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- 8.4.4 Check their temperature twice daily and keep records during the required number of days before travel (see **appendix** for a suggested template for keeping the records), and inform the Company (local representative or agent) if they show systems.
- 8.4.5 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, avoid touching face, etc.).
- 8.4.6 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible.
- 8.4.7 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 8.4.8 Wear PPE as instructed for the duration of the stay when appropriate (e.g. mask, gloves, etc.).
- 8.4.9 Handle their own luggage at the hotel, temporary accommodation, etc. to the extent possible.
- 8.4.10 Inform the Company (local representative or agent) if they show any COVID-19 symptoms during their stay.

### **Recommendations to Governments**

Provided that shipping companies and seafarers can demonstrate that they have done everything possible to adhere to the recommendations in these protocols that apply to them, including following the Company's coronavirus (COVID-19) plans and procedures to protect and monitor the health of seafarers due to be repatriated, as well as any additional measures that the seaport of disembarkation, or relevant authorities, might choose to apply (e.g. testing, temperature checks, interviews and assessments, etc.), Governments and relevant national authorities should be encouraged to:

- 8.4.11 Give serious consideration to exempting seafarers from any isolation or quarantine measures that might be applicable to other persons entering the country, taking account of the recommendation included with IMO Circular Letter No.4204/Add.6 to "designate professional seafarers and marine personnel, regardless of nationality when in their jurisdiction, as "key workers" providing an essential service". This would be on the basis of the following:
  - .1 seafarers in transit to their country of residence, which have shown no evidence of symptoms, and have maintained twice-daily temperature records, should present no higher risk of becoming infected with the coronavirus (COVID-19), or infecting other persons in the country, if – where possible – they can proceed directly to the airport of departure.
  - .2 seafarers required to transfer to and stay at a hotel, temporary accommodation, etc. for an extended period, isolation or quarantine may have more occasion to interact with other persons than if permitted to proceed directly to the airport and leave the country as soon as reasonably practicable; and



- .3 seafarers on board ships that have spent the last 14 days at sea and/or at anchorage have been in an isolated and controlled environment, which could be considered or treated as meeting the requirements of any quarantine period.

## **8.5 Period: Travel to airport**

**Objective: To facilitate safe crew travel to the airport of departure and to control the risk of seafarers becoming infected with coronavirus (COVID-19), or infecting other persons, while traveling to the airport of departure**

### **Requirements of shipping companies**

- 8.5.1 Shipping companies will arrange to provide appropriate means of travel to the airport, such as a private transfer, to minimize contact with other persons after leaving the seaport and during the transfer to the airport. If a private bus is used, appropriate sanitization and social distancing measures should be required and applied to the extent possible.
- 8.5.2 In the vicinity of large towns or cities, shipping companies should avoid, as far as possible, instructing seafarers to travel by means of public transport, although this may be appropriate for longer journeys depending on the prevailing circumstances.

The Company will instruct and require seafarers to:

- 8.5.3 Comply with standard infection protection and control precautions related to hygiene in accordance with national or local guidance (e.g. social distancing, hand-washing, use of hand sanitizer, avoid touching face, etc.).
- 8.5.4 Avoid close contact with persons who are or appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 8.5.5 Wear PPE as instructed for the duration of the travel as far as practicable (e.g. mask and gloves, etc.).
- 8.5.6 Carry and handle their own luggage.
- 8.5.7 Keep all relevant documents required for repatriation, in a bag or compartment that can be easily accessed and disinfected later.
- 8.5.8 Provide all requisite documentation for verification or inspection if requested by authorities.

### **Recommendations to Governments**

In liaison with maritime administrations, Governments and relevant national authorities should be encouraged to:

- 8.5.9 Grant seafarers any necessary exemptions from national travel or movement restrictions in order to facilitate their repatriation, provided they carry evidence of being a seafarer, consistent with the recommendation included with IMO Circular Letter No.4204/Add.6 to "designate professional seafarers and marine personnel, regardless of nationality when in their jurisdiction, as "key workers" providing an essential service".

- 8.5.10 Encourage airports to designate a special area or zone for the arrival of seafarers at the airport of departure and to facilitate access from that area or zone to any special areas or zones for check-in and potentially health screening.

## **P9** LOCATION: AIRPORT OF DEPARTURE

### **9.1** Period: Time spent in airport of departure

**Objective: To manage seafarers at airports who are traveling to be repatriated in their country of residence, and to control the risk of seafarers becoming infected with COVID-19, or infecting other persons, while in the airport of departure and to facilitate their safe travel by aircraft**

#### **Requirements of shipping companies**

The Company will instruct and require seafarers to:

- 9.1.1 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, use of hand sanitizer, avoid touching face, etc.).
- 9.1.1*bis* Comply fully with any requirements for testing conducted by the airport or by the relevant authorities operating within the airport, including any requirements of the airline for testing prior to embarkation.
- 9.1.1*ter* Avoid use of restaurants, cafes and public toilets, etc. as much as possible.
- 9.1.2 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible (i.e. social distancing).
- 9.1.3 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 9.1.4 Wear PPE as instructed for the duration time spent in the airport as far as practicable (e.g. mask, gloves, etc.).
- 9.1.5 Keep all relevant documents required for their repatriation in a bag or compartment that can be easily accessed and disinfected later.

The Company will:

- 9.1.6 Provide seafarers, as far as possible, with the latest available information on their flights.
- 9.1.7 Provide seafarers with instructions and information on the arrangements awaiting them at the airport of arrival.
- 9.1.8 Provide seafarers with instructions and procedures to follow standard infection protection and control precautions.

## Recommendations to Governments

In liaison with maritime administrations Governments and relevant national authorities should be encouraged to:

- 9.1.9 Liaise with relevant authorities in the destination country about measures and requirements of the destination country applicable to seafarers traveling for the purposes of repatriation.
- 9.1.10 Cooperate with airports on the implementation of any special arrangements for health protection, security, customs, immigration and border controls.
- 9.1.11 Encourage or require airports to:
  - .1 Designate a special pathway for seafarers to pass through check-in, security, customs, immigration and border control that minimizes contact with airport personnel and other passengers/seafarers.
  - .2 Designate special zone or area for seafarers to await boarding of aircraft that minimizes contact with airport personnel and other passengers.
  - .3 Facilitate social distancing in the airport (e.g. by marking floor in queuing areas with at least 1 metre spaces where possible).
  - .4 Ensure that all relevant airport personnel are aware of any special arrangements or permissions related to the travel of seafarers and their key worker status.

# P10

## LOCATION: AIRCRAFT

<b>10.1 Period: Time during flight</b>
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**Objective: To manage seafarers on board aircraft and to control the risk of seafarers becoming infected with COVID-19 or infecting other persons in-flight**

### Requirements of shipping companies

The Company will instruct and require seafarers to:

- 10.1.1 Comply with the instructions and procedures of the airline and cabin crew of the aircraft.
- 10.1.2 Maintain social distancing to the extent possible from other passengers on the flight, and sit with appropriate seat spacing, as may be arranged by the airline or cabin crew on board the aircraft.
- 10.1.3 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, use of hand sanitizer, avoid touching face, etc.).

- 10.1.4 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 10.1.5 Wear PPE as instructed for the duration of the time spent in-flight (e.g. mask, gloves, etc.).
- 10.1.6 Limit exposure to the extent possible to aircraft crew during in-flight service and other passengers when using the facilities.
- 10.1.7 Handle their own luggage onboard the aircraft.

### **Recommendations to Governments**

In liaison with maritime administrations Governments and relevant national authorities should be encouraged, according to the circumstances that apply locally and in the destination country, to invite airlines with respect to crew flights to:

- 10.1.8 Prepare and provide key information about special measures related to the coronavirus (COVID-19) during embarkation and disembarkation of aircraft and in-flight. A suggested template to help airlines provide key information (Airline – Crew Travel Information Sheet) is provided in the **appendix**.
- 10.1.9 Provide instructions and procedures for infection protection and control precautions during the flight (e.g. provision of sanitizer or PPE).
- 10.1.10 Develop a plan and procedures for appropriate seat spacing to allow social distancing and avoiding close contact between seafarers and other seafarers or passengers.

# **P11** LOCATION: AIRPORT OF ARRIVAL

<b>11.1 Period: Time spent in airport of arrival</b>
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**Objective: To manage safe crew travel for repatriation and to control the risk of seafarers becoming infected with COVID-19 at the airport of arrival, or infecting other person, and facilitate their onward travel for repatriation to their place of ordinary residence**

### **Requirements of shipping companies**

The Company will instruct and require seafarers to:

- 11.1.1 Comply with the instructions and procedures of the airport and relevant local authorities, including any health screening requirements such as temperature checks.
- 11.1.2 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, avoid touching face, etc.).
- 11.1.3 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible.

- 11.1.4 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 11.1.5 Wear PPE as instructed for the duration time spent in the airport as far as practicable (e.g. mask, gloves, etc.).

### **Recommendations to Governments**

In liaison with maritime administrations, Governments and relevant national authorities should be encouraged to:

- 11.1.6 Provide information for shipping companies, seafarers, airports and terminals on any special requirements and parameters for permitting airports and airlines operating under their jurisdiction to arrange and receive flights for the purposes of ship crew repatriation. A suggested template for Governments and relevant national authorities to provide key information (National – Crew Change & Travel Information Sheet) is provided in the **appendix**.
- 11.1.7 Cooperate with airports on the implementation of any special arrangements for health protection, security, customs, immigration and border controls.

Governments or relevant national authorities in the country of the airport of arrival should be encouraged, according to the circumstances that apply locally, to require airports receiving crew change flights to:

- 11.1.8 Provide information for employers and seafarers that will use the airport for the purposes of crew travel for repatriation, which establishes, inter alia, the special arrangements, areas or zones to be used by seafarers in the airport. A suggested template to help airports to provide key information (Airport – Crew Travel Information Sheet) is provided in the **appendix**.
- 11.1.9 Cooperate with Governments and relevant authorities on the implementation of special arrangements customs, immigration and border controls matters, as well as any health checks or screening requirements.
- 11.1.10 Designate a special area for seafarers to pass through any health screening, customs, immigration and border control that minimizes contact with airport personnel and other passengers/seafarers.
- 11.1.11 Designate special area for seafarers to meet their transfers to their place of ordinary residence, or any hotel accommodation, temporary accommodation, etc. that minimizes contact with airport personnel and other passengers.
- 11.1.12 Facilitate social distancing in the airport (e.g. by marking floor in queuing areas with at least 1 metre spaces where possible.).
- 11.1.13 Ensure that all relevant airport personnel are aware of any special arrangements or permissions related to the travel of seafarers and their key worker status.

<b>11.2 Period: Transfer (potentially) to any hotel, temporary accommodation, etc.</b>
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**Objective: To manage the safe crew travel to the place of any required stay at a hotel, temporary accommodation, etc. and to control the risk of seafarers becoming infected with the coronavirus (COVID-19) while traveling to any such places**

### **Requirements of shipping companies**

11.2.1 Shipping companies should arrange to provide appropriate means of travel to the hotel, temporary accommodation, etc. that minimizes contact with other persons after leaving the airport (e.g. private transfer). If a private bus is used, appropriate social distancing measures should be required and applied to the extent possible.

NOTE: Shipping companies may have less or no control or choice over the safety or means of the transport to be used, especially if crew are required to transfer to accommodation or facilities designated by local or national authorities.

The Company will instruct and require seafarers to:

11.2.2 Comply with any instructions and procedures from relevant local or national authorities, which might potentially include the need to comply with instructions regarding isolation or quarantine in a hotel, or another place of accommodation that might be determined by the local or national authorities.

11.2.3 Depending on the duration of the transfer, continue to check their temperature and keep records in a standard format until they join their ship (see **appendix**).

11.2.4 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, avoid touching face, etc.), and safe food handling practices, in accordance with WHO, national or local guidance.

11.2.5 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible.

11.2.6 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).

11.2.7 Wear PPE as instructed for the duration of the travel (e.g. mask, gloves, etc.).

11.2.8 Carry and handle their own luggage to the extent possible.

11.2.9 Keep all relevant documents required for the travel to the ship in a bag or compartment that can be easily accessed and disinfected later.

### **Recommendations to Governments**

Governments and relevant national authorities are encouraged to:

11.2.10 Give serious consideration to exempting seafarers from any self-isolation or quarantine measures that might be applicable to other passengers arriving by aircraft from other countries.

<b>11.3 Period: Time (potentially) spent at any hotel, temporary accommodation, etc.</b>
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**Objective: To manage the safety of seafarers while staying at any hotel, temporary accommodation, etc. and to control the risk of seafarers becoming infected with the coronavirus (COVID-19) while staying at any such places**

### **Requirements of shipping companies**

11.3.1 For practical and logistical reasons, a stay at a hotel, temporary accommodation, etc. may be necessary after arrival at the airport. Provided, however, this is consistent with any national requirements or restrictions, and/or the logistical or practical considerations that may prevail locally, shipping companies should consider the feasibility of making arrangements for seafarers to travel directly from the airport of arrival to the seafarers' place of residence, in order to minimize contact with other persons and so reduce the risk of infection or infecting other people.

If a hotel stay, temporary accommodation, etc. is required, the Company will instruct and require seafarers to:

11.3.2 Comply with any instructions and procedures from relevant local or national authorities, which might potentially include the need to comply with instructions regarding isolation or quarantine in a hotel, temporary accommodation, etc. that might be determined by the local or national authorities.

11.3.3 Comply with any instructions from the hotel, temporary accommodation, etc., and national or local authorities, paying special attention any social distancing, hygiene and PPE requirements.

11.3.4 Comply with standard infection protection and control precautions related to hygiene (e.g. hand-washing, avoid touching face, etc.).

11.3.5 Maintain a WHO recommended social distance of at least 1 metre from other persons to the extent possible.

11.3.6 Avoid contact with persons who appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).

11.3.7 Wear PPE as instructed for the duration of the stay when appropriate (e.g. mask, gloves).

11.3.8 Handle their own luggage at the hotel, temporary accommodation, etc. to the extent possible.

11.3.9 Inform the Company (local representative or agent) if they show any COVID-19 symptoms during their stay.

### **Recommendations to Governments**

Provided that shipping companies and seafarers can demonstrate that they have done everything possible to adhere to the measures in these protocols that apply to them, as well as any additional measures that Governments might choose to apply at the airport of arrival (e.g. testing, temperature checks, interviews and assessments, etc.), Governments and relevant national authorities should be encouraged to:

11.3.10 Give serious consideration to exempting seafarers from any quarantine measures that might be applicable to other passengers arriving by aircraft from other countries, taking account of the recommendation included with IMO Circular Letter No.4204/Add.6 to "designate professional seafarers and marine personnel, regardless of nationality when in their jurisdiction, as "key workers" providing an essential service". This would be on the basis of the following:

- .1 seafarers being repatriated to their place of ordinary residence have the time and possibility to complete a safe period of isolation, as may be required by the relevant national or local authorities, at their place of ordinary residence; and

- .2 seafarers required to transfer to and stay at a hotel, temporary accommodation, etc. for an extended period, isolation or quarantine may have more occasion to interact with other persons than if permitted to proceed directly to their place of ordinary residence to isolate, as may be required by national or local authorities.

#### **11.4. Period: Travel to place of ordinary residence**

**Objective: To facilitate crew travel to their place of ordinary residence and to control the risk of seafarers becoming infected with the coronavirus (COVID-19), or infecting other persons, while traveling to their place of ordinary residence**

##### **Requirements of shipping companies**

- 11.4.1 Shipping companies will arrange to provide appropriate means for seafarers to travel to their place of ordinary residence, such as a private transfer, to minimize contact with other persons after arriving in the country and during travel to the seafarer's place of ordinary residence.
- 11.4.2 Shipping companies should avoid, as far as possible, instructing seafarers to travel by means of public transport, although this will depend on the prevailing circumstances and may be necessary for longer journeys.

The Company will instruct and require seafarers to:

- 11.4.3 Comply with standard infection protection and control precautions related to hygiene and safe food handling practices in accordance with national or local guidance (e.g. social distancing, hand-washing, use of hand sanitizer, avoid touching face, etc.).
- 11.4.4 Avoid close contact with persons who are or appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.).
- 11.4.5 Wear PPE as instructed for the duration of the travel as far as practicable (e.g. mask and gloves, etc.).
- 11.4.6 Carry and handle their own luggage.
- 11.4.7 Keep all relevant documents required for the travel, in a bag or compartment that can be easily accessed and disinfected later.
- 11.4.8 Provide all requisite documentation for verification or inspection if requested by authorities.

The Company will:

- 11.4.9 Arrange to provide appropriate means of travel from the airport that, as far as possible, minimizes contact with other persons before arriving at their place of ordinary residence (e.g. private transfer). If a private bus is used, appropriate social distancing measures should be required and applied to the extent possible.

##### **Recommendations to Governments**

Governments and relevant national authorities are encouraged to:



- 11.4.10 Provide information to shipping companies and seafarers, on national travel or movement restrictions and requirements (including domestic flights or ferries), using the template provided in these protocols as a guide (see **appendix**).
- 11.4.11 Grant seafarers any necessary exemptions from national travel or movement restrictions (including domestic flights or ferries) in order to facilitate travel to their place of ordinary residence (including domestic flights or ferries), provided they carry evidence of being a seafarer, consistent with the recommendation included with IMO Circular Letter No.4204/Add.6 to "designate professional seafarers and marine personnel, regardless of nationality when in their jurisdiction, as "key workers" providing an essential service".

# P12

## LOCATION: PLACE OF ORDINARY RESIDENCE

### 12.1 Period: Time spent at place of ordinary residence immediately after repatriation

**Objective: To ensure that seafarers comply with applicable national or local requirements or guidance related to the control of the coronavirus (COVID-19) after completion of their repatriation to their ordinary place of residence**

The duration of this period may be determined by requirements of relevant national or local authorities, but depending on the circumstances that prevail at the time, this might be between 7 and 14 days.

#### Requirements of shipping companies

12.1.1 Shipping companies will advise seafarers, based on any applicable national requirements or in liaison with its local representatives or agents in the country, the duration of any self-isolation or quarantine period.

The Company will advise seafarers to:

12.1.2 Familiarize themselves with general information on coronavirus (COVID-19) and standard infection protection and control precautions provided by relevant national or local authorities.

12.1.3 Comply with all standard infection protection and control precautions related to social distancing, self-isolation, hygiene (e.g. hand-washing, avoid touching face, etc.) in accordance with national or local requirements and guidance.

12.1.4 Inform the Company (local representative or agent) if they show any COVID-19 symptoms after their repatriation.

The Company will:

12.1.5 Provide seafarers with general information on coronavirus (COVID-19) based on WHO guidance, as well as any available information on the applicable requirements related to coronavirus (COVID-19) and guidance on the standard infection protection and control precautions to comply with in the country.

## **Recommendations to Governments**

Governments and their relevant national authorities are encouraged to:

- 12.1.6 Provide information to shipping companies and seafarers on the applicable requirements related to the coronavirus (COVID-19) and guidance on the standard infection protection and control precautions to comply with in the country, including any applicable self-isolation period, using the template provided in the **appendix** as a guide.









# C

## Employer Letter and Crew Change & Travel Information Sheet

The protocols refer to the seafarer carrying an employer letter and a document that provides the relevant details about the seafarer, specifically their travel arrangements and ship they are traveling to join or leave.

The following is a template for an employer letter<sup>8</sup> and a Crew Change & Travel Information Sheet, which may be attached to or accompany the letter.

[Company Header/Logo]

[Date]

To Whom this might concern,

Dear Sir / Madam,

### CONFIRMATION OF TRAVEL FOR THE PURPOSE OF A CREW CHANGE

This letter has been prepared by [Name of Company] to confirm that [Name of Seafarer, Passport No.] is a seafarer that is traveling for the purpose of a crew change of a ship.

[Name of Seafarer, Passport No.] has been serving onboard [Name of Ship, IMO No.] and is now being repatriated to their place of ordinary residence in [Final Destination].

OR

[Name of Seafarer, Passport No.] is traveling to join the [Name of Ship, IMO No.] to relieve a crew member onboard the ship in [Name of Port, Country].

Crew changes are vital for ensuring the safety of ships and those that operate them and ensures that ships can continue to carry the essential supplies and commodities needed worldwide during the coronavirus (COVID-19) pandemic.

Your understanding and assistance in facilitating the travel and movement of [Name of Seafarer] for the purpose of this crew change is appreciated. Please do not hesitate to contact us if any further information is required.

Yours faithfully,

[Signature]

[Printed Name]

[Position of Company Representative]

[Contact Details]

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<sup>8</sup> This template was jointly developed by the International Chamber of Shipping (ICS) and the International Transport Workers' Federation (ITF) with the assistance of ILO.











