

COVID-19 Offshore Handbook

ACTA MARINE OFFSHORE SERVICES

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	Owner:	QHSSE Manager
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FAMILIARISATION SHEET

This manual is to be read by all relevant personnel.

I, the undersigned, acknowledge having read and understood this manual.

Name (Block letters)	Signature	Rank	Date

[illegible]

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1 Index

1.1. General information

1.1.1. General COVID-19 information

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

What is a Coronavirus?


Coronaviruses mainly use to circulate among animals, including camels, cats, and bats. Several virus strains are able to evolve and infect people and then spread between people, such as has been seen with Middle Eastern Respiratory Syndrome Coronavirus (MERS-CoV) and Severe Acute Respiratory Syndrome Coronavirus (SARS-CoV). COVID-19 is caused by the beta-coronavirus SARS-CoV-2, which has not been previously identified in humans.

General summary:

- Human-to-human transmission via direct droplet infection only (coughing and sneezing), no airborne transmission.
- Incubation time: 2-14 days (average 5-6 days).
- Symptoms: varies from mild respiratory symptoms with fever to severe pneumonia and shortness of breath.
- Indirect transmission via objects such as toilets, door handles, cutlery, hand contact points etc. play a (substantial) part in the spread of the disease.
- Exact data on the infectious period is missing. In any case, a patient is considered contagious during the symptomatic phase (if he/she shows symptoms of disease).
- The current case definition: a person with: fever (at least 38 degrees Celsius) and / or at least one of the following respiratory symptoms: coughing, shortness of breath.

General summary translated into the situation for the vessels:

- Basically, seafarers are healthy people (holding a medical certificate declaring them fit for duty) without serious underlying conditions. The risk of serious complications in seafarers is therefore limited.
- In case a member of cabin crew or project crew is suffering from the symptoms mentioned above, they must report it via telephone to medic and master and should be isolated in their cabin. If he shares a cabin with others, another solution must be found so that he resides by himself in a confined space.
- The Telemedic shall be called. He will tell if the symptoms are COVID-19 related.
- Severe cases (apart from coughing, sneezing or fever also severe general illness and shortness of breath) should be submitted to a Radio Medical Service (TMAS/RMA).
- Personal protection measures such as the use of a mouth-nose mask, splash glasses and plastic apron are, analogous to the advice for care staff, only necessary for seafarers who are required to provide medical care to potentially infected people on board.
- In the Netherlands, the MDoH (Maritime Declaration of Health) is used to report any infectious diseases to the authorities. In some countries flying the yellow (quarantine) flag is mandatory. This is not a requirement in The Netherlands.

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- Passenger ships with potential Corona cases must contact the German Health Authorities as soon as possible (see below) and the Robert Koch Institute (RKI).

1.1.2. Sources of information

The sources of information which are used as the basis for this COVID-19 Offshore Handbook are the following:

- Corporate Travel Clinic;
- WHO;
- IMO;
- ILenT;
- KNRV;
- Mediwerk.

1.1.3. Scope

This procedure applies to the Acta Auriga operated by Acta Marine Offshore Services.

This procedure applies to all personnel working onboard the Construction Support Vessel Acta Auriga under the Acta Marine Vessel Management including charterers, shipyard or third-party personnel.

This procedure applies to the Coronavirus disease 2019 (COVID-19) as defined in Chapter 1.1.1. General COVID-19 Information.

1.1.4. FAQ regarding COVID-19

There are many publications but which one to adhere to?

The WHO (World Health Organization), RIVM (Rijksinstituut voor Volksgezondheid en Milieu) and Robert Koch Institut (RKI) are the three information resources that we should focus on.


Separating crew from client. What is the absolute minimum time?

14 days. The majority of the infected population shows signs of illness in between 5-6 days. But still some amongst them after 13 or 14 days. The incubation time still remains 14 days.

What about Crew change(s)? These will increase the risk of contamination for the people remaining on board.

As also mentioned in the Acta Marine Safety Bulletin, the Transmittal Protocol is:

- o Refusal of personnel onboard in case of signs of symptoms of COVID-19;
- o Separated/ isolated boarding- from remaining personnel as much as possible;
- o Hygiene measures.

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Use of GYM/Sauna(if possible) limited to one person per turn?

Gym, Sauna and Cinema remain closed for all on board. Smoking can be done at the designated area while adhering to the social distancing rule. If needed additional areas can be found for this. After attendance of all the persons onboard exceeding 14 days, the Master can decide to re-open the facilities.

How to quarantine yourself after arriving at home?

The RIVM has got 'thuis isolatie' (home isolation) procedure for this, find attached. Although this is written for a patient, it can also be used for 'healthy' people.

What to do if there is a sick person onboard suspected of COVID-19?

Following Acta Marine protocol, first the Vessel Superintendent and afterwards the Port Authorities have to be informed.

Depending on the severity, the sick person will have to be transferred to a hospital, we cannot offer critical care onboard.

But it can be imagined that a sick person needs to be treated for a while.

For this I have a couple of questions for you;

1. Do we have medical oxygen onboard and how much?
2. Do we have a pulse oximeter (saturatie meter) onboard?
(personnel below 92% oxygen need critical care)

What is the efficiency of disposable hats (used by medical staff)?

Basically hats are ok, but not on its own.


Other PPE is much more effective and important than the hat.

Mouth mask, gloves, washing hands, face shield need to come first possibly in combination with the hat.

What is the efficiency of disinfecting hand gel?

Efficiency of disinfecting hand gel is good but preferred is to wash the hands.

Viruses and bacteria will be killed using the gel but will remain on the hands.

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Temperature of COVID-19 illness

Temperature of illness is still 38°C.

40% - 50% of ill persons are only showing a raise in body temperature.

There is a difference in measuring temperature with different devices;

- Best is to measure in a body opening like anus or mouth but this is very impractical
- Ear comes 2nd best but works with hygienic capsules/ protective covers and also somewhat impractical
- IR/ forehead is the most practical and hygienic but differs a bit from the others. It is the best advised option.
- Armpit is varies the most, unreliable.

Can the virus be transmitted via the ventilation/ HVAC?

Possible but highly unthinkable. Depends on the filtering system and if one is available.

The virus spreads via airborne droplets that will attach to the surface of a filter. A good filter system will filter the virus.

The genetic structure of the virus will change after a while so that they are not dangerous anymore.

Even better is to have ill persons wear a breathing mask so the droplets will not become airborne.

Can the virus be transmitted via the shower drain?

Possible but highly unthinkable. If present, bacteria and viruses will be wash away.

If any remain around the shower drain, PPE and hygienic measures will be sufficient to protect cleaning personnel.

Measures around toilets.

Spread of the virus via the toilet lid or seat is possible but highly unthinkable.


The toilet lid is fitted to be closed. So close the lid when flushing.

The surface of the inner lid is big but this can be cleaned easily.

PPE and hygienic measures will be sufficient to protect cleaning personnel.

Can the virus be transmitted with excrements? In case engineering department needs to perform maintenance on the sewage system.

Yes, the virus is transferable via excrement. PPE (gloves, face shield, mask) and hygiene measures must be obeyed.

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What about procedure of separation on board of CTV for the Client personnel? When they step over to/from CTV they are in close proximity to deck transferee anyways.


Try to keep social distance of 1.5 meter.

Is it possible to have a snack available during off meal hours? If we apply separation of cold cuts (each piece wrapped in the plastic) and bread as well.

Yes, keep in mind social distancing.

Would be easier to separate by 14 days staying on board and having letter C-client on the back (C1-client, team #1 or C1.1 Client, team#1, member #1 according the list, than it will be clear if we spot anyone in the space where he shouldn't be), M-marine crew.

Vests are purchased and delivered. It is described in the COVID-19 handbook how to use the vests. If you require different, then discuss with your vessel supt. No problem if you want different colour, different numbers, etc

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2 At home

2.1. Tips and trick how to prepare yourself 2 weeks prior boarding the vessel

It is important to make it clear that people have to take their own responsibility that if they are sick, they cannot come on board and have to stay at home.

Below there are some general tips and tricks on how to prepare yourself 2 weeks prior to boarding the vessel.

- Stay at home and only go outside if necessary and by yourself for travelling to work, doing groceries. Make sure to follow social distancing regulations and keep a minimum distance of 1,5 meter to other people.
- Because Covid-19 is distributed mainly through drops but also through hands, general hygiene measures such as hand washing, hygiene when preparing food and beverages, sneeze/cough hygiene etc., will be useful to prevent transmission and reduce the epidemic. These measures will not completely prevent getting infected by COVID-19.
- Practically, this means:
 - Wash your hands regularly with soap for 30 seconds;
 - Dry your hands preferably with paper towels;
 - Cough and sneeze in the inside of your elbow;
 - Use paper handkerchiefs and discard them immediately after single use;
 - Touch your nose, mouth and face as little as possible;
 - Don't shake hands.
- Additional detailed info on Corona from IMO, WHO and IMHA: [https://www.ics-shipping.org/docs/default-source/resources/coronavirus-\(covid-19\)-guidance-for-ship-operators-for-the-protection-of-the-health-of-seafarers.pdf?sfvrsn=6](https://www.ics-shipping.org/docs/default-source/resources/coronavirus-(covid-19)-guidance-for-ship-operators-for-the-protection-of-the-health-of-seafarers.pdf?sfvrsn=6)

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3 Travel from / to the vessel

3.1. Crew change.

The steps have already been taken to provide the signing off crew safe travel arrangements (taxi / car rental).

The crew list of the on-signers must be available for the master 24 hours prior to arrival on board. This to inform the authorities.

The project crew will come a later determined amount of passengers including OSM and medic. The persons will be divided in different teams consisting of 3 to 6 members.

The following is done for the on signing project crew travels to the vessel:


The OWS project crew will travel with their own car to OWS HQ. OWS has arranged busses for the project crew, in order to maintain the distance between on another. The busses will bring the project crew from OWS HQ to the vessel. The small bus will each time take only one team at a time in order to maintain separation between crews. The bigger bus will bring from 2 till 3 teams each time. The time of arrival will be communicated with the vessel beforehand. After arriving at the vessel, the team will board one by one and take their luggage. The on signing crew will be checked before entering the vessel and after disembarkation from the bus. The check will be performed one by one. The Offshore Coordinator OWS will supervise the check. The person will be checked for temperature, illness symptoms and statement of medical person if applicable. If the persons has fever of at least 38 degrees Celsius (on advice of the Corporate Travel Clinic) or has at least one of the following respiratory symptoms: coughing, shortness of breath, the person will not be allowed to board and send home. If a person neglects or refuses the regulation prior to boarding the vessel, the person will be refused on board and send home.

It must be noted that this Handbook will be regularly updated and will take into account that for each crew change, certain measures might be different.

3.2. Documents needed to cross borders/etc

The border updates of different countries are being monitored on a daily basis by Acta Marine's Crewing Manager (Monica Milcoveanu) by using official channels. If any updates arise, the goal is to share this information as soon as possible between all parties and take actions if deemed necessary.

At this moment, the client issued a letter that crew is working on the project. With this letter it is possible to cross borders in case of borders check or if borders are going to be closed in the future. It is recommended that all crew takes this letter hardcopy with them. Similar letter will be distributed when leaving the vessel in order to cross borders.

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4 Boarding the Vessel

4.1. Check prior Boarding

All personnel arriving at the vessel will be tested/ screened.

The screening will focus on:

- Flue like symptoms, a raise in body temperature of over 38°C
- Problems with the (upper) respiratory system such as coughing, difficulty in breathing, nose cold, etc.
- These persons will not be permitted onboard or a statement from a medical professional can be presented stating the symptoms are not related to the Corona virus.
- Screening of personnel/ surveillance will continue after personnel have boarded the vessel with short intervals (1 time per day)
- Customs and Border Police are not coming on board.

Info concerning the PCR test:

All on-signers will be tested one day before boarding the vessel. On the first day, the test will be executed followed by the test result the next day. This is will be around 13:00 h.

Of course only negative tested persons are allowed to board the vessel.


The exact procedure as follows:

1. Personnel will be test optimally in a hotel, everybody individually in his room, alternatively at the OWS facility (hotel preferred).
2. After testing, nobody is allowed to have contact with anybody else. OWS will arrange that dinners, lunches and breakfast is delivered to the rooms.
3. After receiving the results the next day, all negative tested persons are transferred to the vessel. To have no interaction with the bus driver, he is obliged to wear mouth/nose mask.

It shall also be arranged that he remains seated and personnel enter/leave the bus via the rear entrance and take care of the luggage by themselves.

4. Boarding procedure as already agreed.
5. Familiarization with the rules and regulations are to be done prior boarding the vessel.

We deem this test as much more safe and reliable than any other measure which have been agreed (body temperature measure six days in advance and at the gangway, wear of masks etc.). The only risk we see is that somebody will leave the hotel room between testing and transfer to the vessel. This needs to be controlled by the OSMs, but on the other hand there is no public place currently to go in Emden or anywhere else.

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4.2. Luggage

The luggage of the crew will be placed in the bus storage room. One by one, one crewmember will take his luggage and move towards the vessel.

The luggage will be placed in the big bag for each team. The big bag will be carried onboard the vessel via the crane. The storekeeper and Acta Marine crew will take the luggage from the big bag with gloves to reduce the contamination to a minimum. He lets each team, separately, pick up their luggage. Only when team 1 is finished, team 2 can collect their luggage etc. The teams will be provided with a radio to keep in contact with the storekeeper. The storekeeper informs the team when it's their turn to pick up the luggage. The other teams will wait in their cabin. It is important for the storekeeper, that during the interaction between different teams, he keeps a minimum distance of 1,5 meters.

The teams will arrive in pauses of approximately 1 hour. The small bus will pick up one team each time. The big bus will take 2 till 3 teams each time.

All external people are not allowed to use the enter the accommodation only by a special approval from the Master.

4.3. Cabin key and appointed room


The cabins will be addressed to crew coming on board beforehand. A cabin plan will be prepared and the crew will get cabins appointed based on their team. The goal is to keep the teams in cabins as close as possible together. This will be communicated to the vessel, in order to prepare the room keys before the boarding starts. The preparation is there to let the check-in process go as smooth as possible and to keep the segregation between crew and teams. A layout of the cabins per deck can be found in Chapter 5 Cabin Plan. The crew onboard will make the cabin plan and share when finished. This must be done prior to start onboarding in order that preparation can be taken like preparing of the room cards. The cabin keys will be programmed by Acta Marine crew. Acta Marine will give the cabin keys to OWS. OWS will place these keys on the door of the cabins via a sticker.

4.4. Rules onboard the vessel

The incident team (whilst at sea) consist of: Ship's Medic (if any), Ship's Master or Deputy, Campboss, Ship's Chief Engineer, Client Representative.

To review collected information on suspected cases and decide whether it is COVID-19 related, the incident team should:

- Immediately inform the relevant Port Health Authority (PHA) of the situation;
- Implement control measures for passengers and crew (personal hygiene and isolation) and for the environment (cleaning and disinfections);
- Ensure adequate medical care of affected passengers and crew;
- Provide clear and accurate information and advice to passengers and crew;
- Ensure adequate surveillance and monitoring arrangements are in place;
- Assess the safety of the vessel with regard to cover for essential services on board then notify the office for guidance and support.

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Control measures for all passengers, crew and visitors.

To reduce the risk of infection of COVID-19, the following tightened personal hygiene rules should be followed by all persons aboard the vessel, regardless of the duration of their stay:

- Use your own toilet
- Use disposable towels after washing your hands
- Shower every day
- Wash-towel and flannel frequently
- Wash your hands often, clean and cut your nails if necessary
- Standard medical treatment should be used.
- Medical staff should use universal precautions by wearing disposable nose-mouth mask (or face shield), aprons and gloves when examining all patients with symptoms.

Control measures for crew with symptoms.

- Food handlers and medical staff should be quarantined for at least 48 hours following resolution of their symptoms. Other crew should be isolated until symptom free for 48 hours.
- Cabin companions of affected individuals should ideally be allocated jobs in non-food or beverage areas until 48 hours has passed and actively monitored for a further 24 hours.
- Every attempt should be made to relocate unaffected cabin companions in alternate accommodation.

Stop self-service of food to passengers, crew and visitors.


- Remove shared snacks and open 'nibbles' from communal areas.
- Cabin service should be provided for affected passengers, crew and visitors who are isolated.
- Affected passengers should not use communal facilities during their period of isolation.

Additional measures taken in relation to COVID-19 onboard the vessels.

All the below measures are taken with consideration to current regulations and advise by both Acta Marine and clients.

Beside this, these are also imposed ashore, any violation has to be reported and respective measures will be taken against anybody violating these arrangements.

1. All new client crew members, that boarded later than other crew members are constricted to their cabins after work hours except for the meals and smoking;
2. Keep a minimum of 1,5 meter between each other to reduce the risk of contamination. This social distancing is one of the main advice that we get to avoid contamination;
3. Corridors and staircases have been marked for routing purposes. Adhere to these as this is also a regulation ashore currently. This routing is in place to separate the crew which was already on board, and the new arrivals by means of social distancing;
4. Smoking should be kept to a minimum and can be done at a specified location. Adhere to the social distancing rule;

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5. There will be a schedule posted for:

- Meal times for Acta Crew and client personnel;
- Cleaning of / changing of bed linen in the cabins. On the scheduled time, put your linen, towels laundry together in the pillow case. New bed linen will be placed in your cabins and you will be asked to change the linen yourself;
- Laundry will be done in the same matter. Put it together with the linen or collect separately on and put in the box on deck 2 next to forward staircase.

4.5. Vessel Inductions

It needs to be checked beforehand if crew is arriving which have never been on the vessel before. They need to receive the familiarisation of the vessel.

Acta Marine will be responsible for providing the familiarisation of the vessel, if crew comes on board for the first time. Precaution is necessary to perform the familiarisation in a safe manner. The cinema will be used for the familiarisation and is big enough to keep a minimum of 1,5 meter distance between crew. The maximum number of people which can receive the familiarisation in one time is 20 people. If the group is bigger than 20, it needs to be done in two times. Also the Master can decide to split the groups if he is under the impression that the 1,5 meter distance cannot be kept between the people. During this familiarisation, all the measures taken in order to prevent and control the outbreak of COVID-19 will be explained to the medic.

5 Cabin Plan

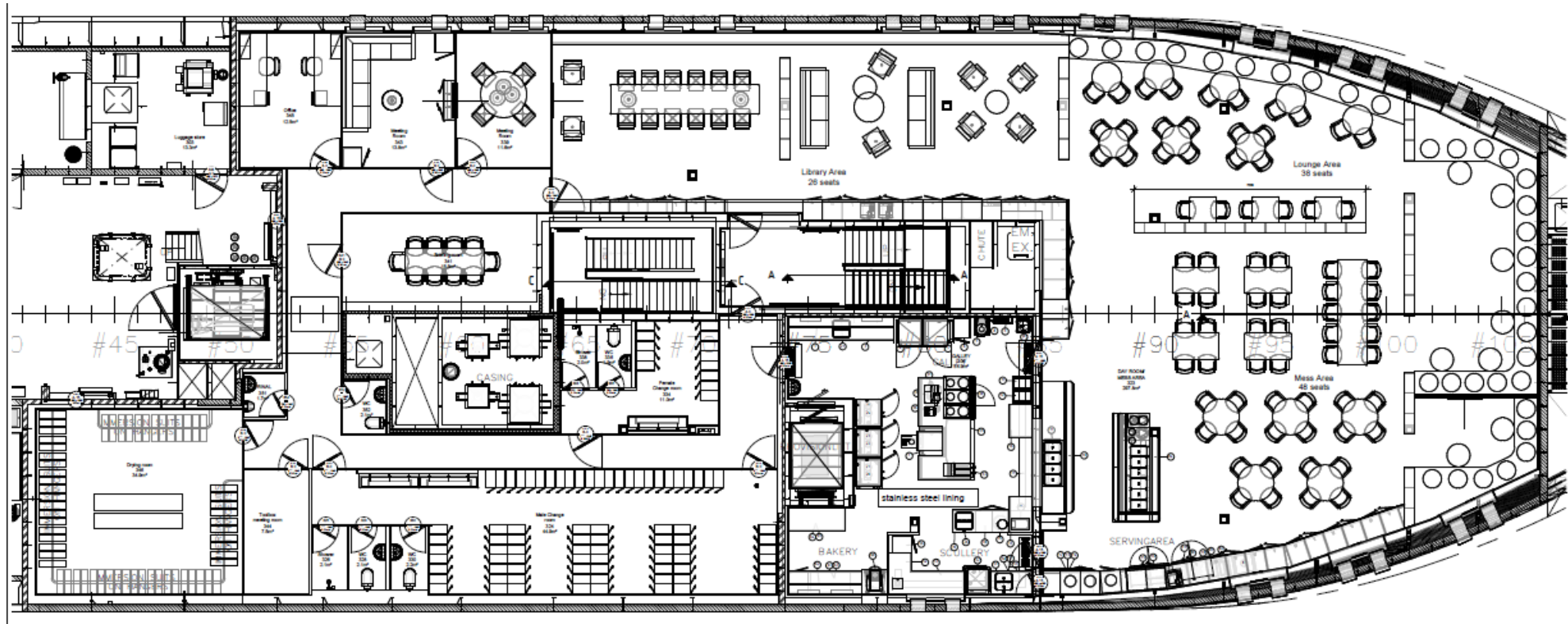


Figure 1 Maindeck

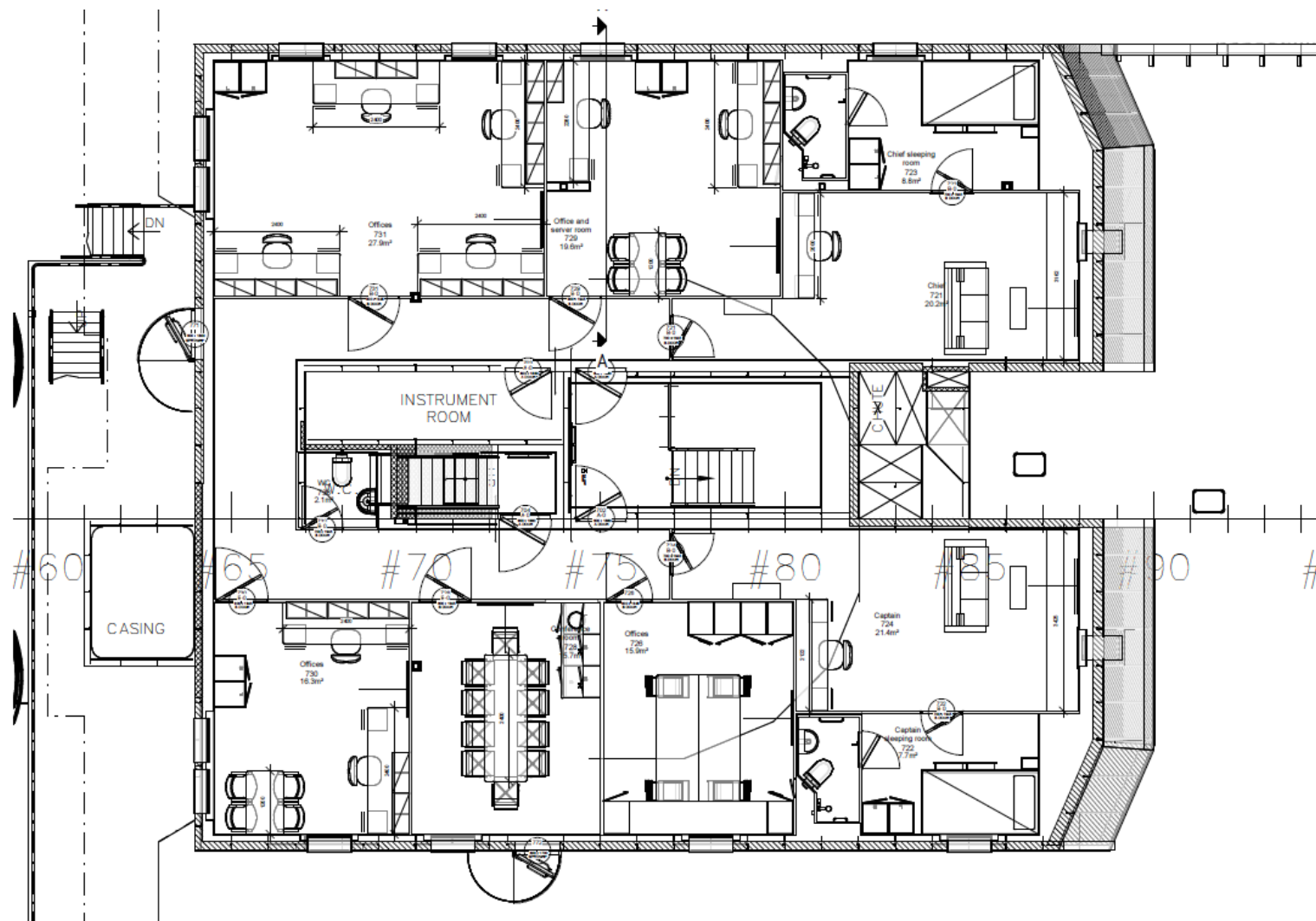


Figure 2 D-deck

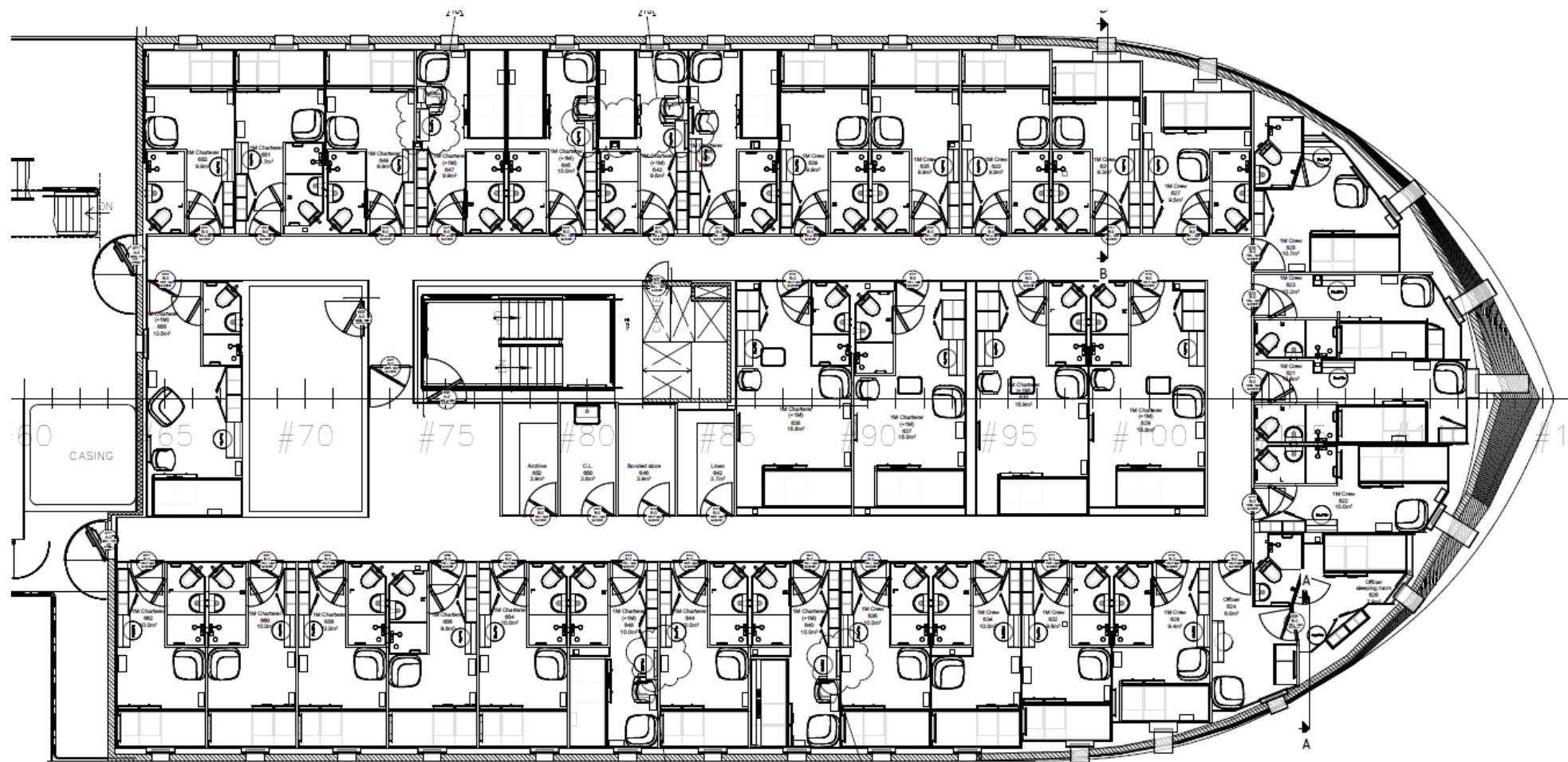


Figure 3 C-deck

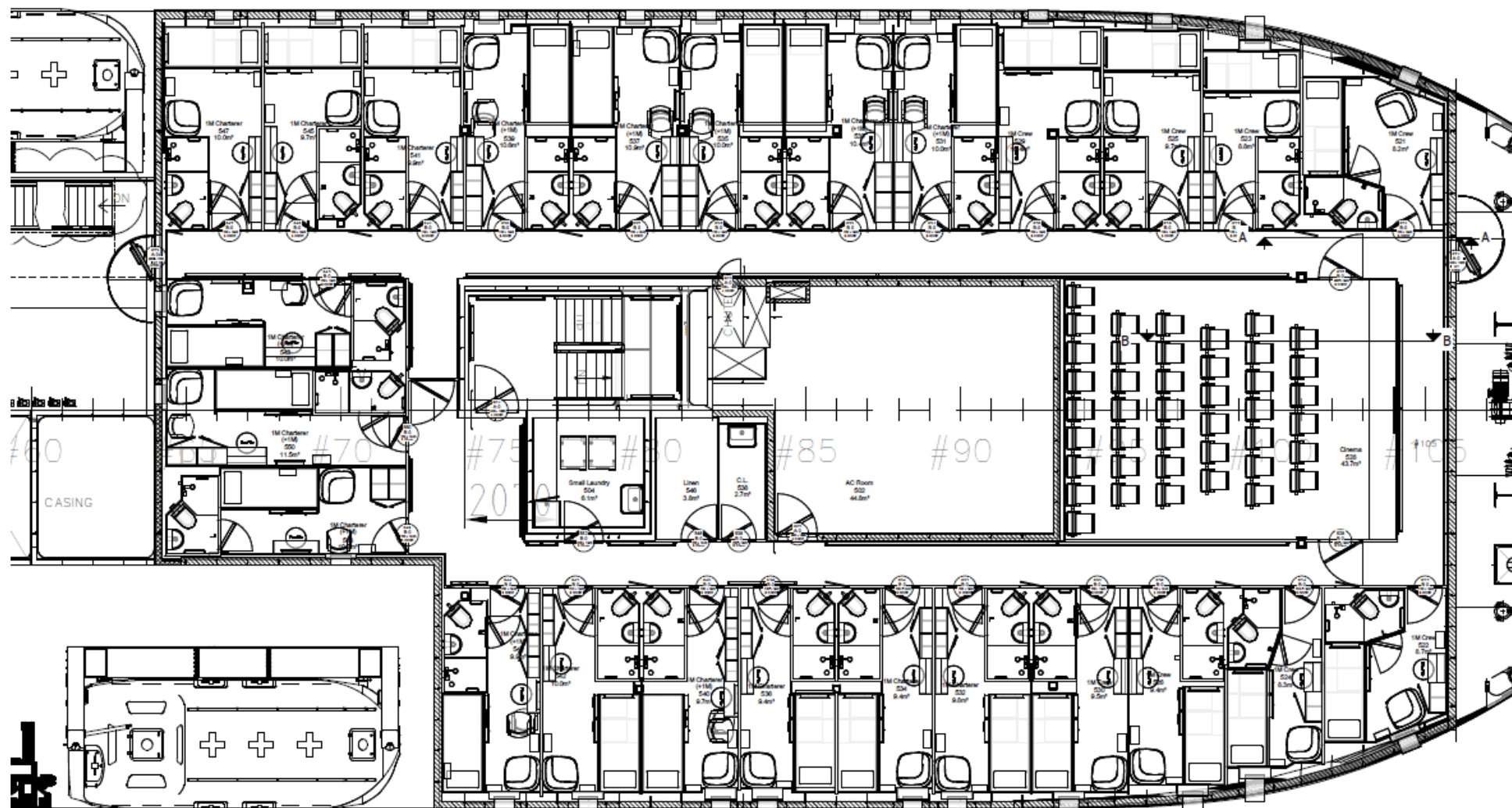
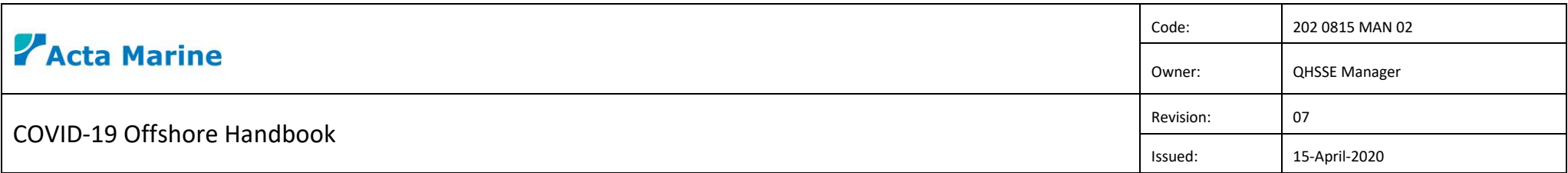




Figure 4 B-deck



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6 On board the vessel

6.1. Segregation in general

The different teams will be made recognisable via high visibility jackets. We have purchased different colours for different teams.




Yellow colour	have on the back side different numbers (1-6).
Red colour	if somebody is quarantined.
Blue colour	crew which is already on board the vessel
White colour	new marine crew

It is important to explain the reason why we request everybody to wear the high visibility jackets. It is done to make the segregation visible. It is required only in the public places (when leaving their cabins) that they have to wear the colour coded jacket.

6.2. Work schedules (team planning).

On board the vessels and working, not the individuals will be separated but the teams. They will be working in different work schedules and resulting from that, different meal time schedules. The teams need to keep a minimum distance of 1,5 meter for other teams in order to create the social distancing. The work schedule will be made by the client and communicated with the vessel.

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6.3. Meal time schedule

The crew members will still use plates, fork, knives and spoons. After usage, new crewmembers will place it in a separate box.

There are two situations available:

1. Vessel operated, personnel on turbine

The teams will have fixed time schedules to have their meal. It will be one hour/ half hour before the team is going on the turbine. For example team 1 will have breakfast at 5.15 till 6, team 2 will have breakfast from 6.15 till 7. It is important to explain why we want to have separated meal times. Social distancing and the cook needs to prepare the plates for the crew one by one to avoid contamination. The cook will not be able to handle all the people at once. Everybody needs to be made aware of the meal schedule before coming on board.

2. Vessel weathered, no personnel on turbine

Suggestion:

To keep it more general in this phase since it depends on the times that the teams are starting. Make a schedule for day to day with the meal times. Separate the teams by tables. A table is created where there is always some drinks and food. The fridges and coffee machines have been separated in the ones which can be used for the crew which have been more than 14 days on board the vessel and for the crew which have been less than 14 days on board the vessel.

6.4. Watch plan marine crew

The work of the marine crew will be in between the schedule of the client.


To be further determined by the Master.

6.5. Cleaning strategy (IFS)

A dedicated cleaning team should be established for environmental cleaning and servicing of cabins of affected passengers.

Disinfection procedures should cover all areas, including:

- Restaurants, kitchens
- Lounges
- Game rooms etc.
- All passenger and crew public areas
- All passenger and crew cabins and bathrooms
- All passenger and crew bedlinen and towels to be washed at higher temperatures
- All public toilets
- All crew toilets

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Procedures should include cleaning all hand contact surfaces more frequently:

- Door handles
- Hand rails
- Telephones, keyboards
- Sports equipment's etc.

It is vital that all surfaces handled frequently are thoroughly cleaned and disinfected on an ongoing basis throughout the outbreak and during the vessel's decontamination in port. The gangway hand rails and all hand contact surfaces should be cleaned and disinfected immediately after passengers have disembarked.

The Messroom will only be used during mealtimes, after mealtimes it will be closed. No food will be available after mealtimes, only the soft drinks in the fridge. Before entering the messroom or opening the fridge for the soft drinks, everybody needs to clean their hands. There is a disinfection dispenser available at every entrance. Doors from the corridors to the messroom will be kept open to avoid contamination.

General cleaning of cabins:

The crew will proceed with cleaning of the cabins. But there will be extra hygiene standards required from client side.


The cabins will be cleaned when clients personnel have been on the turbines (not in their room) for 6 to 7 hours. The client will communicate their work schedule via the food schedule.

There is extra hotel crew available to preform extra cleaning. The handrails in the corridor will be cleaned 4 times a day. The messroom's tables will be cleaned by the crew themselves. After meal time, the catering crew will provide extra cleaning of the table.

The menu will be placed on each deck everyday so the personnel can give their order in beforehand. The cook will prepare their plate. Everything else has been stored away and is available upon request (yoghurt, cereal etc.).

6.6. Use of social spaces.

Gym	Closed
Sauna	Closed
Messroom	Will be opened during meal times and closed after meal time.
Public toilets	Closed since everybody can use their own toilets in the cabin. For warehouse employees it will be allowed to go to the toilet in their rooms with work cloths and on socks if they need to use the toilet.
TV Rooms	Closed
Gaming room	Closed
Smoker rooms	Will be open but maximum of 3 persons and keep distance of 1,5 meter.

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6.7. Laundry

The crewmembers handling the laundry will wear personal protective equipment (full face mask, gloves and apron) when handling laundry.

Cleaning of / changing of bed linen in the cabins. On the scheduled time, put your linen, towels laundry together in the pillow case. New bed linen will be placed in your cabins and you will be asked to change the linen yourself;

Laundry will be done in the same matter. Put it together with the linen or collect separately on and put in the box on deck 2 next to forward staircase.

6.8. Regularly medical checks


The Medic on board will check all the personnel who have suspicious symptoms. If an person has suspicious symptoms, the whole team of that person will go into quarantine and supervised by the medic. The medic will take care of these people and provide them with necessities. He will bring supplies to protect himself.

Suggestion:

Take the temperature for all personnel on a daily base. If somebody has a temperature of above 38 Celsius, the person will be placed in quarantine (and the team of that person).


The time and place of this will be further discussed with the medic.

It is important to communicate what will be done if somebody is feeling ill. The person feeling ill should feel safe to approach the medic and acknowledge feeling ill. The medic will judge the situation.

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6.9. Temperature Log

In order to measure the temperature over a 6 day period, the document 200 0815 FRM 03 COVID-19 Temperature Log will be used.

	Code:	200 0815 FRM 03
	Owner:	QHSSE Manager
	Revision:	01
	Issued:	06-04-2020
COVID-19 Temperature Log		

Name of Person: _____

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Date						
Time (try to do it around the same time)						
Temperature measured						
place taken (eg. Ear, tounge, etc)						


Signature

6.10. Disciplinary action

In order to maintain the rules on board the vessel the following disciplinary actions will be taken when not following rules:

- First time = Written warning
- Second time = Second written warning
- Third time = Send of the vessel

If has to be noted that there is a zero tolerance for personnel which was placed in quarantine and are not following the quarantine rules. They will be send of the vessel without a warning.

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7 Stores

7.1. Sanitation equipment

At this moment, there is enough sanitation equipment onboard the vessel. But since the suppliers are experiencing difficulty in delivering this equipment and with extra delivery time, it is important to plan the delivery of this equipment in advance.

7.2. Spare parts policy

There have been additional spare parts delivered on board the vessel, in case we have to stay offshore longer.

7.3. Medical equipment

There is a stock of medical equipment available on board the vessel in the hospital. The medic will also bring own equipment. It is difficult to provide the vessel with protective equipment like masks, gloves, hand sanitizer etc. The purchase departments are putting all their efforts in to providing the vessel with this equipment but it remains uncertain.

7.4. Food stores


There has been an additional food store delivered on board the vessel for 45 days. This in order to make sure that there is enough food available if we have to stay offshore longer.

7.5. Equipment needed for segregation

The Vessel Superintendent has purchased and delivered high visibility jackets to the vessel in order to implement the segregation of the crew. If further equipment is required, it will be purchased and delivered as soon as possible.

7.6. Fuel and water

At this moment, there is enough fuel and water on the vessel available. Even if the vessel has to stay offshore longer.

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8 Emergency Response

8.1. COVID-19 on board

Germany (Emden) – Acta Auriga - EPAS agency

- Any symptoms of COVID-19 to report to agent, direct and via Maritime declaration of Health.
- Agent will alert Port Health.
- Port Health will contact ship to assess situation.
- Ship to sail to Wilhelmshafen and anchor there
- Port Health to come onboard for testing
- Awaiting result of testing
- Decision of further action depending on test result

8.2. Repatriation / evacuation


The medic will be responsible for checking the persons who feel ill. The aim is to get the ill person and team of the vessel if deemed positive on the COVID-19 tests. If there is a suspected case, the person and its team will be isolated in their cabins. The medic on board will contact the doctor on shore and perform a test if deemed necessary which will be send to the laboratory. If it becomes a confirmed case, the authorities will be informed. They will determine if the vessel will sail to port (Wilhelmshafen). Full quarantine of all non-essential personnel will be imposed immediately.

8.3. Bridging document Client - Acta Marine

Bridging document between Client and Acta Marine available.

8.4. Vessel quarantine

The vessel will be cleaned and disinfected by an approved disinfectant (ORS). The authorities will decide further what will be done.

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9 Communication

9.1. Information to On-signers



CSV Acta Auriga

PROCEDURE FOR BOARDING ACTA Auriga


THIS PROCEDURE WILL BE IN PLACE TO HAVE A CONTROLLED CHANGE OF PERSONNEL DURING PORT CALL AT EMDEN.

THE CHANGE OF PERSONNEL FROM ACTA MARINE CREW AND OWS WILL BE SEPERATED AS MUCH AS POSSIBLE. THIS TO SEPARATE THE BOARDING PERSONNEL FROM THE REMAINING CREW.

- 1) Keep a minimum of 1,5 mtr. between each other to reduce the risk of contamination. This social distancing rule is one of the main advices that we get to avoid contamination;
- 2) The on-signers will arrive per team to the vessel. The next team will follow shortly with an interval of about 0.5/0.45 hour. This due to familiarization process and checking-in process.
- 3) On the Key side the temperature of each will be checked by a external medical company to ensure that everyone is coming on board without s high temperature. 38 Deg. C. is the max..
- 4) Luggage for the on-signers to be carried by yourselves and put into special bags on the key side. Per team these bag will be lifted onto main deck by means of a ships crane. The off-signers can deliver the bags on Main deck and drop them in the special bags to be lifted to the key side by means of the ships crane.;
- 5) The on-signers will receive their cabin room number via OWS team leader (s). Cabin keys are posted on the doors of each room. The normal reception is NOT open and the on-signers have to enter the vessel through the back door directly to main deck.
- 6) Once checked in the on-signers are asked to go to their Cabin and stay there until further notice from OWS team leader(s).
- 7) The familiarization of the on-singer will be done by the OWS team leader(s).

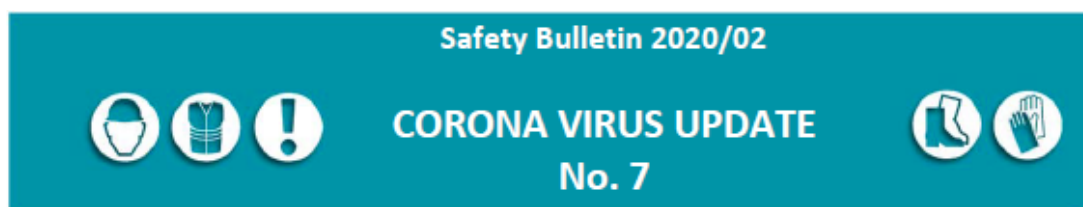
Thanks for the cooperation to keep each other safe.. Welcome on board.

Captain Acta Auriga

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9.2. Information QHSSE

Latest Corona Virus related Safety Bulletin from Acta Marin on 03-04-2020.



To All,

Update: 03-04-2020

Following developments in the world and in the Netherlands, Acta Marine's office personnel continues to work at home. Only a few are working on location such as our personnel of the workshop and warehouse or technical personnel who are assisting in dockings.

Since the outbreak of the Corona virus Acta Marine is informing the organization.

We assembled the Corona Crises ERT team in the beginning of February and started this Corona Virus Bulletin. This was followed-up with the Corporate updates from our directors.

The crewing department is informing the vessels on travel restrictions, crew changes and questions regarding wages, holidays or other possible personal issues.

At the moment the situation develops in such a way that specific vessel- or project information is necessary for an increasing amount of vessels. For this we created the COVID-19 Offshore Handbook.

COVID-19 Offshore Handbook

The COVID-19 Offshore Handbook provides generic information what was previously communicated with the Corona bulletin.

The handbook follows the Transmittal Protocol:

- Refusal of personnel onboard in case of signs of sickness
- Separate/ isolate boarding- from remaining personnel
- Social distancing of 1.5 mtr
- Hygiene measures
- PPE


It includes amongst other, the following information:

1. The Checklist COVID-19 does not have to be used anymore.
2. Crew traveling to the vessel are expected to be not sick and not having sick symptoms like coughing, difficulty in breathing, nose cold, etc. If they are, it is assumed they will remain at home as instructed by their government.
3. Boarding personnel are asked to check their body temperature 7 days prior traveling to the vessel and keep a record this.
4. Depending in the vessel and/ or client, it can be decided to place onboarding personnel in quarantine for 7 days. This will be an onshore location and communicated to personnel on time.
5. All boarding personnel will be screened on flue like symptoms. If symptoms are observed, these persons will not be permitted onboard:
 - a. A raise in body temperature of over 38°C
 - b. Problems with the (upper) respiratory system such as coughing, difficulty in breathing, nose cold, etc..
6. Screening of personnel/ surveillance will continue after personnel have boarded the vessel.
7. Personnel that suffered the corona flue have to be in possession of a statement from a medical professional stating they are recovered and healthy.

After boarding, personnel need to be separated/ isolated from remaining personnel as much as possible, for 14 days (separate meal times, sleep on separate decks, work in opposite shifts, etc). This will be described in the manual and can differ from vessel to vessel.

In addition the handbook gives additional specific vessel, client, port and/ or project information which might be necessary for our vessel crew.

The handbook can be provided via the operational department with assistance of the QHSSE department. To make the handbook specific we need input from client, project and vessel captain.

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Corporate Travel Clinic

As mentioned before Acta Marine is advised by the Corporate Travel Clinic, a company which is also involved in advising the Dutch Government. In this way we are getting the correct, most recent information from first hand. Acta Marine is in process of obtaining test instruments to use for our onboard- and boarding personnel.

The following still remains in force and will also appear in the COVID handbook;

Hygiene Measures are still strongly encouraged:

- Wash your hands regular
- Cough and sneeze in the inside of your elbow
- Use paper paper handkerchiefs
- Don't shake hands.
- Keep distance of at least one meter from other people, particular those that cough of sneeze or may have a fever.

Note: Ensure everybody has the opportunity to wash or disinfect their hand and to dry their hands with paper handkerchiefs, not cotton towel.


When Shipboard Personnel, including charterer's personnel are getting ill:

- When personnel onboard show signs of fever or other possible signs of Corona flu, he/ she should report this to his direct supervisor or the Captain a.s.a.p.
- Ill personnel will be isolated.
- The Captain will communicate with onshore Management and client representative.
- Local authorities will be informed.
- The Captain can isolate suspected personnel until further notice to obtain medical advice.

We ask all Captains to organize regular (weekly) sessions to inform all personnel. Of course doing so keeping in mind the transmittal protocol instructions.

Feedback of this is expected in the form of Minutes of Meeting.

We will remain to keep you informed of the Corona Virus Situation.

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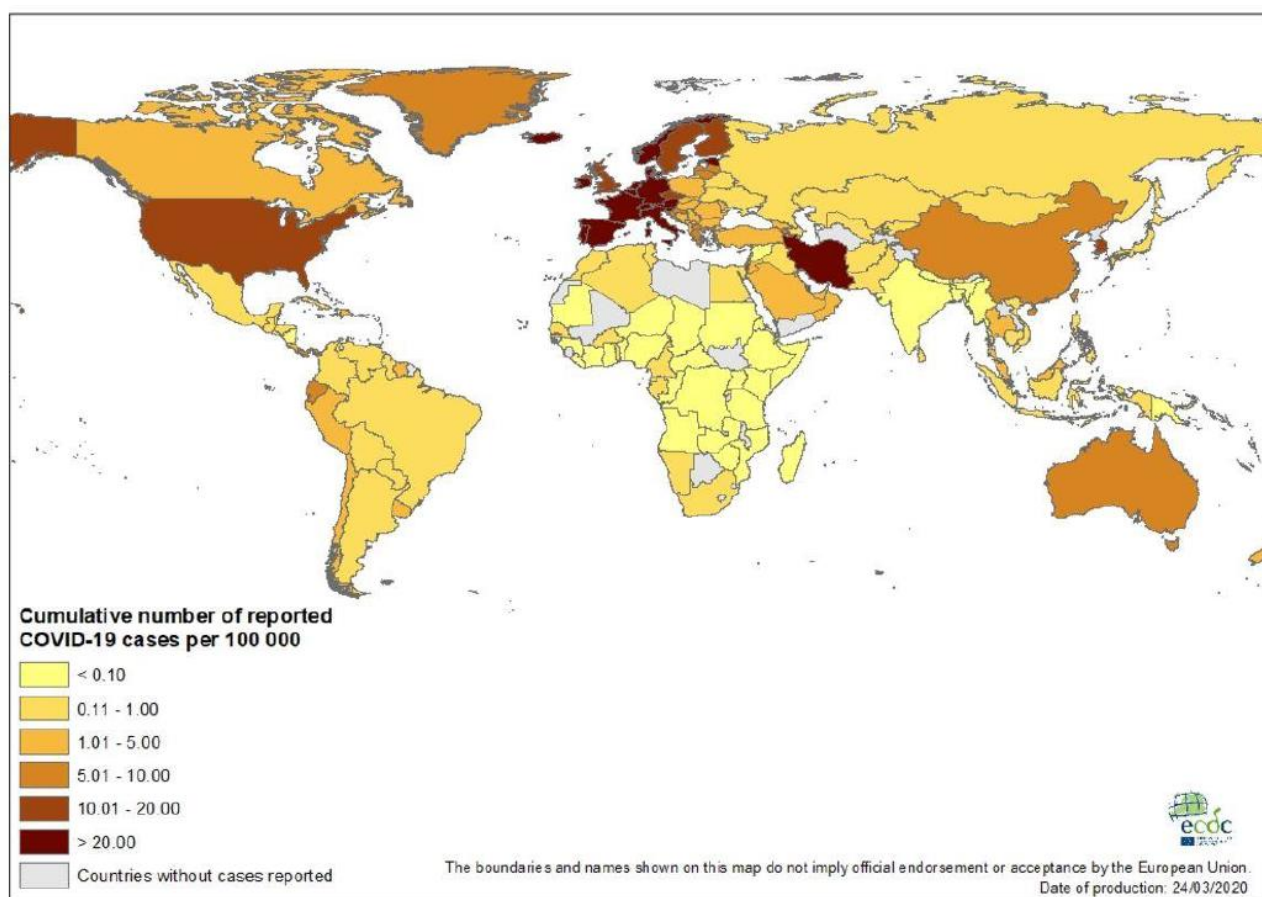
9.3. Information from Clients

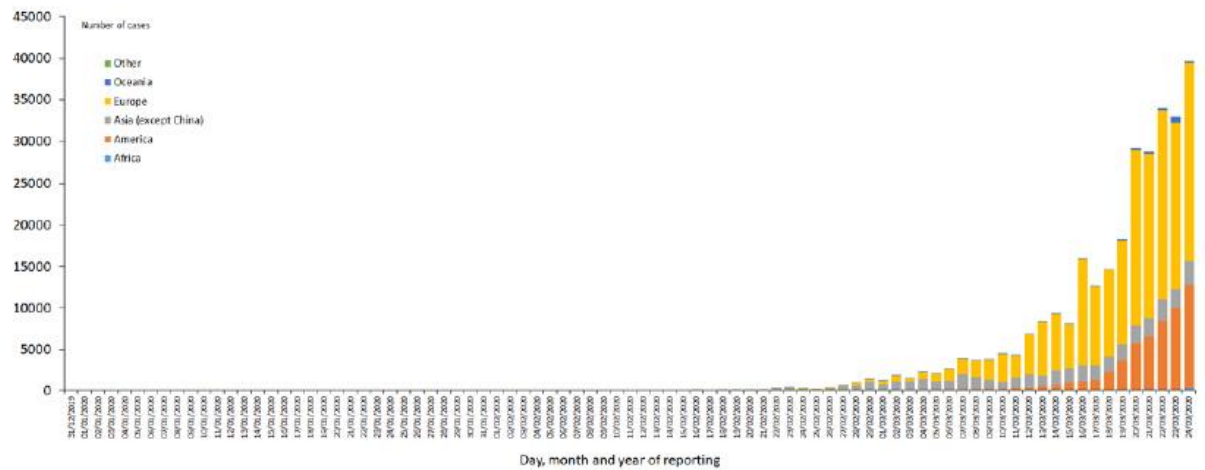
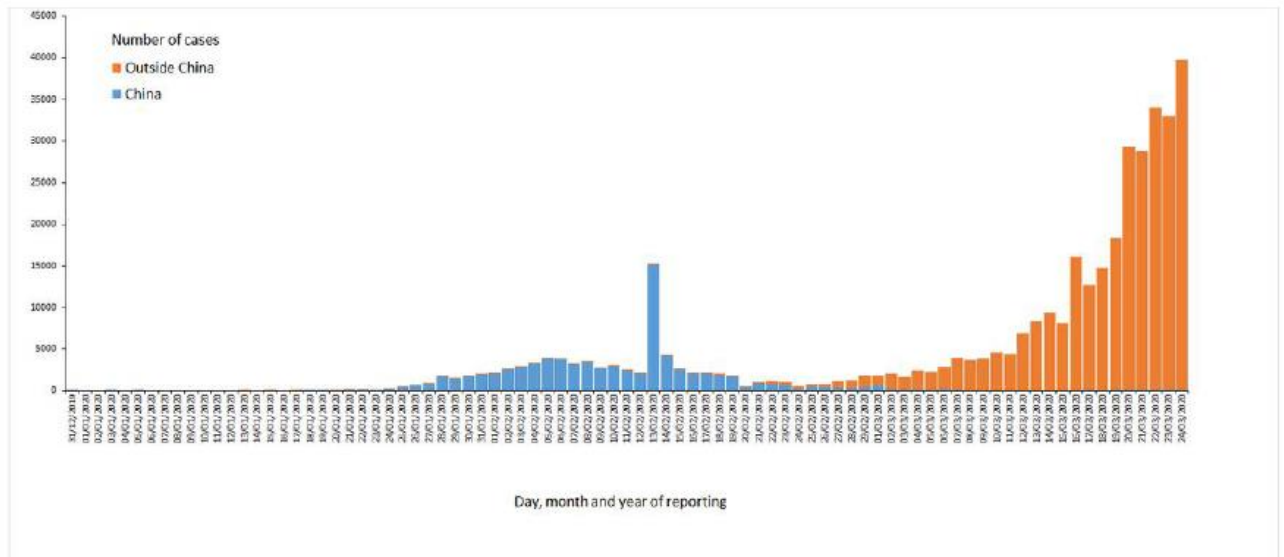
Information from the client which can be applicable for Acta Marine will be shared as soon as possible. It is agreed between all parties that if relevant /important information is available, it will be shared with all the parties.


9.4. Information from Corporate Travel Clinic

The Corporate Travel Clinic is the company which Acta Marine hired to provide us professional healthcare information regarding COVID-19. If we receive any information which could be useful, it will be shared as soon as possible between all parties.

Below is information we received on the 24 of March 2020:





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10 Contact details

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10.2. Client

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10.3. Contractors

DOC

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OWS

Name	Function	Telephone
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10.4. Government


Name	Function	Telephone

10.5. Agent

Name	Function	Telephone

10.6. Medical advise

Name	Function	Telephone

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11 References

For setting up this manual the following resources were consulted;

Organisation	Document	
International Chamber of Commerce (ICS)	Guidance for Ship Operators for the Protection of the Health of Seafarers	
Corporate Travel Clinic Erasmus MC	Factsheet COVID-19	
ILenT (Dutch flag state)	Coronavirus and prevention on board ships	
Rijksinstituut voor Volksgezondheid en Milieu Ministerie van Volksgezondheid, Welzijn en Sport (RIVM)	Protocol thuisisolatie van een patiënt met COVID-19	
International Maritime Organisation (IMO)	Circular Letters	
World Health Organisation (WHO)	Sitreps	
International Maritime Health Association (IMHA)	Information to shipping companies	
Koninklijke Vereniging van Nederlandse Reders (KVNR)	Circular Letters	

Appendix 1. Support and Logistics Supplies List

Items	Comment	Already carried on board?	Quantity onboard	Required
CHEMICALS				
Antibiotics		Yes		
Chlorine		Yes		
Fever and pain medication		Yes		
Sodium lactate solution		Yes		
Alcohol-based hand rub	Bottle of 100ml and 500ml	Yes		
Chlorine	NaDCC, granules, 1kg, 65 to 70% + dosage information	Yes		
Paracetamol	500mg tablets	Yes		
Sodium lactate compound solution	Ringer's lactate, injection solution, w/o IV set and needle, 1000ml	Yes		
PPE				
Examination Gloves, EU MDD directive 93/42/EEC Category III, EU PPE Regulation 2016/425 Category III, EN 455, EN 374, ANSI/ISEA 105, ASTM D6319, or equivalent standards	Nitrile, powder-free, non-sterile. Cuff length preferably reaching above the wrist (e.g. minimum 230mm total length. Sizes, S, M, L). Plentiful supplies required.	Yes		
Surgical Gloves, EU MDD directive 93/42/EEC Category III, EU PPE Regulation 2016/425 Category III, EN 455, EN 374, ANSI/ISEA 105, ASTM D6319, or equivalent standards	Nitrile, powder-free, single use. Gloves should have long cuffs, reaching well above the wrist, ideally to mid-forearm. (Sizes 5.0–9.0)	Yes		

Gloves, cleaning	Outer glove should have long cuffs, reaching well above the wrist, ideally to mid-forearm. Cuff length preferably reach mid-forearm (e.g. minimum 280mm total length. Sizes, S, M, L), reusable, puncture resistant, FDA compliant	Yes		
Impermeable gowns single use	Disposable, length mid-calf. - EU PPE Regulation 2016/425 and EU MDD directive 93/42/EEC• FDA class I or II medical device, or equivalent, EN 13795 any performance level, or AAMI PB70 all levels acceptable, or equivalent.	Yes, but check supplies are plentiful		
Scrubs - Tunic/tops	Woven, scrubs, reusable or single use, short sleeved (tunic/tops), worn underneath the coveralls or gown	Yes, but check supplies are plentiful		
Scrubs - Trouser/pants	Woven, scrubs, reusable or single use, short sleeved (tunic/tops), worn underneath the coveralls or gown	Yes, but check supplies are plentiful		
Aprons	Heavy duty, straight apron with bib. Fabric: 100% polyester with PVC coating, or 100% PVC, or 100% rubber, or other fluid resistant coated material, Waterproof, sewn strap for neck and back fastening. Minimum basis weight: 300g/m ² covering size: 70-90 cm (width) X 120-150cm (height). Reusable (if decontamination arrangements exist) EN ISO 13688, EN 14126-B and partial body protection (EN 13034 or EN 14605), EN 343 for water and breathability or equivalent.	Yes, but check supplies are plentiful		

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Goggles, protective EU PPE Regulation 2016/425, EN 166, ANSI/ISEA Z87.1, or equivalent	Good seal with facial skin, flexible PVC frame to easily fit all face contours with even pressure. Enclose eyes and surrounding areas. Accommodate prescription glasses wearers. Clear plastic lens with fog and scratch resistant treatments, Adjustable band to secure firmly and not become loose during clinical activity. Indirect venting to avoid fogging. May be reused (if decontamination arrangements exist) or disposable.	Yes, but check supplies are plentiful		
Surgical masks for medics ASTM F2100 minimum level 1 or equivalent*	Good breathability, clear internal and external faces. EU MDD directive 93/42/ EEC Category III, or equivalent, EN 14683 Type II, IR, IIR	Yes, but check supplies are plentiful		
Patient masks EN 14683 any type including Type I*	Good breathability, clear internal and external faces	Yes, but check supplies are plentiful		
Face shield (PPE)	Should be provided by Port Health Authority	Unlikely		
MEDICAL KIT				
Sample medium and packaging	Plentiful supplies required	Yes		
Disinfectants	Plentiful supplies required	Yes		
Hand hygiene supplies	Plentiful supplies required	Yes		
Containers	For disposable sharps and needles	Yes		
Guedel tubes		Yes		
Infusion sets		Yes		
Nose masks		Yes		
Facial oxygen masks		Yes		
Oximeter		Yes		
Oxygen splitters		Yes		
Safety bag and box		Yes		

Commercial testing materials for samples	Ideally a third party should take samples for suspected cases. Specific materials needed to transport samples and to minimise infection Should be provided by Port Health Authority"	Unlikely		
Fit test kit	Should be provided by Port Health Authority	Unlikely		
Laryngoscope, with depressors and tubes	Should be provided by Port Health Authority	Unlikely		
Oxygen concentrator	Should be provided by Port Health Authority	Unlikely		
Portable ventilators	Should be provided by Port Health Authority	Unlikely		
Portable ultrasound scanner	Should be provided by Port Health Authority	Unlikely		
Resuscitator, child	Should be provided by Port Health Authority	Unlikely		
Viral transport medium – to transport laboratory specimens	Should be provided by Port Health Authority	Unlikely		
Viral transport medium with Swab 3 ml	Should be provided by Port Health Authority	Unlikely		
Bio-hazardous bag	Disposal bag for bio-hazardous waste, 30 x 50cm, with "Biohazard" print, autoclavable polypropylene. 50 or 70 micron thickness	Yes		
Carbon dioxide detector	"Disposable, colorimetric, sizes compatible with adult endotracheal tube (or child if applicable), unlikely to be in medical cabin but usually on board a ship. If not available ask Port Health Authority to provide along with appropriate guidance and accessories"	Unlikely		

Endotracheal tube, without cuff	Open distal end and Magill-type point with oral angle of 37.5°, standard connector (ext. Ø 15mm) at the proximal end to connect the tube to the ventilation system, radio opaque mark, Murphy's eye, graduations, size: Ø internal 3mm or 3.5mm, material: polyvinyl chloride (PVC), disposable, sterile, initial sterilisation method: ethylene oxide gas or gamma radiation	Yes		
Endotracheal tube with cuff	Same specification as for endotracheal tube, without cuff except size: Ø internal 6.5mm, 7mm, 7.5mm or 8mm	Yes		
Hand drying tissue	50–100m roll	Yes		
Infusion giving set	With air inlet and needle, sterile, single-use	Yes		
Pulse oximeter	Compact portable device measures arterial blood oxygen saturation (SpO ₂), heart rate and signal strength. Measuring range: SpO ₂ 30 - 100% (minimum graduation 1%), heart rate 20–250 bpm (minimum graduation 1bpm). Line-powered, or extra batteries/rechargeable batteries needed at least one year. ISO 80601-2-61:2011 or equivalent	Yes		
Resuscitator, adult	To ventilate adult (body weight > 30kg), with compressible self-refilling ventilation bag, capacity: 1475–2000ml. Resuscitator operated by hand, ventilation with ambient air, resuscitator shall be easy to disassemble and reassemble, to clean	Yes		

	and disinfect, and be autoclavable. All parts must be of high-strength, long-life materials not requiring special maintenance or storage conditions			
Sample collection triple packaging boxes	For transport as defined by the Guidance on Regulations for the Transport of Infectious Substances 2019–2020	Yes		
Safety box	Needles/syringes, 5l - cardboard for incineration, box-25. Biohazard label as per WHO PQS E010/011	Yes		
Stainless steel depressor sets Miller	Straight Nr 1, length approx. 100mm	Yes		
Stainless steel depressor sets Macintosh	Curved Nr 2, length approx. 110mm	Yes		
Stainless steel depressor sets Macintosh	Curved Nr 3, length approx. 135mm	Yes		
Stainless steel depressor sets Macintosh	Curved Nr 4, length approx. 155mm	Yes		
Soap	Liquid (preferred), powder and bar	Yes		