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**Konu** : ICS'nin Yeni KoronaVirüs Hakkındaki Güncel Duyurusu

**Sirküler No :310**

Sayın Üyemiz,

**İlgi** : ICS'nin 16.03.2020 tarihli ve LA(20)16 sayılı yazısı.

Uluslararası Deniz Ticaret Odası(International Chamber of Shipping-ICS) tarafından gönderilen ilgi yazı ile Dünya Sağlık Örgütü'nün(World Health Organization-WHO) yayınladığı ve **16 Mart 2020** tarihi itibariyle Çin ve diğer ülkelerden bildirilen "Yeni Koronavirüs" (novel coronavirus – COVID-19) akut solunum yolu hastalık vaka tablolarını içeren rapor ile "Yeni Koronavirüs" hakkındaki güncel bilgiler Odamıza iletilmiştir.

ICS tarafından, virüs ve etki durumunun yakından takip edildiği ve haftalık olarak virüsün etkisi, yayılımı ve tedbirler konusunda üyelere yönelik düzenli güncellenmiş rapor sunulacağı belirtilmiştir. Ayrıca, Dünya Sağlık Örgütü'nün geçen hafta yaptığı açıklamalarda 102 ülkede görülen COVID-19 vakasının, bu hafta itibarıyla 143 ülkeye çıktığı, geçtiğimiz haftadan itibaren 47.931 yeni vakanın tespit edildiği ifade edilmektedir. Buna ilave olarak, Dünya Sağlık Örgütü(WHO) tarafından, gemilerin Uluslararası Sağlık Yönetmelikleri'ne uyumu için Uluslararası Denizcilik Örgütü(International Maritime Organization-IMO) ve Uluslararası Çalışma Örgütü(International Labour Organization-ILO) tavsiyelerine uyulması gerektiği bildirilmektedir.

Ayrıca, bahse konu yazıda COVID-19 ile ilgili güncel bilgilere ilave olarak, COVID-19 Salgını Sırasında Gemi İşletmecilerinin Çalışmaya Devam Etmelerine Yardımcı Olmak İçin Yeni ICS Rehberi ve pratik uygulamaların olduğu ilgili belgeler Ek'te sunulmuştur.

Bilgilerinize arz ve rica ederim.

Saygılarımla,

*e-imza*

İsmet SALİHOĞLU

Genel Sekreter

**Ek:**

- 1- İlgi Yazı Türkçe Tercümesi (8 sayfa)
- 2- İlgi Yazı (8 sayfa)
- 3- COVID-19 Salgını Sırasında Denizcilik Şirketleri Faaliyetleri İçin ICS Rehberi (5 sayfa)
- 4- COVID-19 Acil Durum Protokolü-İş Sürekliliği Planı Oluşturulması Rehberi (2 sayfa)
- 5- COVID-19 İle İlgili Örnek Çalışan Belgesi (2 sayfa)



- 6- COVID-19'un Kontrolüne Yönelik Sorumluluklara İlişkin Örnek Çalışan Belgesi (1 sayfa)  
7- COVID-19 Risklerini Kontrol Etmek İçin Örnek ICS Politikası (3 sayfa)

**Dağıtım:****Gereği:**

- Tüm Üyeler (WEB sayfası ve e-posta ile)
- Türk Armatörler Birliği
- S.S. Gemi Armatörleri Mot. Taş. Koop.
- Vapur Donatanları ve Acenteleri Derneği
- İMEAK DTO Meslek Komite Bşk.
- İMEAK DTO Şubeleri ve Temsilcilikleri
- GİSBİR
- Yalova Altınova Tersane Gir. San. ve Tic.

**A.Ş.**

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- KOSDER
- Gemi Sahibi Firmalar
- Marinalar

**Bilgi:**

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### **Sayılarla Son Durum.**

Region	Confirmed Cases 8 <sup>th</sup> March 2020	Confirmed Cases 15 <sup>th</sup> March 2020	Increase in last week	Risk
Globally	105586 Confirmed 3584 deaths.	153517 confirmed 5735 deaths.	47,931 confirmed 2151 deaths.	Very high
China	80859 confirmed 3100 deaths	81048 confirmed 3204 deaths	189 confirmed 104 deaths	Very High
Other Countries	24727 confirmed 484 deaths	72469 confirmed 2531 deaths	47742 confirmed deaths	Very High
Total Countries	102	143	41	Very High

### **15 Mart 2020 Tarihi İtibarıyla Çin Halk Cumhuriyeti'nde Tespit Edilen COVID-19 Vaka Sayısı.**

Çin Halk Cumhuriyeti'nde tespit edilen yeni vakaların sayısında oldukça önemli bir oranda azalma görüldüğü belirtilmektedir. Bununla birlikte, en fazla sayıda Wuhan'da olmak üzere Çin'deki tüm eyaletlerde hala COVID-19 vakaları görülmektedir. En fazla sayıda vakanın bulunduğu ilk beş ilin sırasıyla; Hubei, Guangdong, Henan, Zhejiang ve Hunan olduğu ifade edilmektedir.

### **15 Mart 2020 Tarihi İtibarıyla En Fazla COVID-19 Vakası Tespit Edilen İlk 12 Ülke.**

China
Italy
Iran (Islamic Republic of)
Republic of Korea
Spain
France
Germany
United States of America
Switzerland
United Kingdom
Netherlands
Sweden

Diamond Princess kruvaziyer gemisinden 697 vaka ve 7 ölüm rapor edilmiştir. Grand Princess kruvaziyer gemisinde ise değerlendirmeler devam etmektedir.

Günlük istatistiklere dahil edilmek üzere WHO'ya rapor edilen vaka sayısı, bildirildikleri süreye bağlı olarak değişkenlik gösterebilmektedir. ICS'nin, farklı medya organları tarafından daha yüksek rakamlar rapor edildiğinin farkında olduğu, WHO verilerinin resmi kıyaslama rakamları olarak kullanılmasının önem gösterdiği belirtilmektedir.

Özellikle Afrika, Güney ve Orta Amerika ile Karayipler olmak üzere birçok ülkenin koronavirüs test kitlelerine erişim sağlayamadığı bilinmektedir. Bu sebeple bahse konu ülkelerde virüsün bulaşma durumu bilinmemekte olup dikkat edilmesi gerekmektedir.

Bazı ülkeler, ilk başta tespit edilen vakaları geçici olarak çözmüş gibi gözükse de, bu ülkelerde de potansiyel risk devam ettiği göz önünde bulundurulmalıdır.

### **ICS'nin COVID-19 Sürecinde Sağladığı Destek.**

Salgın ile ilgili durum ICS tarafından günlük olarak takip edilmekte olup üyelere konu hakkında gerekli tavsiyeler sağlanmaktadır.

Uluslararası Deniz Ticaret Odası aşağıdaki hususların yerine getirilmesi önemle tavsiye etmektedir.

- Teste tabi tutulması gereken veya COVID-19 test sonuçları pozitif çıkan mürettebata ait bilgilerin ICS ile paylaşılması (yolcu ve yük gemilerinde, salgından etkilenen mürettebatın sayısını izlemek ve sonraki süreçte uygun önlemlerin alınmasını sağlamak için bahse konu hususları WHO ve IMO'ya bildirmek önem arz etmektedir),
- Gerekli tıbbi malzemenin tedarik sürecinde karşılaşılan sorunlar hakkında bilgi sağlanması (Liste güncellenecek olup belirlenen malzemelerin elde edilmesinin mümkün olmaması durumunda potansiyel alternatiflerin belirlenmesi için WHO'dan tavsiye alınacaktır),
- Özellikle personel değişimi ile ilgili diğer istihdam ve personel milliyeti tespitine ilişkin hususların bildirilmesi,
- Uluslararası düzeyde gündeme getirilmesi gerekebilecek salgına ilişkin ortaya çıkan diğer hususlar hakkında bilgi verilmesidir.

### **Koronavirus - Küresel Liman Kısıtlamaları Haritası.**

ICS, üyelerini ve denizcilik şirketlerini, Küresel Liman Kısıtlamaları ile muhtemel limanların web sitesini incelemeye teşvik etmektedir. Dünya genelindeki ülkeler açısından, Çin limanlarında bulunan gemi ve mürettebatı üzerinde koronavirüs yayılmasıyla mücadele etmeye yönelik yeni kısıtlamalar getirilmesi karmaşık bir süreç olacaktır. Wilhelmsen Ships Service tarafından, "Coronavirus-Global Port Restrictions Map" online uygulaması geliştirilmiştir. Uygulamada bulunan liman veya ülkenin üzerine gelerek tüm konumlardaki kısıtlamalar görüntülenmektedir. Harita, günde iki kez güncellenmektedir ve önceki 24 saat için güncellemelerin bulunduğu yerler öne çıkarılmaktadır. Bahse konu harita uygulamasına <https://wilhelmsen.com/ships-agency/campaigns/coronavirus/coronavirus-map/> adresinden erişim sağlanmaktadır.

### **COVID-19 Salgınının Deniz Ulaştırması Üzerindeki Ekonomik Etkisi.**

COVID-19, konteyner ve kruvaziyer gemileri de dahil olmak üzere neredeyse tüm denizcilik unsurlarını doğrudan ekonomik olarak etki göstermiş olup ticari rekabetin yaşandığı, küresel ekonomik yavaşlama nedeniyle baskı altındaki denizcilik sektörünün işletme gelirlerini bu yıl önemli ölçüde etkileyecektir.

Salgının küresel denizcilik sektörü üzerindeki etkisinin belirlenmesi için henüz çok erken olmakla birlikte, bazı uzman değerlendirmeleri, kısa vadeli görünümün olumsuz olmasına rağmen önümüzdeki aylarda iyileşme beklentisinin olduğunu belirtmektedir. Ancak iyileşme sağlanmasının, diğer konuların yanı sıra büyük ölçüde Çin'deki ekonomik iyileşme hızına bağlı olması beklenmektedir.

## Konteyner Gemileri

Son tahminler, 10 Şubat 2020 tarihinden itibaren COVID-19 salgınının liner (düzenli olarak bir hatta çalışan yolcu gemileri) segmentine haftada 350 milyon dolarlık kayba mal olduğunu göstermektedir. Bu durum, konteyner hareketleri ve gemi yüklerinin, konteynerlerin işletme modellerinde bir değişiklik olduğunu gösteren son değerlendirmelerle desteklenmektedir. Çin limanlarına gidecek konteynerler, planlanan gemi sayısı ve 20 feetlik (Twenty foot Equivalent Units-TEU) konteynerlerin kümülatif kapasiteleri çeşitli sebeplerle Ocak ve Şubat aylarında önemli ölçüde düşüş göstermiş olup gözlemlenen bu düşüşte COVID-19 sürecinde artış yaşanmıştır.

Ayrıca ICS, kısmen salgın nedeniyle, Şubat ve Mart 2020 arasında iptal edilen liman girişleri (iptal edilen programlı girişler) oranının büyük ölçüde arttığını gözlemlemiştir.

Maritime Strategies International (MSI), “Şimdiki Durum”, “Orta Derecede Artış” ve “Şiddetli Artış” olmak üzere üç farklı seneryo ile COVID-19 salgınının denizcilik sektörü üzerindeki etkisini değerlendirmekte ve olası “Şubat ayı ortalarından itibaren büyük denizcilik sektörlerindeki yansımaları ve artış risklerini” özetlemektedir. Bahse konu değerlendirmeye aşağıdaki adresten ulaşılabilir.

<https://msiltd.blog/2020/02/24/take-a-look-at-msis-coronavirus-escalation-scenario-analysis-in-our-latest-foresight-piece/>

Uluslararası Bağımsız Tanker Sahipleri Birliği (INTERTANKO), üyelerine COVID-19 ve tanker sektörü üzerindeki etkisiyle ilgili olarak 4 alanda önlem alınması ve virüsün yayılmasına karşı küresel çabalara yardımcı olunması hususlarında tavsiyelerde bulunmuş olup, kiralayanları bu süreçte esnek olmaya ve IMO, ILO ve WHO'nun gerçekçi yaklaşımlarını uygulamaya davet etmiştir. Kabul edilen kontrol önlemleri:

### 1. Gemilerde Personelin Azaltılması.

Denizcilerin seyahat edip gemilere katılamaması tüm denizcilik endüstrisini etkiler. Aileler üzerindeki etkisi, denizcilerin zihinsel refahı ve uzun vadeli yorgunluk sorunları gerçek endişelerdir. Tankerler için personel matrisi üzerinde ilave bir etki bulunmaktadır ve bu durum personel sefer uzunluğu yasal sınırlarını ihlal etmektedir.

### 2. Gemi Denetim Raporu (SIRE) ve CDI Denetimlerinin Düzenlenmesi.

Tanker sektörü, OCIMF ve CDI tarafından yürütülen güvenlik incelemesi ve denetleme işlemlerinin sorunsuz bir şekilde uygulanmasına ihtiyaç duymaktadır. Ancak sorveylerin gemilerde bulunamaması nedeniyle SIRE ve CDI denetimleri yapılamamaktadır. Çok sayıda tankerin 6 aylık düzenli denetleme programları yapılamamaktadır.

### 3. Komple Onarım ve Yedek Parça Tedarikleri

Tankerler, uzman teknisyenlerin bakımına ihtiyaç duyan karmaşık sistemli gemilerdir. Artan seyahat kısıtlamaları sonucunda uzman personel ve yedek parça sayısında azalma yaşanmaktadır.

### 4. Yasal Düzenleme ve Sınıf Sertifikası

Bayrak ve klas kuruluşları sorveylerinin gemilere katılamama ve sertifika verememe sebebiyle INTERTANKO üyelerine aşağıdaki hususlarda tavsiyelerde bulunmuştur:

- Sorunların birkaç ay süreceğinin ön görülmesi.
- Mümkünse yükleme veya boşta çalıştırma da dahil olmak üzere erken SIRE / CDI denetimlerinin planlanması ve uygulanması.
- Denetlemeleri iptal etmek için kiralayanlara bilgi verilmesi.
- Denetleme raporlarının, alındığı tarihten itibaren 12 ay ya da daha uzun bir süre OCIMF ve CDI sistemlerinde tutulduğu ve geçerliliğini koruduğu hususlarının kiracılara hatırlatılması. Geçerlilik süresi kısıtlamaları bireysel kiracıların seçimidir.
- Denizcilerin, denetçi ve sürveylerin, onarım teknisyenlerinin seyahatle ilgili tüm reddetme/iptal işlemleri detaylı kayıtlarının kanıt olarak tutulması.
- Gemi, denetlemeye kadar COVID-19 salgınından etkilenirse, SIRE denetiminin askıya alınmasını sağlayan ifadeler de dahil olmak üzere, zaman ve *spot fixtures* için COVID-19'a yönelik kiralama hükümlerine dikkat edilmesi.
- IMO, ILO ve WHO yayınlarında önerilen, devletleri esnek olmaya ve zorunlu tedbirlerin uygulanmasına yönlendiren önlemlerin dikkatle anlaşılması (Bahse konu önlemlerin, etkilenen düzenleyici konularda pratik ve akılcı bir duruş sergileyen birçok Bayrak Devleti ve klas kuruluş tarafından tanındığı göz önünde bulundurulmalıdır).
- Üyeler şu anda normal kuralları uygulayamayacağından, petrol, gaz ve petrol ürünlerini taşımak için yeterli tonajın sağlanması ve küresel ekonomi için zincirleme etkilerinden kaçınmak için esnekliğe ihtiyaç duyulmaktadır.

### **COVID-19 Salgınının Denizciler Üzerindeki Etkisi**

COVID-19, ülkelerin virüs yayılımını engellemeye yönelik getirdiği seyahat kısıtlamaları nedeniyle birçok durumda “personel değişimini” olumsuz etkilemiştir. Bu duruma, Çin, Tayvan, Hong Kong ve Makao'ya seyahati yasaklayan ve Filipinli denizcilerin bu ülkelerden gelen gemilere katılmasını zorlaştıran Filipin Hükümeti örnek gösterilmektedir. Bu sebeple bazı gemi sahipleri, personel değişimi için alternatif limanlara yönlendirilmiştir.

Birçok ülke, COVID-19 salgınından önemli ölçüde etkilenen ülkelere gelen denizciler için (örneğin Çinli denizciler) vize kısıtlaması ve zorunlu karantina uygulamıştır. Durum hakkında günlük olarak güncellenen ve kapsamlı bilgiler sunan Uluslararası Hava Taşımacılığı Birliği (International Air Transport Association-IATA) [web sitesi](#) ziyaret edilebilir.

Din görevlileri ve gemileri ziyaret edenler birçok limanda gemiye erişim sağlamakta zorlanmaktadır. ICS, bu konuda ihtiyaç duyulacak yardımları belirleyebilmek için ICMA ile birlikte çalışmaktadır.

### **Kruvaziyer Gemilerinin Limanlara Erişimi**

Kruvaziyer gemilerinin belirli ülke limanlarına yanaşamayacağı veya çalışamayacağı, ayrıca salgının sektör üzerindeki finansal ve uzun vadeli etkileri ICS tarafından bilinmektedir. Her olay Dünya Sağlık Örgütü'ne bildirilmekte olup ICS, ülkelerin Uluslararası Sağlık Mevzuatı (International Health Regulations-IHR) kapsamındaki yükümlülüklerini yeri getirmelerine yönelik çalışmalarını Uluslararası Kruvaziyer Şirketleri Birliği (Cruise Lines International Association-CLIA) ile gerçekleştirilmektedir. Mevcut durumun hemen çözümü zor gözükse de, gelecekteki benzer bir krizin meydana gelmesi durumunda yeni tedbirler önerilebilmesi için ilgili vakalar hakkında ICS'ye bilgi verilmesi istenmektedir.

## **Tıbbi Öneriler**

Bütün ülkeler, denizcilik ve havacılık da dahil olmak üzere tüm ulaşım sektörleri için geçerli olan WHO Uluslararası Sağlık Düzenlemelerine uymalıdır. Enfeksiyon ve bulaşıcı hastalık salgınlarının küresel çapta yayılmasını önlemek için denizcilik endüstrisine izlemesi gereken net tavsiyeler içeren bahse konu sağlık düzenlemeleri, 2005 yılında Şiddetli Akut Solunum Sendromu (SARS) krizi sonrası çıkarılan dersleri yansıtacak şekilde güncellenmiştir. Tüm gemiler, sağlıkla ilgili endişeleri erkenden tanımlayabilmek için, bir limana girmeden önce Denizcilik Sağlık Beyanı ya da Yolcu Beyan formunu doldurmalıdır.

Pratika (karantinadan geçen gemiye verilen limana giriş izni), geminin limana girebilmesi için kaptan tarafından yetkililere verilen ve bulaşıcı hastalık bulundurulmadığını beyan eden bir lisanstır. Bu belge serbest pratika olarak ifade edilmektedir. Bir gemi, düz sarı kare şeklindeki bir bayrak ile pratika talebinde bulunabilir. Sarı bayrak, uluslararası denizcilik işaret bayraklarında “Q bayrağı”na karşılık gelmektedir. Liman devletleri, şüpheli bulaşıcı hastalık vakaları olan gemilere yardım etmeli ve gerekirse etkilenen gemilere tıbbi yardım, ekipman, taze yiyecek ve su gibi diğer ihtiyaçları sağlamalıdır. 100'den fazla mürettebatı olan gemilerin bir tıp doktoru bulundurmaları gerekirken, uluslararası sefer yapan kargo gemileri ve diğer gemilerde sadece sınırlı ilk yardım ve tıbbi eğitim almış denizciler bulunmaktadır.

ICS tarafından sunulan rehberliğin güncel gelişmeleri yansıtmasının sağlanması için uluslararası kuruluşlarla çalışmaya devam edileceği belirtilmektedir. Mevcut güncel öneriler aşağıda sunulmuştur:

- Teletıp (telefon vasıtasıyla tedavi) hizmetleri, internet ve liman sağlık otoritelerinin tavsiyelerine erişim sağlanması.
- Gemiler İçin Uluslararası Tıbbi Rehber'in bir kopyasının veya gemide bulunması gereken ekipman ve ilaçların listesinin olduğu, tıbbi tavsiyeler içeren, eşdeğer bir ulusal belge bulundurulması.
- Dünya Sağlık Örgütü'nün COVID-19 için önerdiği ekipmanların kontrol edilmesi. Bahse konu ekipmanların çoğu halihazırda ticaret gemilerinde bulunmaktadır ancak test ekipmanı da dahil olmak üzere gemide taşınmayan ekipmanlar liman devleti sağlık görevlileri tarafından sağlanmalıdır.
- Hastalığın yayılmasını önlemek için tıbbi oda mevcut durumda kullanılıyorsa, tercihen tekli kabinlerden yararlanılması.

## **ICS (COVID-19) Gemi İşletmecileri İçin Denizcilerin Sağlığını Koruma Rehberi**

Bu kapsamlı rehber, COVID-19 salgınının yayılmasını sınırlamak için uluslararası sularda faaliyet gösteren her türlü gemiyi güncel ve etkili bilgilerle desteklemeyi amaçlamaktadır. WHO, IMO, Avrupa Hastalık Önleme ve Kontrol Merkezi (European Centre for Disease Prevention and Control-ECDC) ve Uluslararası Denizcilik Sağlığı Birliği (International Maritime Health Association-IMHA) ile birlikte oluşturulmuş olup aşağıda belirtilenler de dahil olmak üzere bir dizi önlemi vurgulamaktadır:

- Liman Giriş Kısıtlamalarının yönetilmesi,
- Denizciler için COVID-19'a yönelik pratik koruyucu önlemler,
- Salgın Yönetim Planı,

- Gemiye biniş öncesi tarama,
- Şüpheli enfeksiyon vakalarında yapılacak işlemler gibi konularda eğitim,
- Gemilerdeki denizciler için hijyen önlemleri,
- Yüksek risk durumu yönetimi,
- Vaka yönetimi,
- İzolasyon/karantina,
- Temizlik, dezenfeksiyon ve atık yönetimi.

**ICS (COVID-19) Gemi İşletmecileri İçin Denizcilerin Sağlığını Koruma Rehberi'ne aşağıdaki adresten ücretsiz olarak ulaşılmaktadır.**

[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)

Bahse konu rehberde gemilerde kullanılabilir "Gemiye Biniş Öncesi Yolcu Formu" ve "WHO COVID-19 Destek ve Lojistik Malzeme Listesi" gibi afişlere de bulunmaktadır.

- "Kendinizi ve Başkalarını Hastalanmaktan Koruyun" başlıklı afiş  
<https://www.ics-shipping.org/docs/default-source/resources/covid-19---protect-yourself-and-other-from-getting-sick.pdf?sfvrsn=4>
- "Seyahat Ederken Sağlıklı Kal" başlıklı afiş  
<https://www.ics-shipping.org/docs/default-source/resources/covid-19---stay-healthy-while-travelling-.pdf?sfvrsn=4>
- "Gıda Güvenliği Uygulaması" başlıklı afiş  
<https://www.ics-shipping.org/docs/default-source/resources/covid-19---practise-food-safety.pdf?sfvrsn=4>

### **Kruvaziyer Gemilerin Limanlarda Tıbbi Desteğe Erişimi**

ICS'nin, kruvaziyer gemilerinin belirli ülke limanlarına yanaşmadığının bildirildiği durumların farkında olduğu belirtilmektedir. Her olay WHO'ya bildirilmekte olup, ülkelerin Uluslararası Sağlık Mevzuatı (International Health Regulations-IHR) kapsamındaki yükümlülüklerini yerine getirmeleri için ICS tarafından teşvik edileceği ifade edilmektedir. İlgili vakalar hakkında ICS ile bilgi paylaşılması istenmektedir.

### **Kargo Gemi Personelinin Limanlarda Tıbbi Desteğe Erişimi**

Semptomları olan denizcilerin karadaki personelden sağlanan tıbbi yardıma erişemedikleri belirtilmekte olup, bu konuların uluslararası düzeyde gündeme getirilebileceği durumların farkında olmanın yarar sağlayacağı düşünülmektedir.

### **Dünya Sağlık Örgütü (WHO)**

ICS, hızlı tanımlama, tanı ve vaka yönetimi, hastaların tanımlanması ve takibi, sağlık kurumlarında enfeksiyonun önlenmesi ve kontrolü, yolcular için sağlık önlemlerinin uygulanması, toplumda farkındalık yaratma ve risk iletişimi gibi kombine halk sağlığı önlemleri uygulanarak Dünya Sağlık Örgütü'nün COVID-19 stratejik hedeflerini desteklemektedir.



- WHO, yolcular için spesifik bir sağlık önlemi tavsiye etmemektedir. Seyahat sırasında veya sonrasında solunum yolu hastalığını belirten semptomlar olması durumunda, yolcuların tıbbi yardım almaları ve seyahat geçmişlerini sağlık görevlileriyle paylaşması önerilmektedir.
- COVID-19 vakalarının görüldüğü bir bölgede bulunulması durumunda, enfeksiyon riskinin ciddiye alınması önem arz etmektedir. WHO tavsiyeleri ile ulusal ve yerel sağlık otoriteleri tarafından yayınlanan rehberlere uyulmalıdır. Çoğu insan için COVID-19 enfeksiyonu hafif hastalığa neden olur, ancak bazı insanlarda daha fazla etki gösterebilir ve ölümcül olabilir. Yaşlılar ve mevcut tıbbi durumları (kardiyovasküler hastalık, kronik solunum hastalığı veya diyabet gibi) olanlar ciddi hastalık riski altındadır.
- Dünya Sağlık Örgütü, COVID-19 salgını için kişisel koruyucu ekipmanların uygun şekilde kullanımı hakkında doküman yayınlamıştır. Kargo ambalajlama da dahil olmak üzere sağlığın korunması/toplu ortamlarda kişisel koruyucu ekipmanların (Personal Protective Equipment-PPE) uygun kullanımı için önerileri özetleyen bahse konu dokümana aşağıdaki adresten erişim sağlanmaktadır.  
[https://apps.who.int/iris/bitstream/handle/10665/331215/WHO-2019-nCov-IPCPE\\_use-2020.1-eng.pdf](https://apps.who.int/iris/bitstream/handle/10665/331215/WHO-2019-nCov-IPCPE_use-2020.1-eng.pdf)
- WHO tarafından yeni teknik rehber belgeleri hazırlanmaktadır. Yeni bilgiler hazır olduğunda haftalık güncel belgeye ve ICS'nin COVID-19 Rehberi'ne ekleneceği belirtilmektedir.
- Farklı ülkelerdeki durumu ve her gün bildirilen vaka sayısını gösteren bir gösterge tablosu oluşturulmuştur. Bahse konu tabloya aşağıdaki adresten ulaşılmaktadır.  
<https://experience.arcgis.com/experience/685d0ace521648f8a5beeee1b9125cd>

### **Hükümetler ve Hükümetlerarası Örgütlerden Sunulan Önemli Rehberler**

ICS, tüm sektör ortaklarını, ulusal hükümetler ve hükümetlerarası kurum/kuruluşlardan sunulan resmi ve yetkili rehberlere bağlı kalınmasını teşvik etmekte ve önermektedir. Bu rehberler:

- Avrupa Birliği / Avrupa Ekonomik Alanı (European Economic Area-EEA) üye devletleri giriş bölgelerinde gemi işletmecilerinin 2019-nCoV salgınına hazırlıklı olması ve önlem alması için Avrupa Birliği Sağlık Giriş Kapıları tarafından yayınlanan pratik rehber.
- Avrupa Birliği Sağlık Giriş Kapıları: 2019-nCoV akut solunum yolu hastalığının ortaya çıkmasına hazırlıklı olma ve müdahale için gemi işletmecilerine tavsiye (Versiyon 2), 3 Şubat 2020.
- Dünya Sağlık Örgütü tarafından verilen tavsiyelere dayanarak, Uluslararası Denizcilik Örgütü (International Maritime Organization-IMO) denizciler, yolcular ve gemide bulunan diğer kişiler için COVID-19 risklerini minimize etmeye yönelik alınması gereken önlemler hakkında bilgi ve rehberlik sağlamak amacıyla [31 Ocak 2020 tarihli ve 4204 sayılı duyuruyu](#) yayınlamıştır.
- Gemilerin ABD limanlarına gitmesi durumunda, ABD Hastalık Kontrol ve Korunma Merkezleri (CDC) tarafından [güncel rehberleri](#) yayınlamıştır.

- Gemi denetimleri ile ilgili olarak, birçok bayrak devleti (Liberya ve Marshall Adaları dahil) denizcilik şirketlerine bağlı kalmaları için tavsiye bildirimleri yayınlamıştır. Bahse konu bildirimlerin bazıları ICS'nin portalında (e-room) bulunmaktadır.
- “Yeni Koronavirüs” konusunda [Deniz Emniyeti Bülteni](#) Birleşik Devletler Sahil Güvenlik (United States Coast Guard-USCG) tarafından hazırlanmıştır.



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16th March 2020

**LA(20)16**

**To: Labour Affairs Committee**

**Copy: All Members & Associate Members (for information)**

**COVID-19 UPDATE AS OF 16<sup>TH</sup> MARCH 2020**

**ACTION REQUIRED:**

**Members are:-**

- ***Invited to note information provided by WHO last night (15<sup>th</sup> March 2020). This demonstrates a significant shift to 143 countries now reporting confirmed cases of COVID-19 in the last week compared with 102 countries a week ago. 47,931 new cases have now been confirmed globally since last Monday.***
- ***Requested to notify ICS of any matters to be shared with other stakeholders.***
- ***Invited to note the new ICS Guidance to Assist Ship Operators to Continue to Conduct Business During the COVID-19 Outbreak and associated practical tools attached to this circular and to share these with their members.***

**SITUATION IN NUMBERS (COUNTRIES AFFECTED LISTED LATER IN THIS REPORT)**

<b>Region</b>	<b>Confirmed Cases 8<sup>th</sup> March 2020</b>	<b>Confirmed Cases 15<sup>th</sup> March 2020</b>	<b>Increase in last week</b>	<b>Risk</b>
Globally	105586 Confirmed	153517 confirmed	47,931 confirmed	Very high
	3584 deaths.	5735 deaths.	2151 deaths.	
China	80859 confirmed	81048 confirmed	189 confirmed	Very High
	3100 deaths	3204 deaths	104 deaths	
Other Countries	24727 confirmed	72469 confirmed	47742 confirmed	Very High
	484 deaths	2531 deaths	deaths	

Total Countries	102	143	41	Very High
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**CONFIRMED CASES OF COVID-19 IN CHINA, 15<sup>TH</sup> MARCH 2020.**

It is encouraging to note that the number of new cases has considerably reduced in China. However, all provinces in China have had cases of COVID-19 with the largest number of cases still within WUHAN Hubei – with confirmed cases (deaths). This compares to a total of cases (deaths) within China as a whole. The five provinces currently with the most cases in order of size are :-

1. Hubei
2. Guangdong
3. Henan
4. Zhejiang
5. Hunan

**TOP 12 COUNTRIES WITH CASES AS AT 15<sup>TH</sup> MARCH 2020.**

China
Italy
Iran (Islamic Republic of)
Republic of Korea
Spain
France
Germany
United States of America
Switzerland
United Kingdom
Netherlands
Sweden

697 cases were reported for the Diamond Princess and 7 deaths.

Grand Princess cases are currently still being assessed.

The number of cases reported varies depending on the time they are reported to WHO for inclusion in their daily statistics, so numbers constantly change. ICS is also aware that different media are reporting higher numbers, but it is essential for us to use WHO data as official benchmark numbers.

It is also important to understand that a number of countries, particularly in Africa and South and Central America and the Caribbean currently do not have access to testing kits or have an extreme shortage of kits (such as the US and the Philippines) so it is difficult to know if people have contracted the virus in these countries. Caution should therefore be taken in this regard.

A few countries now appear to have temporarily resolved all their initial cases, however it should be assumed that there still remains a potential risk in these countries too.

## ICS ASSISTANCE

- ICS is monitoring the situation daily and advising members as and when appropriate.
  - Please review the new ICS Guidance to Assist Ship Operators to Continue to Conduct Business During the COVID-19 Outbreak and associated practical tools attached as annexes to this circular and share these with your members. These give advice provided by the Chartered Institute of Personnel and Development. Whilst some countries and companies may have appropriate plans in place, others may not and the tools may assist companies maintain their businesses at this difficult time.
  - Annex 1 – ICS guidance for shipping company operations during the COVID-19 outbreak
  - Annex 1A - pandemic contingency plan policy template.
  - Annex 1B - emergency protocol business continuity template.
  - Annex 1C - Model Employee Letter Regarding COVID-19
  - Annex 1D- Model Employee Letter regarding responsibilities in relation to control of COVID-19.
- An ICS e-room contains advice and up to date information for shipping companies regarding COVID-19, which ports are open, advice from flag States, Labour Supply Countries and port States as to actions required for vessels and their crew members and citizens. Anyone new wishing to subscribe should contact the undersigned.
- E room users are encouraged to share information about their respective countries.
- ICS would be grateful if we could continue to be notified of: -
  - any information regarding crew members undergoing testing or who have tested positive for COVID-19. It is important to track the number of crew affected on all ships and to be able to report this back to WHO and IMO to ensure appropriate measures are adopted.
  - issues faced in procuring necessary medical supplies. We will update our list and get advice from WHO if certain items are impossible to obtain to identify potential alternatives.
  - any other employment concerns particularly in relation to crew change issues, and discrimination relating to crew nationality.
  - any other issues arising in relation to the outbreak to be raised at an international level.

## **COVID-19: GLOBAL PORT RESTRICTIONS MAP**

ICS encourages members and shipping companies to review a website of potential ports with restrictions. As countries announce new restrictions on ships and crew that call at vulnerable locations to try to combat spread of Covid-19 staying up to date can be complex. Wilhelmsen Ships Service has produced an online “Coronavirus – Global Port Restrictions Map” updated twice a day demonstrating ports or countries with restrictions but may not be exhaustive. [Link](#)

## **COVID-19: DIRECT ECONOMIC IMPACT ON MARITIME TRANSPORT**

COVID-19 has directly economically impacted virtually all shipping segments, including (but not limited to) containerships and cruise ships and will substantially effect revenues of maritime operations this year– from shipyards to carriers of bulk commodities – adding to the pressure the sector is already under resulting from trade wars and a global economic slowdown.

It is still too early to determine the full impact of the outbreak on the global maritime transport sector, but some expert assessments indicate that while the short-term outlook is unfavourable, the prospect for improvement over the coming months may be positive. However, this will depend largely on, among other things, pace of economic recovery in China, which shows signs of improvement.

### *Containerships*

Recent estimates indicate that, as of 10 February 2020, the COVID-19 outbreak is costing the liner segment around \$350 million a week in lost volumes. This is supported by recent assessments of containership movements and ships cargoes indicating a change in the operational behavioural patterns of containerships. Containership visits to Chinese ports, measured both in number of vessels scheduled to call and their cumulative capacity in Twenty-foot-Equivalent Units (TEU), fell significantly between January and February for various reasons but exacerbated by COVID-19.

ICS also understands that the ratio of missed port calls (scheduled calls abandoned) seems to have increased drastically between February and March 2020, at least in part due to the outbreak.

Courtesy of Maritime Strategies International (MSI), this [link](#) assesses the impact of COVID-19 on the global shipping industry (by shipping segment/sector) providing three different scenarios – ‘Status quo’, ‘Moderate escalation’ and ‘Severe escalation’ and outlining potential “repercussions across major shipping sectors as of mid-February, and risks from escalation.”

INTERTANKO has advised its Members to take measures in 4 areas relating to Covid-19 and its impact on the tanker sector to assist global efforts to combat spread of the virus and is urging charterers to take the flexible and pragmatic approach taken by IMO, ILO and WHO. Control measures adopted cover the ability to:

### *1. Relieve crews from ships*

Inability for seafarers to travel and join ships affects the whole shipping industry. The impact on families, mental welfare of seafarers and issues of long-term fatigue are real concerns. For tankers there is an additional impact upon the crew matrix and breaching statutory limits on crew trip length.

### *2. Arrange SIRE and CDI inspections.*

The tanker industry relies on seamless implementation of vetting and inspection regimes run by OCIMF and CDI. However, ships cannot undertake SIRE and CDI inspections due to inspectors inability to travel to ships. Many tankers cannot maintain regular (six-monthly) inspection schedules.

### *3. Complete repairs and supply spares*

Tankers are complex ships reliant on maintenance from specialised technicians joining ships from manufacturers and spare part providers. With increasing travel restrictions, the specialists and spare parts are scarce.

### *4. Issue statutory and Class certification.*

As Flag and Class inspectors are prevented from joining ships and unable to issue certificates INTERTANKO has now advised its Members to:

- Assume that problems will last for several months.
- Plan and undertake early SIRE / CDI inspections, including on loading or idle if possible.
- Inform charterers of any cancellation of inspection.
- Remind charterers that inspection reports are kept on the OCIMF and CDI systems for up to 12 months or longer from the date of receipt and remain valid. Validity time restrictions are the choice of individual charterers.
- Keep detailed records of all refusals/cancellations of inspections and problems about travel for seafarers, superintendents, inspectors and repair technicians to evidence steps followed.
- Note drafted chartering provisions to address Covid-19 for time and spot fixtures, including wording enabling any SIRE inspection suspension if affected by Covid-19 until the vessel's trading pattern allows an inspection. Charterers should accept and understand this.
- Welcome measures suggested by IMO, ILO and WHO in their circulars and called on States to be flexible and implement force majeure measures. It was also appreciative that these measures have been recognised by most Flag States and Classification Societies, who are adopting a practical and pragmatic stance on affected regulatory matters.
- Encouraged charterers to apply pragmatism in application of internal rules and preferences and to recognise their members efforts to comply with inspection regimes. As Members may not currently be able to utilise normal rules, flexibility is needed to ensure enough tonnage to carry oil, gas and petroleum products, avoiding knock-on effects for the global economy.

## **IMPACT ON SEAFARERS**

COVID-19 has also negatively affected 'crew changeovers' in many cases, due to travel restrictions imposed by countries to try to contain virus spread. This includes the Philippines, where the Government recently banned travel to China, Taiwan (Chinese Taipei), Hong Kong and Macau making it difficult to deploy Filipino seafarers to ships from these countries. Thus, some shipowners have rerouted crew to alternative ports for changeovers.

Many countries have also imposed visa restrictions and mandatory quarantine for seafarers from countries significantly affected by COVID-19, such as Chinese seafarers. To obtain daily updated information on the situation review the IATA website which gives comprehensive coverage. [Link](#)

Chaplains and ship visitors are now finding it difficult to gain access to ships in many ports and ICS is working with ICMA to see what help they may need in this regard.

## **CRUISE SHIPS: ACCESS TO PORTS**

ICS knows of the substantial number of situations where cruise ships cannot dock or operate in certain countries ports. ICS also appreciates the financial implications and long-term effect on the sector. Each incident is shared with WHO and ICS continues to work with CLIA to press for countries to honour their obligations under the WHO International Health Regulations (IHR). ICS encourages members to share data to document these cases. Whilst it may be difficult to immediately resolve this, we can try to suggest new measures should a similar crisis occur in future.

## **MEDICAL ADVICE**

All countries must follow the WHO IHR which apply to all transport sectors including shipping and aviation and give clear advice to follow to avoid global spread of infections and outbreaks of communicable diseases. These were updated in 2005 to reflect lessons learned from the SARS crisis. All ships must complete a Maritime Declaration of Health or Passenger Locator form before entering a port area to identify health concerns early so that appropriate assistance given.

A pratique license is given to a ship to enter port if the captain assures the authorities that she is free from contagious disease. Clearance granted is known as free pratique. A ship can request pratique by flying a solid yellow square-shaped flag. (Q flag - International maritime signal flags.) Port States must assist vessels with suspected cases of contagious diseases and if necessary provide medical assistance, equipment and other goods such as fresh food and water to ships affected. Ships with over 100 crew onboard must have a medical practitioner onboard whereas cargo ships and other vessels travelling internationally may have seafarers with limited first aid and medical training.

ICS is conscious of the fluid nature of the situation and will continue to work with international bodies to ensure our guidance reflects up to date developments. Key current messages are to:

- Access advice from telemedical services, internet advice, and port health authorities.
- Carry a copy of the International Medical Guide for Ships or a national equivalent publication with medical advice including a list of equipment and medicines required to be kept onboard.
- Check the WHO suggested equipment for COVID-19. Most is already carried onboard merchant vessels but equipment not carried onboard including testing equipment should be provided by port State health officials.
- Preferably utilise single cabins if the medical room is in use to avoid spreading the disease.

**ICS (COVID-19) Guidance for Ship Operators for the Protection of the Health of Seafarers [link](#).**



This comprehensive document aims to support all types of ships operating in international waters with current effective information to limit spread of COVID-19. It has been produced together with WHO, IMO, ECDC and IMHA and highlights a raft of measures including advice on:

- managing Port Entry Restrictions,
- practical Protective Measures Against COVID-19 for Seafarers,
- an Outbreak Management Plan.
- pre-boarding screening,
- education and what to do in Suspected Cases of Infection.
- hygiene measures for seafarers on Ships,
- managing high risk exposure,
- Case handling,
- Isolation
- Cleaning, disinfection and waste management.

The guidance also comes with posters which can be printed out and placed onboard ships together with a Sample Pre-Boarding Passenger Locator Form and a WHO COVID-19 Support and Logistics Supplies List. The posters are also separately downloadable at the following links :-

[protect yourself from becoming sick](#)    [stay healthy whilst travelling](#)

[Practice food safety](#)

## **CRUISE SHIP ACCESS TO MEDICAL SUPPORT IN PORTS**

ICS is aware of reported situations where cruise ships cannot dock in certain countries ports. Each incident is being reported to WHO and we will continue to press for countries to honour their IHR obligations. Please feel free to share information on cases arising with ICS.

## **CARGO SHIP CREW ACCESS TO MEDICAL SUPPORT IN PORTS**

It is helpful to know of cases where seafarers with reported symptoms cannot access medical assistance from shore side personnel so that these issues can be raised at an international level.

## **WHO**

ICS continues to support WHO's strategic objectives relating to COVID-19 through a mix of public health measures, such as rapid identification, diagnosis and case management, identification and follow up of contacts, infection prevention and control in health care settings, implementation of health measures for travelers, awareness-raising and risk communication. WHO:

- still does not currently recommend any specific health measures for travellers. In case of symptoms suggestive of respiratory illness either during or after travel, travellers should seek medical attention and share their travel history with their health care provider.
- advises people in areas with COVID-19 cases to take infection risks seriously and to follow their advice and guidance of national and local health authorities. For most people, COVID-19 infection will cause mild illness however, it can make some people very ill and in others it can

be fatal. Older people, and those with pre-existing medical conditions (such as cardiovascular disease, chronic respiratory disease or diabetes) are at risk for severe disease.

- has published the *Rational use of personal protective equipment for COVID-19* [link](#).
- summarises recommendations for appropriate use of personal protective equipment (PPE) in health care / community settings, including handling cargo.
- is producing new technical guidance documents which will be reviewed to see how they can best be utilised. As and when new information is available, we will post hyperlinks to this weekly update and add them to the ICS COVID-19 Guidance when revised and updated.
- has established a dashboard illustrating the situation in different countries and the number of cases reported each day. This is available at: [link](#)

## **NOTABLE GUIDANCE FROM GOVERNMENTS & INTERGOVERNMENTAL ORGANISATIONS**

ICS continues to urge all industry stakeholders to adhere to official, authoritative guidance from national governments and intergovernmental bodies. This includes:

- Practical guidance from the European Union Healthy Gateways on *'Interim advice for preparedness and response to cases of the novel Coronavirus (2019-nCoV) infection at points of entry in the European Union (EU)/EEA Member States (MS)'*.
- European Union Healthy Gateways: *'Advice for ship operators for preparedness and response to the outbreak of 2019-nCoV acute respiratory disease (version 2)'*, 3<sup>rd</sup> February 2020.
- IMO [Circular Letter No.4204](#) (31 January 2020) provides information and guidance, based on recommendations developed by WHO, on precautions to take to minimise risks of COVID-19 for seafarers, passengers and others on board ships.
- Guidance issued by the United States Centers for Disease Control and Prevention (CDC), for ships transiting to US Ports available at: [Link](#)
- Regarding ship inspections, many flag states (including Liberia and the Marshall Islands) have issued advisory notices for shipping companies to adhere to. Some are in the e-room.
- United States Coast Guard (USCG) Marine Safety Bulletin on 'Novel Coronavirus' [Link](#)

The ICS secretariat will produce an update on Monday 23rd March 2020.

Natalie Shaw

Director Employment Affairs



## **Annex 1 ICS GUIDANCE FOR SHIPPING COMPANY OPERATIONS**

### **DURING THE COVID-19 OUTBREAK**

#### **INTRODUCTION**

A shipping company's greatest responsibility and duty is to protect employee health and safety. Shipping companies should: -

- Calmly but urgently focus planning and prevention measures on all areas to immediately protect staff and plan for possible disruptions.
- Be prepared and well-informed of the ongoing developments around COVID-19, and official advice distributed by Governments and ICS.
- Tell employees to take precautions, avoiding unnecessary travel to affected areas or approaching potentially infected individuals and animals.
- Advise employees what to do if they think they contract COVID-19.
- Develop a contingency plan for all eventualities on business impact of COVID-19 based on:
  - Annex A - pandemic contingency plan policy template.
  - Annex B - emergency protocol business continuity template.
  - Annex C - Model Employee Letter Regarding COVID-19
  - Annex D- Model Employee Letter regarding responsibilities in relation to control of COVID-19.
  - Annex E - ICS model policy to control risks of COVID-19
- Appoint a pandemic lead to prepare corporate plans using official advice.
- Tell employees returning from affected areas to follow health advice and self-isolate.
- Update employees on latest developments, advice and resources.
- Consider actions if an employee needs to self-quarantine or is sent home as a precaution (on the advice of national health authorities or a doctor).
- Consider employee contracts and national advice on paying employees. This includes potential carriers of COVID-19 who may not have symptoms.

- Allow employees asked to self-isolate to work from home if possible.
- Use discretion around the need for medical evidence for a period of absence where an employee is advised to self-isolate.
- Reduce spreading infection by providing soap and hand sanitiser gels, especially in kitchens and coffee areas and providing staff with hand sanitisers.
- Frequently wipe down communal spaces such as kitchens, handrails on stairs, lift buttons, door handles, etc. with disinfectant.
- Increase office cleaning frequency and intensity and consider a deep clean on a regular basis.
- Encourage remote working and working from home where possible.
- Provide laptops for staff who do not normally work from home. Encourage team working / external meetings through video conferencing, etc.
- Consider staggering shifts, this may help people avoid public transport during the rush hour.
- Implement two teams to reduce employees working together and infection risk.
- Consider banning handshakes.
- Review transferrable skills – are there enough people to maintain business critical areas if staff numbers deplete. Start training people now.

## **IN THE EVENT OF A NATIONAL EMERGENCY**

- In the event of a national emergency a shipping company should:
- Be flexible and act fast, covering various outcomes assists effectiveness.
- Ensure contingency plan handlers meet regularly to review preparations remain appropriate. Act early, even if contingencies are not then needed.
- Increase employee communications and ensure all staff know your plan, developments, resources and advice available and communicate any updated policy changes when adopted.
- Ensure contact numbers and emergency contact details are updated.
- Continue to communicate as the situation changes.
- Know how to spot COVID-19 and relevant processes, e.g. sickness reporting and pay.
- Ensure all potential incidents are advised to HR to evaluate the business risk.
- Consider anyone who may be more vulnerable due to age, pregnancy or a pre-existing condition and consider flexible arrangements.

- Advise visitors to affected areas in last 14 days to stay home to avoid contact with others and notify health authorities even if without symptoms.
- Tell employees who visit affected areas who try to attend work, to go home and follow government guidance to protect the health and safety of all.

## **EMPLOYEES REQUESTING TO ATTEND WORK FOR FEAR OF NOT BEING PAID**

Employees with colds often go to work but COVID-19 is different and everyone must take it seriously and collaborate to protect health and safety. If someone is sick, or exposed at all, consider awarding sick leave to ensure recovery.

## **EMPLOYEE SICKNESS AT WORK**

An employee who becomes sick at work should be moved at least 2 metres away from others and if possible, to an isolation room or area with a closed door, ideally, open a window for ventilation. Call health authorities advising on location for the last 14 days and outlining symptoms. Whilst awaiting advice or for an ambulance, keep the employee 2 metres away from others and: -

- Avoid touching people, surfaces and objects.
- Cover their mouth and nose with a tissue when they cough or sneeze.
- Place tissues in a bag or pocket and throw tissues in the bin.
- If tissues are unavailable, they should cough and sneeze into the crook of their elbow.
- Use a separate bathroom, if available, if the need arises whilst awaiting medical assistance.

## **ALTERNATIVE WORKING ARRANGEMENTS**

To encourage alternative working employers should:

- Consider and facilitate flexible working practices for all employees.
- Investigate ways to harness use of technology to limit face-to-face contact. For example, video conferencing to facilitate remote meetings.
- Consider meetings via videoconferencing instead of business travel.
- Lay-offs cover situations are relatively rare provisions for when there is insufficient work. The employer will ask an employee to stay at home and not attend work or be paid temporarily.
- Short-time working is also rarely used as a legal provision when the employer requires employees to work less than their regular contractual hours, e.g. a three-day week.
- Only implement lay-offs or short-time working if employees agree it is the only alternative to redundancy and where: -
  - Express, correctly drafted contractual clauses exist. Employees affected may be able to claim redundancy pay.

- Given consent by employees to such a period at the relevant time.

## **EMPLOYEE PAY**

If offices close to prevent spread of COVID-19: -

- Pay employees on standard employment contracts, if asked to stay home.
- Lay-offs and short-time working may provide greater flexibility and salary savings during a temporary closure if clauses exist in employee contracts or if employees subsequently give consent. Clauses should reserve the right to reduce pay due to work reduction. Such plans detrimentally affect morale and should only be considered alongside other options.
- Home workers should treat it as a usual working day.
- Pay an employee requested to work from home but who cannot do so. This includes individuals who may carry COVID-19 without symptoms.
- Employment contracts may contain a right to suspend briefly without pay but only in limited circumstances and unlikely to apply to a 'suspected illnesses. Without such a contractual right an employer could face breach of contract and unlawful wage deduction claims.

## **TRAVEL ON WORK RELATED BUSINESS**

Employees should ask their line manager or HR department about options. Consider if international travel is appropriate and potential risks, cancelling all but essential travel to high risk areas.

## **EMPLOYEE HOLIDAYS**

Employee personal activities are beyond an employer's control. Employers may: -

- Encourage employees to consider if travel to potentially affected areas is appropriate from their own health perspective. Those travelling should take the necessary health precautions.
- Cancel pre -authorized annual leave by giving some notice depending on national laws and regulations. Take decisions carefully and review from an employee relations perspective.
- Discuss post-visit isolation and impact on the employee and wider team.
- Ask staff to voluntarily disclose where they went or plan to go on holiday. It is hoped that employees would voluntarily disclose this. Avoid threatening employees with dismissal or disciplinary proceedings for not revealing a destination. It is unlikely to be justified as employees have a right to a private and family life.
- If the destination is not revealed assume an employee travelled to an affected or high-risk area. Request the employee to self-isolate for 14 days upon return and to follow official advice and call their doctor with any COVID-19 symptoms. Pay a self-isolating employee, even if warned against travelling beforehand.

- Openly discuss proposed personal travel plans with employees using governmental guidance. Asking an employee to cancel an already booked approved holiday may cause financial loss, consider compensation or allowing the employee to go on holiday but to self-isolate on return.
- Ban private travel to high-risk areas disproportionately affecting certain groups. This may be considered indirect race discrimination. However, employers may wish to protect staff and argue the 'proportionate means of achieving a legitimate aim' defence. Fairness of a travel ban depends on destination, level of risk, the reason for wishing to travel and overall situation. An absolute ban may be unreasonable if an employee can self-isolate upon return.
- Face direct discrimination claims if targeting certain staff and requesting them not to travel or attend work. Requests should apply to all staff and linked to potential exposure to COVID-19.
- Grant requests where possible to enable employees to rebook leave if a country imposes travel restrictions. Employees should also carefully investigate travel insurance policies to see if they cover travel affected by COVID-19.

## **PRECAUTIONS TO TAKE BEFORE BOARDING A VESSEL OR MEETING SEAFARERS**

Ship Security Plan provisions offer measures preventing unauthorized access to ships and may also prevent spread of COVID-19 on ships and to seafarers and may assist other precautionary methods and enhance the health and safety of seafarers and their contacts. These include:

- Conducting a risk assessment before entry into an affected port and assess preventive measures taken by the ports.
- Diligent application of access controls.
- Only persons cleared by local port officials, authorities and the Master should be allowed on board, including marine/harbour pilots, technicians, ship agents, etc.
- Limit visitor vessel access and direct entry to internal spaces where possible.
- Minimize interpersonal exchanges ashore, avoiding contact with anyone showing symptoms of flu or high temperature and ensuring personal hygiene with frequent handwashing, etc.
- Designating a central location/room with direct external access and an enclosed toilet to receive authorized persons from shore to avoid unnecessary physical contact and possible contamination inside the vessel.
- Ensure authorized persons going onboard wear applicable PPE, or if possible, provide them.
- Avoid shaking hands.
- Clean areas & items visitors touch or might touch with disinfectant wipes or sprays.
- Hand washing and disinfection will reduce infection passing from person to person and hands should be washed before and after every contact, using alcohol-based gels or liquids or soap. Use of gloves does not replace the need for regular hand – washing.



# **GUIDANCE ON ESTABLISHING A COVID-19**

## **EMERGENCY PROTOCOL/ BUSINESS CONTINUITY PLAN**

### **INFECTIOUS DISEASE PROCEDURES**

Where the World Health Organisation or the Government recognise that COVID-19 creates a public health emergency, a Company should assess the risk posed to all employees. Always seek, Government advice on managing employees regarding infection control, overseas travel, isolation periods and other matters. Depending on the severity of the risk, the Company may decide to:

- Stagger start and finish times to ensure fewer people are together at once
- Cancel non-essential overseas travel to affected countries
- Cancel non-essential training sessions
- Handle clients/customers by phone and email
- Ensure facilities minimise spread of infection by allowing a distance of at least two metres between participants if face to face meetings must occur.
- Deploy greater flexibility permitting office employees to work from home. Remind employees that they have a role to play in ensuring infection is kept to an absolute minimum and they must adhere to Government guidance.

### **BUSINESS CONTINUITY MANAGEMENT PLAN (BCMP)**

A successful Business Continuity Management Plan should outline plans to continue business in various circumstances, regardless of how farfetched they may seem. The steps below are structured to ensure continuity and minimal effects on the business. Test the plans to ensure suitability and effectiveness.

#### **1. INTRODUCTION**

Outline the organisation, its interested parties and how long full implementation of should be to minimise disruption. Also highlight the aims and objectives of the plan.

#### **2. ROLES AND RESPONSIBILITIES**

Summarize the process to invoke the plan and ensure those effecting it are aware. List the contact details of those responsible for plan development, operation and testing and authorised to activate and escalate the plan.

#### **3. BCMP TEAM**

The team will comprise key staff mobilised to invoke the plans after approval from those authorising activation. This section should contain:



- details of the team, their allocated tasks and how to contact these. Contact details should include business and home contact details.
- a pre-defined location to run and coordinate business activities from
- location and contents of an emergency kit containing what is required as a minimum to ensure business activities can be undertaken.

## 4. OTHER CONTACTS

Details of other key contacts who can impact the effectiveness of the BCMP should be included, such as suppliers, emergency services etc.

## 5. RISK REGISTER

Maintain a register of tasks categorised by their impact on the organisation's continuity of business and safety, health and welfare. Management should implement appropriate controls and ensure they are communicated to employees.

## 6. OTHER INFORMATION

Any other information that might apply should be detailed, including suppliers, provisions to communicate with employees, the media and transport if required.

## 7. ACTION PLANS

**Recovery plan** to ensure that critical business activities, as identified in the risk register, can be resumed following, or during, serious damage/incident. This may involve ensuring employees conduct normal working tasks at home.

**Phased return to operations** to establish how quickly normal operations can be resumed. This should outline functions to establish within a certain timeframe. Contractual and legal requirements should take priority followed by support services.

**Equipment and resources** may be required to work from home, or elsewhere. Identify when it should be made available, including how many desks, any hardware and access to software applications, diversion of telephones, connectivity, stationery, back up processes, documentation and records etc.

## 8. TESTING

Test all elements of the BCMP.

Highlight each element and ensure that individual components can be mobilised. This can be tested role plays, desktop exercises and full drills.

Produce a bespoke set of arrangements and requirements for business continuity.



# MODEL EMPLOYEE LETTER REGARDING COVID-19

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Due to the recent increased focus on COVID-19, we would like to explain the Company's position on various issues that may arise. Firstly, we would like to reassure you that although case numbers are rising globally the number of deaths remains comparatively low. However, we appreciate that the situation is dynamic so we have included information to hopefully answer questions you may have.

## MEASURES TO REDUCE VIRUS SPREAD

Please follow the World Health Organisation guidelines on infection control:

- frequently clean hands by using alcohol-based hand rub or soap and water
- when coughing and sneezing cover mouth and nose with flexed elbow or tissue – throw tissue away immediately and wash your hands.
- avoid close contact with anyone who has fever and cough.

## UPDATES ON TRAVEL PLANS

Some employees may soon plan to travel, including pre-booked holidays. Certain countries have been severely affected by COVID-19 and we would request you to consider for your own health reasons, whether travel is necessary. If you travel, please advise your manager of countries you intend to visit so that we can manage your return appropriately.

Additionally, please regularly review countries requiring self-isolation upon return. If you wish to cancel any pre-booked annual leave, please contact your manager.

## SELF-ISOLATION

Governments are encouraging employees to self-isolate by their governments if they recently returned from certain countries even if they show no symptoms, which means staying at home and not having contact with other people.

If this applies to you:

- you must not attend work during the isolation period.
- You must contact your manager to advise that you are required to self-isolate
- You should keep your manager updated on any developments.

Where feasible, we may consider whether you can work from home during this period, or if we can agree a period of paid annual leave *[optional – or [insert other arrangements]]*.

Where no other agreement is made *[Insert details on pay during self-isolation e.g. you will be on authorised absence and time off work will be unpaid/this time off will be treated under our normal sickness absence policy and you will receive statutory sick pay subject to*

*normal qualifying criteria/this time off will be treated under our normal sickness absence policy and you will receive contractual sick pay subject to normal qualifying criteria/you will be on authorised absence and receive full pay during this time off].*

If you return from an area which does not require automatic self-isolation, and have no symptoms, you should attend work. If you have symptoms on your return including a cough, fever or difficulty breathing, you should self-isolate and follow normal sickness reporting procedures. You will be treated as being on sickness absence.

## **SENDING EMPLOYEES HOME**

If we are concerned that you may have been exposed to COVID-19 even if not displaying symptoms, we may send you home and require you not to attend work. You will receive full pay during this time off.

## **CONTRACTING COVID-19**

If you develop symptoms, you should follow advice provided, updating us on your condition. Once confirmed that you have contracted COVID-19, time off work will be treated as for any other sickness absence. You must comply with normal sickness notification rules.

## **SCHOOL / CARE CENTRE CLOSURES (IF APPLICABLE)**

If your child's school or parent's care centre closes and you must remain at home whilst making alternative arrangements for their care, time will be treated under our normal rules on time off for dependants. This time off will be *[delete as applicable according to normal rules – paid/unpaid]*.

## **[OPTIONAL] EMPLOYEE ASSISTANCE PROGRAMME**

Should you have worries or concerns about anything, you can access to a 24-hour telephone counselling service on *[insert details]*.

Rest assured we are monitoring any developments and will provide updates if necessary.

Please do not hesitate to contact me if you have any queries regarding this letter.

Yours sincerely,

*[Insert name]*  
*[Insert job title]*



## Model Employee Letter regarding responsibilities in relation to the control of Covid-19

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

The Company takes all reasonable precaution to ensure that illness and infection do not spread in the workplace. Employees are also responsible for taking measures to assist the Company to prevent the spread of infectious diseases.

In light of the recent Covid-19 outbreak, we wish to ensure all employees maintain high levels of hygiene to reduce infection to an absolute minimum. Risk of contamination is low, however as a precautionary measure, please:

- Wash your hands frequently with soap and water or alcohol based hand sanitizer.
- Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze and throw the tissue away immediately.
- Avoid touching your eye, nose and mouth.
- Keep at least one metre away from anyone coughing and sneezing..

Certain countries are more severely affected than others and require self-isolation upon return from travel. If you go to these countries, please regularly review the current status of the country visited to see if self-isolation is needed.

Please advise your line manager if:

- you self-isolate as soon as possible by telephone, but do not attend work during the period of self-isolation.
- you have not been overseas but have been near someone with Covid-19, but please do not attend work.
- you are in work and develop a cough, fever or breathing problems.

All absence should be reported in line with the Company's absence notification procedures. You should not return to work until you receive expert medical advice that you are no longer infectious.

Please contact me if you have any queries about the contents of this letter.

Yours sincerely,

*[Insert name]*

*[Insert job title]*



# ICS MODEL POLICY TO CONTROL RISKS OF COVID-19

## INTRODUCTION

All employees may risk infection, or of spreading infection, especially if their role involves contact with blood or bodily fluids like urine, faeces, vomit or sputum which may contain bacteria and viruses which can spread if adequate precautions are not taken. Those preparing and handling food also risk spreading infection and must maintain strict hygiene standards.

## RISK CONTROL MEASURES

Our risk control rules for infectious diseases must always be strictly followed particularly during the current COVID-19 outbreak. To restrict and reduce infection, the Company will ensure:

- systems to assess the risk of and prevent, detect and control infection are instituted.
- a lead for infection prevention and control is designated.
- sufficient resources to secure effective prevention and control of infection.
- employees, contractors and others directly or indirectly providing work gain suitable information, instruction, training and supervision in precautions required.
- information is obtained from and shared with other businesses.
- audits for policies and procedures are implemented and conducted.
- a suitable appropriate risk assessment to prevent and control infection is conducted.
- that premises are maintained in good physical repair and condition with an appropriate standard of cleanliness and hygiene.
- appropriate standards of cleanliness and hygiene for equipment.
- that a suitable cleaning schedule is in place and followed.
- suitable and sufficient hand washing facilities and hand rubs where appropriate
- the supply and provision of linen and laundry is appropriate
- suitable health information is provided to visitors, including regarding hand washing.
- information on infection is passed on to anyone else, as necessary.
- those developing an infection are identified promptly to receive treatment and care.
- the local health authority of any outbreaks or serious infection are informed.
- all staff co-operate with infection control procedures.
- regular suitable training on prevention and control of infection are provided.

- all training and updates to staff are recorded.
- prevention and control of infection responsibilities in job descriptions are outlined.
- start and finish times of staff are staggered.
- non-essential overseas travel to affected countries are cancelled.
- non-essential training sessions are cancelled.
- clients/customers by phone and email are contacted.
- if meetings are needed facilities are suitable to minimise spread of infection
- considering whether employees may work from home
- appropriate vaccines are offered to employees and record relevant immunisations
- optional policies are considered and if appropriate are in place and current

(Tick if applicable)

	standard infection prevention and control
	outbreaks of communicable infection
	isolation of service users with an infection
	safe handling and disposal of sharps
	closure of rooms or premises
	disinfection
	decontamination
	single use medical devices
	control of outbreaks and infections
	safe handling and disposal of waste
	use and care of invasive devices
	equipment purchase, cleaning, decontamination, maintenance and disposal
	dissemination of information
	isolation facilities
	uniform and dress code

## PROCEDURE

To control the risk of infectious diseases the Company will:

- Advise employees to follow Government guidance on self-isolation/quarantine.
- Encourage staff to report symptoms of infectious diseases.
- Ensure staff with infectious disease symptoms do not come to work.
- Report notifiable outbreaks to the relevant authority.
- Co-operate with any investigation by a relevant authority and comply with findings.
- Minimise employees supporting affected persons and not allow them to handle food.
- Prioritise cleaning, particularly cleaning and disinfecting toilets, handles, support handrails, taps and wash basins.
- Ensure staff strictly infection control procedures, including washing hands and wearing protective clothing if required.
- Provide antibacterial hand wash in all hand washing areas and outbreak rooms.
- Inform visitors of the outbreak and discourage unnecessary visits.
- Receive external advice, if necessary.

**This document is for guidance only, professional advice should be sought before use.**