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4 ALBERT EMBANKMENT  
LONDON SE1 7SR  
Telephone: +44 (0)20 7735 7611 Fax: +44 (0)20 7587 3210

Circular Letter No.4221/Add.4  
27 April 2020

To: All IMO Members  
Intergovernmental organizations  
Non-governmental organizations in consultative status

Subject: **Communication from the Government of the People's Republic of China**

The Government of the People's Republic of China has sent the attached communication, dated 26 April 2020, with the request that it is circulated by the Organization.

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# 中华人民共和国交通运输部

MINISTRY OF TRANSPORT, THE PEOPLE'S REPUBLIC OF CHINA

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国际海事组织秘书长

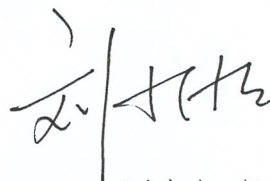
林基泽先生

尊敬的林基泽秘书长，

做好港口及其从业人员对新冠肺炎疫情的防护，是全球加强疫情防控，共同保障供应链稳定的重要举措。鉴于在工作中的实践经验，中方制定了《港口及其一线人员新冠肺炎疫情防控工作指南》，以尽力遏止疫情跨境传播，增强供应链韧性和可持续性。

请将该指南散发给 IMO 各成员国、政府间和非政府间组织为荷。

中华人民共和国交通运输部副部长



(刘小明)

二〇二〇年四月二十六日

Courtesy Translation

H.E. Mr. Kitack Lim  
Secretary-General  
International Maritime Organization

26 April, 2020

Your Excellency,

It is considered as a measure of great importance to strengthen the protection for ports and its staff to prevent and control the spread of COVID-19 with a view to jointly safeguarding the global supply chain.

In light of practice, the Ministry of Transport of China has developed *Guidance on the Prevention and Control of COVID-19 for Ports and Its Front Line Staff* to prevent cross-border transmit of the virus so as to shore up the resilience and sustainability of supply chains.

I would be grateful if you would circulate this Guidance to all Member States, Intergovernmental Organizations and Non-Governmental Organizations.

Yours sincerely,

Liu Xiaoming  
Vice Minister  
Ministry of Transport  
The People's Republic of China

# **Guidance on the Prevention and Control of COVID-19 for Ports and Its Front Line Staff**

This guidance is developed to help port workers, especially those on the front line, to take effective measures to prevent and control the spread of COVID-19.

## **I. Scope of Application**

The guidance is applicable to pilots, dock stevedores and other port staff when conducting piloting, berthing, loading and unloading operations of ships during the COVID-19 pandemic.

## **II. General requirements**

Ports and pilot organizations should have in place measures and detailed arrangements for epidemic control, port operation, pilot activities and occupational health. Meanwhile, front line worker's health should be particularly cared in the epidemic control system. The risk level of piloting and port operation should be determined based on the ships' ports of call and the crew's health conditions. Strengthen works like information sharing, material reserves, ship-shore isolation, access control, ventilation and disinfection, personal protection, emergency treatment, and prevent the risk of imported COVID-19 cases entering the country via ports.

## **III. Information management and reports**

### **3.1 Information of arriving ships and their crew**

Port enterprises and pilot organizations should strengthen information sharing with ship agents, customs, and maritime administrations etc, and formulate relevant work plans based on the following information of ships and crew:

3.1.1 Information about ports of calls, arrival and departure schedules, etc.

3.1.2 Information about the crew, their health conditions etc., and information including crew exchange, personnel embarking and disembarking, material delivery and personnel contact during berthing.

3.1.3 Information about ship quarantine, preventive measures, etc.

3.1.4 Information about the crew's close contacts during berthing.

3.1.5 Treatment information about sewage and ballast water.

### **3.2 Information on Personnel and vehicles**

Personnel and vehicles entering and leaving the ports should be registered and checked to form a closed-loop management based on information collection.

### **3.3 Information Submission**

Report to the local transportation (port) management departments on the epidemic prevention and control activates according to relevant requirements.

## **IV. Operation procedures**

4.1 The pilot organizations and port enterprises should organize and hold a pre-meeting before a ship enters the port to evaluate the risk in regards of epidemic prevention and control, clarify the specific preventive measures and precautions of relevant workers, and designate the person in charge of the issue.

4.2 Port enterprises, through ship agency and other units, should urge ships to conduct disinfection, ventilation and other related works, have personnel on duty during this period, accurately record the identity information of the persons boarding and disembarking, their reasons for getting on and off the ship, and contact information to ensure that the information of these persons can be traced.

4.3 Ships engaged in international voyages can carry out loading and unloading operations after completion of quarantine by the customs with relevant records showing that the crews are healthy.

4.4 Strict prevention and control measures should be implemented such as non-direct contact between personnel on board ship and those on shore. The port facility security plan should be completely implemented in ports. The management of entry and exit personnel, vehicles and ship port interface should be strengthened. The management of boarding and disembarking channels should be strengthened. The ship-shore communication activities should be strictly controlled. Crew members are not recommended to disembark unless extremely necessary.

4.5 Port enterprises should cooperate with related units during crew shifts, ship supply and inspection, emergency rescue, work to deal with injured and sick seafarers under the customs permission while these operations meet epidemic prevention conditions. Personnel and vehicles entering and leaving the port should be notified in advance by the shipping agency and other relevant units, and the temperature check of relevant personnel should be strictly carried out before entering the port. Persons whose body temperature exceeds 37.3 °C are strictly prohibited from entering the port, and should be reported to the local health management department according to the procedures.

## **V. Preventive requirements for operators**

### **5.1 Protection requirements for terminal operators**

5.1.1 Body temperature check equipment is provided at the entrance of the workplace and working area. Necessary protective equipment such as masks, gloves, goggles and the other materials are serviced for the wharf operators and proper guidance on usage are provided according to the risk level and their different positions.

5.1.2 Body temperature check. Personnel who may have close contact with the crew should be relatively fixed and their activities should leave a paper trail.

5.1.3 No terminal operator is allowed to board the ship or directly contact the crew. If extremely necessary for work, the personnel must keep at a safe distance of about one meter and with self-protection measures taken.

5.1.4 Notice boards and warning lines should be taken during operation, and crew are excluded from terminal operation area principally. The crew are required to wear mask, gloves etc. for personal protection, and keep a safe distance if it is necessary for crew and ashore staff to work together. All the crew who need to work on-shore should have their body temperatures checked.

5.1.5 The telephone, Wechat, network video are advised to be used for communication to avoid staff gathering.

### **5.2 Preventive requirements for pilots.**

5.2.1 The pilot organization should increase the reserve and supply of anti-epidemic materials, increase the provision of medical masks, gloves, goggles, protective clothing, infrared thermometers, and disinfectants etc., and establish an anti-epidemic materials supply system. The pilot's health monitoring should be strengthened and a daily health status reporting system should be established.

5.2.2 Pilots, vehicles for pilot transfer, pilot vessels and pilot boats should be relatively fixed, the record management should be maintained, the temperature monitoring should be carried out, and the nucleic acid test for pilots should be regularly organized according to the local requirements.

5.2.3 During the pilotage, the pilot should wear protective clothing, goggles, masks, gloves and other personal protective equipment correctly throughout the whole process.

5.2.4 When boarding and disembarking the ship, the pilots should choose stairs and corridors outside the accommodation as far as possible to avoid the crew living area.

5.2.5 During pilotage, it should be notified to control the number of crew on the bridge, and the bridge should be well ventilated. The pilot should reduce or avoid contacting with crew, and maintain a safe social distance. If condition permits, specialized communication devices such as walkie-talkies should be used to avoid contacting with the crew.

5.2.6 The pilot should try to avoid having meal and using the toilet on board.

5.2.7 The pilot should take disinfection measures in accordance with regulations after disembarking from the ship. Waste articles such as disposable protective equipment should be collected and processed in accordance with regulations.

5.2.8 The drivers who are transferring the pilot and the crew of pilot boat should wear masks, gloves and other personal protective equipment correctly when transferring, and have their body temperature checked regularly.

### **5.3 Protection requirements for other personnel aboard ships**

5.3.1 Boarding personnel should wear masks, gloves, goggles and other personal protective equipment, and have their body temperature checked and have their personal information recorded.

5.3.2 All boarding personnel are prohibited from entering the crew living area and should not contact the crew directly. If extremely necessary, the personnel should work in an open area and maintain a safe distance for more than 1 meter.

5.3.3 Boarding personnel should try to avoid having meal, using the toilet, and taking rest on board. Once the work is finished, personnel should leave ship as soon as possible.

5.3.4 The pilot should take disinfection measures in accordance with regulations after disembarking the ship. Waste articles such as disposable protective equipment should be collected and processed in accordance with regulations.

## **VI. Environment sanitation**

Epidemic protective materials, disinfection and sterilization products and related equipment should be adequately supplied and priority should be given to safeguarding both the protective equipment and the manpower. Purchasing, configuring and using of all protective equipment for first-line workers should be in the spirit of strictly following the high-risk standards in order to make sure to reserve, distribute and use in place.

Epidemic prevention materials include but are not limited to: ordinary masks, medical high-level protective masks, protective clothing, safety goggles or protective face screens,



disinfectants (chlorine-antiseptic from 250 mg/L to 500 mg/L of chlorine disinfectant or 75% alcohol, which should not be mixed in use and in storage ), disinfectant hand sanitizers, disinfectant paper tissues, disposable gloves, rubber gloves, thermometers, infrared thermometers, emergency vehicles, emergency medicines, etc.

## **6.1 Ventilation and environment sanitation requirements**

6.1.1 Environmental ventilation should be strengthened. Reception halls, waiting rooms, canteens, conference rooms, office areas and other spaces should be equipped with alcohol, disposable hand sanitizer and other supplies, and their windows should be opened regularly for ventilation, to maintain indoor air circulation with ventilation frequency of no less than 3 times a day and no less than 30 minutes each time.

6.1.2 Air conditioners should be properly used. Natural ventilation is preferred. If an air conditioner is used, the air supply of the air conditioning system should be ensured, and sufficient fresh air input should be ensured. All exhaust air is discharged directly to the outdoors. When the air conditioner is not in use, the air return duct should be closed.

6.1.3 Surroundings should be kept clean and tidy. Garbage should be cleaned up and transported in time.

## **6.2 Cleaning and disinfection.**

6.2.1 Vehicles and boats for staff transfer should be disinfected every time.

6.2.2 Spray or wipe the surface of frequently contacted objects (reception windows, elevator buttons, handrails, door handles, etc.) with chlorine disinfectant containing effective chlorine 250 mg/L ~ 500 mg/L, or wipe with disinfectant wet towels.

6.2.3 Personnel gathering areas (such as reception hall, waiting room, canteen, meeting room, office area, bathroom, dormitory, etc.) should be cleaned and disinfected at least twice a day at regular intervals. The disinfection operation should try the best to avoid the operation time. These areas should be sprayed with chlorine-containing disinfectant (using 84 disinfectant at a ratio of not less than 1:50) to ensure that the disinfection concentration is 20 ~ 30 mL per cubic meter, or wiped with disinfection in a concentration of not less than 75% alcohol for the related equipment and areas touched by many people. Never use a mixture of chlorine-containing disinfectant and alcohol disinfectant.

6.2.4 The areas should be kept relatively closed to achieve the disinfection effect during spraying the disinfectant. Windows should not be opened until 20 minutes later after spraying the disinfectant to keep natural ventilation again. These areas can resume normal working after at least 10 minutes.

6.2.5 Garbage containers such as trash cans should be cleaned more often and

disinfected regularly. These garbage containers can be sprayed with a chlorine-containing disinfectant containing 250 mg/L to 500 mg/ L, or wipe with disinfected wet towels.

### **6.3 Hygiene protection**

6.3.1 One or two non-contact body temperature check points should be established at entrances to minimize entrances and exits, or maintain one-way entrance and exit. When conducting the body temperature check, the staff should try to keep a distance of more than 1 meter from the person checked and wear working clothes, protective masks, disposable gloves or rubber gloves, and if possible, protective glasses or protective screens.

6.3.2 Some operating workers, visitors, business personnel who need to enter the working area should make an appointment in advance. Both sides should wear protective masks to reduce physical contact such as shaking hands and hugging, and wash their hands in a timely manner.

6.3.3 The personnel gathering area should keep a reasonable separated distance.

6.3.4 Video meetings is better than live gathering. All participants should wear protective masks at intervals of more than 1 meter. Meeting time should be controlled, and windows are kept open should meeting time be too long. The meeting venue, furniture , tea supplies must be disinfected once finished.

6.3.5 Separate dining is preferred in canteens to avoid personnel gathering, and dining rooms should be disinfected each time before and after use. All personnel should wear protective masks, avoid contacting with public goods and parts and wash hands frequently. Use alcohol-based disinfection products (such as 75% alcohol solution) to clean hands if there is no clean water.

6.3.6 Use disinfection wet towels to wipe door handles, phones, keyboards, mice, office stationery and related contacted materials.

6.3.7 Alcohol spraying and operation equipment wiping are prohibited in dangerous goods operation areas, and alcohol disinfection of hands, shoes, and clothes is prohibited. Disinfection solutions and disinfection wet towels are recommended for disinfection.

6.3.8 In addition to the daily safety inspection and operation of dangerous goods, attention should be paid to the electrostatic hazards that may be caused by wearing protective clothing (if any). Static elimination procedures must be performed when entering dangerous goods operation areas.

6.3.9 The passenger terminal should implement the prevention and control in accordance with the *Guidance on COVID-19 Epidemic Prevention and Control in Passenger Terminals with Different Risk Categories*.

## **VII. Proper Emergency Planning**

7.1 Pilot organizations and port enterprises should establish and improve emergency plans, strengthen the linkage between customs, immigration and maritime administration departments and sharing information with local health, transportation and other departments.

7.2 The embarking pilot should take the strictest protective measures as wearing protective clothes, safety goggles, medical high-level protective masks, gloves if some crew are found with fevering, coughing and other abnormal health conditions. Meanwhile, the ship is required to ventilate and be disinfected and all crew members are to wear high-level protective masks, personnel isolation and other preventive measures. At the same time, port enterprises should adopt strict ship-shore isolation measures, cooperate with relevant departments to deal with investigation and isolation of close contacted personnel of their own units.

7.3 When a person is found vomiting with symptoms of suspected COVID-19 case, the vomit should be covered and disinfected immediately with a sufficient amount of disinfectant (such as chlorine-containing disinfectant) or an effective disinfecting dry towel with disposable absorbent materials. After the vomit is removed, chlorine-containing disinfectants must be used to disinfect the surface of the object.

7.4 After isolating the suspected infected person, immediately send personnel to fully disinfect the temporary observation room and other areas that may be contaminated. Ships and vehicles used for transfer of the suspected infected persons should be fully disinfected after the transfer is completed.

ANNEX:

**Guidance on COVID-19 Epidemic Prevention and Control in Passenger Terminals with Different Risk Categories**

		Items	High-risk area (frequency of disinfection)	Medium- risk area (frequency of disinfection)	Low-risk area (frequency of disinfection)	Remarks
<b>Disinfection</b>	<b>Passenger terminal</b>	Passenger contact facilities and equipment: passengers and luggage security inspection equipment, ticket vending equipment, drinking fountains (water heaters), waiting room seats, accessible facilities and equipment, stairs (straight ladders) handrails, boarding facilities and other facilities.	Once every one hour	Once every two hours	Once every four hours	In case of personnel fever, immediately disinfect the contact area and facilities.
		Passenger contact areas: closed entrances, ticket vending windows, terminal fronts ( berthing ), check-in paassage (check-in gates), waiting halls, toilets, luggage check-in offices, integrated service offices (inquiry desks), and restaurants and shops	Once every two hours	Once every four hours	Once every six hours	
		The staff contact areas: staff room, lounge, dispatch room, outbound inspection room and other areas	Once every two hours	Once every four hours	Once every six hours	
		hand sanitizer in bathroom	Equipped	Equipped	Equipped	

Items			High-risk area (frequency of disinfection)	Medium- risk area (frequency of disinfection)	Low-risk area (frequency of disinfection)	Remarks
Ventilation	Passenger terminal	Ventilation interval of public areas including waiting room, restaurant, shop, etc.	Keep ventilation	Once every two hours	Once every four hours	The external circulation mode is used for ventilation, and the ventilation time is $\geq 10$ minutes each time; under the conditions of temperature and safety, the air conditioner may be turned off and the window may be opened all day for ventilation
Transport organization	Passenger terminal	Rate of passengers gathered to the maximum numbers of passengers designed.	$\leq 50\%$	$\leq 70\%$	$\leq 90\%$	If the passenger's body temperature is above $37.3\text{ }^{\circ}\text{C}$ , or there are symptoms of vomiting, fatigue, and diarrhea, the staff should immediately

Items			High-risk area (frequency of disinfection)	Medium- risk area (frequency of disinfection)	Low-risk area (frequency of disinfection)	Remarks
						Dial 120 to transfer the passenger to the local health department. If there is a smoking area in the passenger terminal of the low-risk area, try to limit people gathering.
<b>Personal protection</b>	<b>Passenger terminal</b>	Rate of passengers to wear masks	100%	100%	100%	
		Rate of passenger body temperature check	100%	100%	100%	
		Rate of staff wearing protective gloves and masks	100%	100%	100%	
		Requirements for staff body temperature check	Once every four hours	Once every six hours	Once each time on & off duty	
		Requirements for the temporary observation areas	All passenger terminals	All passenger terminals	—	
		smoking areas (if any)	Closed	Closed	—	
<b>Publicity</b>	<b>Passenger terminal</b>	Publicity of health protection knowledge through radio, video, posters, etc.	Keep ongoing	Keep ongoing	Keep ongoing	