

## CREW CHANGE PROTOCOLS AND GUIDELINES

### 1 EMBARKING CREW

#### 1.1 Travel Information

- Crew members should receive information in accordance with WHO's advice for international traffic in relation to the outbreak of COVID-19.
- Crew should familiarize themselves with general information on coronavirus (COVID-19) and standard infection protection and control precautions provided by relevant national or local authorities.
- Crew should familiarize themselves with all information and guidance provided by the Company on its coronavirus (COVID-19) plans and procedures.

#### 1.2 Two Weeks Prior Boarding the Vessel

Prevention and early detection are vital to protect the health of embarking crew and to prevent the risk of carrying the coronavirus disease onboard.

Preventive measures shall be taken by embarking crew as early as 2 weeks before their joining date which include the following:

- Stay at home or designated quarantine place.  
Make sure to follow social distancing regulations and keep a minimum distance of at least 2.0 meters to other people.
- Avoid close contact with any persons who are or appear unwell or show COVID-19 symptoms (e.g. cough, fever, etc.).
- Be active and stay healthy while at home.
- Practice general hygiene measures such as hand washing, hygiene when preparing food and beverages, respiratory hygiene etc., in accordance with WHO, national or local guidance.  
Practically, this includes:
  - Wash your hands regularly with soap and water for at least 20 seconds and dry your hands preferably with a disposable paper towel.
  - Refrain from touching eyes, nose and mouth as much as possible.
  - Cover your mouth and nose with your bent elbow and tissue when you cough or sneeze. Then dispose the used tissue immediately
  - Avoid shake hands and hugs.
- Record temperature twice daily at least two weeks before boarding and submit the readings to respective manning agencies by e-mail or other possible means before the final briefing. (See [APPENDIX A](#))

- Inform manning agency immediately if the following abnormalities are found:
  - Symptoms of colds and fever higher than 37.5°C for at least 1 day or more.
  - Those with symptoms of strong drowsiness and shortness of breath.
  - Those who has been in close contact with people who has been infected with COVID-19 or those who are suspected of it (for example, those who went to areas with high infection).
    - ※ Intensive contact generally refers to living together, touching, talking face-to-face at a-distance of about 2m or less, and talking for more than 15 minutes.

### 1.3 Documentations

- Conclude possible pre-joining formalities online while still at their place of ordinary residence (receiving documents and instructions, use of electronic signatures to sign documents, etc.);
- Prepare and assemble documentation to complete travel to the ship, which may be inspected by relevant authorities or other stakeholders during the course of travel and crew change. The documentation should include the following as referenced in these protocols:
  - Evidence of Seafarer Status Documents such as Seafarer Identity Document (SID), Seafarer Employment Agreement (SEA), Seafarer Certificates, and Seafarer's Discharge/Record Book;
  - [APPENDIX A: Crew Health Self-Declaration & Daily Temperature Records](#);
  - [APPENDIX B: Employer Letter and Crew Change & Travel Information Sheet](#).
- Assemble and prepare any other documentation required to complete their travel to the ship, as may be required by the Company and/or relevant authorities.

### 1.4 Actions by Management Companies/Manning Agencies

- Provide seafarers with general information on coronavirus (COVID-19) and standard infection protection and control precautions based on WHO guidance;
- Provide seafarers with detailed information on the Company's coronavirus (COVID-19) plans and procedures;
- Arrange for seafarers to be provided with (or make arrangements for them to obtain this if the circumstances so dictate and allow) necessary personal protective equipment (PPE) sufficient to cover the period of travel to the ship, in accordance with national or local guidance and/or requirements of the Company (e.g. masks, gloves, hand sanitizer, etc.), except for PPE which might be made available by third parties for a specific time or use;
- Arrange flights and other supporting travel (e.g. transfers) for seafarers and develop any necessary contingency plans;
- Provide or ensure that seafarers receive documentation on their crew change and travel arrangements;
- Provide seafarers contact details of Manning Agency PIC and other relevant parties **responsible for implementing the company's policy throughout the crew**

change process and onboard the ship they are joining, and instruct seafarers to seek advice or clarification in the event of any doubt.

## **2 TRAVELLING**

### **2.1 General Precautionary Measures**

Generally, the following measures shall apply all throughout the course of travel from the point of residence until boarding the vessel:

- During embarkation and disembarkation, crew are required to wear medical face mask at all times;
- In particular, when at airport or at stations or when travelling by aircraft, railways or any other means of transportation, where there is high risk of infection, take extreme precautionary measures and refrain going to crowded places;
- Comply with standard infection protection and control precautions related to hygiene and safe food handling practices in accordance with national or local guidance (e.g. social distancing to all persons including with other joining crew, hand-washing, use of hand sanitizer, avoid touching face, etc.);
- Avoid close contact with any persons who are or appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.);
- Inform the Company (local representative or agent) if showing any COVID-19 symptoms **and abort travel to the destination;**
- Keep all relevant documents required for travel to the ship, in a bag or compartment that can be easily accessed and disinfected later;
- Provide all requisite documentation for verification or inspection if requested by authorities;
- Comply with any instructions and procedures from relevant local or national authorities, which might potentially include the need to comply with instructions regarding self-isolation or quarantine in a hotel, or another place of accommodation that might be determined by the local or national authorities;
- **Avoid use of public facilities like cafes, shops, smoking areas, etc. as much as possible or if not necessary.**

### **2.2 At the Airport or Aircraft**

- Comply with the instructions and procedures of the airport and relevant local authorities, including any health screening requirements such as temperature checks;
- Comply with the instructions and procedures of the airline and cabin crew of the aircraft;
- Limit exposure to the extent possible to aircraft crew during in-flight service and other passengers when using the facilities.

## 2.3 Hotel Stay

Seafarers to comply with Instructions or procedures of the hotel, temporary accommodation or similar, and national or local authorities, paying special attention to social distancing, hygiene and PPE requirements.

The crew, insofar as is practicable, should:

- avoid contact with the public and fellow crew members, and remain in the hotel room except when seeking medical attention or performing essential activities while respecting physical distancing advice;
- not use public facilities in the hotel;
- be provided suitable arrangement for meals to be served in the room;
- regularly self-monitor for symptoms including fever;
- observe good hand and respiratory hygiene and physical distancing measures when they need to leave the hotel room.

## 2.4 Handling of luggage

Seafarers are to handle their own luggage during the travel and at hotel to the extent possible.

The luggage of the crew will be placed on the transport service storage room only by the crew themselves. Agents, drivers and other persons shall not come into contact with the crew luggage.

Crew luggage will be carried onboard the vessel via ship's crane. Only the joining crew are allowed to remove their own luggage.

## 2.5 Actions by Management Companies/Manning Agencies

- Arrange to provide appropriate means of travel to or from the airport, hotel or vessel that, as far as possible, minimizes contact with other persons, such as a private transfer. If a private bus is used, appropriate sanitization and social distancing measures should be required and applied to the extent possible;
- **Unless seafarers are required by local authorities to quarantine in a hotel, temporary accommodation, etc. prior to travelling to the port to join their ship, management companies should consider the feasibility of making arrangements for seafarers to travel directly from the airport of arrival to the seaport. However, for practical and logistical reasons, a stay at a hotel, temporary accommodation, etc. may be necessary before transfer to the seaport;**
- In the vicinity of large towns or cities, shipping companies should avoid instructing seafarers to travel by means of public transport as far as possible, although this may be appropriate for longer journeys depending on the prevailing circumstances;
- Provide seafarers, as far as possible, with the latest available information on their flights;
- Provide seafarers with instructions and information on the arrangements awaiting them at the airport of arrival;

- Provide seafarers with instructions and procedures to follow standard infection protection and control precautions;
- Arrange for the seaport to be notified of the impending arrival of the seafarer at the port;
- Arrange for the ship to be notified of the impending arrival of the seafarer joining the ship;
- The Ship management PIC should ensure that the ship has arrived alongside the quay in the port (or, for example, at an anchorage if the transfer is to be made by water) before the crew joining the ship arrive at the port facility, to minimize time spent within the port area, opportunities for contact with other personnel, and the risk of being infected or infecting other persons.

### **3 PRIOR BOARDING**

#### **3.1 Conduct of PCR Test and Quarantine Measures**

All joining crew are required to take following measures 3.1.1, 3.1.2 or 3.1.3.

##### **3.1.1 RT-PCR Test Before Boarding**

All joining crew must be tested at country of residence or joining country/port. After tested negative, all joining crew must observe social distancing and travel with extreme precautions as specified in protocols for travelling above.

##### **3.1.2 Quarantine at Appropriate Facility Before Boarding**

Joining crew are to carry out quarantine in an appropriate quarantine facility (including their home) approximately 14 days before boarding.

##### **3.1.3 Quarantine on Board After Boarding**

Joining crew are to carry out quarantine on board approximately 14 days after boarding. Stringent measures as stipulated in part 4.2 of this protocol as addition to shipboard self-distancing (SSD) in 4.1 shall be implemented immediately once the new crew has joined the vessel.

Further to above minimum company measures, the crew shall also comply strictly with any requirements for testing and isolation period that may be established by their home country, airports, airlines and relevant authorities in transit countries and/or the destination country where the crew change will take place.

#### **3.2 Ship Checks and Measures for Boarding**

- All arriving crew at the vessel will be checked and screened for the following:
  - Flue like symptoms, a raise in body temperature of over 37.5°C
  - Respiratory system problems such as coughing, difficulty in breathing, nose cold, etc.

Joining crew showing above symptoms will not be permitted onboard or a statement from a medical professional can be presented stating the symptoms are not related to the coronavirus;

- Disinfection of seafarers' luggage in a designated area outside the accommodation;
- Crew receiving documents from the joining seafarers should disinfecting them, and wash their hands after touching any of the documents;
- Proper disposal of any single-use PPE worn by seafarers during travel.

## **4 ONBOARD THE VESSEL**

Newly joined crew shall be monitored and managed to control the risk of infecting other seafarers onboard should the seafarer have become infected while travelling to join the ship and was not detected prior to or at the time of embarkation.

### **4.1 Minimum Mandatory Measures**

Newly joined crew are instructed to practice shipboard self-distancing (SSD), as far as practicable, for approximately 14 days, which include the following:

1. Check temperature twice daily and keep records;
2. Standard infection protection and control measures such as hand washing, avoid touching face, gargling and safe food handling practices shall be heightened;
3. Keep a minimum 2.0 meters distance to each other, finish talking within 15 minutes and adhere to the social distancing rule to avoid transmission;
4. Familiarization and turn over should be done with extreme precaution and safety measures are to be implemented.
5. Smoking should be kept to a minimum and can be done at a specified location and different timing. Adhere to the social distancing rule;
6. All new crew shall be provided with dedicated eating utensils;
7. Receive and eat meals on their cabin or arrange separate mealtimes whichever is safer to do so;
8. Any other measures deemed necessary to minimize contact of new joiners from the other crew onboard;
9. Inform Master (or designated responsible officer) if showing any COVID-19 symptoms.

### **4.2 Stringent Measures**

The following shall be implemented further to above minimum mandatory measures for 3.1.3 Quarantine on Board After Boarding:

1. Keep wearing a medical face mask as instructed when outside their cabin;
2. All new crew members are constricted to their cabins except work hours, mealtime and other basic necessities;
3. All new crew shall be placed in a cabin with toilet and bath, if practically possible;

4. Ship masters shall ensure daily work and tasks assigned to recently joined seafarers are arranged to minimize contact and close proximity with other seafarers;
5. Disinfect their own work areas, equipment and tools as appropriate after use;
6. All new crew to be assigned a designated space for changing and safekeeping workwear (if not possible in their cabin);
7. Refrain from using any common areas on board, such as the day room, laundry area or recreational areas when being used by others, unless special arrangements or measures are in place.

## **5 DISEMBARKING CREW**

### **5.1 At the Ship**

All disembarking crew, while at ship and prior disembarkation are required to:

1. Comply with all standard infection protection and control precautions in accordance with the company procedures and WHO guidance;
2. Avoid close contact with any persons who are or appear unwell or show any COVID-19 symptoms (e.g. cough, fever, etc.);
3. Check their temperature twice daily and keep records during the required number of days before travel in accordance with requirement of port or country that will facilitate the crew change;
4. Inform Master (or designated responsible officer) if showing any COVID-19 symptoms;
5. Familiarize with relevant information in accordance with **1.1** of this protocol;
6. Prepare relevant documents in accordance with on **1.3** of this protocol;
7. Seafarer's documents being returned by the ship to the seafarer are disinfected prior disembarkation;
8. Disinfection and/or laundering of seafarers' clothes to be worn during travel prior to disembarkation.

### **5.2 During Travel**

All disembarked crew should observe measures while travelling in accordance with Part **2 (Travelling)** of this protocol.

The disembarked crew shall comply strictly with any testing and isolation as required by port health authority, airports, airlines and other relevant authorities in origin, transit and/or home countries.

### **5.3 Actions by Ship Managements / Manning Agencies**

Ship managers and manning agencies should provide relevant information and take necessary actions for disembarking crew in accordance with applicable items on parts **1.4** and **2.5** of this protocol.

Ship Managers shall endeavor to ensure, as far as reasonably practicable, that seafarers do not travel for the purposes of repatriation if they feel unwell or are

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experiencing any symptoms associated with COVID-19, and instead immediately seek medical assistance via the port health authorities.

#### **5.4 At Place of Residence**

Disembarking crew, especially from affected areas, should self-monitor for symptoms for 14 days and follow national protocols of their home country. Some countries may require returning travelers to enter quarantine. If symptoms occur, such as fever, or cough or difficulty of breathing, disembarked crew are advised to contact local health care providers including their respective manning agencies, preferably by phone, and inform them of their symptoms and their travel history.



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## APPENDIX A: CREW HEALTH SELF-DECLARATION & DAILY TEMPERATURE RECORDS

### CREW HEALTH SELF-DECLARATION FORM

Name of Seafarer:

Date:

[Medical Certificate]

[Number/Reference:]

[Date of Examination:]

[Date of Expiry:]

Crew Change Type:

Joining ship

Leaving ship

If joining ship,  
(i.e. city/town, country)

Place of Ordinary Residence:

If leaving ship,

Ship Name:

IMO No.:

Flag State:

Capacity/Position:

Have gone on shore leave in the last 14 days?

Yes / No

Have you maintained a safe distance from any shore-side personnel that have boarded the ship in the last 14 days?

Yes / No

Have you received information and guidance on the coronavirus (COVID-19), including about standard health protection measures and precautions?

Yes / No

Do you understand and comply with applicable standard health protection measures and precautions to prevent the spread of the coronavirus (COVID-19), such as proper hand washing, coughing etiquette, appropriate social distancing?

Yes / No

During the last 14 days, have you:

- Tested positive for being infected with the coronavirus (COVID-19)?  
Yes / No If "Yes", please provide date of test and name of test:
- Tested positive for the antibodies for the coronavirus (COVID-19)?  
Yes / No If "Yes", please provide date of test and name of test:
- Shown any symptoms associated with the coronavirus (COVID-19), specifically,  
A new and continuous cough: Yes / No  
A fever: Yes / No

- Completed a period of self-isolation related to the coronavirus (COVID-19)?  
Yes / No If "Yes", please explain the circumstances and the length of self-isolation:
  
- Had close contact with anyone that has tested positive for coronavirus (COVID-19)?  
("Close contact" means being at a distance of less than two meters for more than 15 minutes.)  
Yes / No
  
- Had close contact with anyone with symptoms of the coronavirus (COVID-19)?  
("Close contact" means being at a distance of less than two meters for more than 15 minutes.)  
Yes / No
  
- Maintained good personal hygiene and complied with applicable health protection measures and precautions?  
Yes / No
  
- Have you provided direct care for someone with COVID-19 without wearing the proper personal protective equipment?  
Yes / No

I confirm that the information provided above is correct to the best of my knowledge.

Signature:

Date:

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## DAILY CREW TEMPERATURE CHECK RECORDS

Name of Seafarer:

I confirm that the information below is an accurate record of my body temperature.

Signature:

Date	Check 1 Temperature	Time	Check 2 Temperature	Time

## **APPENDIX B: EMPLOYER LETTER AND CREW CHANGE & TRAVEL INFORMATION SHEET**

[Ship Management Header/Logo]

[Date]

To Whom this might concern,

Dear Sir / Madam,

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

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

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

OR

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

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

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

Yours faithfully,

[Signature]

[Printed Name]

[Position of Company Representative]

[Contact Details]

**CREW CHANGE & TRAVEL INFORMATION SHEET**

Name of Seafarer:

Date of Birth:

Nationality:

Passport No.:

Seafarer's Discharge / Record Book No.:

Seafarer's Identity Document No. (if applicable):

Company Name:

Ship Name:

IMO No.:

Capacity/Position:

Crew Change Type:

Joining ship

Leaving ship

Service Period

Start:

End:

Starting Point of Travel

(e.g. place of ordinary residence, a port)

Location:

Date:

Final Destination of Travel

(e.g. place of ordinary residence, a port)

Location:

Date:

Full Travel Itinerary Details:

(e.g. transfers, airports, airlines, flight numbers etc.)

Agent Details: