


CORONAVIRUS (COVID-19) POLICY					
WI 001 – PART 2A – SAFETY – ANNEX 8					
APPROVED BY	DATE	INDEX NUMBER	PAGE NUMBER	REVISION LEVEL	
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## CORONAVIRUS (COVID-19) POLICY

### PURPOSE

With everyone affected by the outbreak of the virus, it is important that we all work together to achieve standards of cleanliness and contamination response to improve health and safety of personnel while maintaining continuity of operations both ashore and onboard our vessels. This will require that best practices for disease prevention and mitigation are understood and implemented.

In response to the global outbreak of COVID-19, John H Whitaker (Tankers) Limited has provisioned this policy and risk assessment ( see 10-006.1-N in the risk assessment library) in order to provide employees with instructions and guidance notes to provide best practices for mitigating the exposure risks by cleaning, disinfecting and social distancing as well as response to a COVID-19 case onboard.

These Guidance Notes have been developed based on several independent governmental and specific commercial marine sources and are intended to present a consolidation of the best available information at the time of writing this policy, which means this publication could be subject to change as the dynamic environment around the pandemic and guidance of how to deal with COVID-19 evolves.



# SOCIAL DISTANCING

ENTRANCE BY INVITATION ONLY



## AVOID

Close contact with others



## DISTANCE

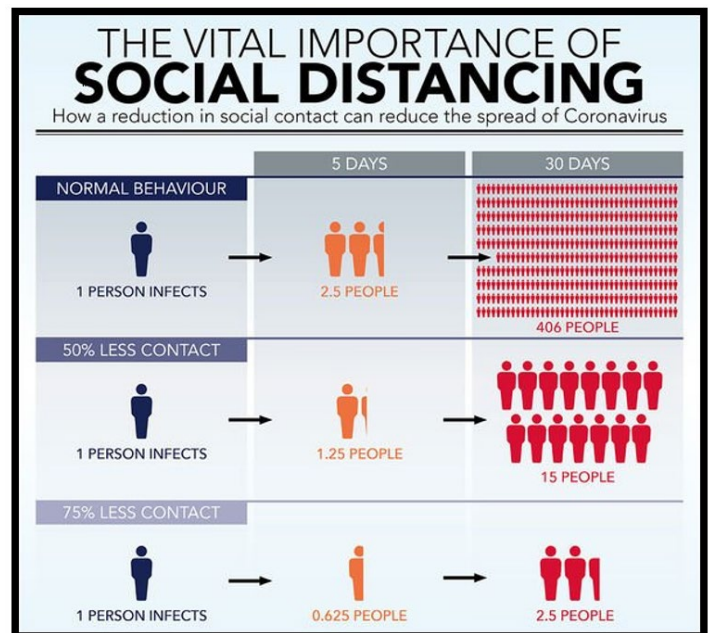
Yourself 2 metres from others where possible but always a min of 1 metre




## BE KIND

Please give each other space


### We are all in this together



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### 1. SYMPTOMS

Symptoms of COVID-19 may appear 2 to 14 days after exposure and may include fever, dry cough, tiredness and shortness of breath or difficulty breathing. Some people are at higher risk for severe illness, including older adults and those with chronic medical conditions such as asthma, diabetes, and heart disease. If you are in this category or are concerned in any way, please contact the DPA or your office manager.

Other symptoms can include:

- Aches and pains
- Sore throat
- In limited cases, diarrhea, nausea, or a runny nose
- Neurologic, such as impaired taste and smell

More severe symptoms may include:

- Inflammation of the lungs, leading to other health complications
- Multi-system organ failure, e.g., renal, cardiac

Some people become infected, but do not show any symptoms (asymptomatic), but may serve as carriers for the disease, and contribute to the spread of the virus.

**If you experience any of these symptoms, please report it immediately to the DPA, Master or office manager.**

**The company also requests that you contact the office if you have potentially come into contact with anyone suffering from COVID-19. Please do not keep this to yourself, it is important that you share this information to help keep people safe.**

### 2. TRANSMISSION OF DISEASE

The virus is believed to be primarily spread by respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths, noses or eyes of uninfected people who are nearby, or possibly be inhaled into their lungs. These droplets can land on surfaces or objects, and if an uninfected person touches these surfaces or objects then touches their mouth, nose, or eyes, he/she may become infected. Additionally, droplets expressed from an infected individual can linger in the air and be inhaled into the lungs by individuals within 2 m (6 ft). The virus may also be spread by people who are not showing symptoms.


### 3. IMPACT TO PERSONNEL

Due to the nature of transmission, and the close quarters maintained by individuals on vessels, it is possible for the virus to spread rapidly so all employees should be extra cautious and vigilant when either working onboard or visiting a vessel.

### 4. CLEANING PRODUCTS, DISINFECTANTS AND PPE

#### 4.1 General

Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for the prevention of COVID-19 and other viral respiratory illnesses. The effectiveness of disinfection is greatly reduced if it is applied to a visibly dirty surface.

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#### 4.2 Cleaning Products

Detergents, soaps, and other common cleaning products should be used in accordance with manufacturer’s instructions and regular marine and offshore cleaning procedures.

- Hard, non-porous, surfaces should be cleaned using a detergent or soap and water.
- Soft, porous, surfaces such as carpeted floors, rugs, and drapes should be cleaned with cleaners designed specifically for use on these surfaces, or with a steam cleaner.
- Visible contaminants also should be removed from all electronic items using the appropriate general- purpose cleaners.

It is important to follow the manufacturer’s recommendations regarding the usage of cleaning solutions, their concentration, and method of application for each surface to be cleaned. Standard asset procedures for storing, handling, and disposing of cleaning products should be followed.

The list of Safety Data Sheets (SDS) kept on board any vessel for each chemical being carried should be updated if new cleaning agents are brought on board.

#### 4.3 Storage of Disinfectants

All disinfectant products that are brought on board a vessel should be stored in accordance with manufacturer’s recommendations and the appropriate class or IMO requirements.


Oxidising disinfectants such as bleach (calcium hypochlorite, sodium hypochlorite) and hydrogen peroxide and flammable disinfectants containing alcohol should never be stored in the same compartment.

The supply of cleaning and disinfecting products may exceed the capacity of designated lockers. In that case, spaces designated as service spaces as per SOLAS/IMO Code, may be used to store cleaning products and disinfectants. Any area that is used to store cleaning products and disinfectants should be well-ventilated, cool, and shaded. Other products should not be stored in the same space. Special consideration should be paid to storing alcohol-based products, which are flammable.

#### 4.4 Personal Protective Equipment

The following PPE should be available on board your vessel to help prevent the spread of the virus. If for any reason stocks of these items start to become low, the office should be notified in good time to procure more.

- Disposable surgical masks
- Disposable gloves
- Eye protection (goggles)
- Face shields (Where applicable)
- Disposable medical gowns or coveralls (Where applicable)

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The WHO (World Health Organisation) advises the following regarding the use of disposable and respirator masks;

- Any person coughing or sneezing should wear a mask
- Any person wearing a mask should know how to use it and dispose of it properly
- The masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water
- There should be no gaps between face and the mask
- Touching the mask while using it should be avoided
- Hands should be cleaned with alcohol-based hand rub or soap and water after accidentally touching the mask
- The mask should be replaced with a new one as soon as it is damp
- Disposable masks should not be re-used
- The mask removal process should be as follows:
  - Remove the mask from behind the head without touching the front of the mask
  - Discard the mask immediately in a closed bin
  - Clean hands with alcohol-based hand rub or soap and water

**When paying off a vessel, it is advisable that crew members take 2 surgical masks with them so that one can be used travelling home and one kept safe for the return journey back to the vessel.**

## 5. MEASURES TO MITIGATE EXPOSURE


### 5.1 General

Early detection, prevention, and control of COVID-19 is important to protect the health of other personnel and avoid transmission of the virus. This section addresses how to prevent the vessels and the offices from getting contaminated during the global COVID-19 pandemic.

### 5.2 Hand and Respiratory Hygiene

Hand and respiratory hygiene are vital protection measures against transmission of COVID-19. The following recommendations are derived from general advice provided by the WHO and based upon guidance from the International Chamber of Shipping (ICS):

- All vessels are issued with alcohol hand sanitisers, please ensure you re-order stock when you run low!!
- All crew, passengers, employees and visitors should frequently wash their hands using soap and hot water or alcohol-based (at least 70%) hand rub for 20 seconds
- Touching the face, including the mouth, nose and eyes, with unwashed hands should be avoided; in general, physical contact with the mouth, nose and eyes should be minimised.
- You should cover your nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing their noses. The tissue should be immediately disposed of into a no-touch waste bin with a lid. If a tissue is not available, a bent elbow can be used to cover the nose and mouth while coughing and sneezing
- Signs and posters displaying proper hand and respiratory hygiene should be placed in highly trafficked areas

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- Highly trafficked areas should be equipped with hand-sanitiser stations, wherever possible. A supply of hand sanitiser should be maintained within all areas that are normally manned. The touch points on the hand-sanitiser dispensers should be cleaned regularly

### 5.3 Social Distancing

Maintaining social distance of 2 metres wherever possible and at least 1 metre is very important in preventing the spread of virus that causes COVID-19. All personnel including visitors, surveyors, auditors and pilots, should practice social distancing. Special attention should be paid to keeping a social distance from people who may be coughing, sneezing, or may have a fever.

To promote social distancing, the following measures are recommended:

- Unnecessary access to areas, especially those of vital importance to the vessel (e.g. bridge, engine control rooms, etc.) should be restricted
- Group activities should be eliminated or minimised
- Use remote communication technology as much as possible
- Organise meal schedules to allow only a limited number of people to occupy the galley and mess at any given time. Consider removing chairs from dining areas to prevent overcrowding
- Eliminate self-serve dining

### 5.4 Food Handling

Personnel handling, preparing, and serving food should;

- Wash their hands with soap and water or hand sanitiser upon each entry into the galley.
- Disposable masks should be worn while entering the walk-in refrigerators (if applicable).
- The use of disposable paper towels for drying surfaces and hands should be promoted in the galley.
- Ensure all kitchen equipment including utensils and food preparation surfaces are thoroughly cleaned before use.

### 5.5 Cleaning and Disinfection Practices


An elevated level of cleaning and disinfection activities is recommended to mitigate exposure to COVID-19.

- Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for the prevention of COVID-19 and other viral respiratory illnesses.
- At least daily, disinfection should be performed on all frequently touched surfaces after visible dirt has been removed from them.
- Very highly trafficked areas may require more frequent disinfection.
- Reusable equipment and tools should be cleaned and disinfected at the end of each use.
- Wash mattress and pillowcase liners on **EVERY** crew change

The following subsections present recommended cleaning and disinfection practices for typical spaces found on our vessels. Cleaning and disinfection measure for other spaces not listed below should be considered on a case-by-case basis;

#### 5.5.1 Shared Accommodation Areas

Focus on tables, hard-backed chairs, doorknobs, light switches, remotes, phones, handles, desks, toilets and sinks.

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#### 5.5.2 Mess and Main Deck Common Areas

Focus on counter tops, tables and chairs, doors, door handles, drink machines, coffee machines, remote controls, phones, visitor sign-in binder (plastic portion where hands are placed), bins, and switches.

#### 5.5.3 Restroom & Shower

Focus on counter tops, sinks and their drains, soap dispensers, shower surfaces and curtains, toilet seats, fixtures, doors, door handles, bins and switches.

Soap dispensers should be checked daily and refilled as necessary. Toilets and urinals should be sprayed daily with disinfectant, scrubbed with a brush and flushed.

#### 5.5.4 Galley

Focus on sinks and their drains, equipment and their filters, counter tops, cutting boards, doors and their handles, drawer/cabinet handles, refrigerator door handles, galley appliances, stove overhead vent and drip pans, bins and switches. Sponges and dishcloths should be rotated out and washed daily.

#### 5.5.5 Bridge

Focus on control panels and consoles, helm, electronics, navigation equipment, displays (especially touch-sensitive), control sticks, computer peripherals, telephones, radios, binoculars, reusable PPE, office material, sign-in binders, tabletops, desks, chart tables, armrests, handles, doors, windows, bins and switches.

#### 5.5.6 Machinery Spaces

Focus on equipment casings (cooled down and not energised), tools, electrical tools (unplugged), handrails, ladders, frequently operated valve handles, doors, bins and door handles.

#### 5.5.7 Engine Control Room


Focus on control panels and consoles, electronics, displays (especially touch sensitive), computer peripherals, telephones, radios, reusable PPE, office material, tabletops, desks, armrests, handles, doors, remote controls, bins and switches.

#### 5.5.8 Open Deck Spaces and Equipment

Focus on handrails, ladders, on-deck equipment controls, lashing equipment, frequently operated valves. Special attention should be paid to areas that may have been accessed by shore personnel.

### 5.6 Embarkation and Disembarkation

All crew and visitors boarding the vessel should be advised of any restrictions and precautions that are being employed by John H Whitaker (Tankers) Limited. Particular attention should be made to enforcing the 2 metre (6ft) social distancing measures at all times. Access points to the vessel should be limited and controlled by crew.

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#### 5.6.1 Disembarkation Measures and Crew Rotations

- Any crew member should report to the crewing department, if he or she has been diagnosed with COVID-19 or exhibits symptoms within 14 days of disembarkation.
- The crewing department should inform all potentially exposed crew members if there has been a confirmed or suspected case onboard the vessel within 14 days of disembarkation.
- During crew rotations, special attention should be placed on social distancing between the on-signing and off-signing crew members.

### 6. EXPOSURE RESPONSE MEASURES

This section outlines the basic steps that a vessel should take when there is a suspected case of COVID-19 on board with a focus on decontamination of the vessel. Please note that this section is not meant to provide medical advice.

#### 6.1 Suspected Cases onboard

- If a suspected case emerges on board the vessel, the individual should be quarantined in an isolated cabin until they can be safely disembarked.
- Those areas which were accessed by the suspected case should be thoroughly cleaned and disinfected.
- Other personnel should be restricted from entering those areas until the decontamination activities are complete.
- The extent of cleaning and disinfection should be determined on a case-by-case basis.

#### 6.2 New or Replacement Crew Members

Where possible, new crew members should not be allowed to come on board the vessel until all suspected cases have disembarked and all contaminated spaces have been cleaned and disinfected.

#### 6.3 Disinfection of Isolation and Quarantine Spaces

Cleaning and disinfection of isolation and quarantine spaces should be performed last in order to minimise the risk of contaminating other areas on the vessel.


##### 6.3.1 Disposal of Infectious Waste

- All waste produced in the isolation or quarantined spaces should be handled according to the procedures for handling infectious material on board. Infectious waste should be placed into designated bags, completely sealed and clearly labeled.
- Appropriate PPE should be worn during handling and disposal of infectious waste.
- Discarded cleaning equipment and PPE should be treated as infectious waste.

### 7. OFFICE WORKING

The company will allow working from home for office staff who have concerns about the health of themselves or anyone at home that they live with or care for. Please contact your office manager to notify them that you will be working from home.



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**8. SUMMARY**

The company takes your health and wellbeing very seriously so if anyone, either ashore or afloat has any concerns or proactive suggestions in connection with COVID-19 and the contents of this policy, please feel free to raise them with the DPA or office manager.

Please see Risk Assessment 10-006.1-N that can be found in section 10 of the risk assessment library which compliments this policy.

**Let us all work together to keep safe and help keep the virus at away.**

Policy Endorsed by



J.M. WHITAKER  
Managing Director