions. Cleaning removes dirt and impurities from surfaces but does not necessarily kill germs, while disinfecting kills germs but does not necessarily clean dirty surfaces. Given the importance of both in preventing the spread of infectious diseases, the checklist uses both terms to ensure the most comprehensive measures are employed to maintain sanitary conditions.

As soon as a potentially infected individual is identified on board, the vessel should consider implementing more rigorous cleaning and disinfecting procedures throughout the vessel to prevent further infection. Additionally, upon disembarking the individual, a thorough cleaning and disinfecting of isolation spaces or perhaps the entire vessel may be necessary, depending on the amount of exposure the individual had to areas throughout the vessel. Considerations include:

- **JSA, PTWs, etc.:** All procedures outlined within the vessel’s SMS should be followed accordingly to ensure that company safety requirements are addressed. Any activities that fall outside of existing protocols should be addressed by the MOC process or equivalent.
- **Isolation area restrictions:** Until the isolation area and other necessary spaces have been cleaned and disinfected, all crewmembers should be notified of and observe restrictions pertaining to these areas.
- **Cleaning and disinfecting procedures:** The vessel crew should consider specific protocols that dictate how the isolation areas and other spaces that require cleaning and disinfecting shall be addressed.
- **Laundry facilities and activities:** Soft surfaces that cannot be cleaned in place may need to be laundered in the vessel’s laundry facilities. Special care should be taken when addressing these materials to prevent the spread of infection including refraining from shaking towels and linens prior to washing. Materials should be washed and dried at the highest permissible temperature and using only allowable detergents and soaps per manufacturers of the material and machines.
- **Segregated garbage:** Disposable PPE, cleaning materials, and other trash resulting from this process should be discarded into designated garbage bags, not into bins or bags located in common spaces per [CDC recommendations](#). Once cleaning and disinfection is complete, the bags may be treated as regular garbage per the vessel’s management plan and is not considered to be medical waste per CDC definition.
- **Continuous monitoring of personnel:** Following the cleaning and disinfecting of the vessel or isolation areas, vessel operators may consider continuing temporary monitoring of crew members and persons on board to ensure others do not develop symptoms. This may be done through the use of and documentation of the suggested [Periodic Screening Questionnaire](#).
- **Continuous cleaning and disinfecting procedures:** Even following completion of cleaning and disinfecting protocols, vessel operators may implement temporary additional protocols to protect on-board personnel from infection including amended cleaning schedules, checklists, or procedures. Additionally, the crew and galley staff may consider changes to food service practices such as eliminating common utensils and condiments.

Crew Change / Visitor Screening Questionnaire:

Crew changes, inspections, passengers, etc. represent potential opportunities for an infectious disease to be introduced to an otherwise isolated vessel and crew. OMSA generated tools covering such contingencies that offer additional protection for vessels and personnel. The Crew Change / Visitor Screening Questionnaire is intended to be completed prior to new personnel being allowed on board, captures the health information of new persons on board and should be considered as private medical information and treated as confidential.

In situations where temperature reading devices are not available, OMSA recommends that vessel operators [follow industry guidance outlined above](#). If any individual visiting the vessel discloses or demonstrates any symptoms of illness, [CDC recommendations](#) state that boarding should be denied for the safety of the crew.

If it is agreed that the vessel will transport an individual from offshore, the [Transfer to Vessel](#) checklist provides suggested protective measures for the crew and the individual being transferred on board. Similar steps are outlined in the above checklist regarding the [transfer off of symptomatic individuals](#) with additional precautions, including:

- **Transfer Assistant(s):** For the safety of the individual being transferred, they should be accompanied by at least one (1) individual assigned by the transferring facility. If acute medical care is required, the Transfer Assistant should carry all appropriate qualifications and certifications to administer necessary care. If the Transfer Assistant is required to transit with the individual, they will be isolated in the same manner. If Transfer Assistants are not required to transit with the individual, they should immediately depart the vessel with minimal interactions.
- **Processing of paperwork, etc.:** Any required paperwork should be processed outside on deck if possible, or in an isolated area. All paperwork should be disinfected as necessary. Additionally, any gear such as personal property transferred with the individual should be left on deck in open air if possible, or cleaned and disinfected prior to bringing into the isolation area.
- **Cargo:** If any cargo is transferred along with the symptomatic individual, it should be handled with the same protective measures as the symptomatic individual. Cargo should remain on the open deck for as long as possible. If it must be brought loaded into the vessel interior, it should be cleaned and disinfected prior.
- **Immediate isolation:** The transferred individual should be immediately escorted to the isolation area of the vessel and made aware of restrictions of movement within the vessel spaces. The Designated Observer should provide the individual with all necessary contact information.

Vessel and Personnel Quarantine Prevention:

Communication with stakeholders and documentation of actions taken to protect personnel will play a critical role in ensuring a vessel's remains immediately available following a potential exposure to COVID-19. OMSA has designed this checklist based on the requirements outlined in the C.F.R. and USCG directives and focuses on:

- **Planning:** Vessel owners and operators should consider developing contingencies for the transport of symptomatic personnel. Such contingencies may include the procedures and steps outlined within the checklists provided below.
- **Communication with stakeholders:** Any protocols should be agreed upon among all stakeholders as early in the process as possible. For unanticipated illnesses among crewmembers, protocols need to be established beforehand, most likely as part of a company and vessel's SMS. For projects involving the transport of symptomatic personnel from points offshore, procedures need to be discussed and agreed upon prior to execution of related operations.
- **Documentation:** Vessel owners and operators should consider documenting preparation, execution, cleaning and disinfecting, and any additional phases. This should include steps taken, protocols followed, and checklists completed since the discovery of the symptomatic individual on board a vessel. For vessels transporting potentially infected individuals under agreement with a client, such agreements, instructions, and other relevant communications should be documented. Finally, regardless of the operational background, all communications and instructions received from the USCG should be recorded.

Industry Standards Referenced:

The numerous standards providing best practices for home, office, and industrial settings rarely apply directly to the vessels and personnel serving in offshore energy and related sectors. Thus, OMSA has created this guidance document by collating those recommended practices most applicable to OMSA members and their unique activities.

All of the standards are listed in the table below along with a unique identifier. These identifiers are also found in the checklists that follow, ensuring each recommended step is backed by specific industry best practices.

The table below is not an exhaustive list of available standards. Moreover, as the COVID-19 pandemic and understanding of the virus progresses, recommended practices will be revised and updated. All vessel owners/operators should ensure that the standard being referenced is the most up-to-date version. The current versions of recommended practices should take precedence over any recommendations noted herein.

Ref. No.	Title and Link:	Content:	Issuing Authority:
1.	33 C.F.R. 160.216 Notice of hazardous conditions	Dictates reporting requirements for domestic vessels returning to a U.S. port with a symptomatic individual.	USCG
2.	42 C.F.R. 70 Interstate quarantine	Dictates reporting requirements for any vessels engaged in interstate traffic.	CDC
3.	42 C.F.R. 71.21 Report of death or illness	Dictates reporting requirements for vessels that have visited a foreign port and are returning to a U.S. port.	CDC
4.	MSIB 06-20: Vessel Reporting Requirements for Illness or Death	Outlines reporting requirements and entities to whom reports of illness should be made.	USCG
5.	MSIB 03-20 (Change 3): Novel Coronavirus	Recommendations for arrival in port and advises of COVID-19 considerations.	USCG
6.	Interim Guidance for Ships on Managing Suspected Coronavirus Disease 2019	Provides guidance for ships originating from, or stopping in, the U.S. to help prevent, detect, and medically manage suspected COVID-19 infections.	CDC
7.	Management of Ill Passengers/Crew	Lists guidance for vessel owners / operators on several contagious diseases how to mitigate their spread on ships.	CDC
8.	Sequence for Donning / Removing PPE	Provides instructions on how to properly don PPE, remove it safely, and disinfect/dispose after use.	CDC
9.	Healthcare Infection Prevention and Control FAQs for COVID-19	Lists FAQs related to COVID-19 in health-care settings and provides concise answers and references for each.	CDC
10.	COVID-19 Symptoms and Testing	Outlines the general symptoms of COVID-19.	CDC
11.	Recommendations for Keeping Workplaces, Homes, Schools, or Commercial Establishments Safe	Recommendations for personal hygiene and illness prevention in different environments.	CDC
12.	Cleaning and Disinfection for Households	Provides recommendations on cleaning and disinfecting living areas where symptomatic individuals or those with confirmed COVID-19 reside or may be in isolation.	CDC
13.	Strategies for Optimizing the Supply of PPE	Outlines optimization strategies to assist in stretching PPE supplies when shortages are anticipated or supplies are stressed, running low, or absent.	CDC
14.	Interim Guidance on Management of COVID-19 in Correctional and Detention Facilities	Provides guidance tailored to the unique challenges of disease prevention in facilities which offer limited means of physical distancing. Such facilities are comprised of accommodation, recreation, healthcare, food service, and workplace components in a single confined location.	CDC
15.	Quarantine and Isolation	Defines, and contrasts the elements of each activity.	CDC
16.	Interim Infection Prevention and Control Recommendations for Patients with Suspected or Confirmed COVID-19 in Healthcare Settings	Provides detailed guidance on limiting opportunity for infection in facilities, isolating symptomatic individuals, and protecting healthy personnel.	CDC
17.	Guidance on Preparing Workplaces for COVID-19	Assists in identifying the risk levels in workplace settings. Provides guidance on mitigations and assists in determining appropriate control measures to implement.	OSHA
18.	Guidance to Prevent Worker Exposure to Coronavirus	Offers a quick reference on prevention of unnecessary exposure to COVID-19.	OSHA

Ref. No.	Title and Link:	Content:	Issuing Authority:
19.	Worker Exposure Risk to COVID-19	Defines personnel risk based on potential exposure to COVID-19 for various job types.	OSHA
20.	Disinfectants for Use Against SARS-CoV-2	Lists all disinfectants appropriate for use against COVID-19 based on EPA criteria.	EPA
21.	Guide to Ship Sanitation	Provides guidance to mitigating the health hazards on ships through appropriate control measures.	WHO
22.	Handbook for Inspection of Ships and Issuance of Ship Sanitation Certificates	Provides a template for a ship's sanitation inspection describing areas to be inspected, relevant international standards, evidence of potential health risk, and possible controls or corrective actions that may be taken.	WHO
Federal and Regional Agency Contact Information:			
23.	USCG Sectors and Ports	Directory of USCG Sectors and Ports, including COTPs.	USCG
24.	State & Territorial Health Department Websites	Contact numbers for health departments across the U.S. to communicate with state level health official in destination states or the states of residence.	CDC
25.	County and City Health Officials	Tool to assist in contacting local health departments in counties and cities across the U.S.	NACCHO
26.	USCG District and Regional Command Center	Maritime emergency contact information.	USCG

Glossary of Terms and Acronyms:

Cleaning: Using soap/detergent and water to physically remove germs from surfaces. This process lowers the risk of spreading infection by removing impurities from surfaces but does not necessarily kill germs.

Designated Observer: A person assigned to monitor and provide for the basic needs of the symptomatic individual. The title does not connote any medical training, certifications, or duties. It only serves to dictate responsibilities and limit the number of crew members exposed to potential infection. The Designated Observer should have a thorough understanding of the basic process of cleaning and disinfecting isolation areas of the vessel and know the proper technique for donning and removing of their own PPE.

Disinfecting: Using chemicals to kill germs on surfaces further lowering the risk of spreading infection. This process does not necessarily clean dirty surfaces.

Isolation: The separation or restriction of activities of an ill or symptomatic individual from those who are well.

Personal Protective Equipment (PPE): That equipment which is required to protect individuals from the spread of COVID-19. Other equipment that may otherwise referred to as PPE in a shipboard setting is referred to within this guidance as Safety Gear (see definition, below).

Physical Distancing: Reasonable separation between individuals in work and common areas.

Quarantine: The separation of a person or group of people reasonably believed, or known, to have been exposed to, but who is/are not yet symptomatic with, a communicable disease from others who have not been exposed, to prevent the possible spread of the communicable disease.

Safety Gear: The equipment used to protect personnel while carrying out routine tasks in a shipboard setting. Such equipment includes hard hats, work gloves, boots, safety glasses, etc.

Sanitizing: Cleaning or disinfecting surfaces to lower the number of germs on surfaces to a safe level, as determined per public health standards or requirements.

Transfer Assistant: Individuals assigned to support personnel while boarding or disembarking. If symptomatic individuals are transferred onto a vessel the Transfer Assistant(s) should be assigned by the transferring facility. If specific medical care is required, Transfer Assistants assigned by the transferring facility should carry any required medical qualifications and be responsible for administering any necessary care.

Acronym	Meaning
CDC	Centers for Disease Control and Prevention
C.F.R.	Code of Federal Regulations
COTP	Captain of the Port
COVID-19	Novel Coronavirus 2019 -or- SARS CoV-2
EPA	Environmental Protection Agency
FAQ	Frequently Asked Questions
IMO	International Maritime Organization
JSA	Job Safety Analysis
MOC	Management of Change
MSIB	Marine Safety Information Bulletin
NACCHO	National Association of County and City Health Officials
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
PTW	Permit to Work
SMS	Safety Management System
WHO	World Health Organization

Personnel Isolation Protocols:			
#	Activity:	✓	Reference(s)
1	Isolation area set up on board.		6 , 14 , 15 , 17 , 21
	Isolation area stocked: <ul style="list-style-type: none"> • Water, • Towels (disposable), • Soap / hand sanitizer, • Mask and gloves, and • Dedicated room cleaning materials. 		6 , 14 , 21
	<ul style="list-style-type: none"> • Communications available via phone, handset, radio, etc. • Emergency contact details posted within space 		14 , 21
	Ventilation for isolation area set up properly: <ul style="list-style-type: none"> • Negative pressure maintained in cabin/space, or • Ventilation crossovers minimized, • Air filtration system in place and filters changed regularly and documented/dated. 		14 , 15 , 17 , 21
	Head available, preferably an ensuite head or nearby restricted head, if these are not possible, a specified common head that will be cleaned/disinfected after each use.		6 , 14 , 21
2	Isolation Protocols in Place.		6 , 7 , 8 , 9 , 12 , 13 , 14 , 16 , 17
	<ul style="list-style-type: none"> • All crew and on-board personnel notified of isolation areas and restrictions. • Isolation area(s) clearly marked. 		6 , 7 , 9 , 14
	Non-essential personnel restricted from physically contact with isolated individual: <ul style="list-style-type: none"> • Entry into isolation area(s) is prohibited except to Designated Observer (see below) • Entries/exits to isolation area(s) should remain closed. 		6 , 7 , 9 , 14
	Individual restricted to isolation areas, if individual must leave the isolation area: <ul style="list-style-type: none"> • Routes should be documented for cleaning after return to cabin, • Isolated individual should wear mask and gloves when outside of isolation area, and • All services of route and locations outside of isolation area are disinfected by isolated individual. 		6 , 7 , 9 , 12 , 14
	All interaction between the symptomatic individual, Designated Observer, and other crew members is recorded.		6 , 7 , 9 , 14 , 17
	All personnel don appropriate PPE before interaction.		8 , 9
	All personnel remove PPE appropriately immediately following interaction.		8 , 9 , 13
	PPE disinfected for re-use or discarded in segregated garbage (such material is not classified as “medical waste” and can be treated per garbage management plan).		8 , 13 , 16
3	Designated Observer assigned to individual.		
	<ul style="list-style-type: none"> • Single crew member (or alternate) assigned as Designated Observer to monitor individual. • Designated Observer should disinfect hands before and after entering isolation area and should avoid contact with surfaces within an isolation area. • Designated Observer should be provided with appropriate PPE. 		7 , 8 , 9 , 13
4	Monitoring of crew and personnel.		6 , 7 , 9 , 10
	If an infected crewmember is discovered on board, or crew comes in contact with a potentially infected individual, vessel management may consider additional monitoring of remaining crewmembers, including: <ul style="list-style-type: none"> • Regular screening questionnaires, • Regular temperature checks. 		6 , 7 , 9 , 10
	Periodic screening questionnaires to be retained until end of the individual’s time on board or two weeks following discharge of symptomatic individual, whichever is sooner (information should be treated as confidential medical records and kept separate from personnel files).		7 , 9 , 10

Personnel Isolation Protocols (Continued)

#	Activity	✓	Reference(s)
5	Vessel cleaning and disinfecting procedures implemented.		11 , 12 , 14 , 21 , 22
	Routine vessel cleaning and disinfecting continues with restrictions to isolation area		11 , 12 , 21 , 22
	Vessels may consider additional cleaning and disinfecting mitigations including: <ul style="list-style-type: none"> • More frequent cleaning and disinfecting of contact surfaces including handrails, electronics handsets, telephones, radio mikes, handheld radios, door handles, door surfaces, lavatories, shower doors, bathroom stall doors, equipment controls, etc. • Change HVAC filters regularly 		11 , 12 , 14 , 21
	Hot water wash for all laundry		12
	Regular cleaning and disinfecting of the isolation area should proceed according to the Cleaning of Vessel and Isolation Spaces checklist		11 , 12 , 14 , 21
	Additional galley mitigations may include: <ul style="list-style-type: none"> • Elimination of self-serve dining with community utensils • Single-serving condiment packets • Additional hand sanitizer stations and hygiene placards 		11 , 12 , 13 , 14 , 21

NOTES

NOTE: Isolation should be maintained until the infected individual is removed from the vessel. Discontinuing isolation precautions for any other reason should only be made during emergency situations or in consultation with, and following the explicit approval of local health authorities, USCG, and/or the CDC.

Appropriate disinfectants include alcohol solutions with at least 70 percent alcohol, and most common EPA-registered household disinfectants. Diluted bleach solutions may be prepared by mixing five (5) tablespoons (1/3 cup) bleach per gallon of water or four (4) teaspoons bleach per quart of water.

Periodic Screening Questionnaire

NOTE: Screening questionnaires to be retained until end of the individual's time on board or two weeks following discharge of symptomatic individual, whichever is sooner (information should be treated as confidential medical records and kept separate from personnel files).

Name of individual to be screened:	Date:
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SCREENING QUESTIONS

At each watch rotation, oncoming watch standers should be screened for symptoms of illness. If possible, they should likewise have their temperatures checked and recorded.

Within the last 24 hours, have you had or felt any of the following symptoms?

Fever/Chills	Yes / No	Cough	Yes / No
New Headache	Yes / No	Difficulty Breathing/Shortness of Breath	Yes / No
Sore Throat	Yes / No	Loss of Ability to Taste/Smell	Yes / No

SCREENING DATA

Temperature taken?	Yes / No	Temp. Reading	°F	Appearance	Normal / Flushed
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NOTES

If a contact thermometer is used, it should be cleaned and disinfected between each use. Oral thermometers should be used with probe covers. Personnel taking temperatures should use appropriate PPE (if not self-assessed).

The CDC considers anyone with a temperature of 100.4° F or above to have a fever. Those personnel registering a fever and answering "Yes" to any of the above Screening Questions should be considered for isolation.

Signature of Screener:	Date:
Printed Name:	

Arrival in Port / Transfer off Vessel:			
#	Activity:	✓	Reference(s):
1	Regional authorities notified of arrival with potentially infected individual(s).		1 , 2 , 3 , 4 , 23 , 24 , 25 , 26
	USCG Captain of the Port (COTP)		1
	Local and regional health officials		2
	Any other body directed by the USCG (Vessels on a foreign voyage are required to report to CDC)		3 , 4
2	Individual remains in isolation until released to shoreside team.		14 , 15 , 18
3	All JSAs, PTWs, etc. conducted via appropriate SMS procedures.		N/A
	All crew and personnel notified of operation		
4	Potentially infected individual wearing appropriate PPE and safety gear.		8 , 9 , 13
	<ul style="list-style-type: none"> • Gloves • Surgical mask • Goggles / face shield • Protective coveralls 		
5	Individual escorted off of vessel by at least one (1) Transfer Assistant.		N/A
	<ul style="list-style-type: none"> • Unneeded personnel restricted from transit area until operation/disinfection is complete. • For safety reasons, individual should be aided during transfer by one (1) or more individuals, preferably including Designated Observer. • If a specific level of medical care is required, Transfer Assistant should be qualified shoreside medical personnel. 		
6	Transfer Assistant(s) wearing appropriate safety gear.		8 , 9 , 13
	<ul style="list-style-type: none"> • Gloves • Surgical mask • Goggles / face shield • Protective coveralls 		
7	Individual taken into care by shoreside authorities/facility/team.		15 , 18 , 19
8	Material, paperwork cleaned and disinfected as needed.		12 , 16
	Gear/paperwork retained on board cleaned and disinfected		
9	Route taken from isolation area cleaned and disinfected as needed.		12 , 20 , 21
	Surface areas contacted by infected personnel and assistants disinfected with appropriate cleaning chemical and materials		12 , 20
	Materials used to clean transit route cleaned or disposed of in segregated garbage		12 , 21
	See also Cleaning and Disinfecting Vessel or Isolation Spaces		N/A
10	PPE and safety gear removed and cleaned or disposed of appropriately.		8 , 13
	Receiving team PPE and safety gear removed appropriately		8
	PPE disinfected or discarded in segregated garbage		8 , 13
	Safety gear disinfected before re-use		8 , 13
NOTES			
Appropriate disinfectants include alcohol solutions with at least 70 percent alcohol, and most common EPA-registered household disinfectants. Diluted bleach solutions may be prepared by mixing five (5) tablespoons (1/3 cup) bleach per gallon of water or four (4) teaspoons bleach per quart of water.			

Cleaning and Disinfecting Vessel or Isolation Spaces:			
#	Activity:	✓	Reference(s):
1	All JSAs, PTWs, etc. conducted via appropriate SMS procedures.		N/A
	All crew and personnel notified of operation Vessel is assessed to determine areas requiring cleaning and disinfecting based on: <ul style="list-style-type: none"> Exposure to the symptomatic individual, or Determination of USCG 		
2	Isolation area restrictions in place until cleaning complete.		6 , 12 , 14 , 21 , 22
	Personnel not involved in cleaning and disinfecting restricted from entering subject areas: <ul style="list-style-type: none"> Isolation cabin(s)/area(s) clearly marked Entries/exits to isolation area(s) should remain closed to other internal spaces Portholes and hatches that can be, should be opened to the outside air 		6 , 12 , 14 , 21
	In the event the symptomatic individual could not be isolated, implement the cleaning and disinfection procedure on all areas of the vessel immediately		12 , 14 , 21
3	Cleaning and disinfecting team assigned duties and instructions.		9 , 11 , 12 , 14 , 21
	Teams or individuals assigned to specific areas of vessel Cleaning and disinfecting personnel to remain in assigned area(s) with minimal transit into common spaces		
	-or- Third-party service provider assigned to vessel.		Monitor
4	Cleaning and disinfecting team provided with all necessary PPE.		8 , 9 , 13
	<ul style="list-style-type: none"> Gloves Surgical mask Goggles / face shield Protective coveralls 		
	-or- Third-party service provider assigned to vessel.		Monitor
5	Cleaning and disinfecting team provided all necessary materials, chemicals, etc.		6 , 7 , 12 , 21 , 22
	<ul style="list-style-type: none"> CDC/EPA approved disinfectants and cleaning fluids Spray bottles, buckets, etc. Disposable towels and rags Heavy duty trash bags 		
	-or- Third-party service provider assigned to vessel.		Monitor
6	Hard surfaces and materials		12 , 14 , 21 , 22
	All frequently touched hard surface areas should be wiped down with EPA/CDC approved cleaning/disinfecting solution including, but not limited to: <ul style="list-style-type: none"> Furniture and fixtures such as handrails, tables, desks and hard-backed chairs, doorknobs and handles, toilets and sinks, light switches, etc. Other common contact surfaces including remotes, telephones, radio mikes, handheld radios, lavatories and stalls, equipment controls, etc. 		
	-or- Third-party service provider assigned to vessel.		Monitor
7	Soft surfaces and materials		12 , 21
	Do not shake out towels, linens, rugs, or other fabric type materials Remove visible contamination as necessary and clean with appropriate cleaners according to instructions on cleaning solutions or per material type e.g. ensure bleach is appropriate prior to using on any soft materials		
	-or- Third-party service provider assigned to vessel.		Monitor
8	PPE removed and cleaned or disposed of appropriately.		8 , 9 , 13
	Once cleaning and disinfecting activities are complete, cleaning personnel remove PPE in appropriate manner		8 , 9
	PPE disinfected or discarded in segregated garbage		8 , 13
	-or- Third-party service provider assigned to vessel.		Monitor

Cleaning and Disinfecting Vessel or Isolation Spaces (Continued)

#	Activity	✓	Reference(s)
9	Laundry facilities and activities.		12 , 21 , 22
	<ul style="list-style-type: none"> Do not shake out towels, linens, rugs, or other fabric type materials Laundry items as directed in accordance with the manufacturer’s instructions or according to label on cleaning solution (Verify compatibility of detergents or cleaning solutions with materials and laundry equipment) Wash and dry at the highest permissible temperatures Clean and disinfect clothes hampers according to guidance for type of surface When possible, use disposable plastic bag in lieu of fabric in hampers. 		
	-or- Third-party service provider assigned to vessel.		Monitor
10	Segregated garbage		8 , 9 , 13 , 14 , 21 , 24 , 25
	All items to be disposed of including used cleaning and disinfecting materials should be bagged and segregated within the isolation space until cleaning is complete.		9 , 14 , 21
	Port facility should be notified of type of garbage that vessel will be discharging and provide a separate dumpster or receptacle (dependent on regional or port-specific requirements).		21
	Upon completion of cleaning and disinfection process, bags should be discarded shoreside in appropriate location, dependent on local requirements.		N/A
	-or- Third-party service provider assigned to vessel.		Monitor
11	<u>Continuous monitoring of crew and personnel.</u>		6 , 7 , 9 , 10 , 12
	<p>Following the removal of an infected or symptomatic individual, vessel management may consider additional monitoring of remaining crewmembers, including:</p> <ul style="list-style-type: none"> Regular screening questionnaires Regular temperature checks <p>NOTE: Periodic screening questionnaires to be retained until end of the individual’s time on board or two weeks following discharge of symptomatic individual, whichever is sooner (information should be treated as confidential medical records and kept separate from personnel files)</p>		6 , 7 , 9 , 10
12	Continuous routine vessel cleaning procedures implemented		9 , 11 , 12 , 14 , 21
	After departure of symptomatic or potentially infected individual and subsequent cleaning and disinfection process, consider additional and/or continuous cleaning and disinfection. Steps 3 through 10 above should be references for procedures.		Steps 3 through 10
	<p>Vessels may consider temporary additional mitigations including:</p> <ul style="list-style-type: none"> More frequent cleaning/disinfecting of contact surfaces including handrails, electronics handsets, telephones, radio mikes, handheld radios, door handles, door surfaces, lavatories, shower doors, bathroom stall doors, equipment controls, etc. Change HVAC filters at a minimum of once a week Hot water wash for all laundry 		9 , 12 , 14 , 21
	<p>Additional temporary galley mitigations may include:</p> <ul style="list-style-type: none"> Elimination of self-serve dining with community utensils Single-serving condiment packets Additional hand sanitizer stations and hygiene placards 		11 , 14 , 21
NOTES			
Appropriate disinfectants include alcohol solutions with at least 70 percent alcohol, and most common EPA-registered household disinfectants. Diluted bleach solutions may be prepared by mixing five (5) tablespoons (1/3 cup) bleach per gallon of water or four (4) teaspoons bleach per quart of water.			

Crew Change / Visitor Screening Questionnaire

NOTE: Screening questionnaires to be retained until end of the individual's time on board or two weeks following discharge of symptomatic individual, whichever is sooner (information should be treated as confidential medical records and kept separate from personnel files).

Name of individual to be screened:	Date:
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SCREENING QUESTIONS:

Within the last 14 days:		
Were you voluntarily quarantined within the last four (4) weeks? If yes, for how long?	Yes / No	
Within the last 14 days, have you been to any foreign country highlighted in the CDC COVID-19 Travel Recommendations or on a cruise? If yes, please specify travel locations.	Yes / No	
Within the last 14 days, did you spend any time within six (6) feet of an individual who has been to any foreign country?		
Were you isolated or quarantined (by directive) within the last four (4) weeks?		

NOTES

Within the last 24 hours, have you had or felt any of the following symptoms?			
Fever/Chills	Yes / No	Cough	Yes / No
New Headache	Yes / No	Difficulty Breathing/Shortness of Breath	Yes / No
Sore Throat	Yes / No	Loss of Ability to Taste/Smell	Yes / No

NOTES

Please describe any seasonal allergies or other recurring, minor health issues that may mimic any of the symptoms listed above. Please note any over the counter medications that you are taking for the health issues noted above.

Crew Change / Visitor Screening Questionnaire (Continued)

SCREENING DATA

NOTE: Screening questionnaires to be retained until end of individual's time on board or two weeks following discharge of symptomatic individual, whichever is sooner (information should be treated as confidential medical records and kept separate from personnel files).

Temperature taken?	Yes / No	Temp. Reading	°F	Appearance	Normal / Flushed
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NOTES

If a contact thermometer is used, it should be cleaned and disinfected between each use. Oral thermometers should be used with probe covers. Personnel taking temperatures should use appropriate PPE (if not self-assessed).

The CDC considers anyone with a temperature of 100.4° F or above to have a fever. Those personnel registering a fever and answering "Yes" to any of the above Screening Questions may be denied access to the vessel.

Signature of Screener:

Date:

Printed Name:

Transfer to Vessel:			
#	Activity:	✓	Reference(s)
1	All JSAs, PTWs, etc. conducted via appropriate SMS procedures.		N/A
	<ul style="list-style-type: none"> All crew and personnel notified of operation Unneeded personnel restricted from transit area until operation/cleaning is complete 		
2	Symptomatic individual accompanied by at least one (1) Transfer Assistant.		N/A
	<ul style="list-style-type: none"> For safety reasons, individual should be aided during transfer by one (1) or more individuals from the transferring facility If a specific level of medical care is required, Transfer Assistant assigned by facility should carry the necessary level of training and remain on vessel during transit 		
3	Symptomatic individual, Transfer Assistant(s), and receiving personnel wearing appropriate PPE and safety gear.		8 , 9 , 13
	<ul style="list-style-type: none"> Gloves Surgical mask Goggles / face shield Protective coveralls Work related safety gear 		
4	Individual met by designated receiving team.		8 , 9 , 13
	Receiving team PPE and safety gear donned appropriately		
5	Transfer Assistant(s) immediately depart vessel without unnecessary contact/interaction.		7 , 20
	Transfer Assistant(s) may remain with the symptomatic individual during transit if medical assistance is required		N/A
	Processing of personnel paperwork, etc. takes place on deck, or in isolation area		7 , 20
6	Potentially infected individual taken directly to isolation.		9 , 13 , 18
	<ul style="list-style-type: none"> Refer to Personnel Isolation Protocols Non-essential personnel restricted from contacting individual Specified route to isolation area; route access is restricted to receiving personnel only Access to isolation area is restricted to receiving personnel 		
7	Material, paperwork cleaned and disinfected as needed.		9 , 18 , 20
	<ul style="list-style-type: none"> Unnecessary gear/equipment/paperwork left on open deck Required gear/paperwork disinfected 		
	<ul style="list-style-type: none"> If any cargo is transferred simultaneously with the symptomatic individual, similar protective measures should be implemented; Cargo should remain on deck as long as possible, or cleaned and disinfected prior 		
8	Route taken to/from isolation area cleaned and disinfected as needed.		9 , 18 , 20
	<ul style="list-style-type: none"> Surface areas contacted by infected personnel and assistants disinfected with appropriate cleaning chemical and materials Materials used to clean transit route cleaned or disposed of in segregated garbage 		
9	PPE removed and cleaned or disposed of appropriately.		8 , 9 , 13
	<ul style="list-style-type: none"> Receiving team PPE removed appropriately Industrial / work PPE segregated in assigned area and disinfected PPE disinfected or discarded in segregated garbage 		
NOTES			

Vessel and Personnel Quarantine Prevention:			
#	Activity:	✓	Notes
1	General guidance:		
	Vessel management should continuously verify that all necessary steps are executed and documented prior to arrival in port including the implementation of all mitigations upon discovery of a potential infection and the regular execution of all routine questionnaires and necessary checklists		
	Upon arrival in port, be prepared to provide all documented evidence of preventive actions and mitigations implemented to maintain the safety and health of the crew, personnel, and vessel		
	Clear communication of all necessary requirements for the transport of potentially infected personnel will be paramount in preventing quarantine of vessel and personnel		
	Record all activities and decisions related to transport operations as outlined herein		
	Maintain electronic and/or paper copies of communications and instructions received		
2	Federal, state, and regional agencies:		
	Maintain electronic or paper copies and logs of all communications with USCG, other Federal agencies, state agencies, and other organizations. In making these communications ensure all instructions provided are clear and explicit.		
	Maintain records of all necessary permits received from regional authorities		
3	Client and/or charterer:		
	Maintain copies and logs of all communications with client and/or charterer. In making these communications ensure all instructions provided are clear and explicit.		
4	Company and vessel:		
	Maintain all vessel/client permits associated with transport activities including, but not limited to checklists, JSAs, PTWs, and other SMS related documentation		
	All completed COVID-19 checklists		
	Electronic records of guidance received from stakeholders and management		
	All records of crew condition monitoring including screening questionnaires and temperature and health checks		
5	Third-party service providers:		
	Maintain electronic or paper copies and logs of all communications with third-party service providers		
	Maintain records of arrangements for shoreside transportation of infected personnel		
	All records of related garbage discharge to shore facility		
	All records of third-party services provided to the vessel		
	<ul style="list-style-type: none"> • Medical services • Cleaning services • Garbage pick up 		
NOTES			