

Annex B

Sample Crew/Passenger Locator Card

Date of form completion: (yyyy/mm/dd)

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Public Health Passenger/Crew Locator Form: To protect your health, public health officers need you to complete this form whenever they suspect a communicable disease onboard a ship. Your information will help public health officers to contact you if you were exposed to a communicable disease. It is important to fill out this form completely and accurately. Your information is intended to be held in accordance with applicable laws and used only for public health purposes.

One form should be completed by an adult member of each family/crew member. Print in capital (UPPERCASE) letters. Leave blank boxes for spaces.

SHIP INFORMATION:

1. Ship Name & 2. IMO number	3. Cabin Number	4. Date of disembarkation (yyyy/mm/dd)

PERSONAL INFORMATION:

5. Last (Family) Name	6. First (Given) Name	7. Middle Initial	8. Your sex
			Male <input type="checkbox"/> Female <input type="checkbox"/>

PHONE NUMBER(S) where you can be reached if needed. Include country code and city code.

9. Mobile	10. Business
11. Home	12. Other

13. Email address

PERMANENT ADDRESS:

14. Number and street (Separate number and street with blank box)	15. Apartment number
16. City	17. State/Province
18. Country	19. ZIP/Postal code

TEMPORARY ADDRESS: If in the next 14 days you will not be staying at the permanent address listed above, write the place where you will be staying.

20. Hotel name (if any)	21. Number and street (Separate number and street with blank box)	22. Apartment number
23. City	24. State/Province	
25. Country	26. ZIP/Postal code	

EMERGENCY CONTACT INFORMATION of someone who can reach you during the next 30 days

27. Last (Family) Name	28. First (Given) Name	29. City
30. Country	31. Email	
32. Mobile phone	33. Other phone	

34. TRAVEL COMPANIONS – FAMILY: Only include age if younger than 18 years

	Last (Family) Name	First (Given) Name	Cabin number	Age <18
(1)				
(2)				
(3)				
(4)				

35. TRAVEL COMPANIONS – NON-FAMILY: Also include name of group (if any)

	Last (Family) Name	First (Given) Name	Group (tour, team, business, other)
(1)			
(2)			



Annex C

Sample Crew/Passenger Health Self-Declaration Form

This form is consistent with the template found at the Appendix B in the IMO *Recommended framework of protocols for ensuring safe ship crew changes and travel during the coronavirus (COVID-19) pandemic* (IMO Circular Letter No.4204/Add.14).

Crew/Passenger Health Self-Declaration Form

This form should be completed by all persons prior to, or at the time of, embarkation on to the ship. It is intended to screen persons for COVID-19 infection and collect other relevant information. [Insert reference or link to relevant data protection/privacy policy.]

Date:

Full Name

(as found on passport or other ID)

Last (Family) Name:

First (Given) Name:

Name of Ship:

1. Have you received information and guidance on the coronavirus (COVID-19), including about standard health protection measures and precautions? Yes / No
2. 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:

3. Tested positive for being infected with the coronavirus (COVID-19)? Yes / No
If "Yes", please provide date of test and name of test:
4. Tested positive for the antibodies for the coronavirus (COVID-19)? Yes / No
If "Yes", please provide date of test and name of test:



5. Shown any symptoms associated with the coronavirus (COVID-19), specifically,

A fever: [Yes / No](#)

A dry cough: [Yes / No](#)

Tiredness: [Yes / No](#)

Shortness of breath: [Yes / No](#)

Aches and pains: [Yes / No](#)

Sore throat: [Yes / No](#)

Diarrhoea: [Yes / No](#)

Nausea: [Yes / No](#)

Loss or change in taste/smell: [Yes / No](#)

Rash: [Yes / No](#)

6. 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:

7. Had close contact with anyone that has tested positive for coronavirus (COVID 19)? [Yes / No](#)
(“Close contact” means being at a distance of less than one metre for more than 15 minutes.)

8. Had close contact with anyone with symptoms of the coronavirus (COVID-19)? [Yes / No](#)
(“Close contact” means being at a distance of less than one metre for more than 15 minutes.)

9. Maintained good personal hygiene and complied with applicable health protection measures and precautions? [Yes / No](#)

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

Signature:

Date:



Annex D

Recommended WHO COVID-19 Support and Logistics Supplies List, with Availability Advice Provided by IMHA

Items	Comment	Already carried on board?
CHEMICALS		
Antibiotics		Yes
Fever and pain medication		Yes
Alcohol-based hand rub	Bottle of 100ml & 500ml	Yes
Chlorine	NaDCC, granules, 1kg, 65 to 70% + dosage information	Yes
Paracetamol	500mg, tablets	Yes
Sodium lactate compound solution	(Ringer's lactate), injection solution, w/o IV set and needle, 1000ml	Maybe
PPE		
Examination Gloves, EU MDD directive 93/42/EEC Category III, EU PPE Regulation 2016/425 Category III, EN 455, EN 374, ANSI/ISEA 105, ASTM D6319, or equivalent standards	Nitrile, powder-free, non-sterile. Cuff length preferably reaching above the wrist (e.g. minimum 230mm total length. Sizes, S, M, L). Plentiful supplies required.	Yes
Examination Gloves, EU MDD directive 93/42/EEC Category III, EU PPE Regulation 2016/425 Category III, EN 455, EN 374, ANSI/ISEA 105, ASTM D6319, or equivalent standards	Nitrile, powder-free, non-sterile. Cuff length preferably reaching above the wrist (e.g. minimum 230mm total length. Sizes, S, M, L). Plentiful supplies required.	Yes*
Surgical Gloves, EU MDD directive 93/42/EEC Category III, EU PPE Regulation 2016/425 Category III, EN 455, EN 374, ANSI/ISEA 105, ASTM D6319, or equivalent standards	Nitrile, powder-free, single use. Gloves should have long cuffs, reaching well above the wrist, ideally to mid-forearm. (Sizes 5.0 - 9.0).	Yes*
Gloves, cleaning	Outer glove should have long cuffs, reaching well above the wrist, ideally to mid-forearm. Cuff length preferably reach mid-forearm (e.g. minimum 280mm total length. Sizes, S, M, L), reusable, puncture resistant, FDA compliant.	Yes*
Impermeable gowns single use	Disposable, length mid-calf. - EU PPE Regulation 2016/425 and EU MDD directive 93/42/EEC• FDA class I or II medical device, or equivalent, EN 13795 any performance level, or AAMI PB70 all levels acceptable, or equivalent.	Yes*
Scrubs - Tunic/tops	Woven, scrubs, reusable or single use, short sleeved (tunic/tops), worn underneath the coveralls or gown.	Yes*
Scrubs - Trouser/pants	Woven, scrubs, reusable or single use, short sleeved (tunic/tops), worn underneath the coveralls or gown.	Yes*
Aprons	Heavy duty, straight apron with bib. Fabric: 100% polyester with PVC coating, or 100% PVC, or 100% rubber, or other fluid resistant coated material, Waterproof, sewn strap for neck and back fastening. Minimum basis weight: 300g/m ² covering size: 70-90 cm (width) X 120-150cm (height). Reusable (if decontamination arrangements exist) EN ISO 13688, EN 14126-B and partial body protection (EN 13034 or EN 14605), EN 343 for water and breathability or equivalent.	Yes*
Goggles, protective EU PPE Regulation 2016/425, EN 166, ANSI/ISEA Z87.1, or equivalent	Good seal with facial skin, flexible PVC frame to easily fit all face contours with even pressure. Enclose eyes and surrounding areas. Accommodate prescription glasses wearers. Clear plastic lens with fog and scratch resistant treatments, Adjustable band to secure firmly and not become loose during clinical activity. Indirect venting to avoid fogging. May be reused (if decontamination arrangements exist) or disposable.	Yes*
Surgical masks for medics and patients ASTM F2100 minimum level 1 or equivalent	Good breathability, clear internal and external faces. EU MDD directive 93/42/EEC Category III, or equivalent, EN 14683 Type II, IR, IIR	Yes*
Face shield - (PPE)	Should be provided and use managed by Port Health Authority**	No



Guidance for Ship Operators for the Protection of the Health of Seafarers

Items	Comment	Already carried on board?
MEDICAL KIT		
Bag, mask and valve	To ventilate adult (body weight > 30kg), with compressible self-refilling ventilation bag, capacity: 1475-2000ml. Resuscitator operated by hand, Ventilation with ambient air, Resuscitator shall be easy to disassemble and reassemble, to clean and disinfect, and be autoclavable. All parts must be of high-strength, long-life materials not requiring special maintenance or storage conditions.	Yes
Bio-hazardous bag	Disposal bag for bio-hazardous waste, 30x50cm, with "Biohazard" print, autoclavable polypropylene. 50 or 70 micron thickness.	Yes
Containers	For disposable sharps and needles	Yes
Disinfectants	Plentiful supplies required	Yes
Facial oxygen masks		Yes
Guedel tubes		Yes
Hand drying tissue	50-100m roll	Yes
Hand hygiene supplies	Plentiful supplies required	Yes
Infusion giving set	With air inlet and needle, sterile, single-use	Yes
Infusion sets		Yes
Nose masks		Yes
Pulse Oximeter	Compact portable device measures arterial blood oxygen saturation (SpO2), heart rate and signal strength. Measuring range: SpO2 30 - 100% (minimum graduation 1%), Heart rate 20 - 250 bpm (minimum graduation 1bpm). Line-powered, or extra batteries /rechargeable batteries needed at least one year. ISO 80601-2-61:2011 or equivalent.	Yes
Safety bag and box	Needles/syringes, 5l - cardboard for incineration, box-25. Biohazard label as per WHO PQS E010/011	Yes
Soap	Liquid (preferred), powder and bar	Yes
Sample medium and packaging	Should be provided and use managed by Port Health Authority**	Yes
Carbon dioxide detector	Should be provided and use managed by Port Health Authority**	No
Commercial testing materials for samples	Should be provided and use managed by Port Health Authority**	No
Endotracheal tube with cuff	Should be provided and use managed by Port Health Authority**	No
Endotracheal tube, without cuff	Should be provided and use managed by Port Health Authority**	No
Fit test kit	Should be provided and use managed by Port Health Authority**	No
Laryngoscope with depressors and tubes	Should be provided and use managed by Port Health Authority**	No
Oxygen concentrator	Should be provided and use managed by Port Health Authority**	No
Oxygen splitters	Should be provided and use managed by Port Health Authority**	No
Portable Ultrasound scanner	Should be provided and use managed by Port Health Authority**	No
Portable ventilators	Should be provided and use managed by Port Health Authority**	No
Resuscitator Child	Should be provided and use managed by Port Health Authority**	No
Stainless steel depressor sets Macintosh Nr 2, 3 and 4	Should be provided and use managed by Port Health Authority**	No
Stainless steel depressor sets Miller Nr 1	Should be provided and use managed by Port Health Authority**	No
Viral transport medium with Swab 3 ml	Should be provided and use managed by Port Health Authority**	No
Viral transport medium to transport laboratory specimens	Should be provided and use managed by Port Health Authority**	No

* This equipment is currently in short supply. If you cannot procure the specifications suggested please speak to your company doctor to see what suitable alternative products are available locally.

** Contact radio medical before arrival in port to get them to seek assistance from Port Health Authorities upon arrival.



Annex E

Guidance on the Use of Masks in the Context of COVID-19

WHO advises that masks should be used as part of a comprehensive 'Do it all' strategy that includes physical distancing, avoiding crowded, closed and close-contact settings, good ventilation, cleaning hands, covering sneezes and coughs, and more. WHO guidance on masks can be found here: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/coronavirus-disease-covid-19-masks>.

In areas where the virus is circulating, masks should be worn when seafarers are in crowded settings, where they cannot be at least one metre from others, and in rooms with poor or unknown ventilation. As it is not always easy to determine the quality of ventilation, which depends on the rate of air change, recirculation and outdoor fresh air, it is often safer to simply wear a mask.

Current information and evidence suggests that:

- The two main transmission routes for COVID-19 are respiratory droplets and contact. Respiratory droplets are generated when an infected person coughs or sneezes. Any person in close contact (within 1–2m) with someone with respiratory symptoms (coughing, sneezing) is at risk of exposure to potentially infective respiratory droplets. Droplets may also land on surfaces where COVID-19 could remain viable; thus, the immediate environment of an infected individual can be a source of contact transmission;
- Incubation for COVID-19 (time between exposure and symptom onset) is on average 5–7 days but can be up to 14 days. During this time, some infected persons can be contagious and transmit the virus to others. Data suggests that some people can test positive from 1–3 days before developing symptoms and may infect others;
- Pre-symptomatic transmission still requires the virus to spread via infectious droplets or through touching contaminated surfaces; and
- WHO defines medical masks as flat or pleated surgical or procedure masks (some shaped like cups) affixed to the head with straps. They are tested using standardised test methods to balance high filtration, adequate breathability and, optionally, fluid penetration resistance.

What type of mask to use

Current recommendations from WHO are as follows.

Medical masks are recommended for:

- Health workers in clinical settings. This includes the officer responsible for medical care on board a ship when assessing or treating other seafarers;;
- Anyone who is feeling unwell, including people with mild symptoms, such as muscle aches, slight cough, sore throat or fatigue;
- Anyone awaiting COVID-19 test results or who has tested positive; and
- People caring for someone who is a suspected or confirmed case of COVID-19 outside of health facilities. This includes other seafarers who need to enter the cabin of a seafarer with suspected or confirmed COVID-19.



Medical masks are also recommended for the following groups, because they are at a higher risk of becoming seriously ill with COVID-19:

- People aged 60 or over; and
- People of any age with underlying health conditions, including chronic respiratory disease, cardiovascular disease, cancer, obesity, immunocompromised patients and diabetes mellitus.

Non-medical, fabric masks can be used by other seafarers under the age of 60 and who do not have underlying health conditions.

The WHO does not advise using masks or respirators with exhalation valves. These masks are intended for industrial workers to prevent dust and particles from being breathed in as the valve closes on breathing in. However, the valve opens on breathing out so allowing any virus to pass through the valve opening. This makes the mask ineffective at preventing the spread of COVID-19 or any other respiratory virus.

General tips:

- Make sure to clean hands before touching the mask;
- Do not share a mask with other seafarers;
- Resist the temptation to pull down the mask to the chin or take it off when speaking to other people, coughing or sneezing; and
- Do not store the mask around the arm or wrist or pull it down to rest around the chin or neck. Instead, store it in a clean plastic bag.

How to put on and take off a medical mask:

- Before touching the mask, clean hands with an alcohol-based hand rub or soap and water;
- Inspect the mask for tears or holes; do not use a mask that has previously been worn or is damaged;
- Check which side is the top, usually where the metal strip is;
- Identify the inside of the mask, usually the white side;
- Place the mask on the face covering the nose, mouth and chin, making sure that there are no gaps between the face and the mask. Place the straps behind the head or ears. Do not cross the straps because this can cause gaps on the side of the mask;
- Pinch the metal strip so it moulds to the shape of the nose; and
- Remember, do not touch the front of the mask while using it to avoid contamination; if this happens, clean hands immediately.

How to take off a medical mask:

- Before touching the mask, clean hands with an alcohol-based hand rub or soap and water;
- Remove the straps from behind the head or ears, without touching the front of the mask;
- Lean forward and pull the mask away from the face to remove it;
- Medical masks are for single use only; discard the mask immediately, preferably into a closed bin;
- Clean hands after touching the mask; and
- Be aware of the condition of the mask; replace it if it gets soiled or damp.

How to put on and wear a fabric mask:

- Before touching a mask, clean hands with an alcohol-based hand rub or soap and water;
- Inspect the mask for tears or holes, do not use a mask that is damaged;



- Adjust the mask to cover the mouth, nose, and chin, leaving no gaps on the sides;
- Place the straps behind the head or ears. Do not cross the straps because this can cause gaps on the side of your face;
- Avoid touching the mask while wearing it. If this happens, clean hands immediately; and
- Change the mask if it gets dirty or wet.

How to take off and store a fabric mask:

- Clean hands before taking off the mask;
- Take off the mask by removing it from the ear loops, without touching the front of it;
- If the fabric mask is not dirty or wet and it is to be used again, put it in a clean plastic, resealable bag. When it is used again, hold the mask at the elastic loops when removing it from the bag;
- Clean the mask once a day; and
- Clean hands after removing the mask.

How to take off and store a fabric mask:

- Wash fabric masks in soap or detergent and preferably hot water (at least 60 degrees Centigrade/140 degrees Fahrenheit) at least once a day.
- If it is not possible to wash the mask in hot water, then wash it in soap/detergent and room temperature water, followed by boiling the mask for one minute.



Annex F

Measures to Enhance Mental Health and Wellbeing

These measures can be applied to all people. Where not all boxes are ticked in a line, they have been specifically advocated by MIND for particular situations.

Measures to Enhance Mental Health and Wellbeing	General Wellbeing	Those with general mental health issues	Obsessive compulsive disorder (OCD)	Learning Disability	Autism	Older people
Consider how to connect with others and help and support them						
Contacting trusted friends, family and colleagues is key to mental wellbeing.	✓	✓	✓	✓	✓	✓
Make regular contact via telephone, video calls or social media instead of meeting up.	✓	✓	✓	✓	✓	✓
Identify how to provide help and support to others. Message a friend or family member nearby. Join community groups to support family while at sea.	✓	✓				
Try to accept other people's concerns, worries or behaviours.	✓	✓	✓	✓	✓	✓
Maintain daily physical wellbeing						
Physical health impacts on emotional and mental feelings. At difficult times, it can be easy to adopt unhealthy behaviours which can make things worse. Eat healthy, well-balanced meals, drink enough water, exercise where possible, and avoid smoking and alcohol.	✓	✓				✓
Life is changing for everyone. Staying on board or social distancing will cause disruption to the normal routine. Review how to adapt and create positive new routines, engage in useful activities (e.g. cleaning or exercise) or meaningful ones (e.g. reading or calling a friend). It may be helpful to write a daily plan.	✓	✓				✓
Manage panic and anxiety						
When having panic attacks or flashbacks plan a 'safe space' to go to.	✓	✓	✓	✓	✓	✓
If spending more time on board, seafarers may feel trapped or claustrophobic and should try if possible to go outside daily. Open windows if possible to let in fresh air, and sit with an external view. Change rooms visited (if possible) to give a sense of space.	✓	✓	✓	✓	✓	✓
Encourage seafarers to read verified documents about the benefits of vaccination.	✓	✓	✓	✓	✓	✓
Manage worry and stress and seek help when struggling						
The COVID-19 outbreak may be stressful and cause worry about changes that occur because of it, including having to stay on board.	✓	✓		✓	✓	
Do not forget about other health conditions and take any medication prescribed.	✓	✓		✓		
Share feelings and coping strategies with family and friends, or contact ISWAN SeafarerHelp or a Seafarers' Mission to help.	✓	✓	✓	✓	✓	✓
If needing medical treatment, share medical information or diagnosis with medical staff.	✓	✓	✓	✓	✓	✓
Request help for example with shopping or running errands and let those around you know what they can do or contact Seafarers help or the local port welfare provider.	✓	✓				✓
Manage difficult feelings						
Seafarers should focus on things they can control by acquiring information and better preparation. Worries outside personal control and repetitive thoughts are unhelpful.	✓	✓				
OCD can make it hard to absorb advice due to problematic washing or hygiene behaviours.			✓			
Avoid re-reading advice about Covid-19 if this is unhelpful	✓	✓	✓	✓	✓	✓
Advise others when struggling, for example, ask them not to discuss the news	✓	✓	✓	✓	✓	✓



	General Wellbeing	Those with general mental health issues	Obsessive compulsive disorder (OCD)	Learning Disability	Autism	Older people
Measures to Enhance Mental Health and Wellbeing						
Set limits	✓	✓	✓	✓	✓	✓
Plan something to do to change focus	✓	✓	✓	✓	✓	✓
Contact the mental health team						
Contact the mental health team to discuss continuing care and to update medical plans.		✓	✓	✓	✓	✓
Improve sleep						
Anxiety or worries can make it harder to get a good night's sleep. Good quality sleep enhances mental and physical wellbeing. Maintain regular sleeping patterns and good practices, avoid screens before bed, reduce caffeine and create a restful environment.	✓	✓				✓
Manage personal media and information intake						
24-hour news and constant social media updates can increase worry. Limit time to a maximum of twice daily checks to watch, read, or listen to media coverage.	✓	✓	✓	✓	✓	✓
Gather information from this guidance document to accurately determine risks of contracting COVID-19 to take reasonable precautions. Inaccurate information can also negatively affect others so do not share information without fact-checking sources.	✓	✓	✓	✓	✓	✓
Set goals and plan to keep mentally well						
Setting goals and achievement gives a sense of control and purpose so identify things to do on board. Watch a film, read a book or learn something online.	✓	✓	✓	✓	✓	✓
Exercise on board and download 10 minute work outs or other exercise videos.	✓	✓				
Continue normal activities to keep well. If support is available from others, plan how to remain well and relaxed with them.	✓	✓			✓	
Keep a diary	✓	✓			✓	
View Brain in Hand https://www.autism.org.uk/services/education/brain-in-hand.aspx					✓	
Use strategies that have helped previously.	✓	✓				
Do enjoyable things and keep an active mind						
People may do enjoyable things less often, or not at all when anxious, lonely or low. Pursuing a favourite hobby, learning something new or taking time to relax indoors should provide relief from anxiety and can enhance mood.	✓	✓	✓	✓	✓	✓
If unable to do activities due to staying on board, adapt them, or try something new.	✓	✓	✓	✓	✓	✓
Read, write, play games, do crossword puzzles, sudokus, jigsaws or drawing and painting. Many free tutorials and courses are available online and people are producing innovative online solutions like online pub quizzes and streamed live music concerts.	✓	✓	✓	✓	✓	✓
Relax and focus on the present						
This can help with difficult emotions, worries about the future and improve wellbeing. Relaxation techniques can also help some people manage feelings of anxiety.	✓	✓	✓	✓	✓	✓
Spend time outside, or bring nature in						
Social distancing guidelines enable seafarers to exercise outside daily to enhance wellbeing. If unable to get outside there can be positive effects by opening windows (if possible) to provide fresh air, arrange space to sit for a nice view and get some natural sunlight.	✓	✓	✓	✓	✓	✓
If walking outside follow the recommended social distancing guidance.	✓	✓	✓	✓	✓	✓
With increased risk of severe illness and need to stringently follow social distancing measures when onboard, some older people, particularly those with pre-existing medical conditions, may be concerned or affected by changes required to daily life.	✓	✓				✓
Alcohol reduction						
It can be dangerous to stop quickly without support. If physical withdrawal symptoms occur (like shaking, sweating or anxiety until having the first daily drink), seek medical advice.	✓	✓	✓	✓	✓	✓

