



Quarantine Unit, Ministry of Health Sri Lanka

*Title: Standard Operating Procedure for Operations of Vessels Calling to Sri Lankan Ports*

*SOP No.: PHS COVID-19 SOP-01*

*Version :01*

*Effective Date: 01.11.2020*

*Prepared by: Quarantine Unit, Ministry of Health*

**Standard Operating Procedure for Operations of vessels calling to Sri Lankan ports**

**01. Routine health clearance for vessels**

01. At all times, agents and crew members shall comply with health regulations, guidelines and policies in Sri Lanka.
02. Every vessel shall obtain health clearance for berthing or for operations at OPL/Anchorage from Port Health Officer (PHO).
03. The master of the vessel should send the Health Status Report, (HSR), Health Declaration Form (HDF), Maritime Declaration of Health, IMO crew list and Port of Call list to the Port Health Office via email before 12-24 hours of the berthing time. In addition, the list of crew members who have embarked within 14 days and their pre-embarkation PCR test reports should also be sent to the Port Health Office along with the documents mentioned above.
04. After assessing the documents, PHO, will grant the health clearance for the vessel to berth. PHO should send an email of 'Ok to Berth' signal to the pilot station. Then the pilot will berth the vessel. PHO should grant health clearance for operations at OPL or anchorage by sending an email notification to agent of the vessel copying to the pilot station.
05. Once the vessel obtains the berthing clearance, master of the vessel should ensure the following, before the pilot getting on board.
  - All crew members who will have possible contact with any local person getting onboard should wear face masks.
  - Alcohol (70%) based hand sanitizer should be available at the gangway.
  - A separate bin with a garbage bag to collect all used Personal Protective Equipment (PPE), should be kept at the gangway.
  - Open air place with good ventilation should be arranged to carry out the duties of the authorities getting onboard if any.



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- Non-commercial areas shall be disinfected with an approved disinfectant prior to entry of the pilot especially the bridge, ships office and the corridors where the authorities pass through.
  - Tally room should be kept closed.
06. Since all the documents are assessed before berthing, once the vessel berthed, PHO can issue the 'free pratique' to commence operation without getting on board. If PHO needs to get on board for a special reason, they shall be in appropriate PPE (coverall/overall, face mask, face shield/goggles, gloves, head cover, boots).
07. It is recommended that other authorities to not to get on board unless it is essential. In such event the officer should be in appropriate PPE (coverall/overall, face mask, face shield/goggles, gloves, head cover, boots).
08. It is recommended that the representatives of the agent of the vessel to operate without getting on board. If the agent has to board the vessel for an essential reason, he should be in appropriate PPE (coverall/overall, face mask, face shield/goggles, gloves, head cover, boots).
09. Temporary shade/hut established near the gang way can be used to conduct the official formalities by the authorities.
10. To facilitate the rapid traceability of contacts in an event of detection of a positive case, it is mandatory to keep a record of persons who had gone on board and if so whether they were in full PPE. The Sri Lanka Ports Authority should assign port security personnel for each and every berthed vessel and port security personnel should be at the temporary hut to register all persons who go on board. The name, institution and contact details should be entered in the registry. Persons without full PPE shall not be allowed to go onboard.
11. The port security officer should not allow any other unauthorized persons to get on board unless for the approved service providers with health clearance obtained from PHO.



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## **02. Cargo and other operations**

12. The details of all persons who go on board for cargo operation should be registered by the port security officer mentioned in the clause 10. The persons include, signalmen, deck controllers, lashing gang, their supervisors, etc.
13. They should wear face mask and suitable pair of gloves.
14. Once the local personnel get on board for the cargo operations, ship crew should not come in contact with them unless it is essential. Those who come in contact with locals shall wear a face mask and maintain a physical distance of at least one meter.
15. All local personnel who get onboard for the cargo or any other service provision, should practice all Covid-19 preventive measures recommended by Ministry of Health while on board.
16. Once getting down from the vessel, should sanitize/ wash hands with soap and water provided at the pier. They should remove the mask and dispose to the given waste bin and wear a new mask.
17. Surveyors and other service providers should obtain health clearance before getting on board according to the SOP (PHS-COVID-19 SOP 11) and they should be in full PPE.
18. All other supplies including provision and spare parts, etc. should be arranged from shore /pier. All the agents or third-party suppliers must come closer to the ship wearing masks and gloves. They should maintain a physical distance of at least one meter between each other.
19. Any documents or oil samples etc collected from ships should be done wearing hand gloves. They should be collected in appropriate plastic containers. Thereafter the boxes and containers should be sanitized before taking back to office or handing over to Courier Company.



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**03. General precautions for high risk exposures**

20. There should be places for isolating the lashing crew from other Port workers.
21. The lashing crew should work in 14 days cycle continuously.
22. Deck Controllers / Signalmen should have a separate cabin / container Cabin inside the Port to segregate them from other port staff. They should undergo a Covid-19 PCR test every 14<sup>th</sup> day.
23. Regular random Covid-19 PCR test should be carried out on lashing crew engaged lashing and lashing work.
24. Although this SOP is applicable for routine events, Director Quarantine as the Proper Authority under the Quarantine and Prevention of Diseases Ordinance or any other Proper Authority in the port under the same ordinance has the powers to take judgmental decisions at any time for the best interest on prevention and control of diseases.
25. Any changes to this SOP will be published in the website of the Quarantine Unit as the next version.