



## GENERAL PROCEEDURE

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Date: 13/03/2020  
Revision: 0  
Page: 1  
Version: ORIGINAL

# RESPONSE PLAN CORONAVIRUS (COVID-19)

### APPROVALS:

PREPARED BY:	REVIEWED BY:	APPROVED BY:
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### 1. INTRODUCTION

Reference: International Maritime Organization (IMO) guideline received vide Circular Letter No. 4204/Add.4, dated 5th March, 2020.

As the World Health Organization (WHO) declared the outbreak of Novel Coronavirus (COVID-19) a PANDEMIC of International Concern. WHO has issued guideline prepared by International Chamber of Shipping vide above reference at [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](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) .This is to act as guidance for ship operators for protection of health of seafarers. Member states and international organizations have been invited to make use of this as they see fit. There is a need of alignment of SOPs of port administration, terminal operators and port health authority and shipping lines through agents. A Response Plan Is therefore prepared to assist all for seamless response and effective control to contain the spread of virus COVID-19 within and outside port.

This plan is prepared to deal with entry of the ship in port and while it is berthed inside. It also defines the role function of port health authority, port administration, shipping lines/agents and other stake holders.

#### 1.1. ROLE OF PORT HEALTH AUTHORITY

The KPT in line with national policy on control of health issues at port of entry is dependent on Directorate of Central Health Islamabad. The port health authority functions under its Director General (presently Dr. Asad Hafeez 0300-8569781) and Its Director (Dr. Irfan Tahir 0300-9555617 Focal Person for Pakistan). The directorate has assigned its rep Dr. Dr. Muhammad Ali Zardari (0321-2046691) as Port Health Officer to be called as Port Health Authority along with his staff at Karachi Port. Port health Authority as mandated through The Pakistan Port Health Rules 1974 is to issue clearance of ship through Free Pratique'. The International Health Regulations (IHR) state that this Free Pratique will not be refused normally, however this can subject to inspections and necessary measures if needed and/or subject to provision of following from shipping agents through email before arrival of the ship. Port Health Authority for purpose of this plan to



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control coronavirus is generally responsible for all seafarers, passengers and crew on board needing permission for port entry.

### **1.2. ROLE OF SHIPPING LINES/ AGENTS**

The shipping lines through their agents have to play an active role In control of COVID-19 along with other stake holders. To facilitate the entry of ship in the port the shipping agent has to provide well In advance to port health officer the following:

- Maritime Health Declaration certificate and undertaking by the Master.
- List of crews with port of joining, date of joining, body temperatures and ports visited.
- International Vaccination Certificate (disease and country specific)
- Ship Sanitation Control Certificate (SSCC)/ Ship Sanitation Control Exemption Certificate (SSCEC).
- Medical Chest Certificate.
- Derating certificate- Derating exemption certificate.

This Free Pratique can be limited Pratique as well depending on limited stay of the vessel. The port health authority has made its own SOP for handling of COVID-19. The copy of Free Pratique will be provided to KPT through office of 06 (Ops) Mr. Rizwan Ghauri (0312-1117797). Crew for joining the ship (sign on) and leaving the ship (sign off) will also be allowed as per rules by Port Heath authority and other agencies at the port. Clinical specimen provided by the ships will be handed over to port health authority and same will be communicated back to ship. All costs for tests/treatment and disembarkation will be borne by the shipping agent.

### **1.3. ROLE OF KARACHI PORT**

In present pandemic situation Karachi Port will allow the ship to enter the port subject to clearance by port health authority and fulfilment of other conditions like draft, tide, IMDG/IMSBC, financial clearance and other safety/procedural constraints etc. The disembarkation of ship's crew on shore leave has been suspended temporarily till pandemic situation persists on orders of Ministry of Maritime Affairs (MoMA). Pilots will be provided on availability of Free Pratique. The ship can discharge or embark cargo as per rules governing the discharge and embarkation of cargo in KPT. Port will



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allow Sign on/Sign off subject to permissions by the various agencies present in the port. The supply of fresh rations will be allowed by KPT as allowed by customs. The Port Health Officer and staff will coordinate with Port Health Officer In performance of his duties to create synergic effect. Port Health Officer will ensure the health status of port employees, janitorial staff, contracted and dock labour working in the port. All Director Generals and Directors are to facilitate

In this regard, Port Health Officer will stop entry of any suspected person of COVID-19 in the port and take next steps as per area of responsibility. He will ensure the similar regime is followed In all terminals for their employees.

### **1.4. ROLE OF IMMIGRATION & CUSTOMS**

KPT and port health authority will inform Immigration & customs about the disembarkation of critically III/ suspected cases of infection and close contacts and allow their disembarkation as per rules. The departure from Pakistan after treatment will be coordinated by shipping agent with immigration & customs with information to port health authority and the Karachi Port. The supply of fresh rations will be allowed as per rules.

### **1.5. ROLE OF CARGO HANDLING COMPANIES (CHCS) STEVEDORES**

The CHCs are to make sure that they do not allow persons suspected of COVID-19 and symptoms similar to COVID-19 to embark the ship for cargo operation. They should also ensure that person with sickness should not enter the port. Port Health Officer to work with Cargo operation department to ensure this.

### **1.6. ROLE OF TERMINAL OPERATORS**

The terminal operators are to make sure that they do not allow persons suspected of COVID-19 and symptoms similar to COVID-19 to embark the ship for cargo operation. They should also ensure that person with sickness should not enter the port. Port Health Officer to work with Cargo operation department to ensure this. Terminal operators are to cooperate with port health authority and port administration in implementation of this plan.

### **1.7. MANAGEMENT OF SUSPECT AND ACUTE CASES ON BOARD**

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In the event of a suspected diagnosis of COVID-19 onboard, a ship seeks immediate expert medical opinion. The master should report the event as soon as possible to the port health authority at the port to arrange, depending on the situation, medical evacuation or special arrangements for disembarkation and hospitalization of the patient and laboratory diagnosis.

- Upon receiving information, Port Health Officer along with paramedical staff will start case investigation immediately, wearing appropriate personal protective equipment (PPE).
- In case the ship is berthed, measures be taken to evacuate the suspect or patient to the nearest tertiary hospital Jinnah Hospital, Civil Hospital & Agha Khan Hospital by Port Health Officer through ambulance equipped for handling patients of COVID-19.
- In case the ship is anchored in outer channel or at sea, the same procedure be followed Involving evacuation through boat equipped with safety measures required for handling COVID-19 suspects/patient. The persons on boat will follow strict precautionary measure and PPE. If the condition of the patient is serious, ship is at far distance or in severe weather; medical emergency service of helicopter may be arranged taken for evacuation. (MEDVAC)
- The evacuation process and the choice of hospital dealing such patients has to be made in consultation with the shipping line/agent.
- Patient's medical care and cost of the treatment will be the sole responsibility of shipping line/agent.
- The shipping line /agent will bear the cost Involved in the preparedness for the special task of evacuation.
- Port Health Officer will keep a medical record and patient's laboratory examination / clinical tests and communicate the same to Port Health Officer and focal person of KPT Hospital Dr. Syed Sajid Ali (0321-7736666).

### **1.8. MANAGEMENT OF CLOSE CONTACT CASES ON BOARD**



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In the event of a close contacts of COVID-19 (as defined in IMO guideline para 9) has to be kept in quarantine onboard ship for 14 days on orders of port health authority. The close contacts will have to fill up a PLF (Passenger Locator Form as per Annex B to IMO guideline referred above. Form is available at [http://www.ics-shipping.org/docs/default-source/resources/coronavirus-\(covid-19\)-guidance-for-ship-operators-for-the-protection-of-the-health-of-seafarers.pdf](http://www.ics-shipping.org/docs/default-source/resources/coronavirus-(covid-19)-guidance-for-ship-operators-for-the-protection-of-the-health-of-seafarers.pdf). Ship will either remain at outer anchorage or will be shifted to outer anchorage. The regular tests will be conducted on close contacts. The clinical specimens will be managed through port health authority and shipping agents. When declared safe and medically cleared by port health authority ship may proceed to next port of call. In case the close contact develops signs and symptoms the procedure given above will be followed.

### **1.9. CASE OF SUSPECT PROVING HEALTHY (FALSE ALARM)**

In case the suspect after evacuation proves negative for COVID-19, or the clinical specimen are proven negative for COVID-19, the condition of quarantine will be lifted from the ship immediately by port health authority. All agencies will be informed accordingly.

### **1.10. ADDITIONAL PORT ADMINISTRATION ORDERS**

In addition to above plan following Instructions have also been issued by port administration for containment of coronavirus COVID-19 inside the port:

- No hand shake and embracing for port employees and visitors
- Temporarily stopped biometric attendance
- Disinfection of staircases and door knobs on daily basis
- Disinfection of Transport everyday
- Provision of mask and sanitizer to employees
- Availability of requisite medicines and PPEs as per Annex C to IMO guideline referred above
- Removal of all carpets and daries (traditional flooring) from mosques. Cleaning of floor with disinfectant after every prayer
- Database of suspect and close contact cases of employees and their family members



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- Strict precautions and control at main gate while allowing entry to trailers
- Awareness campaign through pamphlets and banners
- Coordination with designated tertiary hospitals

### 1.11. REVISIONS

This response plan for COVID-19 will be revised after necessary instructions received from the Ministry of Maritime Affairs (MoMA), Ministry of National Health Services Regulation & Coordination (MNHSRC), International Maritime Organization (IMO) and World Health Organization (WHO).



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### GENERAL GUIDELINE -SOP

#### SUB. MANDATORY INFORMATION'S OF CORONA VIRUS.

- Mandatory pre arrival reporting of human health on board must be undertaken at least 12 hours prior to the vessels arrival into Pakistan territorial waters. (The Master must update authorities should the human health status on board the vessel change at any time whilst the vessel is in Pakistan waters.)
- If at any time a human health risk is reported, a port health officer will conduct assessments on a case by case basis, and work with national and local health departments to manage risk to the ill persons and other crew, seaport personnel, border staff and health professionals.
- Most, if not all Pakistani Port Authorities are expected to implement the following additional regulations for all vessels intending to berth – Masters of all ships due to arrive in Pakistan Ports are required to declare their last 5 ports of call and confirm that they have no crew members showing symptoms of Novel coronavirus on-board.
- Where Novel coronavirus is evident or suspected, seaport personnel and shore staff will not be required to board the vessel.
- The Port Authority will delay pilotage services to vessels that have transited directly from Port of Corona infections Country, but which have been at sea for less than the 14 day quarantine (self-isolation) period. It is reported that port health has decided to apply the 14 day elapsed time period retrospectively and as from yesterday will not embark a pilot on a ship arriving from Port of Corona infections Country that has not spent 14 days at sea.





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The port health Department is also requesting ships agents clarify the following information, should their vessels have recently called into a Port of Corona infections Country:

- The Date the vessel departed the Port of Corona infections Country.
- Ports called into between departing Port of Corona infections Country and arriving in Karachi Pakistan
- Declarations as to whether any sick personnel are on board
- Declaration of the previous 5 ports of call
- Further to the above, vessels may expect heightened bio-security/quarantine measures being implemented; including:
  - Pakistan port health Department personnel attending the vessel wearing full body protection /HAZMAT style gear
  - Stevedores wearing masks and other protective gear, and being instructed to keep distance and avoid contact with crew where possible
  - Ships agents may carry out procedures from the wharf instead of boarding the affected vessels, so as to minimize potential contamination risk
  - Seafarers aboard affected vessels may be barred from leaving the vessel.



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### Supplement-1

#### GENERAL GUIDELINE - SOP

##### SUB: MANDATORY PRE-ARRIVAL INFORMATION OF CORONA VIRUS.

1. Pre-arrival preparation which must be carried out before ship arrives at Karachi Port.
2. These include disinfection of the bridge, meeting room, door handles and hand rails to the meeting room. Further, stevedores access to the accommodation of the ship is restricted; and the Tally Room and toilet for stevedores must be disinfected.
3. In view of several ship observations, the officers and crew of the ship not complying with the direction of WHO/IHO and IMO & the port. Agents, Operators and Owners are advised to take preventive measures strictly.
4. Officers/crew should be provided with essential protective clothing including mask, eye glass, gloves and disposable apron or requisition has been raised under urgent remarks.
5. Every ship at berth at the Gangway Entry keeps a hand sanitizer and ensures the person entering uses the same.
6. The gangway Watch-keeper will monitor the temperature of all people including the ship and raise an objection if anyone has body temperature or cough / cold.
7. If Master reports any suspected or infected person onboard the vessel, the vessel will be anchored at designated quarantine anchorage. Coordinates of which are as under:-
  - i. 24° 42.2' N 066° 52.6' E
  - ii. 24° 42.2' N 066° 53.8' E
  - iii. 24° 41.0' N 066° 53.9' E
  - iv. 24° 41.0' N 066° 52.6' E
8. Suspected/infected crew member will not be allowed to land on the shore i.e. No Shore Permit will be issued and KPOC, Harbour Master, PHO and CMO shall arrange to shift the sick person to isolation facilities in a dedicated ambulance with staff wearing PPE. Self protection & preventive measures were discussed according to IHO/Who guidelines.




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# **CONTINGENCY PLAN** **COVID-19**

## **INTRODUCTION**

In the wake of pandemic COVID-19, Karachi Port Trust, has prepared response Plan No. HM-KPT/ Contingency Plan-2020/716 dated 22-03-2020, as per IMO guideline. However, there is a need to define “**Contingency Plan**” to keep the Port Operational and functional 24 X 7 till ships are calling in the Port. It is commitment of the Port Authorities to keep the Port Operational at all costs in line with IMO instructions. This Contingency Plan incorporates the administrative guidelines issued by Ministry of Maritime Affairs received vide letter No. 5(1)2020-Coord, dated 18-03-2022. Moreover, contingent measures have been outlined to ensure safety of the personnel and economize the Human Resources. Contingency Plan of KPT partners in operations have also been included. The terminal operators have been instructed to prepare their individual Contingency Plans.

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## **ADMINISTRATIVE MEASURES**

- a) The Port is lifeline of the Country and has to remain functional and operational 24 X 7. In order to ensure continuity of operations, chain of command has been prepared to cater for any unforeseen event and leave/quarantine of any officer from the organization.
- b) All non-essential staff male/female, officers and employees specially employed on daily wages quota have been exempted from attending the office during the current period till 15 April 2020.
- c) Most of the Operational Staff, Pilots, Tugs, Shipping Boats, PSF, Hospital Doctors, Fire Fighters, Traffic (Cargo Handling) works on shift basis, therefore elements of routine are already present.
- d) The sitting distance between KPT officers and staff shall be managed to avoid close contact as prescribe i.e. at least 1.5 meter distance be maintained.
- e) Access and operation of Let Pass Account shall be ensured and, if necessary measures for remote access shall also be ensured.
- f) For the purpose of treatment of COVID-19, Officers/ Employees shall be allowed access to facilities or hospitalization at all hospitals including those outside Karachi irrespective whether or not a panel hospital. Moreover KPT Hospital team will visit hospitals and coordinate with dependants of sick employees and resolve their domestic issues at appropriate level.
- g) Welfare shops will be arranged by the stevedores, which will contain basic commodities to be sold to the stevedores and daily wages workers.
- h) In case of lockdown and restriction on public transport by the Sindh Govt's, KPT will ensure that employees reach port/office for duties. In this regard KPT & private terminals' Passes (ID Cards) shall be issued to employees for allowing them the travel throughout the city. Exemption from Sindh Govt's will be coordinated and obtained for port, being essential service.

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### **FINANCIAL MEASURES**

- a) All concerned GMs and HODs have been directed to provide all relevant essential services in an uninterrupted manner, and to devise a plan to ensure provision of same without fail.
- b) Accounts and MIS Department shall ensure that payroll for purpose of preparation of salaries of employees and daily wages workers are functional.

### **TECHNICAL MEASURES**

- a) Manager MIS will ensure that applications for virtual meetings are available and installed for official meetings and if required, to obtain license for same.
- b) Mechanical & Electrical Departments will ensure uninterrupted power for Port and its users.
- c) Engineering Department's maintenance will ensure uninterrupted water supply to the port, its clients and KPT residence. Port operations will take priority.
- d) The Project Management of KPT, Head Office prospects will continue as schedule video conference where needed.

### **OPERATIONAL MEASURES**

- a) Until otherwise required on Medical Grounds, No leave shall be allowed Pilots, Tug Commanders, Marine Engineers, DC, HM, DM & DHM be ready to utilize their service in time of need should the circumstances so warrant.
- b) All Terminal Operators, Cargo Companies and Stevedores engaged in the Port have been apprised about preventive measures against COVID-19 and



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implementation of the same in letter and spirit.

- c) A Contingency Plan from the KPT partners in operation providing Pilot boats has been discussed and obtained salient feature are as follows:
- d) Pilot boats "Sea Prince" & "Ocean Prince", can be used with full set of crew.
- e) No direct contact with any supplier personals at Pilot boats.
- f) Pilot boats will not allow any extra person inside accommodation.
- g) Before departure of our crew team from side office to KPT proper scanning of each and every crew done to make sure no crew effected from the symptoms of Corona Virus this being regularly monitored and perform on every shift basis (3 days) for crew going to port for on duty.
- h) Total 05 crew allowed on each shift and no outsider allowed to be on boat except boat crew and KPT Pilot.
- i) We have instructed our boat team to spray the boat on daily basis and keep the boat neat & clean from any germs & virus effected and for proper maintenance of boat.
- j) In order to get ride and out come from this challenge we are talking and following each and every steps/measures to ensure safety of our crew and boat staff as per instruction of (WHO) World Health Organization to protect from this deadly Corona Virus to spread.
- k) Daily two times sanitation of all Vessels and wash room facilities.
- l) Hand Sanitisers to be placed inside the boat for crew and Pilots.
- m) Pilots will avoid any interaction and spreading in case infected.
- n) Crew to attend Pilot boarding or disembarking, but no physical contact if not emergency.



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- o) We do have back up crew if any unforeseen situation arises.
- p) Frequent crew change will be avoided.
- q) All crew members' shore leave has been restricted to avoid minimum contact with externals.
- r) It is relevant to state that a Hotline Telephone Number 021-99210404 (Crisis Management Cell) has been established, which will remain operative round the clock for any help /Communications.

### **Revision of Plan:**

The contingency plan will be reviewed/ revised on any further development and receipt of Govt instructions.